

# Response to RFP NO. 2025-16: American Chinese History Month Educational Materials

Prepared for Office of Superintendent of Public Instruction (OSPI) by Ada Unlimited

The logo for Ada Unlimited, featuring the words "ADA UNLIMITED" in a bold, dark red, sans-serif font. The text is centered within a light gray rectangular background.

## **Proposal Point of Contact Information:**

Name:	Favour Amaliri
Direct Email:	favour.amaliri@adaunlimited.com
Direct Phone	206-657-6943

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## Letter of Submittal

Dear OSPI Team:

On behalf of Ada Unlimited, I am pleased to submit our proposal for American Chinese History Month Education Materials as outlined by the Office of Superintendent of Public Instruction (OSPI). Our proposal outlines a robust strategy for creating and distributing age-appropriate educational materials that honor and celebrate the contributions of Americans of Chinese descent. This includes the production of visually engaging, ADA-compliant digital and print materials that can be updated to reflect legislative changes and translated into Washington's top ten languages, ensuring accessibility and inclusivity.

Company Name:	<b>Ada Unlimited LLC</b>
Mailing Address:	<b>3795 S Alaska St, #28038, Seattle WA</b>
Phone Number:	<b>(206) 657-7943</b>
Legal Status:	<b>Corporation (S-Corp)</b>
Year Founded:	<b>2021</b>
UBI Number:	<b>604734066</b>
Federal Tax ID Number:	<b>874818416</b>
OMWBE WBE Number:	<b>M3F0029040</b>
OMWBE DBE Number:	<b>D3F0029040</b>
Statewide Vendor Number:	<b>0312757-00</b>
Principal Officer Name:	<b>Favour Amaliri</b>
Principal Officer Email:	<b><a href="mailto:favour.amaliri@adaunlimited.com">favour.amaliri@adaunlimited.com</a></b>
Principal Officer Address:	<b>7100 Fort Dent Way, Tukwila, WA 98188</b>

We believe our team's extensive experience in project management, design, and community engagement, coupled with our proven track record of delivering high-quality outputs on time and within budget, positions us as an ideal partner for OSPI. Please find enclosed the required certifications, qualification affirmations, and completed contractor intake form, as per the RFP instructions. The undersigned is authorized to legally bind Ada Unlimited to the contractual obligations outlined in this proposal.

We look forward to the opportunity to partner with OSPI to advance this important initiative.

Sincerely,



Favour Amaliri | Principal Consultant | 206-657-6943 | [favour.amaliri@adaunlimited.com](mailto:favour.amaliri@adaunlimited.com)

### EXHIBIT A CERTIFICATIONS AND ASSURANCES

*Bidder must sign and include the full text of this Exhibit A with their proposal.*

Bidder makes the following certifications and assurances as a required element of the proposal to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related contract(s):

1. Bidder declares that all answers and statements made in the proposal are true and correct.
2. The prices and/or cost data have been determined independently, without consultation, communication, or agreement with others for the purpose of restricting competition. However, Bidder may freely join with other persons or organizations for the purpose of presenting a single proposal.
3. The attached proposal is a firm offer for a period of ninety (90) business days following receipt, and it may be accepted by OSPI without further negotiation (except where obviously required by lack of certainty in key terms) at any time within the ninety (90) business-day period.
4. In preparing this proposal, Bidder has not been assisted by any current or former employee of the state of Washington whose duties relate (or did relate) to this proposal or prospective contract, and who was assisting in other than his or her official, public capacity. (Any exceptions to these assurances are described in full detail on a separate page and attached to this document.)
5. Bidder understands that OSPI will not reimburse Bidder for any costs incurred in the preparation of this proposal. All proposals become the property of OSPI, and Bidder claims no proprietary right to the ideas, writings, items, or samples, unless so stated in this proposal.
6. Unless otherwise required by law, the prices and/or cost data which have been submitted have not been knowingly disclosed by the Bidder and will not knowingly be disclosed by Bidder prior to opening, directly or indirectly, to any other Bidder or to any competitor.
7. Bidder agrees that submission of the attached proposal constitutes acceptance of the solicitation contents and the attached sample contract and general terms and conditions. If there are any exceptions to these terms, Bidder has described those exceptions in detail on a page attached to this document.
8. No attempt has been made or will be made by the Bidder to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.
9. Bidder grants OSPI the right to contact references and others, who may have pertinent information regarding the Bidder's prior experience and ability to perform the services contemplated in this procurement.

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## EXHIBIT A CERTIFICATIONS AND ASSURANCES

10. Bidder acknowledges that if awarded a contract with OSPI, Bidder is required to comply with all applicable state and federal civil rights and other laws. Failure to comply may result in Contract termination. Bidder agrees to submit additional information about its nondiscrimination policies, at any time, if requested by OSPI.
11. Bidder certifies that Bidder has not, within the three-year period immediately preceding the date of release of this competitive solicitation, been determined by a final and binding citation and notice of assessment issued by the Department of Labor and Industries or through a civil judgment to have willfully violated state minimum wage laws (RCW 49.38.082; Chapters 49.46 RCW, 49.48 RCW, or 49.52 RCW).
12. Bidder has not been debarred or otherwise restricted from participating in any public contracts.
13. Bidder certifies that Bidder has not willfully violated Washington State's wage payment laws within the last three years.
14. Bidder acknowledges its obligation to notify OSPI of any changes in the certifications and assurances above.

***I certify under penalty of perjury of the laws of the State of Washington that the foregoing is true and correct.***



Signature of Bidder

01/03/2025

Date

KENT, WA

Place Signed (City, State)

Favour Amaliri

Printed Name

Principal Consultant

Title

ADA UNLIMITED

Organization Name

## EXHIBIT B QUALIFICATION AFFIRMATIONS

CONSULTANT INFORMATION	
Bidder:	<u>ADA UMLIMITED</u>

MINIMUM QUALIFICATIONS
<i>Please check all boxes that apply.</i>
<input checked="" type="checkbox"/> Licensed to do business in the State of Washington. If not licensed, provide a written intent to become licensed in Washington within thirty (30) calendar days of being selected as the Apparent Successful Bidder.
<input checked="" type="checkbox"/> Experience creating poster materials and digital designs.
<b>Consultants who do not meet the minimum qualifications noted above will be rejected as non-responsive and will not receive further consideration. Any proposal that is rejected as non-responsive will not be evaluated or scored.</b>

***I certify under penalty of perjury of the laws of the State of Washington that the foregoing is true and correct.***



Signature of Bidder

01/03/2025

Date

KENT, WA

Place Signed (City, State)

FAVOUR AMALIRI

Printed Name

Principal Consultant

Title

ADA UNLIMITED

Organization Name



# Technical Proposal

## Project Approach/Methodology

Ada Unlimited is committed to delivering a comprehensive and culturally responsive solution for the American Chinese History Month Educational Materials Project. Our approach is grounded in a deep understanding of the project objectives, adherence to best practices, and a people-centered methodology that ensures inclusivity, historical accuracy, and compliance with OSPI's standards.

