



CITY OF DULUTH

REQUEST FOR PROPOSALS FOR

Equity Action Team Strategic Planning

RFP NUMBER 23-99265

ISSUED Monday, February 9, 2023

PROPOSALS DUE Monday, March 13, 2023 at 4:00 pm Central Time

SUBMIT TO

**CITY OF DULUTH
ATTN: PURCHASING DIVISION
CITY HALL, ROOM 120
411 WEST 1ST STREET
DULUTH, MN 55802**

PART I - GENERAL INFORMATION

I-1. Project Overview. The City of Duluth is seeking proposals to assist the Equity Action Team (EAT) in (1) developing its mission, vision, values, and goals; (2) designing a comprehensive strategy to execute its mission, vision, and values specific to each department; and (3) meet its goals once established.

The City’s EAT Executive Team is comprised of City supervisory and non-supervisory employees who are dedicated to reviewing City structures, policies and practices in connection with its role as both a service provider and an employer to identify drivers of racial and other systemic disparities with the long-term goal to dismantle institutional and systemic racism in the City of Duluth where it may exist within the organization and various services provided.

Additional detail is provided in **Part IV** of this RFP.

I-2. Calendar of Events. The City will make every effort to adhere to the following schedule (all times are Central Time):

Activity	Date
Pre-proposal Conference via webex	2:00 pm, Wednesday, February 22
Deadline to submit Questions via email to purchasing@duluthmn.gov	Friday, February 24 at 4:00 pm
Answers to questions will be posted to the City website no later than this date.	March 1
Proposals must be received in the Purchasing Office by 4:00 PM on this date.	Monday, March 13
The City reserves the right to interview candidates (if scheduled, tentative dates)	Mar 27 – Mar 31

I-3. Rejection of Proposals. The City reserves the right, in its sole and complete discretion, to reject any and all proposals or cancel the request for proposals, at any time prior to the time a contract is fully executed, when it is in its best interests. The City is not liable for any costs the Consultant incurs in preparation and submission of its proposal, in participating in the RFP process or in anticipation of award of the contract.

I-4. Pre-proposal Conference. The City will hold a pre-proposal conference via webex as specified in the Calendar of Events. To join the webex, please visit <https://www.duluthmn.gov/purchasing/bids-request-for-proposals/> and select the appropriate link

I-5. Questions & Answers. Any questions regarding this RFP must be submitted by e-mail to the Purchasing Office at purchasing@duluthmn.gov **no later than** the date indicated on the Calendar of Events. Answers to the questions will be posted as an Addendum to the RFP.

I-6. Addenda to the RFP. If the City deems it necessary to revise any part of this RFP before the proposal response date, the City will post an addendum to its website <http://www.duluthmn.gov/purchasing/bids-request-for-proposals/> . Although an e-mail notification will be sent, it is the Consultant's responsibility to periodically check the website for any new information.

I-7. Proposals. To be considered, hard copies of proposals must arrive at the City on or before the time and date specified in the RFP Calendar of Events. The City will not accept proposals via email or facsimile transmission. The City reserves the right to reject or to deduct evaluation points for late proposals.

Proposals must be signed by an authorized official. If the official signs the Proposal Cover Sheet attached as Appendix A, this requirement will be met. Proposals must remain valid for 60 days or until a contract is fully executed.

Please submit one (1) paper copy of the Qualification Proposal and one (1) paper copy of the Cost Submittal. **The Cost Proposal should be in a separate sealed envelope.** In addition, Consultants shall submit one copy of the entire proposal (Qualification and Cost Proposals, along with all requested documents) on flash drive in Microsoft Office-compatible or pdf format.

All materials submitted in response to this RFP will become property of the City and will become public record after the evaluation process is completed and an award decision made.

I-8. Small Diverse Business Information. The City encourages participation by minority, women, and veteran-owned businesses as prime contractors, and encourages all prime contractors to make a significant commitment to use minority, women, veteran-owned and other disadvantaged business entities as subcontractors and suppliers. A list of certified Disadvantaged Business Enterprises is maintained by the Minnesota Unified Certification Program at <http://mnucp.metc.state.mn.us/> .

