



Town of Tiburon

**Request for Proposals (RFP)
Diversity, Equity & Inclusion Consulting Services
Hiring, Advancement, Training and Retention Policies and Procedures**

**Town of Tiburon
Administrative Services Department
1505 Tiburon Boulevard
Tiburon, CA 94920**

**Greg Chanis, Town Manager
Suzanne Creekmore, Director of Administrative Services**

**RFP Submittal Deadline
January 27, 2022**

REVISED 01-19-2022

Table of Contents

1. Introduction
2. Eligibility
3. Project Overview
4. Scope of Work & Desired Outcomes
5. Submittal Requirements
6. Selection Process and Tentative Schedule
7. Equal Employment Opportunity
8. Proposal Terms and Conditions

Introduction

The Town of Tiburon, with a population of approximately 9,000, is located just a few miles north of the Golden Gate Bridge in southern Marin County. Tiburon was incorporated in 1964 as a General Law municipality and operates under the Council-Manager form of government. The Town Council consists of five (5) members elected at large and approximately 20 committee and commission members, appointed by the Town Council. Tiburon has 39 full time employees working in 4 departments including: Administrative Services, Community Development, Police, and Public Works.

In October 2020, the Town Council established a Diversity and Inclusion Task Force to provide advice to the Town Council, Town Manager, and Police Chief regarding issues of diversity and inclusion involving the Police force as well as advice to the Town Manager and Town Council regarding ways to improve diversity and inclusion generally in the Town of Tiburon. The Diversity and Inclusion Task Force is comprised of 10 members, including all 5 Councilmembers and 5 at large members from the community. The Town of Tiburon is committed to advancing diversity, equity and inclusion and addressing issues related to these areas.

Eligibility

This request is open to parties engaged in the lawful practice of their profession that satisfy the minimum qualifications set forth in this Request for Proposal (RFP). Minority-owned, Women-owned, and Emerging Small Businesses are encouraged to apply for this opportunity. Consultants with experience working with government agencies of similar size to the Town of Tiburon will be given preference.

Project Overview

The intent of this Request for Proposal (RFP) is to describe the services needed to assess and make recommendations regarding hiring, advancement, retention and training practices that align with the Town's Diversity, Equity and Inclusion objectives. The selected consultant will be expected to advise the Town Manager, Director of Administrative Services, other Town staff, Town Council, and Diversity and Inclusion Task Force on recommendations for improvements and applicable resources with clear goals for evaluating short-term progress and long-term success in its employee hiring, advancement, retention and training practices.

Professional services will be executed through a Professional Services Agreement (PSA) with task orders that are based on a mutually-agreeable scope of work, budget, and schedule. The Town anticipates the work under this agreement to be completed by August 31, 2022, or within six months of commencing work under the PSA. Based on

the results of the study, there is potential for an ongoing partnership between the Consultant and the Town after the successful completion of the work identified in the PSA.

Scope of Work & Desired Outcomes

1. DEI Audit

The Diversity, Equity, and Inclusion audit would include a review of existing policies and practices related to the Town’s hiring, advancement, retention and training practices. This includes at minimum the review of: The recruitment, interviewing, selection and onboarding process for all employees, the performance evaluation process, promotion/advancement opportunities for existing employees, and the current training program. We expect the audit and recommendations will focus on the following key areas:

a. Assessment

In conjunction with designated Town Staff and members of the Diversity and Inclusion Task Force, assess the Town’s hiring, advancement, retention, and training practices to identify opportunities and challenges, and use this information to develop policy, program and training recommendations.

b. Data Analysis

Provide aid in reviewing and interpreting available and relevant demographic data for the Town in relation to our workforce and community we serve. Identify additional data that can be gathered and inclusive language best practices to inform Town practices moving forward.

c. Policy and Document Review:

Review existing Town-wide and Department-specific documents, policies and procedures and make recommendations for updates or creation of new ones. Document review will include Town-wide policies, the Municipal Code, bargaining unit Memorandums of Understanding, department policies, recruitment fliers, interview evaluation forms, performance evaluation forms, and other related documents. Recommendations should comply with state and federal laws and meet the contractual obligations of our bargaining unit agreements.

2. DEI Summary Report

a. Summary Report and Recommendations

Once material is collected and analyzed, the Consultant will prepare a detailed Summary Report, including but not limited to an analysis outlining key themes, recommendations for incorporating actionable steps that align with the Town’s DEI goals.

Request for Proposal
Tiburon Diversity, Equity & Inclusion Consulting Services

The Summary Report elements are expected to include, at minimum:

- Assessment of written and unwritten programs, policies, and practices resulting in qualitative data regarding the current work and workplace of the Town of Tiburon, as well as stakeholder perspectives and expectations for future organizational culture change in relation to DEI programs and practices.
- Identification and analysis of the gaps between the current and future desired state of the organization, and opportunities to build upon. The report should include recommendations for embedding new policies and practices into the organization's culture and into all function areas of the Town, including achievable short-term action steps and sustainable, long-term goals. Goals and recommendations should be appropriately scaled for the organization's size and number of employees.
- Consultant will recommend an effective training program for all staff, elected officials and appointed officials. The proposed training program should address the areas of improvement identified in the audit and aim to satisfy short and long-term DEI goals. We anticipate the training program would include interactive in-person and on-line training that has a demonstrated track record of success in producing measurable outcomes. Alternative live training modalities will be considered if necessitated by pandemic-related restrictions.

Submittal Requirements

Submit five (5) hard copies of the proposal in an 8 ½" by 11" format, in sufficient detail to allow for a thorough elevation and comparative analysis and provide one (1) electronic copy on a USB drive (PDF only). All copies, including the electronic copy shall be provided in a sealed envelope. Proposer's name and address should be clearly marked on the outside of the envelope/package. Emailed or faxed proposals will not be accepted.

