

## Hiring, Advancement, Training & Retention Policies & Procedures RFP

### Questions and Answers

*Updated January 12, 2022*

#### **What initiated this RFP?**

It was a recommendation made by the Town's Diversity and Inclusion Task Force. Based on that recommendation, the Tiburon Town Council directed staff to develop and issue the RFP. The RFP was developed in conjunction with a sub-committee of the Task Force.

#### **Does the Town of Tiburon have definitions for diversity, equity and inclusion? If so, how were these developed?**

The town does not have definitions. We could envision the selected Consultant to work with us on developing those as they relate to HR Policies and Procedures.

#### **The RFP references diversity, equity & inclusion through Human Resources. Since there is a possibility for ongoing work, is Tiburon looking to infuse diversity, equity & inclusion in other departments and town services?**

We view Human Resources as a function that encompasses all departments in the Town and envision additional work on a department specific basis based on the outcomes of the work defined in the RFP.

#### **What have been the outcomes of the diversity & inclusion Task Force?**

The Task Force has existed for just under a year and has made several specific recommendations to the Town Council, including the recommendation to engage a consultant for the work defined in the RFP.

#### **What is the project budget/are there budget parameters?**

There are no established budget parameters. However the Town is in a strong financial position and is prepared to make the necessary financial investment in this area.

#### **Ultimately, what is Tiburon's goal in regards to diversity, equity and inclusion?**

Those overall goals have not been defined or articulated. With regards to the RFP specifically, the goal is to ensure that our HR policies and procedures (Hiring, advancement, training etc...) align with best practices as they relate to DEI issues,

#### **What are some of the characteristics of a consultant that would be a good fit?**

- Established track record in the field

- Experience working with public entities similar to Tiburon (population, demographics, etc.)
- Ability to tailor programs to our unique needs as opposed to a 'cookie cutter' approach

**Is there a budget for this service? We like to stay within budget when creating a plan.**

There is no established budget for the work envisioned in the RFP, however, the Town is in a very strong financial position and is prepared to make the necessary financial investment in this area. We recognize the RFP will likely attract proposals with a wide range of costs. When reviewing the proposals, we will be focused on the quality of the services proposed and the determination of which consultant will be the best fit.

**Are you open to remote interviewing? Our team is based all over the country.**

Yes, we are open to remote interviewing

**Where is the Town of Tiburon re: its DE&I intentions?**

The current RFP is focused on 'How are we doing', specifically as it relates to HR policies/procedures (Hiring, advancement, training etc...). That being said, based on this assessment of our current practices, we are absolutely prepared to make changes. We are also prepared to consider recommendations that may not neatly fall in the HR category, and envision continuing to work with the selected consultant as those areas of need arise.