



**ADDENDUM #1
Office of Racial Equity
Office of Racial Equity Consultant
RFP # 7498-23**

September 1, 2023

The attached addendum supersedes the original Information and Specifications regarding RFP # 7498-23 where it adds to, deletes from, clarifies or otherwise modifies. All other conditions and any previous addendums shall remain unchanged.

Please note: BIDS will only be accepted electronically by emailing purchasing@bouldercounty.gov.

1. Question: When will we be notified of the award?

ANSWER: As soon as a decision is made. September sometime.

2. Question: When do you expect the project to kick off?

ANSWER: Project will kick off immediately upon completion of selected consultant contracted being signed, approved and accepted.

3. Question: How long do you envision the leadership academy to take place? One cohort over the course of one year or 2 cohorts over the course of one year? (Is this something that will be co-created?)

ANSWER: 2 to 3 cohorts over a year.

4. Question: How many people do you expect to enroll?

ANSWER: As many people as the team has capacity to take on during each cohort. 20-25 possibly.

5. Question: Will the leadership academy take place during work hours for staff (9 am - 5 pm)?

ANSWER: Yes.

6. Question: How many leaders will receive training and coaching?

ANSWER: Those who are selected to participate during each cohort.

7. Question: How many employees will receive training?

ANSWER: Those selected to participate during each cohort.

8. Question: Is there a Leadership Academy curriculum currently developed or will it be a new curriculum?

ANSWER: Curriculum will be new.

9. Question: What are the roles of the staff within the Office of Racial Equity?

ANSWER: Office of Racial Equity Director, Racial Equity Project Manager, Racial Equity.

10. Question: Is there a formal DEI Strategy linked with Strategic Goals?

ANSWER: No.

11. Question: What DEI Ad-Hoc projects have been executed?

ANSWER: Government Alliance on Race and Equity (GARE) and Courageous Conversations About Race (in partnership)

12. Question: What is the timeframe?

ANSWER: As needed by Consultant and ORE

13. Question: What is the budget?

ANSWER: Please feel free to submit your proposal and at the time if you are selected, budget can be discussed then.

14. Question: How much on-site work is expected and will the County allow remote work?

ANSWER: It will be up to ORE Staff and selected Consultant to decided and implement the strategy of how the work and what the work needs for in person sessions.

15. Question: Is the Sample Contract required to be completed and submitted with the proposal response?

ANSWER: No. As noted in the RFP document, Submittal Section: State your compliance with the Terms and Conditions in the Sample Contract contained in this RFP. Specifically list any deviations and provide justification for each deviation.

16. Question: Is there a page limit for the proposal?

ANSWER: No.

17. Question: Is this the first time that the City of Boulder has received coaching/training?

ANSWER: Boulder County has held pass leadership trainings.

18. Question: When was the Office of Racial Equity created?

ANSWER: 2022

19. Question: Are out-of-state proposals eligible for contract awards?

ANSWER: Yes, but please be mindful there will be some in office meetings.

20. Question: What percentage of the work requires face-to-face engagement?

ANSWER: That is what ORE and selected Contractor will come up with that supports training, discovery and etc. of programming.

21. Question: What are the overall goals and objectives of the BIPOC Leadership Academy and Healing Centered Engagement Spaces?

ANSWER: Please see the RFP.

22. Question: What are the needs of BIPOC staff that ORE wants to address, and what specific outcomes are expected?

ANSWER: These will be decided by the selected contractor and office of ORE.

23. Question: How does ORE define Healing Centered Engagement Spaces?

ANSWER: Asset based and culturally rooted approach to healing and well being to people of color and adult allies. The shifting of Trauma informed care to healing center engagement.

24. Question: Have Healing Centered Engagement Spaces already been created? Or is the consultant in charge of developing and implementing this?

ANSWER: No, the selected consultant will engage support and create with ORE this strategy and way of being.

25. Question: What are the main goals of the curriculum (i.e., know leadership style, be able to advance staff career in Boulder County government, etc.)? What are some measures of success?

ANSWER: Designing, access, learning, behavior and implementation-results of programming, people engaged and organizational movement as it pertains to leadership opportunities and outcomes.

26. Question: Based on the work currently being done for Boulder's Racial Equity Plan, what are some potential key focus areas for the Leadership Academy / Healing Centered Engagement Spaces?

ANSWER: Reaction, Learning, Behavior and Organizational acceptance of the new way of being which is more inclusive of Boulder County Staff. Implementing and designing what is needed based on surveying and discovery of findings.

27. Question: Are there any known interpretation services/accessibility needs that exist for staff? (i.e., language interpretation services).

ANSWER: Can be addressed as program is built out at this time.

28. Question: How are members of the Leadership Academy recruited and chosen?

ANSWER: Recruitment of attendees will be created with Consultant and ORE office.

29. Question: Keeping individuals in mind when designing content, does the ORE have any ideal forms of content creation that the contractor should keep in mind, such as videos for social media? Alternatively, are there any forms of content creation that the ORE advises should be avoided or would not be allowed? (Such as TikTok videos).

ANSWER: Not at this time and can be discussed with selected ORE and Consultant team.