## Understanding of the Project

The project seeks to create and distribute high-quality, age-appropriate educational materials that highlight the history, achievements, and contributions of Americans of Chinese descent. These resources must not only align with OSPI's accessibility and branding guidelines but also reflect evidence-based practices and cultural relevance. The materials will serve as a tool for educators to foster cultural awareness and promote diversity in K-12 education.

## Proposed Approach

### 1. Collaborative Planning and Stakeholder Engagement

- Conduct a kickoff meeting with OSPI to confirm project goals, deliverables, timelines, and key milestones.
- Establish clear communication channels for regular updates, feedback loops, and collaborative decision-making.
- Engage subject matter experts, educators, and community leaders to ensure cultural accuracy and educational relevance.

### 2. Content Development

- Perform in-depth research on the lives, history, and contributions of Americans of Chinese descent, with a focus on evidence-based practices.
- Curate content themes, including notable historical figures, key events, and unique cultural contributions, ensuring diversity and representation.
- Draft concise, engaging, and age-appropriate text for all materials, tailored to the K-12 audience.

### 3. Design and Visual Presentation

- Develop visually compelling poster designs and other materials that adhere to OSPI's branding guidelines.
- Integrate inclusive design principles to ensure materials resonate with diverse audiences.
- Create a digital, editable format for at least one deliverable to facilitate future updates.



## 4. Accessibility and Compliance

- Ensure all materials meet ADA requirements and are compliant with Web Content Accessibility Guidelines (WCAG) 2.0.
- Collaborate with language specialists to translate materials into Washington's top ten languages, reflecting the linguistic diversity of the state's students.

## 5. Quality Assurance

- Implement a rigorous review process, including content accuracy, visual quality, and accessibility compliance.
- Facilitate OSPI review and approval cycles to incorporate feedback and finalize materials.

## 6. Distribution Strategy

- Provide OSPI with finalized materials in both digital and print-ready formats.
- Coordinate with OSPI to ensure efficient dissemination of materials to school districts across Washington State.

## Methodology

Ada Unlimited's methodology for the American Chinese History Month Educational Materials Project is rooted in a structured, evidence-based, and culturally responsive approach that ensures historical accuracy, inclusivity, and accessibility. The first step involves a comprehensive planning phase, where the team will collaborate closely with OSPI to define objectives, confirm deliverables, and establish timelines and communication protocols. Research will serve as the foundation for this project, leveraging historical archives, scholarly works, and community consultations to gather accurate information. Nationally recognized figures such as Grace Lee Boggs, an activist and philosopher, and Anna May Wong, the first Chinese American Hollywood star, will be highlighted to showcase diverse contributions. Locally, we will reference Wong Tsoo, the Boeing Company's first Chinese engineer, and Ruby Chow, a trailblazing Seattle politician and restaurateur, to emphasize regional heritage.

Content development will focus on curating engaging and age-appropriate materials that align with K-12 educational standards. The materials will include posters and flyers that highlight major events, such as the Chinese Exclusion Act and its impact, as well as the achievements of Chinese American veterans, military personnel, and other contributors. A visual storytelling approach will be adopted, incorporating timelines, infographics, and student-friendly narratives to make history relatable. Graphic designers will ensure the materials are visually compelling while adhering to OSPI's branding and ADA accessibility guidelines, including Web Content Accessibility Guidelines (WCAG) 2.0 compliance. We will make efforts to translate materials into Washington's top ten languages, such as Spanish, Vietnamese, and Mandarin, using

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professional translators with experience in educational content. An iterative review process will be implemented, allowing OSPI and subject matter experts to provide feedback at key stages. At least one resource will be created in an editable digital format to accommodate future legislative updates. A focus on accessibility will ensure that the materials are usable by individuals with disabilities, employing tools such as screen reader-friendly layouts and high-contrast visuals. Quality assurance will involve a final review of all materials for content accuracy, visual consistency, and compliance with OSPI standards. To achieve this, we will consult resources such as the Chinese Historical Society of America and the Wing Luke Museum in Seattle, ensuring community-driven insights are incorporated. The distribution phase will ensure that all materials are available in both digital and print formats for efficient dissemination to school districts.

By incorporating historical figures like architect I.M. Pei and pioneering journalist Helen Zia alongside local leaders, this project will celebrate the multifaceted contributions of Americans of Chinese descent. Our methodology combines collaboration, historical depth, and innovative design to produce impactful educational materials. Through this thorough and inclusive approach, Ada Unlimited aims to honor Chinese American heritage while fostering cultural awareness among students across Washington State.

Ada Unlimited's approach ensures that the educational materials developed under this project will meet OSPI's objectives and deliver meaningful, inclusive, and accessible content for Washington State's students. Our methodology emphasizes collaboration, cultural accuracy, and adherence to best practices to create impactful resources that honor the history and contributions of Americans of Chinese descent.

## Work Plan

To create and distribute age-appropriate promotional and educational materials that highlight the history, achievements, and contributions of Americans of Chinese descent, aligning with OSPI's standards for accessibility, inclusivity, and cultural relevance.

## Project Requirements and Tasks

### Phase 1: Project Initiation and Planning

**Duration:** Weeks 1–2

- **Tasks:**
  1. Conduct a kickoff meeting with OSPI to confirm project goals, deliverables, timelines, and milestones.
  2. Establish clear communication channels and reporting schedules between Ada Unlimited and OSPI.

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3. Develop a detailed project schedule, including deadlines for drafts, reviews, and final submissions.
4. Identify key stakeholders and collaborators, including subject matter experts, cultural historians, and community leaders.

## **Deliverables:**

- Project charter with defined scope, goals, timeline, and team responsibilities.
- Communication plan detailing feedback cycles and review schedules.

## **OSPI Involvement:**

- Participation in the kickoff meeting to provide project guidance and approve the work plan.

## **Phase 2: Research and Content Development**

**Duration:** Weeks 3–6

- **Tasks:**
  1. Perform comprehensive research on the lives, achievements, and contributions of Americans of Chinese descent, emphasizing historical accuracy and cultural relevance.
  2. Identify national and local figures (e.g., Anna May Wong, Grace Lee Boggs, Wong Tsoo, Ruby Chow) and key historical events (e.g., the Chinese Exclusion Act).
  3. Develop age-appropriate narratives for K–12 students that are concise, engaging, and educational.

