

**DEI RFP – Organizational Assessment and Training
Frequently Asked Questions**

Thank you for your interest in the County's DEI – Organizational Assessment and Training RFP. We have prepared the following frequently asked questions document in response to questions we have received from potential proposers. At this time, we are not able to accommodate informational interviews.

1. Is there a budget for this work?

There is no pre-determined budget for this work.

2. Are you considering out of state consultants for this work?

Yes, out-of-state consultants will be considered. If Deschutes County would be responsible for travel costs, if a consultant would come on-site, please include cost estimate in proposal.

3. What was the impetus for this RFP?

The RFP is proactive effort to develop a program that will align and center equity in our operations, services, spaces and structures.

4. What DEI activities have been engaged in so far?

Individual departments have engaged in DEI training and associated work. Some departments have existing DEI advisory committees.

Our Health Services department participates in many DEI activities. This is done through community partnerships and outreach, an extensive language access program, DEI presentation upon employment, and various other trainings.

Our Community Justice department has had focused work in DEI since 2020, specifically on the juvenile justice team. This work includes restorative practice training and many juvenile staff spaces for various affinities and restorative practice circles on many DEI topics.

5. What trainings have been provided to staff in the areas of justice, equity, diversity, and inclusion?

No trainings have been coordinated across all County departments, but some County departments and offices have been doing focused work in these areas.

6. Are you interested in “next steps” beyond what is included in the RFP?

Yes.

7. Are you interested in virtual as well as in person activities?

Yes, we are open to both virtual and in person activities. We prefer that a majority of work and training is conducted in person.

8. Do you have a dedicated Learning Management System, or will you need for registration and tracking of attendance?

We do not have a dedicated Learning Management System. We are not asking a contractor to track training/attendance through a Learning Management System.

9. Does your staff work primarily with Microsoft Teams or ZOOM for virtual access?

We use both.

10. In the Desired Qualifications section on page 2 of the RFP, it mentions that the County requests proposals from “organizations with lived and professional expertise.” We assumed this means “lived experience and professional expertise.” Is this correct and does the County desire information about proposed staff lived experiences in the proposal?

Yes. The County is open to receiving information about proposed staff lived experiences in proposals. This information is not required.

11. Is this active RFP scope crossing over any current DEI activities or contracts (are there external incumbent entities and/or internal departments already working on this topic or scope)?

Yes. Some County departments and offices are currently doing focused work in these areas.

12. If there are incumbent entities or other internal teams currently working on DEI goals, what, if any, collaboration is expected between them and the proposer of the active RFP? If so, what information will be available to all parties to ensure continuity and efficiency amongst the different approaches?

This will depend upon the scope of the successful proposer and how the work that is being proposed intersects with work that is currently in progress.

13. How many of the 1200+ County employees are intended to receive training?

Participation (while encouraged) among employees who report to elected officials (about 25% of our workforce) will occur at the discretion of those elected officials.

14. Is the County preferring all implementation to be directed and carried out by the Proposer, or would the County prefer to have an in-house team of people learning and maintaining the skills and tools to implement in perpetuity beyond the contract period?

The County would prefer to have a team of people learning and maintaining the skills and tools needed to continue project implementation beyond the contract period.

15. Assuming there are logistical parameters (due to services and work that staff are responsible for), what are the designated or preferred timeframes available for trainings and planning meetings? (How many hours per session/meeting, how many people can your rooms accommodate, how frequent can staff attend sessions, is your workforce able to meet in person, virtually, or hybrid, etc?)

The County will need to discuss logistical details with the successful proposer. Our workforce is able to meet virtually and most all departments / offices have adequate meeting room space to accommodate in person department / division trainings.

16. What, if any, work has already been done with the County on DEI initiatives?

No work has been coordinated across all County departments, but some County departments have been doing focused work in DEI initiatives. This work includes:

- DA's Office: Allyship in Action conducted a DEI summary report and custom education plan, based on 1:1 meetings and a baseline survey. Prosecutor Impact provided in-depth and experiential training. This department has formed a DEI committee.

- Health Services: Created an extensive DEI work plan, is in the process of hiring a DEI strategist, and is planning a second department-wide mandatory diversity and equity training in 2023
- Community Justice: Racial, Ethnic Justice, and Equity competency surveys for juvenile staff (3 total) and Community Conversation advisory work group for adult criminal justice system

17. What are your KPIs?

We do not have KPIs developed at this time.

18. If we have a teaming agreement with a subcontractor, does the subcontractor's experience count as experience for the prime?

Yes.

19. How many pages does the technical proposal need to be?

Proposers are encouraged to respond in as few pages as needed to supply requested information.

20. How will "7. Supported Information" be scored?

We will consider the quality and relevancy of material provided.

21. How are the definitions of DEI established?

They are currently being used by our Community Justice Department in their DEI work.

22. Page 2 of the RFP states, "the purpose of this project is to serve as the first step in creating a DEI program by conducting an organizational assessment that feeds an overarching framework (action plan) for the County to carry forward this work, to include an initial employee training plan.", our question is concerning "an initial employee training plan", does the county expect the training to take place within the one year period of this project?

We would prefer that training begin in the first year of this project.

23. How many Department Directors do you have?

24 department directors/managers