



## REQUEST FOR PROPOSALS

### Diversity, Equity and Inclusion (DEI) Assessment and Training

Deschutes County is soliciting proposals for qualified consultants to provide a DEI organizational assessment and support County departments with DEI training needs. Proposals will be accepted until 5 p.m. on Tuesday, January 31, 2023.

#### INTRODUCTION

Deschutes County is a political subdivision of the State of Oregon, governed by a three member Board of Commissioners, and managed by a County Administrator who is assisted by Deputy County Administrators, Department Directors, including an elected County Clerk, Assessor, Sheriff, Treasurer, District Attorney and Justice of the Peace.

The County provides a wide range of services through the following departments and organizational units: Administrative Services, Assessor's Office, Board of County Commissioners, Clerk's Office, Community Development, Community Justice, District Attorney's Office, Facilities, Fair & Expo Center, Finance, Health Services, Human Resources, Information Technology, Justice Court, Legal Counsel, Property Management, Risk Management, Road Department, Solid Waste, the Sheriff's Office and Veterans' Services. The County employs more than 1,200 people.

The County is committed to increasing employee and program understanding and implementation of the values of diversity, inclusion and equity. At this time we define these terms with the following understanding:

**Diversity** is a fact: we recognize that our community is comprised of people who hold a variety of social identities and lived experiences.

**Equity** is an outcome: we seek a community and workplace where a person's social identity does not predict their ability to succeed, access services or participate.

**Inclusion** is a process: we wish to maximize access and opportunity for participation that honors and represents the diversity of identities and experiences, and recognizes the impact to people based on their social identities in our community.

## SCOPE OF SERVICES

We are seeking the development of a County-wide Diversity, Equity and Inclusion (DEI) program for our employees with the goal of aligning and centering equity in our operations, services, spaces and structures.

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.

The County further desires the consultant to provide DEI training for Department Directors and staff, once the action plan framework is mutually agreed to by consultant and County leadership.

Other services not listed here may be recommended, together with associated charges, and will be assessed separately based on cost benefit, quality and scope of the services provided.

## DESIRED QUALIFICATIONS

Deschutes County requests proposals from consultant firms, non-profits, and other organizations with lived and professional expertise (within a single firm) in providing professional consulting services in the area of diversity, equity and inclusion. Proposers should:

- Possess a working understanding of DEI principles and practices.
- Have experience in DEI organizational assessment, action plan development and training with municipalities of similar size.

## INFORMATION FOR PROPOSALS / EVALUATION CRITERIA

Proposals submitted shall include the following criteria in the order listed below. Proposals should be limited to as few pages as necessary to provide the following information and will be scored based on the following criteria:

	ITEM	SCORE
1.	<b>Introductory Letter</b> <i>The introductory letter should include a summary of why the proposer is interested in working with Deschutes County as a client and should also name the person(s) authorized to represent the proposer to sign any contract which may result.</i>	5

<p>2.</p>	<p><b>Project Team</b></p> <p><i>This criteria should explain the experience of the project team and key staff. This criterion is intended to explain how well the team's qualifications and experience relate to this specific project. The County will consider team experience on similar projects, key project member experience on similar projects, qualifications and relevant experience, comprehensive team expertise to cover all phases of the project, experience with interdisciplinary teams, and number of people to be assigned to the project.</i></p>	<p>20</p>
<p>3.</p>	<p><b>Proposers Capabilities</b></p> <p><i>This criterion relates to the proposer's capabilities and resources in relation to the project.</i></p> <p><i>Elements to be considered:</i></p> <ul style="list-style-type: none"> <li>• <i>Timeline to provide services</i></li> <li>• <i>Resources available to perform the work for the duration of the project (, i.e., Can the proposer accommodate the work?)</i></li> <li>• <i>Other on-going projects</i></li> <li>• <i>Similar projects (by type and location) performed within the last five years</i></li> <li>• <i>Similar projects completed for other public - sector clients (references will be contacted by Deschutes County)</i></li> </ul>	<p>20</p>
<p>4.</p>	<p><b>Project Understanding and Approach</b></p> <p><i>This criterion relates to the proposer's preliminary understanding of the project, and the methodology and course of action used to meet the goals and objectives of the project. Responses should include a summary of services to be provided and how you propose to provide the services. Please include information about how you plan to provide services (virtual, in person or hybrid).</i></p> <p><i>Elements to be considered:</i></p> <ul style="list-style-type: none"> <li>• <i>Provision of a clear and concise explanation of work required</i></li> </ul>	<p>25</p>