## **Deliverables:**

- Draft content, including historical summaries, key achievements, and notable figures.
- List of references and scholarly sources used for content development.

## **OSPI Involvement:**

- Review and provide feedback on draft content for accuracy and alignment with educational goals.

## **Phase 3: Design and Accessibility Compliance**

**Duration:** Weeks 7–10

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- **Tasks:**

1. Create visually compelling designs for posters, flyers, and digital materials that align with OSPI branding standards.
2. Ensure ADA compliance with Web Content Accessibility Guidelines (WCAG) 2.0 for all materials.
3. Develop one editable digital format for future legislative updates.
4. Translate materials into Washington's top ten languages, ensuring linguistic and cultural accuracy.

**Deliverables:**

- Design mockups of all materials for review and feedback.
- Translated versions of materials in Washington's top ten languages.

**OSPI Involvement:**

- Review and approve design mockups and translations for consistency and accessibility.

**Phase 4: Review and Quality Assurance**

**Duration:** Weeks 11–12

- **Tasks:**

1. Conduct a thorough review of all materials for accuracy, cultural sensitivity, and compliance with OSPI standards.
2. Facilitate a final review session with OSPI to address feedback and finalize materials.

**Deliverables:**

- Finalized educational materials in print-ready and digital formats.

**OSPI Involvement:**

- Participate in final review and approval of materials.

**Phase 5: Distribution and Project Closure**

**Duration:** Weeks 13–14

- **Tasks:**

1. Prepare materials for distribution in both digital and print formats.

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2. Provide OSPI with all deliverables, including source files, editable formats, and translations.
3. Conduct a project closeout meeting to review outcomes, lessons learned, and future recommendations.

## **Deliverables:**

- Finalized materials delivered to OSPI.
- Project closeout report summarizing activities, achievements, and recommendations.

## **OSPI Involvement:**

- Receive and confirm delivery of final materials.
- Participate in the project closeout meeting.

## **Creative Approaches**

1. **Interactive Digital Resources:** Develop QR codes linking to interactive timelines or videos for a richer educational experience.
2. **Community Integration:** Collaborate with local organizations, such as the Wing Luke Museum, to host workshops or events promoting the materials.
3. **Student Engagement:** Include prompts for students to explore their own cultural heritage, fostering personal connections to the materials.

## **Required Skills and Expertise**

- Research and historical analysis to ensure content accuracy and relevance.
- Graphic design proficiency for visually appealing, ADA-compliant materials.
- Expertise in accessibility standards, including WCAG 2.0.
- Multilingual translation capabilities to reflect Washington's linguistic diversity.
- Project management skills to ensure timely delivery of all tasks and deliverables.

This work plan provides a comprehensive roadmap to ensure the success of the American Chinese History Month Educational Materials Project while emphasizing collaboration, cultural accuracy, and inclusivity. Let me know if you'd like to add further details or adjustments!

## **Project Schedule**

The project schedule outlines a detailed timeline for completing the American Chinese History Month Educational Materials Project. This structured approach ensures timely delivery of all project requirements while maintaining high standards of quality and



collaboration with OSPI. The schedule is divided into five key phases, each with specific tasks, milestones, and deliverables.

**Project Timeline:** February 2025 – June 30, 2025

### **Phase 1: Project Initiation and Planning**

**Timeline:** February 1–14, 2025

- **Key Tasks:**
  1. Kickoff meeting with OSPI to confirm goals, deliverables, and timelines.
  2. Develop and approve project charter, schedule, and communication plan.
  3. Assign roles and responsibilities to team members.

#### **Deliverables:**

- Project charter, timeline, and communication plan by February 14, 2025.

### **Phase 2: Research and Content Development**

**Timeline:** February 17–March 14, 2025

- **Key Tasks:**
  1. Conduct research on historical figures, events, and themes.
  2. Draft educational narratives and content for K–12 materials.
  3. Compile a list of references and scholarly sources.

#### **Deliverables:**

- Draft educational content by March 14, 2025.

### **Phase 3: Design and Accessibility Compliance**

**Timeline:** March 17–April 25, 2025

- **Key Tasks:**
  1. Develop initial design mockups for posters, flyers, and digital materials.
  2. Incorporate accessibility features, ensuring compliance with ADA and WCAG 2.0.
  3. Translate materials into Washington's top ten languages.
  4. Prepare editable digital versions for legislative updates.

#### **Deliverables:**

- Design mockups and accessibility-compliant materials by April 11, 2025.

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- Translated and editable versions by April 25, 2025.

## Phase 4: Review and Quality Assurance

**Timeline:** April 28–May 16, 2025

- **Key Tasks:**
  1. Conduct internal review of all materials for accuracy, consistency, and compliance.
  2. Facilitate review sessions with OSPI to incorporate feedback.
  3. Finalize materials for distribution.

### Deliverables:

- Finalized materials (posters, flyers, digital files) by May 16, 2025.

## Phase 5: Distribution and Project Closure

**Timeline:** May 19–June 30, 2025

- **Key Tasks:**
  1. Prepare materials for digital and print distribution.
  2. Deliver finalized resources to OSPI and coordinate dissemination to school districts.
  3. Conduct project closeout meetings to review outcomes and lessons learned.

### Deliverables:

- Final resource packages delivered to OSPI by May 30, 2025.
- Project closeout report submitted by June 30, 2025.

## Milestone Summary

Milestone	Due Date	Deliverable
Kickoff Meeting & Planning	February 14, 2025	Project charter, schedule, communication plan
Draft Educational Content	March 14, 2025	Draft narratives and reference list
Design Mockups	April 25, 2025	Design prototypes, translations, editable files

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and Translations		
Finalize Materials	May 16, 2025	Final ADA-compliant, translated materials
Distribution & Content	June 30, 2025	Final resource package, closeout report

This schedule ensures timely progress while allowing for OSPI's review and feedback at critical stages. Let me know if you'd like further refinements!

## Deliverables

Under the proposed contract, Ada Unlimited will develop and deliver high-quality, culturally responsive, and ADA-compliant educational materials aligned with OSPI's standards and project objectives. The deliverables are categorized into services and materials to ensure comprehensive support and successful project execution.

### 1. Educational Content

- **Description:**
  - Engaging, age-appropriate narratives that highlight the history, contributions, and achievements of Americans of Chinese descent.
  - Coverage will include national and local figures (e.g., Grace Lee Boggs, Wong Tsoo, Ruby Chow) and key events (e.g., Chinese Exclusion Act).
- **Specifications:**
  - Drafted content tailored to K–12 audiences, written in a clear and concise style.
  - Content will be backed by evidence-based research and sourced from credible historical and scholarly references.
- **Purpose:**
  - To foster cultural awareness and appreciation among students across Washington State.

