

DRAFT REQUEST FOR PROPOSAL (RFP) NO. OLY-DRFP-007

This Draft Request for Proposal (RFP) is NOT a formal request for proposal. Proposals are NOT being requested or evaluated at this time. A Final RFP will be released at a later date for which interested parties may submit proposals.

The City of Olympia (City) is seeking interested parties to review the Draft RFP and provide comments, questions, suggested changes, and feedback by September 15, 2021 to the Draft RFP Coordinator at thill@ci.olympia.wa.us. Feedback can be provided by:

- Using the attached "Draft RFP Response Template".
- Participating in the Draft RFP conference held on September 7, at 1:00 PM (PDT).

Draft RFP Conference Zoom Meeting Information

<https://us02web.zoom.us/j/85488981574?pwd=TEtVZXNzVU1pL01CN2YvUUVkZU9ZZz09>

Meeting ID: 854 8898 1574

Passcode: 348240

One tap mobile

+12532158782,,85488981574#,,,,*348240# US (Tacoma)

+13462487799,,85488981574#,,,,*348240# US (Houston)

Dial by your location

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

Meeting ID: 854 8898 1574

Passcode: 348240

Find your local number: <https://us02web.zoom.us/j/85488981574?pwd=TEtVZXNzVU1pL01CN2YvUUVkZU9ZZz09>

The City does not anticipate posting responses to any comments, questions, suggested changes, and/or feedback received; however, all input will be considered in developing the Final RFP. Additionally, the Draft RFP is subject to change in the development of the Final RFP as a result of the City's consideration of input received from interested parties in response to the Draft RFP.



Request for Proposal (RFP)

City of Olympia | Capital of Washington State

Equity Assessment and Strategic Planning Consultation Services

PURPOSE

The purpose of this request for proposal (RFP) is for the City of Olympia (City) to solicit proposals from qualified respondents to performing a detailed equity assessment of disparities and inequities in the City and the current equity work in development; and to facilitate a process to create an equity strategic plan to support a transformational process incorporating equity analysis into everyday work and assuring city services are equitably available to and accessed by all.

The City of Olympia is now looking to create a comprehensive plan moving forward to be accountable for and address the inequities it was built on and continue to influence how the City operates. This will involve a detailed equity assessment focused on workplace equity, supplier diversity, access of services, and policy review, and will also involve facilitating a process to create a strategic plan to guide future operations.

Response to this RFP does not commit the City to pay any costs incurred in the preparation of the response, demonstrations, or any other activities related to this response. All responses and accompanying documentation become the property of the City and will not be returned. This RFP does not obligate the City to contract for services or products specified herein. The City reserves the right to revise the RFP and/or to issue addenda to the RFP.

The deadline for submission of proposals is **October 22, 2021.**

BACKGROUND

The City of Olympia was incorporated in January 1859 on the traditional land of the Suquamish after a war with Chief Leschi of the Nisqually. Olympia is approximately 21 square miles in area, has an estimated population of 52,770. With an economic engine anchored by state government, Olympia enjoys the benefits of a stable work force, engaged and educated community, and well-supported school system.

The City of Olympia began intentionally engaging in equity work in 2014 to respond to a low score in the Human Right's Campaign Municipal Equity Index (MEI). That work led to the creation of the Committee on Diversity, Equity and Inclusion. The Committee is made up of staff from multiple departments creating events and opportunities to increase cultural awareness. In Jan 2021, the Committee assisted Human Resources in a city wide workplace

culture survey that found that many staff did have opportunity to engage with or fully understand equity values being acted on at the leadership level.

In June of 2020, after protests around the killing of George Floyd, the Olympia City Council directed the establishment of a new advisory commission to address issues of social justice and equity. This commission will inform the City on ways to address institutional racism and oppression to build a more equitable, just, and thriving community and ensure that Black, Indigenous, and People of Color (BIPOC) in our community have equitable influence on City decision-making. The creation of the commission is being led by a community team (Founding Members Work Group), who will present their final recommendation on the commission make pu and terms, scope of work, and first year work plan to City Council in October 2021.

In June 2020, the City hired a full time Equity and Inclusion Coordinator, who focuses on external and community elements. This involves establishing connections, seeking out and building partnerships with individuals and groups representative of historically marginalized communities. A second Equity and Inclusion Coordinator was hired in April of 2021, focusing on elements internal to the City. This has involved things like instituting equity hiring practices, addressing workplace environment issues, policy review, equity in services, and organizing employee data.

