

## ***Request for Outsourced Proposals: Outsourcing New State Registrations***

***RFP Issue Date: 3/21/2022***

***Questions Due: 4/08/22***

***Proposals Due No Later Than: 4/29/22***

[Natasha Berman](#), Chief Operating Officer

[Bekah Cardwell](#), Director, Finance

Grist Magazine

1501 E. Madison Street

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## ***Request for Proposal (RFP)***

Grist Magazine, Inc. (“Grist”) invites you (“Contractor”) to respond to this Request for Proposal (RFP). The purpose of this RFP is to solicit bid proposals from firms that provide outsourced new state registration services required when a new employee is hired in a new state.

## ***Background:***

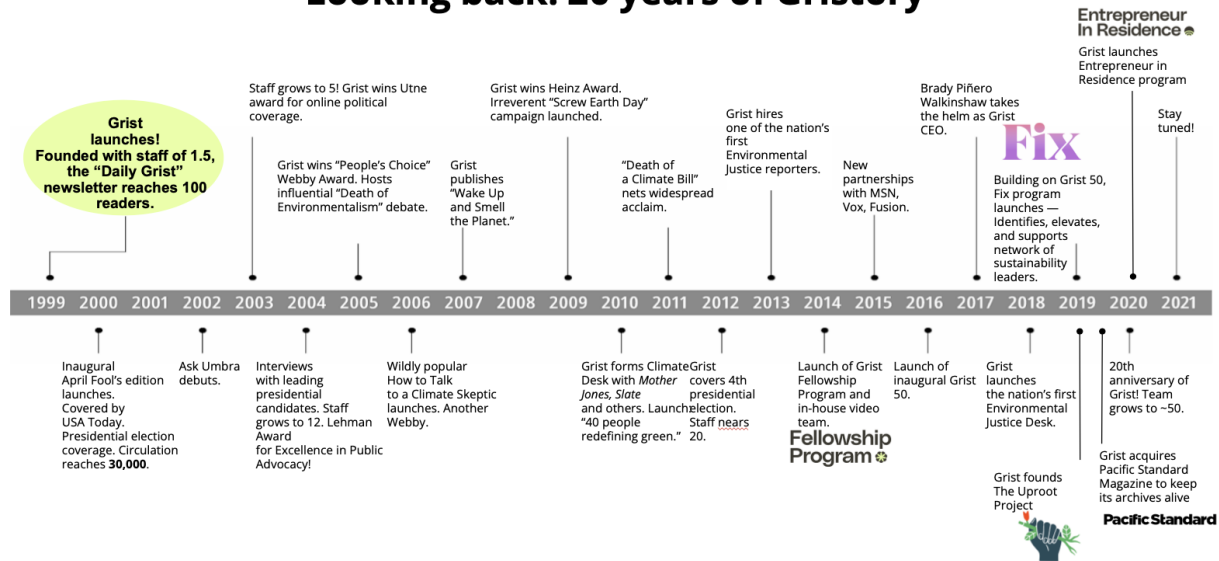
[Grist](#) is a 501c3 nonprofit, independent media organization dedicated to telling stories of climate solutions and a just future. Our goal is to use the power of storytelling to illuminate the way toward a better world, inspire millions of people to walk that path with us, and show that the time for action is now. Founded in 1999, we have used the power of journalism to engage the public about the perils of the most existential threat we face. Now that three-quarters of Americans recognize that climate change is happening, we’ve shifted our focus to show that a just and sustainable future is within reach.

We count on the generosity of foundations, major donors, corporate and nonprofit partners, and a growing community of members for our financial support.

Grist was founded in 1999 in Seattle, WA, and later incorporated in Massachusetts in 2002. We are headquartered in Seattle, and have approximately 60 employees with 75% of our workforce being fully remote and distributed across 18 states. We have three main programmatic areas of work:

- **Grist Magazine (“editorial”):** Grist Magazine is our award-winning digital publication covering climate impacts, highlighting (and scrutinizing) promising solutions, and exposing environmental injustices. This empowers readers and shifts the climate narrative.
- **Fix (“solutions lab”)** Fix amplifies stories of hope and progress, shines a light on bright ideas and the people behind them, and brings together a growing community of visionaries — Fixers — who are leading the way to a planet that works for everyone. This shifts the narrative and helps build a connected network of leaders championing diverse solutions.
- **Talent and representation initiatives:** Initiatives like The Uproot Project, the Fellowship Program, and the Entrepreneur in Residence program address representation in media, because the way the climate story is told — and who tells it — matters. This helps tell a better climate story, shifting the narrative.

## Looking back: 20 years of Gristory



### Current Situation:

Grist has almost doubled in size over the last 2 years and our growth of remote employees located in states outside of Washington, our HQ, has more than doubled. Due to the complexity of each state's process, we would like to outsource this process going forward.

### Future Needs: In priority order:

Ranking/ Order of Importance	Areas	Description	Questions
1	New state registrations	Complete and submit all necessary paperwork in each requested state's Attorneys General charities division: Register as a charity File reports Manage dues States: California, Arizona, Wyoming, Minnesota, Wisconsin, Michigan, Illinois, Indiana, Ohio, Pennsylvania, Maryland, Virginia, New Jersey, New York, Vermont, Connecticut, Texas, and Georgia.	<ul style="list-style-type: none"> <li>• What is the process and timeline?</li> <li>• Pricing options?</li> </ul>

2	Audit current state Registrations	Review current state registrations (approximately four) and confirm we are set-up properly: WA, MA, OR, and DC.	<ul style="list-style-type: none"> <li>• Audit process and timeline?</li> <li>• What do you need from us?</li> <li>• Project estimate?</li> </ul>
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**Contract Term:** The contract period shall be for one year following and proper execution of the contract documents, with the option of additional one (1) year renewals, exercisable upon the mutual agreement of Contractor and Grist.

**Price/Adjustment:** The pricing shall be based on each new state requested.

**Contractor Response:** In response to this Request for Proposal, each Contractor shall minimally include:

- Description of the process the Contractor may use demonstrating a thorough understanding of the anticipated services described above as well as the Contractor’s background and experience.
- A description of Contractor’s prior experience providing the services described above.
- A list of 2-3 clients for whom the Contractor or key personnel has provided similar services during the past 36 months.
- Detailed price proposal
- Grist is committed to providing firms who actively support Diversity, Equity, Inclusion and Justice (“DEIJ”) an opportunity to compete. To that end, please provide a description of Contractor’s Diversity, Equity, Inclusion and Justice policies.

**Evaluation Criteria:** After identifying the short list of the most qualified Contractor(s) based on the evaluation criteria, Contractor representative(s) may be asked to clarify their proposals by making a short, virtual presentation to the evaluation team.

**Point of Contact:** If you have any questions, please contact [Bekah Cardwell](#), Director, Finance by the Questions Due date noted below. She can be reached at (206) 876-2020 ext. 240. If you have no questions, please submit proposals to Bekah by the Proposals Due date listed below.

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Thank you for your time and consideration.