### 2. Poster and Flyer Designs

- **Description:**
  - Visually compelling, age-appropriate posters and flyers commemorating the lives and achievements of Americans of Chinese descent.
- **Specifications:**
  - Designed in accordance with OSPI branding standards and formatted for print and digital use.
  - Accessible designs, including high-contrast colors, alt text for images, and readable fonts.



- Editable digital versions provided to accommodate legislative updates.

### 3. Translated Materials

- **Description:**
  - Educational content and design deliverables translated into Washington's top ten languages, reflecting the state's linguistic diversity.
- **Specifications:**
  - Translations will cover 4 core languages: Spanish, Vietnamese, Tagalog, Somali.
  - Translations will be reviewed for linguistic and cultural accuracy by professional translators experienced in educational content.

### 4. ADA-Compliant Materials

- **Description:**
  - All materials will be developed in compliance with ADA and Web Content Accessibility Guidelines (WCAG) 2.0.
- **Specifications:**
  - Digital materials optimized for screen readers, including properly tagged content and accessible layouts.
  - Print materials formatted for ease of readability for individuals with visual impairments.

### 5. Finalized Resource Packages

- **Description:**
  - A comprehensive package of materials for distribution to school districts.
- **Specifications:**
  - Includes finalized posters, flyers, and digital files in print-ready and editable formats.
  - All materials provided in a centralized digital repository for easy access by OSPI.

### 6. Project Documentation

- **Description:**
  - Documentation outlining project processes, sources, and compliance.
- **Specifications:**
  - Reference list of scholarly materials and historical archives used for content creation.
  - Summary of ADA compliance measures and translations provided.

### 7. Project Closeout Report

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- **Description:**
  - A detailed report summarizing the project's outcomes, deliverables, and lessons learned.
- **Specifications:**
  - Includes an assessment of project success against goals, feedback received, and recommendations for future initiatives.

These deliverables are designed to meet OSPI's requirements while ensuring that the project is impactful, inclusive, and accessible for all stakeholders involved. Let me know if you'd like additional details or refinements!

## Performance-Based Contracting

Ada Unlimited understands the importance of performance-based contracting as outlined in RCW 39.26.180. We are committed to ensuring accountability and transparency by linking payments directly to the successful delivery of project milestones and outcomes. Below is a proposed structure of deliverables, associated performance measures, and payment terms to align with OSPI's expectations for this project.

### Deliverables and Performance Measures

#### 1. Project Initiation and Planning

- **Deliverables:**
  - Approved project charter, communication plan, and detailed timeline.
- **Performance Measures:**
  - Timely delivery of all planning documents within the first two weeks of contract initiation.
  - OSPI's approval of the project charter and communication plan.
- **Payment Milestone:**
  - **10% of contract amount** upon OSPI's acceptance of planning documents.

#### 2. Research and Content Development

- **Deliverables:**
  - Draft educational content highlighting the history, achievements, and contributions of Americans of Chinese descent.
  - List of historical references and sources used for content creation.
- **Performance Measures:**
  - Submission of culturally accurate, age-appropriate, and evidence-based content by the specified deadline.
  - Positive feedback from OSPI during the review process.

- **Payment Milestone:**
  - **20% of contract amount** upon OSPI's approval of draft content.
- 3. **Design and Accessibility Compliance**
  - **Deliverables:**
    - Initial design mockups of posters, flyers, and digital materials.
    - ADA-compliant materials meeting WCAG 2.0 standards.
    - Editable digital format and translations into Washington's top ten languages.
  - **Performance Measures:**
    - Submission of designs adhering to OSPI branding and accessibility requirements.
    - OSPI approval of mockups and translated materials.
  - **Payment Milestone:**
    - **30% of contract amount** upon OSPI's approval of design deliverables and translations.
- 4. **Review and Quality Assurance**
  - **Deliverables:**
    - Finalized, ADA-compliant materials in both print-ready and digital formats.
  - **Performance Measures:**
    - Successful completion of all OSPI feedback revisions.
    - Submission of error-free, compliant materials by the specified deadline.
  - **Payment Milestone:**
    - **20% of contract amount** upon final approval of all materials by OSPI.
- 5. **Distribution and Project Closure**
  - **Deliverables:**
    - Delivery of finalized materials to OSPI for dissemination.
    - Submission of a project closeout report summarizing activities, outcomes, and recommendations.
  - **Performance Measures:**
    - Timely and accurate delivery of final materials and project report.
    - Positive feedback from OSPI on the project's outcomes and documentation.
  - **Payment Milestone:**
    - **20% of contract amount** upon OSPI's acceptance of the final deliverables and closeout report.

## Benefits of the Performance-Based Approach

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This structure ensures that payments are tied to specific, measurable outcomes, providing accountability and incentivizing timely delivery of high-quality work. Ada Unlimited will maintain open communication with OSPI throughout the project, ensuring alignment and the successful achievement of all deliverables. This approach also supports OSPI's goals of efficiency and transparency while promoting a results-driven partnership.

## Outcomes and Performance Measurement

Ada Unlimited's delivery of services for the American Chinese History Month Educational Materials Project aims to achieve meaningful and measurable impacts that align with OSPI's objectives. The outcomes focus on fostering cultural awareness, inclusivity, and accessibility within Washington State's K–12 education system while ensuring effective implementation and continuous improvement.

## Proposed Impacts and Outcomes

### 1. Enhanced Cultural Awareness and Understanding

- **Impact:**  
Increase awareness of the history, achievements, and contributions of Americans of Chinese descent among K–12 students, educators, and communities.
  - Materials will include stories of key national and local figures (e.g., Grace Lee Boggs, Ruby Chow, Wong Tsoo) and their contribution to historical events (e.g., the Chinese Exclusion Act, contributions during WWII).
- **Outcome Measurement:**  
Track usage and integration of materials in classrooms through educator feedback and engagement metrics.

### 2. Increased Accessibility and Inclusion

- **Impact:**  
Provide resources that are accessible to all students, including those with disabilities and those from diverse linguistic backgrounds.
  - Materials will be ADA-compliant and translated into Washington's top ten languages, ensuring all students can engage with the content.
- **Outcome Measurement:**  
Conduct accessibility compliance audits and gather feedback from educators and stakeholders on usability.