I-9. Award. The agreement award will be based on the time and materials submitted in the proposal, but will be a lump-sum, not-to-exceed agreement.

I-10. Term of Contract. The term of the contract will begin once the contract is fully executed and is anticipated to end approximately 18 months later. The selected proposal shall not start the performance of any work nor shall the City be liable to pay the selected Consultant for any service or work performed or expenses incurred before the contract is executed.

I-11. Prompt Payment of Subconsultants. Per MN Statute 471.425, Subd. 4a., Each contract of a municipality must require the prime contractor to pay any subcontractor within ten days of the prime contractor's receipt of payment from the municipality for undisputed services provided by the subcontractor. The contract must require the prime contractor to pay interest of 1-1/2 percent per month or any part of a month to the subcontractor on any undisputed amount not paid on time to the subcontractor. The minimum monthly interest penalty payment for an unpaid balance of \$100 or more is \$10. For an unpaid balance of less than \$100, the prime contractor shall pay the actual penalty due to the subcontractor. A subcontractor who prevails in a civil action to collect interest penalties from a prime contractor must be awarded its costs and disbursements, including attorney's fees, incurred in bringing the action.

I-12. Mandatory Disclosures. By submitting a proposal, each Consultant understands, represents, and acknowledges that:

- A. Their proposal has been developed by the Consultant independently and has been submitted without collusion with and without agreement, understanding, or planned common course of action with any other vendor or suppliers of materials, supplies, equipment, or services described in the Request for Proposals, designed to limit independent bidding or competition, and that the contents of the proposal have not been communicated by the Consultant or its employees or agents to any person not an employee or agent of the Consultant.
- B. There is no conflict of interest. A conflict of interest exists if a Consultant has any interest that would actually conflict, or has the appearance of conflicting, in any manner or degree with the performance of work on the project. If there are potential conflicts, identify the municipalities, developers, and other public or private entities with whom your company is currently, or have been, employed and which may be affected.
- C. It is not currently under suspension or debarment by the State of Minnesota, any other state or the federal government.
- D. The company is either organized under Minnesota law or has a Certificate of Authority from the Minnesota Secretary of State to do business in Minnesota, in accordance with the requirements in M.S. 303.03.

I-13. Notification of Selection. Consultants whose proposals are not selected will be notified in writing.

PART II – QUALIFICATION PROPOSAL REQUIREMENTS

To be considered, hard copies of proposals must arrive at the City on or before the time and date specified in the RFP. The proposal shall be submitted in the following format broken into the below. The proposal shall be limited to 20 pages plus a cover letter. The proposal format shall be as follows:

II-1. Experience

- A. An outline of the responder's background and experience with similar Diversity, Equity and Inclusion (DEI) projects. Project descriptions shall include a list of key staff and their role.
- B. Consultants should include previous projects with governmental entities or nonprofits and the deliverables. Include references if possible.

II-2. Organization/Consultant qualifications

- A. Describe organization's mission and how it relates to this opportunity.
- B. Describe ability to assess an organization's existing culture and create relevant strategies to move forward.
- C. Has your organization, under its current name or previous names, ever failed to complete any work/contract awarded to it? (If yes, please explain)
- D. What else do you want us to know about you and/or your organization(s)?
- E. Please include resumes and relevant experience for all consultant team members working on this project

II-3. Work Plan

The City of Duluth is seeking Responses from an individual or entity that will fulfill the following responsibilities:

- A. Provide subject matter expertise to assist in the establishment of the overall DEI vision, mission, values and goals and development of a comprehensive strategy (departmental level) to accomplish these goals.
- B. Provide guidance to team members and stakeholders in developing understanding and collaboration to achieve DEI mission.
- C. Assist development of data collection efforts to identify structural and practical barriers to racial equality.
- D. Use quantitative and qualitative data to identify opportunities for growth, promote adoption of inclusive practices, and communicate insights and recommendations;
- E. Provide recommendations and consultation to create action plans that integrate DEI best practices into organizational strategies and objectives.
- F. Describe your engagement process to include City staff in this process.
- G. Facilitate and mediate DEI group discussions to achieve understanding and advance the work of the group.
- H. Assist with development of measurements to assess progress on outcomes to meet the DEI mission.
- I. Provide continuity across your agency so more than one person is familiar, and a part of, the City of Duluth process and the City in general in the event that your agency has turnover.
- J. Please note, the Duluth Police Department (DPD) is currently participating in a Racial Bias Audit undertaken by the Crime and Justice Institute (CJI), so the role of

