

CONSULTANT FOR EQUITY, DIVERSITY & INCLUSION INTERNAL STRATEGY RFP

Q&A

Q. Can a consultant apply for both, and if so, is one proposal for both RFPs acceptable?

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.

Q. Do you anticipate extending the bid due date?

A. No.

Q. What additional details are you willing to provide, if any, beyond what is stated in bid documents concerning how you will identify the winning bid?

A. None.

Q. Was this bid posted to the nationwide free bid notification website at www.mygovwatch.com/free?

A. No

Q. Other than your own website, where was this bid posted?

A. Rocky Mountain Bids and published in the Boulder Daily Camera

Q. Whether companies from Outside USA can apply for this?

(like, from India or Canada)

A. We believe local consultants with knowledge of our communities will be a better fit to lead this effort.

Q. Whether we need to come over there for meetings?

A. When we have the ability to meet in person again, we would like the consultant to work with us onsite for elements of the plan.

Q. Can we perform the tasks (related to RFP) outside USA?

(like, from India or Canada)

A. Some tasks could be performed outside of the USA but as noted we would expect the ability to meet in person as well. We would not cover costs associated with travel to fulfill that responsibility.

Q. Can we submit the proposals via email?

A. Yes. Proposals can be submitted via email.

Q. Is it possible to obtain the June 2020 internal task group findings and the August & September 2020 community listening sessions findings?

A. The selected consultant will work with the internal task group to discuss the City's internal Equity, Diversity, and Inclusion efforts and findings. This group has not produced any formal findings and therefore additional information about this group will not be provided prior to the proposal submission deadline, as it would be tough to summarize in a meaningful way. You may view the August and September 2020 community listening sessions at: <https://www.louisvilleco.gov/living-in-louisville/city-information/equity-diversity-inclusion>

Q. The RFP indicates that the work should be completed within a 6-month timeframe. Would the City consider extending this timeframe so that the Consultant can perform in-depth research and staff outreach?

A. Given that we are a small organization, we believe that the scope indicated in the RFP can be completed within a 6 month timeframe. Also, we will look to the chosen consultant for additional guidance concerning the timeframe.

Q. Would the City consider separate contracts for (1) developing the strategic EDI roadmap and (2) conducting EDI training within the organization?

A. Yes, we would consider two separate contracts. However, we believe that initial training will be necessary to inform the strategy. We will consider additional training contracts as needed.

Q. Does the City have a predetermined budget for this work?

A. No. 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. Our understanding is that this RFP (Project Number: 101141-540910) is focused on internal EDI practices within the City of Louisville government, while the RFP for a Consultant for Equity, Diversity & Inclusion Task Force (Project Number: 101121-540910) may be more outward and community facing. How does the City envision the Consultant to collaborate with the Task Force and the Task Force consultant, as well as integrate previous and other ongoing EDI activities, to ensure a cohesive and holistic approach to EDI work within the organization?

A. This consultant will not be working directly with the external Task Force, unless the consultant is fulfilling both of these requests for the City. Staff will bring forward issues and recommendations that emerge from the Task Force in order to build a comprehensive roadmap.

Q. Based upon the RFP's identification of the City of Louisville's 305 (196 fulltime + 109 part-time) employees:

- Could the City of Louisville provide a breakdown of employees by government department?
- Could the City of Louisville provide a breakdown of employees by Leadership/Supervisors and staff?

A. We do not have this information readily available but it would be provided to the chosen consultant along with any other data that might assist with the planning process.

Q. Would the City of Louisville's 2018 organizational strategic plan be available for a consultant to view now?

A. <https://www.louisvilleco.gov/home/showpublisheddocument?id=22025>

Q. Related to the “small internal task group...formed to explore options for undertaking transformational work within the organization around equity, diversity and inclusion”:

- How many employees make up this internal task force?
A. 6
- Is this task force formed with representation from both leadership and staff?
A. The internal task group is really an ad hoc team, formed to address the pressing issues related to EDI. It is primarily leadership, limited representation from staff. We would be looking to the consultant to help us form a more representative work group through the strategic planning efforts.
- What will be the task force’s role within the project outlined in this RFP?
A. To be determined by the City and consultant
- Would this “small internal task force” be a separate task force from the one in which the City is currently “soliciting applications from residents and nonresidents to participate?”
A. Yes, the external task force will be separate from the internal group.

Q. Is the City open to creating a complete EDI strategic plan that is aligned to its 2018 strategic plan?

A. Yes. Alignment with our current strategic plan will be necessary.

Q. Were the existing employee surveys (and their questions) specifically customized to measure EDI in the City, or just work culture in general?

A. Both. Questions and responses will be made available to the selected consultant.

Q. Would the City be open to further assessment tools being used to measure EDI, such as surveys, interviews, and focus groups?

A. Yes.

Q. Since a consultant would be interacting with City employees, what will the role of union reps be in the project?

A. The City of Louisville staff are not unionized.

Q. Would the City of Louisville be willing to share a maximum cost ceiling for this project? While we understand a consultant will be selected based on several evaluation criteria measures, having a maximum cost ceiling is helpful in a proposal response as a firm can determine what services should be prioritized in a technical approach, and what services can be offered as “optional” for future EDI growth

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. In relation to a proposal submission:

- a. In “Evaluation Criteria,” there is a reference to a 5-page limit? What is included in this page limit? Please clarify.

- a. Can the offeror provide past performance and resumes as an appendix?
 - A. Yes
- b. Is the project approach only limited to 5 pages?
 - A. Yes – the project timeline/table can be included separately
- c. Does the 5 pages include the project timeline?
- d. Are there other formatting criteria requirements we should be aware of related to setting up the proposal document?
 - A. No
- b. Could the City expand upon C. under “Evaluation Criteria?” For example, does C. mean providing specifics of past projects such as assessment materials and EDI Course outlines, or general narratives explaining what services were offered in past projects?
 - A. Any consultant examples of past work relevant to the proposal could be provided as an attachment.