### 3. Educational Impact for K–12 Curriculum

- **Impact:**  
Support educators with ready-to-use, engaging, and age-appropriate materials that integrate seamlessly into the existing curriculum.
- **Outcome Measurement:**  
Gather post-implementation feedback from educators to assess how effectively materials align with teaching goals and enhance learning.
- 4. **Timely Delivery and Effective Resource Distribution**
  - **Impact:**  
Ensure all materials are delivered to OSPI on schedule and in formats ready for distribution to school districts.
  - **Outcome Measurement:**  
Confirm on-time delivery through internal project tracking and OSPI's acceptance of deliverables.

## Monitoring and Measuring Outcomes

1. **Stakeholder Feedback Mechanisms**
  - Post-distribution surveys and feedback forms for educators and school administrators to evaluate material usability and impact.
  - Target metrics: 80% satisfaction rate among survey respondents on content relevance and accessibility.
2. **Usage Metrics**
  - Track downloads and distribution numbers of digital materials through OSPI's online platforms.
  - Target metrics: Distribution to 100% of school districts and at least 50% of schools reporting active use within the first year.
3. **Accessibility and Translation Audits**
  - Perform audits to confirm materials meet ADA and WCAG 2.0 standards.
  - Verify the accuracy and cultural sensitivity of translations through linguistic experts and community feedback.
4. **Implementation Reviews**
  - Schedule periodic review sessions with OSPI during the project timeline to ensure deliverables meet expectations and adjust as needed.

## Reporting Framework

- **Progress Reports:**  
Monthly progress reports will be submitted to OSPI, summarizing completed tasks, deliverables, and upcoming milestones.
- **Final Impact Report:**  
At project closeout, a comprehensive impact report will be delivered to OSPI, including:

# ADA UNLIMITED

- Metrics on distribution and usage of materials.
- Results of educator and stakeholder feedback.
- Summary of challenges, successes, and recommendations for future initiatives.

Through these efforts, Ada Unlimited will ensure that the project delivers lasting educational and cultural benefits to Washington State's K–12 students and aligns with OSPI's goals for equity, inclusion, and accessibility.

## Risks & Mitigation Strategies

Ada Unlimited recognizes the critical importance of identifying and addressing potential risks to ensure the successful delivery of the American Chinese History Month Educational Materials Project. Below is a detailed description of the significant risks associated with the project and the corresponding mitigation strategies to manage them effectively. Our approach prioritizes proactive monitoring, transparent communication, and contingency planning to address potential challenges promptly and efficiently.

### 1. Risk: Delays in Deliverable Timelines

- **Potential Impact:** Delays in project milestones could disrupt the overall timeline, potentially leading to a failure to meet the June 30, 2025, deadline.
- **Mitigation Strategies:**
  - Develop a detailed project schedule with built-in buffer times for key milestones.
  - Conduct weekly progress meetings to assess adherence to the timeline and identify potential bottlenecks early.
  - Assign a dedicated project manager to oversee progress and coordinate task completion.
- **Monitoring and Reporting:**
  - Use project management software to track task completion and generate status reports for OSPI's contract manager on a biweekly basis.
  - Immediately communicate any anticipated delays and propose corrective actions to OSPI.

### 2. Risk: Staff Turnover

- **Potential Impact:** Loss of key personnel could affect project continuity, institutional knowledge, and task completion.
- **Mitigation Strategies:**
  - Cross-train team members to ensure knowledge transfer and task coverage in case of turnover.

- Maintain a roster of pre-vetted backup consultants and subcontractors who can step in as needed.
- Offer incentives and flexible scheduling to retain critical team members throughout the project lifecycle.
- **Monitoring and Reporting:**
  - Maintain a personnel tracking system to monitor team availability.
  - Notify OSPI immediately in the event of key personnel changes and provide a contingency plan to minimize disruptions.

### 3. Risk: Translation Errors or Cultural Insensitivity

- **Potential Impact:** Errors in translation or misrepresentation of cultural elements could compromise the project's inclusivity goals and stakeholder trust.
- **Mitigation Strategies:**
  - Engage professional translators with expertise in educational and culturally sensitive materials.
  - Incorporate a review process involving linguistic and cultural experts to verify translations and cultural accuracy.
  - Pilot test translated materials with a sample of educators and students before finalizing.
- **Monitoring and Reporting:**
  - Perform quality assurance checks on all translated materials and document feedback from test users.
  - Submit a translation audit report to OSPI before final approvals.

### 4. Risk: Compliance Issues with ADA and WCAG 2.0

- **Potential Impact:** Non-compliance could result in unusable materials for individuals with disabilities, undermining accessibility goals.
- **Mitigation Strategies:**
  - Employ an accessibility specialist to review all materials for ADA and WCAG 2.0 compliance.
  - Use automated tools and manual checks to ensure proper tagging, alt text, and screen reader compatibility.
  - Conduct usability testing with individuals with disabilities.
- **Monitoring and Reporting:**
  - Generate compliance audit reports for OSPI and include them in monthly progress updates.
  - Address any identified compliance gaps within two business days of detection.

### 5. Risk: Resource Shortages or Disruptions

- **Potential Impact:** Unanticipated disruptions such as loss of facilities or critical resources could delay the project.
- **Mitigation Strategies:**
  - Develop a business continuation plan that includes remote work capabilities and access to backup resources.
  - Partner with local organizations and vendors for additional support if disruptions occur.
- **Monitoring and Reporting:**
  - Monitor resource availability regularly and maintain contingency agreements with alternative providers.
  - Provide OSPI with an updated business continuation plan and incident reports, if necessary.

## 6. Risk: Stakeholder Misalignment

- **Potential Impact:** Misalignment between project outputs and OSPI's expectations could result in the need for rework and delays.
- **Mitigation Strategies:**
  - Establish clear communication channels and expectations during the kickoff meeting.
  - Involve OSPI in key decision-making processes, including content approval and design reviews.
  - Schedule periodic feedback sessions to ensure alignment.
- **Monitoring and Reporting:**
  - Document all stakeholder feedback and actions taken to address concerns.
  - Provide OSPI with progress reports that highlight alignment with project goals.

## 7. Risk: External Factors Impacting Distribution

- **Potential Impact:** Issues such as supply chain disruptions or technical problems could hinder the distribution of materials.
- **Mitigation Strategies:**
  - Prioritize digital distribution methods to reduce reliance on physical delivery systems.
  - Partner with reliable printing and shipping providers with proven track records.
- **Monitoring and Reporting:**
  - Track distribution progress and share updates with OSPI.
  - Submit a final distribution report detailing completion rates and any resolved issues.





Through these proactive mitigation strategies and transparent reporting practices, Ada Unlimited will effectively manage risks to ensure the project's success while maintaining OSPI's confidence in our delivery capabilities.