The City employs over 600 people, of which 9.5% are (BIPOC). In comparison, local census data shows 24% of the population is BIPOC. Women make up 30% of City employees. For both BIPOC and women, representation nearly doubles when looking only at part-time jobs. At this time, the City does not have a count of trans or non-binary employees.

In response to both the national conversation on public safety and local experiences and concerns, the Olympia City Council has heard from the community a call to address inequities and bias in public safety. Subsequently, In July 2021 the City launched a community-led process to reimagine Olympia's public safety system. The engagement process will focus on all elements of the City's criminal justice system including policing, corrections, prosecution, public defense, and courts. In keeping with the City Council's values for highly participatory community engagement, the process is being led by a Community Work Group made up of ten community members who represent a cross-section of Olympia's demographics, expertise, and experiences. They are charged with learning about the City's criminal justice system, listening deeply to community members through an extensive series of conversations and focus groups (with an emphasis on the experiences of marginalized and communities of color), and work collaboratively with each other and City staff to reflect what they've learned in recommendations to the City Council for how to reimagine public safety to eliminate bias and inequities.

Other equity work in the city includes the Olympia Parks, Art, and Recreation Department began an ongoing Equity Initiative earlier this year, and has completed equity trainings and an equity planning retreat, and Stormwater in Public works has partnered with Lacey, Tumwater, and Thurston County to create GIS equity index mapping across the county.

All of the City's equity work so far has been responsive to opportunities or problems that have arisen, without a unifying strategy or plan. There is a need for an equity assessment and strategic plan that can help coordinate equity efforts across the city towards a medium and long term vision and goals.

SCHEDULE

The following schedule is to inform vendors of the estimated timetable of the RFP response preparation and evaluation. Please note the following dates when preparing your response to the RFP. The City reserves the right to modify this schedule at its discretion; timelines will never shorten.

SCHEDULE DATES	DATE
Issuance of Request for Proposal (RFP)	September 22, 2021
Deadline for questions from Proposers	October 6, 2021
Responses to questions with Question & Answer addenda from City	October 13, 2021
Proposal responses due	October 22, 2021
Finalist(s) selected and notified	November 1-5, 2021
Finalist Interviews/Demo	November 8-12, 2021
Selection Notification	November 15-19, 2021

OBJECTIVES

The City's equity and inclusion program has the mandate of responding to inequities and ensuring that City services are equitably accessible to all members of the community. To achieve this, the City is attempting to impact three key areas of equity work:

- Building equity into day to day workplace practices, policies, and procedures.
- Improving workplace culture and building staff capacity to engage in equity analysis.
- Recruitment and hiring equity to support a diverse workforce.

This equity assessment and strategic planning process will support that work by:

- Creating a benchmark for where we are today and identify areas for actionable change
- Identifying key areas of inequity and policies needing to be updated or created
- Addressing the unique needs of all the populations we are working with
- Using a heart centered and trauma informed approach to engagement
- Expanding the goals, vision, and model of change driving equity work for the City
- Supporting a coordinated approach to equity between all city departments
- Providing the tools for staff to re-assess on a regular basis

DUTIES AND RESPONSIBILITIES

Duties and responsibilities have been identified as Phase 1 and Phase 2 to provide the opportunity for respondents to submit a proposal for a specific Phase or for both.

Phase 1: The creation of an Equity Metric Tool that can be used repeatedly to assess the City. The creation of an Equity Assessment Report that will identify a benchmark for where things are with actionable goals.

1. **Interview leadership and key stakeholders** to identify direction and focus areas. (Staff will assist in scheduling appointments.)
2. **Develop an Equity Evaluation Metric.** This should cover all eight City departments and Council and may include a list of beneficial policies, measurable outcomes and experiences, qualitative input from employees and community members, and other elements as consultant sees fit.
3. **Qualitative and Quantitative Data Collection.** This may include collecting existing data, performing interviews, surveys, policy review, supplier diversity review, equal pay review, and other evaluation tools as consultant sees fit. To avoid interview and survey fatigue, make sure all strategic planning elements and assessment elements are done at the same time.
4. **Create an Equity Assessment Report.** With specific sections for each of the eight departments and City Council. The report should evaluate the city based on the metrics developed, include any quantitative or qualitative data collected such as survey results, quotes, or policy evaluations.