the selected organization would be to liaise with CJJ rather than duplicate work when it comes to the DPD. See below link for the scope of the police RFP: <https://duluthmn.gov/media/13038/22-aa11-rfp-for-professional-services-for-a-racial-bias-audit.pdf>

- K. Work plan should include detailed timeline, identifying the tasks to be accomplished and budget **hours** to be expended on each task to meet the objectives within 12 – 18 months. **Do NOT** include any costs in the work plan.

II-4. Cost Proposal Contents

Provide, in a separate SEALED envelope, one copy of the cost proposal, clearly marked on the outside “Cost Proposal” along with the responder’s official business name and address. Terms of the proposal as stated must be valid for the project length of time.

For each proposal, the consultant must include a not-to-exceed total project cost. The cost proposal shall include all of the following:

- A. A cover/transmittal letter signed in ink by a member of the firm authorized to bind the company into a contract, and the attached Appendix A completed.
- B. A breakdown of the hours by task for each employee. This shall be in the same format as the work plan in the Qualifications proposal **with the addition of costs.**
 - i. Hourly rates for each specific employee proposed.
 - ii. Identification of anticipated direct expenses and rates for miscellaneous charges such as mileage and copies.
 - iii. Identification of any assumption made while developing this cost proposal.
 - iv. Identification of any cost information related to additional services or tasks. Include this in the cost proposal, but identify it as additional costs and do not make it part of the total project cost

PART III - CRITERIA FOR SELECTION

The proposals will be reviewed by City Staff. The intent of the selection process is to review proposals and make an award based upon qualifications as described therein. Technical proposals will be reviewed prior to any cost proposals being opened. A 100-point scale will be used to create the final evaluation recommendations. The factors and weighting on which proposals will be judged are:

Prior related experience	10%
Organization/Consultant Qualifications	60%
Work Plan	20%
Cost	10%

PART IV – PROJECT DETAIL

IV-1. Purpose and Objective

The City of Duluth is seeking proposals to assist the EAT in (1) developing its mission, vision, values, and goals; and (2) designing a comprehensive strategy to execute its mission, vision, and values specific to each department, and (3) meet its goals once established.

The City's EAT Executive Team is comprised of City supervisory and non-supervisory employees who are dedicated to reviewing City structures, policies and practices in connection with its role as both a service provider and an employer to identify drivers of racial and other systemic disparities with the long-term goal to dismantle institutional and systemic racism in the City of Duluth where it may exist within the organization and various services provided.

IV-2. Eligibility

Any individuals or entities that have an interest and appropriate qualifications and experience for serving as a DEI consultant are invited to present the value proposition they will bring to the role. The ideal candidate should be relationship oriented, with process and project management skills. Strong communication skills are also a must as the consultant will be advising team members on the establishment of DEI goals, objectives and strategies, as well as developing implementation plans to meet these established goals.

IV-3. Background

The Equity Action Team was established in 2021 with the goal of addressing the City's role in the historic and systemic nature of racial oppression and the resulting disparities that continue today. The EAT Executive Team recognizes government's historical role in the oppression and has committed to using its power and privilege to advance equity for all people served and employed by the City of Duluth. While the EAT has been meeting regularly and making progress, it is apparent that without a full-time position devoted to DEI work at this time, external expertise and assistance is necessary to make meaningful progress.

APPENDIX A - PROPOSAL COVER SHEET
CITY OF DULUTH
RFP# 23-99265 RFP for Equity Action Team Strategic Planning

Consultant Information:	
Entity/Individual Name	
Type of Organization	
Organization Contact Name/Title	
Mailing Address	
Phone Number	
E-Mail Address	
Website	
Federal ID Number (if applicable)	
Authorized Signature	
Name & Title of Authorized Signer	
Email of Authorized Signer	