## Management Proposal

### Project Management/Team Structure/Internal Controls

Ada Unlimited's organizational structure is designed to foster collaboration and innovation across all levels of the company (see Figure 1.1). Led by our Founder and CEO, the company operates with a focused vision that drives its strategic direction. The Executive Leadership Team provides oversight across key operational areas, ensuring efficient management and seamless execution of projects.

The primary division involved in this project is the Client Solutions Division. The Client Solutions Division serves as the cornerstone of our ability to deliver tailored, impactful services to meet client needs. Within the Client Solutions Division, several specialized departments contribute to project success:

- **Client Engagement Department:** Focuses on building and nurturing relationships with stakeholders, ensuring our offerings align with client expectations and priorities.
- **Project Management Department:** Oversees the planning and execution of all project phases, ensuring deliverables meet specified timelines and budgets.
- **Solutions Development Department:** Innovates and designs strategies that address specific client challenges, leveraging input from both the Client Engagement and Project Management teams to ensure practical and impactful solutions.

This collaborative structure enables Ada Unlimited to effectively manage complex projects, ensuring alignment with client goals and the seamless delivery of high-quality results.

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Figure 1.1: Diagram of Ada Unlimited Organizational Structure

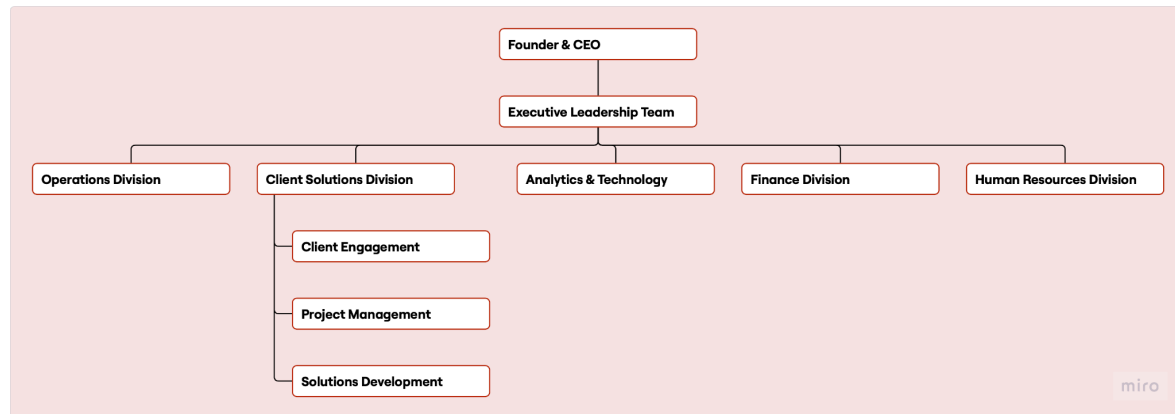


Image Description: This figure shows Ada Unlimited's organizational structure with Founder and Chief Executive Officer at the top, followed by the Executive Leadership Team. The Company has five divisions: Operations, Client Solutions, Analytics and Technology, Finance, and Human Resources. Under Client Solutions, there are three departments: Client Engagement, Project Management, and Solutions Development

Ada Unlimited's project team for the American Chinese History Month Educational Materials Project is composed of highly skilled professionals with diverse expertise. Our team structure and internal controls ensure effective collaboration, accountability, and the successful completion of all project deliverables. Below is an overview of the team, their responsibilities, qualifications, and time allocations for this project.

## Project Team Structure

### 1. Project Manager: Favour Amaliri

#### ○ Responsibilities:

- Oversee project execution, ensuring alignment with timelines, budget, and quality standards.
- Manage communication with OSPI, coordinate team activities, and facilitate regular status updates.
- Monitor risks and implement mitigation strategies as needed.

#### ○ Qualifications:

- Over 8 years of experience in project management and stakeholder engagement.
- Expertise in strategic planning, risk management, and cross-functional team leadership.

#### ○ Time Allocation:

- 100% of project duration.

### 2. Content Developer: April Somtochukwu Mgbajiaka

#### ○ Responsibilities:

- Research and create age-appropriate educational content that highlights key historical figures and events.

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- Ensure cultural relevance and alignment with educational standards.
  - **Qualifications:**
    - 8+ years in education and non-profit leadership, with expertise in program development and curriculum design.
    - Strong background in creating inclusive environments and advocating for marginalized communities.
  - **Time Allocation:**
    - 90% of project duration.
3. **Creative Director and Graphic Designer: Valerie Terry**
- **Responsibilities:**
    - Design visually compelling and ADA-compliant posters, flyers, and digital materials.
    - Ensure alignment with OSPI branding guidelines and accessibility standards.
  - **Qualifications:**
    - Over a decade of experience in graphic design, branding, and accessible design.
    - Specialized in creating visually engaging and inclusive materials for diverse audiences.
  - **Time Allocation:**
    - 90% of project duration.
4. **Translation Specialist(s) (Subcontractor)**
- **Responsibilities:**
    - Oversee translation of materials into Washington's top ten languages, ensuring accuracy and cultural sensitivity.
  - **Qualifications:**
    - Professional experience in accessibility compliance and multilingual content adaptation.
  - **Time Allocation:**
    - 25% of project duration.

## Internal Controls

Internal controls are integral to maintaining quality and efficiency. Weekly progress reviews are held to monitor milestones, address challenges, and recalibrate tasks if necessary. Biweekly updates are submitted to OSPI to ensure alignment with expectations. A centralized project management tool (e.g., Trello or Asana) facilitates task tracking and team communication, ensuring transparency and accountability.

Quality assurance protocols are embedded in the workflow. All deliverables undergo a multi-tier review process by the Project Manager and subject matter expert before submission to OSPI. This ensures technical accuracy and alignment with environmental

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justice principles. Stakeholder feedback is incorporated iteratively to refine the toolkit and maintain relevance. Risk management is overseen by the Project Manager, with biweekly assessments conducted to identify potential issues and implement mitigation strategies. By maintaining this structured and collaborative approach, our team ensures that all project activities are executed efficiently, deliverables meet high-quality standards, and stakeholder expectations are not only met but exceeded.

**1. Communication Plan:**

- Weekly team meetings to review progress, address challenges, and update schedules.
- Biweekly status updates and milestone reports to OSPI's contract manager.

**2. Risk Management:**

- Regular risk assessments and proactive mitigation strategies.
- A contingency plan to address unforeseen challenges, including staffing or resource disruptions.

**3. Task Management and Collaboration Tools:**

- Use of project management tools (e.g., Trello, Asana) to assign tasks, monitor progress, and track deadlines.
- Centralized document sharing to ensure team-wide access to current project materials.