Submit Proposals to: Greg Chanis
 Town Manager
 Town of Tiburon
 1505 Tiburon Boulevard
 Tiburon, CA 94920

REVISED 01/19/2022: PROPOSALS MAY BE SUBMITTED ELECTRONICALLY IN PDF FORMAT VIA THE TOWN'S DIVERSITY & INCLUSION TASK FORCE WEB PAGE USING THE RFP ONLINE SUBMITAL FORM. THE FORM CAN BE FOUND USING THE LINK BELOW:

<http://townoftiburon.org/373/Diversity-Inclusion-Task-Force>

Proposals must be delivered no later than **5:00 PM, January 27, 2022** (Pacific Time). The Consultant submitting the proposal is responsible for the means of delivering the

Request for Proposal
Tiburon Diversity, Equity & Inclusion Consulting Services

proposals to the location listed above and in accordance with the deadline. All proposals submitted after the deadline shall not be accepted.

The proposal must include, at a minimum, the following information in sectionalized format addressing the work detailed in the RFP:

1. Cover Letter/Executive Summary of transmittal should be included, duly signed by an office or other person empowered to commit the Consultant to the terms and conditions of the proposal. This letter should also address the willingness on the part of the Consultant to utilize the Town's Professional Services Agreement (attached hereto). All proposers must identify in their proposal any terms and conditions that they wish to negotiate.
2. The qualifications and experience of the Consultant team, including any sub-Consultants, should be detailed. Please emphasize the specific qualifications and commitment to the project by key team members. This section should also include a detailed work plan with schedule describing how tasks will be organized and which team member will complete it.
3. The proposal should demonstrate your team's understanding of the project and significant steps, methods and procedures to be employed by your firm to ensure quality end products that are to be delivered within the required time frames and your identified budget.
4. A proposed budget to complete the work, including the hourly rates of individuals involved.
5. Project references, with names and phone numbers of contact persons. Provide at least 3 references from the last five years.

Questions regarding the RFP shall be submitted in writing to Suzanne Creekmore, Director of Administrative Services, by email at screekmore@townoftiburon.org. Written responses will be sent to all parties who have expressed an interest in applying for the opportunity. Questions will not be accepted by phone. All questions must be received by January 14, 2022 by 5:00 PM Pacific time.

Selection Process and Tentative Schedule

This RFP does not commit the Town to enter into a contract, nor does it obligate the Town to pay for any costs incurred in preparation and submission of proposals or in anticipation of a contract.

An agreement shall not be binding or valid with the Town unless and until it is executed by authorized representatives of the Town and the proposer.

Request for Proposal
Tiburon Diversity, Equity & Inclusion Consulting Services

Consultants will be evaluated by the Administrative Services Department through a panel on the following criteria:

- Professional competence and qualifications.
- Experience of personnel assigned to the project.
- Quality of the proposal. The proposal should clearly demonstrate the firm’s understanding of the Town’s overall objectives in completing the work.
- Ability to produce high quality documents that are readable and that can be published in hard copy form and electronically.
- Demonstrated ability to work with local government staff, elected officials and appointed officials.
- Proposed budget for completing the work and ability to complete the project within desired scheduled and budgeted cost.
- Review of references.

Respondents, if selected for an interview, should be prepared to attend an interview in Tiburon at Town Hall, 1505 Tiburon Boulevard, Tiburon, CA 94920. The top three to four proposals will be invited to an interview. The interview will help to clarify each proposal and the approach and qualifications for the project. Based upon the interview and evaluation of the proposals, the top-ranked consultant will be selected.

Tentative RFP timeline

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| • RFP issued | January 3, 2022 |
| • Deadline for questions/clarifications | January 14, 2022 |
| • Proposals Due | January 27, 2022 |
| • Interviews | February 10-23, 2022 |
| • Selection of Consultant | End of February 2022 |
| • Start Project | March 2022 |

Equal Employment Opportunity

The Town of Tiburon is committed to equal employment opportunity for all employees, contractors, and applicants. We prohibit discrimination based upon race, color, religion, marital status, age, national origin, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other actual or perceived status protected under federal, state, or local law. Employment decisions are based on individual qualifications and performance.

Proposal Terms and Conditions

Public Records Act

This RFP document and all submittals in response thereto are public records. Prospective consultants are cautioned not to include any material in the proposal that is strictly proprietary in nature.

Product ownership

All work products will become the property of the Town of Tiburon. The Town will maintain the right to edit, update, and/or modify any and all work products at its sole discretion. Work products may be used by the firm as reference upon the adoption of the General Plan by Town Council.

Independent Contractor

The firm will, at all times, be an independent contractor pursuant to the contract, and shall not, in any way, be considered to be an officer, agent, or employee of the Town of Tiburon.

Reservations of rights

The Town reserves the right, for any reason, to accept or reject any one or more proposals; to negotiate the terms and specifications of the proposal, and/or to modify any part of the RFP or issue a new RFP.

Professional services agreement

All proposers must identify in their proposal any terms and conditions that they wish to negotiate. Liability insurance is required.

Proposal costs

All costs associated with the preparation of the RFP submittals shall be borne by the proposer. This RFP does not constitute any form of offer to contact.

Disqualification

Any of the following may be considered cause to disqualify a candidate without further consideration:

- Evidence of collusion among proposers;
- Any attempt to improperly influence any member of the evaluation panel;
- A proposer default in any operation of a professional services agreement which resulted in termination of that agreement;
- Existence of any lawsuit, unresolved contractual claim or dispute between candidate and the Town;
- Evidence of incorrect information submitted a part of the proposal; and
- Evidence of proposer's inability to successfully complete the responsibilities and obligations of the proposal.