Phase 2: The creation of an Equity Strategic Plan, covering workplace equity, equity in services, and policy review.

1. **Interview leadership and key stakeholders** to identify direction and focus areas. (Staff will assist in scheduling appointments.)
2. **Identify Data Collection.** Identify any areas of data collection necessary for strategic planning and make sure it is included in Phase 1-3 Data Collection efforts.
3. **Leadership Training/Coaching.** Provide City leadership with a common baseline understanding of equity concepts as they apply to strategic planning.
4. **Facilitate Planning Process.** Set an agenda and framework for strategic planning that includes the City Council, Executive Team, and Social Justice and Equity Commission (anticipated to begin meetings in March/April). Process should be informed by the equity assessment and result in a strategic plan that identifies a model for change, long term vision, medium term goals, short term tactics, benchmarks, and accountability measures

5. **Technical Assistance for Initiating Strategic Plan.** Be available to guide and assist staff with initial implementation of the equity strategic plan.

IDEAL CANDIDATE

The selected consultant(s) will have:

1. Deep understanding of structural and interpersonal impacts of systemic oppression and organizational development responding to those issues.
2. Demonstrated understanding the unique impacts of different forms of oppression and the justice frameworks needed to support specific marginalized communities.
 - Racial Justice to fight racism & colorism
 - Disability Justice to fight ableism
 - Transgender Justice
 - LGBTQ Justice
 - Immigrant Justice
 - Working Class Justice
3. Adeptness at analyzing and summarizing large amounts of information and turning it into actionable insights.
4. Experience working with local governments.
5. Strong familiarity with workplace equity initiatives.
6. Strong facilitation skills and understanding of common barriers to effective conversations on racism, ableism, transphobia, and other systems of oppression.
7. Experience with strategic planning designed for transformational growth

CONTRACT AND COMPENSATION

The City may select one (1) consultant for Phase 1 and one (1) consultant for Phase 2, or may select (1) consultant for both phases. The selected consultant will be required to enter into a professional services agreement with the City for a duration of six to nine months. The City has budgeted \$120,000 for the work. The contract may be renewed for an additional time providing that the contract has not exceeded the not-to-exceed contract amount of \$120,000.

The City of Olympia's Professional Service Agreement (PSA) will be the contract document for these services. A sample of the PSA is available for review on the City's website (www.olympiawa.gov/RFP). All consultants are advised that when applicable, the Equal Benefits Compliance Declaration Form will be used on this project. These contracts are subject to certification of equal benefits provided to all employees.

SUBMISSION REQUIREMENTS

The deadline for submission of proposal is **October 22, 2021**.

Proposals shall be submitted to the City by email to the RFP Coordinator at thill@ci.olympia.wa.us. The proposal must be in Word or PDF format.

No faxed or mailed submittals will be accepted.

For questions about this RFP, please contact the RFP Coordinator via email at thill@ci.olympia.wa.us. Questions via telephone will not be accepted. All questions to this proposal must be sent to the the RFP Coordinator via email by **October 6, 2021**. Questions received after this date may not be answered.

To Make Public Records Requests: To obtain records related to this RFP via a public records request, please visit our [Public Records webpage](#). Public records fee apply.

INSTRUCTIONS TO PROPOSERS

Respondents can submit a proposal response for:

- A. Phase 1
- B. Phase 2
- C. Phase 1 & Phase 2

If submitting a proposal for both phase 1 & phase 2, please indicate if you would be willing to to accept a contract for only one of the two phases. Proposals shall be limited to a total of **20** pages (excluding Cover Letter and *Equal Benefits Compliance Declaration (Exhibit A)*).

Provide the Following Information in the Sequence Listed Below:

1. Letter of Interest

The letter should be no more than three pages, demonstrate a clear understanding of the requirements related to the submission, and summarize your qualifications and relevant experience. The letter should be signed by someone with the legal authority to enter into an agreement with the City of Olympia.

2. Expertise and Lived Experience

Provide the professional training and short bio(s) of the proposed project team member(s) clearly outlining their roles in the proposed work. Clearly identify which marginalized groups each team member has lived experience working in or alongside of.