**4. Quality Assurance:**

- A multi-stage review process involving team members and OSPI to ensure deliverables meet expectations.
- Final validation by the Quality Assurance Specialist before submission to OSPI.

This team structure and control framework provide the expertise and accountability required to ensure the project is delivered on time, within scope, and to the highest quality standards. Let me know if you'd like additional adjustments or details!

## **Experience of Consultant/Staff/Subcontractors**

Ada Unlimited brings a wealth of experience and qualifications that uniquely position the team to successfully deliver the American Chinese History Month Educational Materials Project. The firm is led by professionals with over a decade of expertise in project management, content development, graphic design, and accessibility compliance. With a proven track record in delivering public-sector projects, the team has managed complex initiatives involving multicultural communities and diverse stakeholders. Notably, team members like Favour Amaliri excel in strategic planning, risk management, and stakeholder engagement, while April Mgbajiaka offers extensive experience in curriculum development and inclusive programming for K–12 audiences. Additionally, Valerie Terry, a seasoned creative director, specializes in ADA-compliant

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graphic design and visual storytelling, ensuring materials are both engaging and accessible. Together, the team's combined expertise in education, cultural competence, and innovative design guarantees impactful and inclusive resources that align with OSPI's goals and standards.

## References

### UIU Seattle (Umu Igbo Unite – Seattle Chapter)

- **Contact Name:** Vera Okolo
- **Email:** [seattle@umuigbounite.com](mailto:seattle@umuigbounite.com)
- **Type of Service Provided:**  
Ada Unlimited collaborated with UIU Seattle to develop high-quality, culturally responsive promotional materials for the **Ubochi Ahia event**, a cultural marketplace showcasing Igbo heritage. Deliverables included posters, flyers, and digital content designed to resonate with diverse audiences and foster community engagement. Ada Unlimited also supported planning for upcoming events, ensuring alignment with cultural and organizational goals.

### RAZAMOR

- **Contact Name:** Chukwubuikem Wugochukwu
- **Email:** [info@razamor.org](mailto:info@razamor.org)
- **Type of Service Provided:**  
Ada Unlimited designed visually compelling **event posters and informational materials** for RAZAMOR, a faith-based organization committed to community outreach. The deliverables were tailored to highlight cultural and spiritual themes, ensuring accessibility and alignment with the organization's mission.

### FLUN Adult Family Home (AFH)

- **Contact Name:** LadyJane Okere
- **Email:** [info@flunafh.com](mailto:info@flunafh.com)
- **Type of Service Provided:**  
Ada Unlimited developed **informational flyers and event promotions** for FLUN AFH, emphasizing their core values of compassionate care and community involvement. Materials were designed to be inclusive and engaging, supporting outreach to potential clients and stakeholders.

## Cost Proposal

**Budget:** \$27,175

This cost proposal is optimized for cost-effectiveness and competitiveness, ensuring that the scope of work is fully delivered while aligning with the allocated budget. Payments remain tied to the successful completion of defined performance-based deliverables.

### Cost Breakdown by Deliverable and Payment Milestones

Phase/Deliverable	Tasks Included	Timeline	Cost	Payment Milestone
<b>1. Project Initiation and Planning</b>	Kickoff meeting, project charter, communication plan, and detailed project timeline.	Weeks 1–2	\$2,500	Upon OSPI’s approval of the project charter, communication plan, and timeline.
<b>2. Research and Content Development</b>	Historical research, narrative drafts for K–12 materials, and reference documentation.	Weeks 3–6	\$6,500	Upon OSPI’s approval of educational content drafts and reference list.
<b>3. Design and Accessibility Compliance</b>	Development of design mockups, ADA-compliant materials, and translations into Washington’s top 10 languages.	Weeks 7–10	\$10,000	Upon OSPI’s approval of design mockups, accessibility audit, and translations.
<b>4. Review and Quality Assurance</b>	Final review and refinement of materials based on OSPI feedback.	Weeks 11–12	\$4,000	Upon OSPI’s approval of finalized materials.
<b>5. Distribution and Project Closure</b>	Delivery of print-ready and digital materials, closeout report	Weeks 13–14	\$4,175	Upon OSPI’s acceptance of all deliverables and

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	summarizing project outcomes.			submission of the closeout report.
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## Comprehensive Cost Proposal and Resource Allocation Plan

### Personnel Costs:

Role	Estimated Hours	Hourly Rate	Cost	Tasks Embedded
<b>Project Manager</b>	70 hours	\$75	\$5,250	Coordinate embedded accessibility checks, manage team compliance, oversee review.
<b>Content Developer</b>	70 hours	\$60	\$4,200	Ensure content adheres to cultural and accessibility standards.
<b>Graphic Designer</b>	80 hours	\$70	\$5,600	Integrate accessibility compliance into design, prepare materials for distribution.
<b>Translation Specialist</b>	60 hours	\$60	\$3,600	Review translated materials for compliance with project standards.

**Total Staff Costs:** \$18,650

### Administrative and Direct Costs

Category	Description	Cost
Software and Tools	Project management tools, design software (e.g., Adobe Suite, Asana).	\$1,200
Administrative	General administrative support, including scheduling, documentation, and reporting activities	\$1,175
Contingency Fund	Reserved for unforeseen expenses related to project adjustments.	\$2,500

**Total Administrative and Other Costs:** \$4,875

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## Appendix A. MWBE Certification



STATE OF WASHINGTON

### OFFICE OF MINORITY AND WOMEN'S BUSINESS ENTERPRISES

1110 Capitol Way South, Suite 150 • PO Box 41160 • Olympia, WA 98501

(360) 664-9750 • Toll free 1-866-208-1064 • Fax (360) 586-7079

February 20, 2024

Ada Unlimited  
3208 S 259th Pl  
Kent, WA 98032

Dear Favour Orji,

Congratulations! Your firm has been certified by the Washington State Office of Minority and Women's Business Enterprises (OMWBE) as a/an Minority/Women Business Enterprise (MWBE). Information about your business is published in the OMWBE Directory located at <http://bit.ly/2uu4zH2>.

Certification Number: M3F0029040

Renewal Date: February 20, 2027

Please review each of the following:

- Every three years before your anniversary date, you must submit an "Affidavit of Continued Eligibility." This form confirms there have been no changes that would affect your firm's ability to remain certified, such as changes in ownership, control, size, management responsibility, scope of work, or personal net worth. OMWBE will send you an email 75 days before your anniversary date.
- You must inform the OMWBE in writing within 30 days of the any of the changes listed above by logging into our system at <http://omwbe.wa.gov/certification>. Failure to notify our office of these changes may affect your firm's eligibility for the program.
- This certification shall remain valid unless and until it has been removed in accordance with procedures set forth in WAC 326-20-172.