	<ul style="list-style-type: none"> <li>• <i>Summary of strategies for soliciting and incorporating community and employee voice/input into assessment design and process</i></li> <li>• <i>A project schedule that shows major tasks and approvals required</i></li> <li>• <i>A draft scope of work for consultant services should be included</i></li> </ul>	
5.	<p><b>Proposed Cost</b></p> <p><i>Please provide an outline of the proposed cost of services with a breakdown of costs for assessment, plan development and training.</i></p> <p><i>Cost proposals should detail estimated costs, hours and expenses by individual for all personnel on the project, their hourly rates and the amount of hours each will devote to the project. Costs should include a standard hourly rate should the County and the contractor agree to add services at hourly compensations.</i></p>	20
6.	<p><b>Communication and Availability</b></p> <p><i>This criterion relates to the Consultant’s accessibility, availability, and interaction with the Deschutes County staff.</i></p> <p><i>Elements to be considered:</i></p> <ul style="list-style-type: none"> <li>• <i>Ability to establish and maintain functional and productive working relationships</i></li> <li>• <i>Accessibility for interaction with Deschutes County departments, offices and staff</i></li> <li>• <i>Effectiveness of presentation skills, including written materials and graphics</i></li> </ul>	10
7.	<p><b>Supportive Information</b></p> <p><i>Supportive material may include graphs, charts, photographs, resumes, references, etc., and is entirely discretionary, but will be scored.</i></p> <p><i>Elements to be considered:</i></p> <ul style="list-style-type: none"> <li>• <i>Quality and relevancy of material provided</i></li> </ul>	

## **SUBMITTALS**

Proposals can be submitted by email to Stephanie Robinson, at [Stephanie.robinson@deschutes.org](mailto:Stephanie.robinson@deschutes.org) or mailed or delivered to Stephanie Robinson at 1300 NW Wall Street, Suite 206, Bend, Oregon. Email submittal is preferred. Proposals are due by Tuesday, January 31 at 5 p.m.

For any questions about this project, please email Stephanie Robinson at [Stephanie.robinson@deschutes.org](mailto:Stephanie.robinson@deschutes.org).

## **EVALUATION**

The County intends to award the project to the consultant the County believes can best deliver the requested services. Cost of the services may be a determining factor in the selection of the consultant. Proposals will be reviewed by the DEI RFP Selection Committee composed of County staff. The committee may conduct interviews, if needed.

Any costs incurred to prepare the proposal response or attend the interview, whether in-person or electronically, are the responsibility of the proposer.

Even though the RFP states interviews with the finalists may be conducted, the County reserves the right to award the project without interviews. The County also reserves the right to reject any and all proposals if in the best interest of the County.

## **CONTRACT AND PERIOD OF SERVICE**

A standard Deschutes County Services Contract (example available upon request) is expected to be awarded once a contractor is selected. A contract awarded as a result of this RFP will be for a period of one year and is intended to begin by March 1, 2023.

Should a new contract be awarded for subsequent years, the County reserves the right to award a new contract with the selected contractor for this service without the need for further competitive procurement, subject to the availability of sufficient funds and satisfactory performance by the contractor.

**NOTE:** All proposals submitted in response to this RFP shall become the property of Deschutes County and may be utilized in any manner and for any purpose by Deschutes County. Be advised that proposals and all documents submitted in response to this RFP are subject to public disclosure as required by applicable state and/or federal laws. If you intend to submit any information with your proposal which you believe is confidential, proprietary or otherwise protected from public disclosure (trade secret, etc.), you must

separately bind and clearly identify all such material. The cover page of the separate binding must be red, and the header or footer for each page must provide as follows: "Not Subject to Public Disclosure." Where authorized by law, and at its sole discretion, Deschutes County will endeavor to resist disclosure of properly identified portions of the proposals.