3. Prior Project Experience

Include a list of relevant work samples, including documentation (such as a report or plan) for at least one project in which you played a significant role. Specify your role and the date of the project. This can be a web link or a printed document.

4. References

Three (3) references who can speak to your eligibility for this project. Please provide name, title, address, email, and current daytime telephone for each reference.

5. Approach

Describe your plan for utilizing a participatory approach to the project. Include planning and implementation based on the background, duties and responsibilities outlined in this RFP, and an overall cost proposal for each Phase.

6. City of Olympia Equal Benefits Compliance Declaration

Include confirmation of compliance with the City of Olympia Equal Benefits ordinance (see Equal Benefits Compliance Declaration attached as Exhibit A to this RFP).

SELECTION CRITERIA

Proposals will be evaluated based on the following criteria:

Phase 1

Proposed approach for this project	25
Expertise and lived experience of key project team members	25
Demonstrated creative, interactive, and relevant facilitation experience	15
Ability to work collaboratively with the City	15
Previous experience on similar projects	10
Cost of proposal	10
Total possible score	100

Phase 2

Proposed approach for this project	20
Expertise and lived experience of key project team members	20
Demonstrated creative, interactive, and relevant facilitation experience	20
Ability to work collaboratively with the City	20
Previous experience on similar projects	10
Cost of proposal	10
Total possible score	100

TERMS AND CONDITIONS

1. Respondents assume the risk of any delay in email. Any RFP received after the designated time will not be considered.
2. Any errors discovered after RFP submission deadline must remain and cannot be adjusted.
3. It is the sole responsibility of the respondent to assure that they have received the most current RFP and addenda.
4. It shall be the responsibility of each respondent to call to the attention of the City any apparent discrepancy in the RFP or any question of interpretation. Failure to do so constitutes acceptance as written.
5. The proposal, as presented, must remain valid for a period of ninety (90) days from proposal due date.
6. The City of Olympia reserves the right to reject all proposals or to request and obtain, from one or more of the respondents, supplementary information as may be necessary

for the City to analyze the proposals pursuant to the consultant selection criteria contained herein.

7. The City reserves the right to revise or amend the RFP prior to the proposal due date by written addenda.
8. The respondent, by submitting a response to this RFP, waives all right to protest or seek any legal remedies whatsoever regarding any aspect of this RFP.
9. The successful respondent will be asked to sign a Contract with the City; the City will not sign any company's service agreement, contract or any other form of agreement. The City does reserve the right to extract certain language from a company's agreement and incorporate it into the City contract, if agreeable to both parties.
10. The City reserves the right to negotiate with the selected respondent(s) the exact terms and conditions of the contract or agreement.
11. The contract resulting from acceptance of a submittal by the City shall be in a form supplied by the City and shall reflect the specifications in this RFP.
12. The insurance certificate required, as detailed herein, shall be submitted upon notification of award.
13. All RFP documents are public record and subject to public disclosure.
14. The successful applicant must comply with all Federal, State, and City of Olympia statutes and codes as may be applicable to the scope of work detailed herein, including all labor laws.
15. The City shall not be responsible for any costs incurred by any respondent in preparing, submitting, or presenting its response to the RFP.
16. Washington State Law and Venue: Any resulting contracts, (if any) shall be construed under the laws of the State of Washington. All claims, actions, proceedings, and lawsuits brought in connection with, arising out of, related to, or seeking enforcement of resulting contracts shall be brought in Thurston County, Washington.
17. All respondents shall obtain and shall produce, upon request, a license to do business in the City of Olympia prior to executing their contract with the City.

EXHIBIT A

EQUAL BENEFITS COMPLIANCE DECLARATION

Contractors on City contracts estimated to cost \$50,000 or more shall comply with the City of Olympia Municipal Code, Chapter 3.18. This provision requires that if contractors provide benefits, they do so without discrimination based on age, sex, race, creed, color, sexual orientation, national origin, or the presence of any physical, mental or sensory disability, or because of any other status protected from discrimination by law. Contractors must have policies in place prohibiting such discrimination, prior to contracting with the City.

I hereby declare that the Contractor listed below complies with the City of Olympia Equal Benefits Ordinance, that the information provided on this form is true and correct, and that I am legally authorized to bind the Contractor.

Contractor Name

Signature

Name (please print)

Date

Title