Your firm now appears on our directory of certified firms. Please use the directory to confirm your certification status. The certification letter is for you to retain for your records so you know the date you'll need to renew with our office.

We are pleased to certify your firm and wish you much success. If you have any questions or need assistance, please contact us at (360) 664-9750.

Sincerely,

Joyce Blake  
Certification Analyst



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## Appendix C: Business License

 STATE OF WASHINGTON	<b>BUSINESS LICENSE</b>	Issue Date: Nov 05, 2021 Unified Business ID #: 604734066 Business ID #: 001 Location: 0001
Limited Liability Company		
ADA UNLIMITED LLC ADA'S NOTARY SERVICES 9351 37TH AVE S SEATTLE WA 98118-5203 TAX REGISTRATION - ACTIVE		
REGISTERED TRADE NAMES: ADA'S NOTARY SERVICES		
<p>This document lists the registrations, endorsements, and licenses authorized for the business named above. By accepting this document, the licensee certifies the information on the application was complete, true, and accurate to the best of his or her knowledge, and that business will be conducted in compliance with all applicable Washington state, county, and city regulations.</p> <p><i>Vikki Smith</i> Director, Department of Revenue</p>		

UBI: 604734066 001 0001

ADA UNLIMITED LLC  
ADA'S NOTARY SERVICES  
9351 37TH AVE S  
SEATTLE WA 98118-5203

TAX REGISTRATION - ACTIVE

*Vikki Smith*  
Director, Department of Revenue



## Appendix B: Samples of Work



# SOWING SEEDS WITH FAITH



Our mission is to engage youth academically and socially in the Greater Louisville Area in mastering developmental challenges via educational expectations, accountability, structure, and faith.



## 600

SCHOLARS SERVED  
IN 2023



## 100

SCHOLARS ATTENDED  
HBCU TOURS



## 97%

OF SSWF SCHOLARS ARE  
BLACK/AFRICAN-AMERICAN



## After-School Tutoring Program

Our After-School Tutoring Program covers all subjects, with a strong emphasis on math and reading comprehension. Tutors maintain a 1:2 ratio for personalized attention.

## 65%

of scholars  
return every  
year

## 92%

of scholars feel  
the tutoring is  
engaging



## Summer Enrichment Program

Our Summer Enrichment Program uses MAP data to target core academic gaps, offering a culturally sensitive curriculum for academic growth and holistic development.

## 51%

showed learning  
growth in their  
MAP scores

## 94%

retention rate  
from previous  
summer



## Mentoring/HBCU campus visits

Our program provides mentoring, activities like bike rides, fishing, and a week-long HBCU tour, fostering strong relationships and immersive educational experiences for our scholars.

## 87%

apply to an  
HBCU visited on  
the tour.

## 83%

of HBCU tour  
scholars enroll  
in college



## Testimonials

"My Scholar was excited to attend camp each day. That's impressive to me. Not often does she look forward to doing many things. I think you are doing great things for our kids. Keep up the great work."  
-Summer Enrichment Camp Parent



"I just want to say thank you for everything you guys are doing for our kids and the community. I'm beyond blessed for my daughter to be part of something so amazing."  
-Tutoring Scholar Parent



## Program Partners

We value our program partners for their shared dedication to a brighter future. Together, we enhance our programs' reach and impact, embodying our mutual belief in change.



Kristels Keto Kitchen



LOUISVILLE  
LIVING  
ROOM





# SOWING SEEDS WITH FAITH

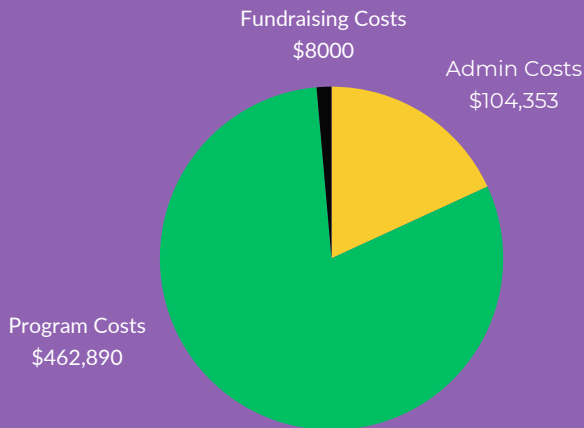


Our mission is to engage youth academically and socially in the Greater Louisville Area in mastering developmental challenges via educational expectations, accountability, structure, and faith.



## Financial Breakdown

Sowing Seeds with Faith allocates 82 cents of every dollar to direct programming, ensuring efficient use of funds for direct benefit to those served, while supporting essential operations to sustain and grow our mission-driven initiatives.



## Funding Partners

We thank our funding partners for their support, which allows us to positively impact lives and communities. Their commitment helps us create change and opportunities, enabling us to continue our work in fostering hope, growth, and engagement.

**AI Foundation**  
**Brook Brown Barzun Philanthropic Foundation**  
**Brown-Forman**  
**C.E. & S. Foundation**  
**Commonwealth Center for Fathers and Families**  
**Gheens Foundation**  
**LG&E Foundation**  
**Metro United Way**  
**MPower6 Gym**  
**Ten Talents**  
**Woodson Center**  
**YUM!**

## STAY IN TOUCH

Da'Marrion Fleming  
daflemi1@gmail.com | (502) 930-3478  
[www.sowingseedswithfaith.org](http://www.sowingseedswithfaith.org)



[sowingseedslouisville](https://www.facebook.com/sowingseedslouisville)



[@sowingseedswithfaith](https://www.instagram.com/sowingseedswithfaith)

## DONATE



## THANK YOU!



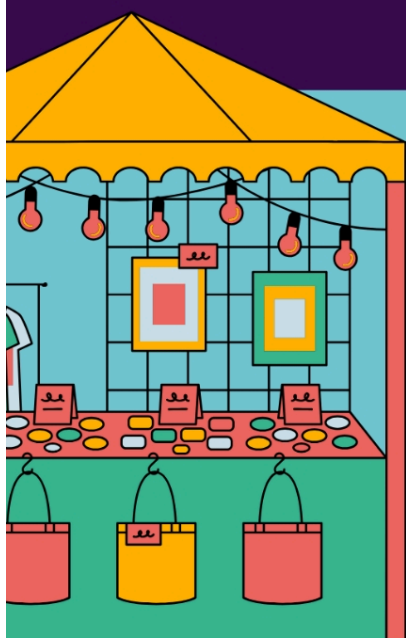


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**DJ ZEN**  
**DJ BZY**

**TICKETS: \$20-\$35 / LINK IN BIO**

