



**REQUEST FOR PROPOSAL (RFP)**  
 Planning Assistance, Lead Facilitation, & Evaluation  
 for Staff Diversity & Inclusion and Implicit Bias  
 Trainings

Date Issued: October 5, 2020

Due Date: 5pm on October 26, 2020

**PROJECT OVERVIEW**

The City of Walnut Creek seeks to identify consultants who will assist with the planning, delivery, and evaluation of Diversity and Inclusion and Implicit Bias trainings for City employees. These trainings will be designed to drive the City towards its goal of enhancing the quality of community living by encouraging informed dialogue, promoting a more inclusive organizational culture, and embracing cultural differences among employees and in service to the community of Walnut Creek.

**BACKGROUND**

The City of Walnut Creek, in upholding its values of Respect, Integrity, Excellence, Teamwork and Creativity, supports the need to build awareness and encourage informed and ongoing dialogue around the topics of Diversity and Inclusion and Implicit Bias. The Walnut Creek community and staff have called for deeper education and cultural understanding around racial justice and equity. The City’s vision is to provide employees with transformative tools related to these essential topics, and opportunities for continued dialogue.

**PROJECT TASKS & DELIVERABLES OVERVIEW**

The City intends to contract with a provider of planning, training, and evaluation services including the following:

- **Focus Groups:** Assist in planning, and then be the lead facilitators, of an estimated 3-4 small to medium-sized interactive listening and dialog sessions, and a presentation to the Walnut Creek Executive Team summarizing the process and results of the discussions as the foundation for developing trainings.
- **Training:** Develop and deliver a training plan and content focusing on:
  - Understanding Diversity and Inclusion and Implicit Bias;
  - How these topics relate to public service and the employee/citizen experience;
  - How to put learnings into daily practice.
- **Future:** Based on the outcome of trainings, provide both a written and verbal report highlighting:
  - The outcome of the training sessions including an evaluation of the participants’ experiences;
  - Recommendations for ongoing training concepts and schedule; and

- Recommendations and resources for continuing the employee dialogue surrounding these topics.

## ELIGIBILITY

Providers of consultation, facilitation, and training services for this project should reflect a diverse (gender, ethnic and cultural backgrounds, and professional experience) team and have demonstrated experience in:

- Facilitating focus groups involving the participation of employees to gauge personal and professional experience around identified training topics.
- Working with project leaders in developing training content and subsequent materials.
- Change management principles and best practices.
- Working with municipal and/or government agencies around culturally sensitive topics. Experience working with sworn and non-sworn personnel a plus.
- The use of evaluation tools to assess the impact of educational/training experiences, including pre- and post- participant surveys.
- Engaging with empathy and sensitivity regarding subject matter.

## TO APPLY

Submit a response outlining experience (including summary curriculum vitae of principals who will deliver planning and/or training and evaluation services) and outlining applicant's approach to delivering the services described in the RFP. Responses shall be submitted via email by the specified due date to: [agordon@walnut-creek.org](mailto:agordon@walnut-creek.org).

## REVIEW PROCESS

Submissions will be reviewed and scored by a panel comprised of no fewer than three representatives of the City. Applicants whose submitted materials are considered in alignment with the review criteria will be notified by a City representative. Placement on the pre-qualified list does not guarantee applicant is awarded a service contract. Contracts will be assigned based on alignment between the applicants' qualifications and the results of interviews with City representatives. City representatives may request additional information before awarding a service contract.

## REVIEW CRITERIA

Those providers who demonstrate the best combination of services and experience matching the described eligibility requirements for the project will be invited to submit an initial quote for professional services subsequent to one or more interviews by the selection committee.

TIMELINE:

1. Friday, October 5, 2020: RFP Opens
2. 5pm on Monday, October 26: Deadline for RFP Submissions
3. November 2020: Panel Review/Applicants Notified of Panel Results
4. Late November 2020: Contracts for Services Initiated/Completed
5. December 2020: Delivery of Services Begins

CONTACT

If you have questions about the application or the application process, please email them to Alisa Gordon at [agordon@walnut-creek.org](mailto:agordon@walnut-creek.org) no later than October 21, 2020.

ADDITIONAL INFORMATION

- All organizations that submit materials for review will receive confirmation of receipt.
- This request for qualifications does not constitute an offer to contract or a promise for remuneration. Any organization selected to provide services pursuant to this RFP is required to enter into a separate written agreement with the City for such services. Submission of any materials in response to this request for qualifications will not constitute an express or implied contract. The information contained, and/or any program or event described herein may be changed, amended, modified, canceled, revoked or abandoned without notice at any time and for any reason at the sole discretion of the City of Walnut Creek.
- The City will offer standardized fees and reimbursement to organizations contracted to provide project related to planning, facilitation, and evaluation services. The fee schedule will be based on current market rates and will include payment for time, travel, supplies and associated costs related to the delivery of project services.
- Organizations selected to enter into a contract with the City of Walnut Creek will be required to obtain a City business license.
- An option of assisting with follow-up activities related to the described initiative may be extended by the City to the selected provider. Such an option may be discussed during the project and would necessitate a subsequent agreement to provide additional services.