

CONSULTANT FOR EQUITY, DIVERSITY & INCLUSION TASK FORCE RFP Q&A

- Q. Can a consultant apply for both, and if so, is one proposal for both RFPs acceptable? [The City currently has two EDI requests for proposals open, please [visit this webpage](#) to view both RFPs]
- A. Yes. If you would like to submit for both RFPs you may submit one proposal. Please make sure to include on the cover page that you are submitting for both the RFPs for Consultant for Equity, Diversity and Inclusion Task force and the Consultant for EDI Strategic Planning for the City of Louisville. If possible, create a clear description of your process for each of the projects, so if the City wishes to parse out either the organization or task force work we are able to do so. Finally, please clearly indicate if you are interested in assisting with either project or only both projects together, and what your price quote is for either/both. Please submit the proposal for both by the first deadline – February 24th at 10am.
- Q. Can the City please provide an anticipated budget range for the scope of work outlined in the EDI Task Force RFP?
- A. The City currently doesn't have a set budget for this. We are asking the consultant to let us know what the price would be for the scope provided. Applicants could provide a price for each of the components outlined in the RFP, and/or provide prices based on various scenarios. (For example, the price would be x amount if the task force meets monthly, and the consultant provides a report out from each meeting and meets with City staff in advance of each meeting. If the task force meets more frequently the cost would be x for additional meetings and pre-meetings.)
- Q. The RFP mentions community conversations held in August and September 2020. Will the City make available the data collected from these conversations and any reports derived from them?
- A. Yes. The information from the Community Conversations can be found through the link below. The sessions were recorded and there is a slide deck from the presentation.

<https://www.louisvilleco.gov/living-in-louisville/city-information/equity-diversity-inclusion>

In addition, a follow-up report was provided to City Council, which can be viewed through the link below.

<https://www.louisvilleco.gov/Home/ShowDocument?id=28844>

- Q. Can the City please provide insight into the anticipated timeline for seating and onboarding the Task Force? Has the City started this process, knowing that the RFP also asks for support from the selected consultant?
- A. The City has already posted the application form for the EDI Task Force. We anticipate the selected consultant will assist the City with membership selection in March, with the hope of

seating the Task Force and holding an initial meeting in mid-to-late April. Onboarding should occur immediately once the Task Force is seated, and could include any strategies the partner consultant deems appropriate.

- Q. The RFP states the Task Force shall gather community input through a public process. Can the City please elaborate on the desired level of support from the consultant and the anticipated level of commitment from the Task Force to successfully meet this ask?
- A. We see communication around the Task Force and community input as a partnership between the consultant, Task Force and the City staff. The City would like the partner consultant and Task Force to assist with identifying and designing the desired public engagement process for gathering public input. The City has communication staff and various communication tools which will be available to assist the consultant and Task Force. Staff will be available to support the communication needs of the partner consultant and Task Force.
- Q. If recommendations on "tactics or approaches the City Council should consider" are to be made on items like procurement, business diversity, land use, or transportation, how will it not be necessary to recommend changes to internal City policies or practices?
- A. The focus of the Task Force will be community aspects of EDI, versus the internal operations of the City. Those efforts are currently underway and will be advanced through the work of a partner consultant (which the City is seeking through RFP 101141-540910 CONSULTANT FOR EQUITY, DIVERSITY & INCLUSION STRATEGIC PLANNING FOR THE CITY OF LOUISVILLE ORGANIZATION). At this time the City expects that the Task Force will be making recommendations regarding Equity, Diversity and Inclusion to the City Council. It's likely that some of these recommendations will focus on City policies and processes, and so these recommendations will be integrated into the internal work of the City as it moves forward with the implementation of its internal plan. Staff will facilitate coordination between the two efforts, to attempt to integrate the work and concepts of each.