30. Question: Are there any existing assessment tools the ORE utilizes that would be applied to the Leadership Academy & Healing Centered Engagement Spaces?

ANSWER: GARE, Courageous Conversation, REIT-Racial Equity Tool.

31. Question: Are there any qualifications for those co-designing and facilitating the leadership academy? Is experience working with DEI initiatives required?

ANSWER: Yes.

32. Question: What are the types of DEI initiatives and consulting experience that should be highlighted in this proposal?

ANSWER: Familiarity with GARE, Courageous Conversation, Healing centered engagement, DEI.

33. Question: Since we must assess specific leadership assets and needs, will Boulder County be able to provide us access to people to survey?

ANSWER: Yes.

34. Question: How much would contractors be expected to coach during the Academy facilitation process?

ANSWER: It can be decided on once the consultant is selected and program is developed to meet the needs of county employees participating in the leadership program.

35. Question: By when does Boulder County expect the academy to be “launched”?

ANSWER: Please see RFP.

36. Question: Can the ORE please elaborate on the staff recruitment goal(s) mentioned in the Purpose / Background section of the Proposal Instructions: What would successful recruitment look like to the ORE?

ANSWER: Participants that can engaged be supported and successful move thru programming and on to leadership or employment advancing opportunities.

37. Question: Does the ORE have any current recruitment standards and processes the contractor would need to be aware of?

ANSWER: No.

38. Question: Is the ORE able to incentivize (monetarily or otherwise) recruitment events or activities to generate interest among staff members?

ANSWER: Conversation can be had.

39. Question: What does the ORE currently do to recruit BIPOC staff members in general?

ANSWER: No recruitment currently exists by ORE.

40. Question: Is there a maximum budget associated with this RFP?

ANSWER: To be determined.

41. Question: Can you please confirm that the Sustainability Questionnaire is not a part of the evaluation criteria?

ANSWER: Yes-please feel free to change if this is wrong.

42. Question: What are the anticipated start and end dates for this contract?

ANSWER: We hoping to start in October and an end date of December 2024.

43. Question: Is this RFP asking for a bottom line number for program design only, OR for program design, facilitation, and implementation?

ANSWER: No.

44. Question: Is the RFP seeking a program that attendees can engage in one time with a specified start and end date, for example, a six-week, three-month, or six-month course, OR are you looking for an ongoing enrollment or support program that employees can enroll in at will on a rolling basis?

ANSWER: Consultant and ORE will connect and make decision as program is developed.

45. Question: Approximately how much of your workforce is considered BIPOC?

ANSWER: Please see Boulder County Demographics.

46. Question: Is the target of this Leadership Academy for employees in management or leadership positions only or for all BIPOC employees?

ANSWER: No.

47. Question: In the RFP, under Specifications it says, "Use forward thinking framework to co-design, create and provide assessment, surveys, mission and vision statements as well as other document which provide an overview of the work that has been done by Office of Racial Equity."

- a. What specifically needs to be assessed? What type of surveys need to be created? Would the mission and vision statements be for the Office of Racial Equity or for the Leadership Academy?

ANSWER: This vision/statement would be for the Leadership Academy. Please see RFP.

48. Question: Our understanding is that the Leadership Academy is specifically for BIPOC staff. Is that accurate? Is the hope that BIPOC staff will be a part of the co-creation/co-design process?

ANSWER: No.

49. Question: Is there an expected timeline for the duration of the project and for the Leadership Academy program?

ANSWER: Initially one year.

50. Question: We noticed that there's no budget listed, can you please provide an estimated range?

ANSWER: Please feel free to submit a proposal if you are interested.

51. Question: Is this RFP asking for a bottom line number for program design only, OR for program design, facilitation, and implementation?

ANSWER: The proposal accepted and accepted will be compensated for all phases of the programing, design, implementation, and facilitation.

52. Question: Is the RFP seeking a program that attendees can engage in one time with a specified start and end date, for example, a six-week, three-month, or six-

month course, OR are you looking for an ongoing enrollment or support program that employees can enroll in at will on a rolling basis?

ANSWER: As agreed upon by ORE and Consultant and what works to move programming forward successfully.

53. Question: Is the target of this Leadership Academy for employees in management or leadership positions only or for all BIPOC employees?

ANSWER: No.

54. Question: Is there a preferred format for the overall proposal?

ANSWER: No.

55. Question: When is the ideal completion date for the project?

ANSWER: Negotiable.

56. Question: What is the budget for this project?

ANSWER: To be determined.

57. Question: Is there a preferred format to provide the schedule and pricing?

ANSWER: No.

58. Question: Are you looking for line items or a lump sum proposal when it comes to pricing?

ANSWER: Whatever works for submittal of proposal.

59. Question: Is there an incumbent consultant? If so, what is the total contract value?

ANSWER: No.

60. Question: How many employees do you hope to have participate in the pilot program?

ANSWER: To be determined.

Submittal Instructions:

Submittals are due at the email box only, listed below, for time and date recording on or before **2:00 p.m. Mountain Time on September 8, 2023.**

Please note that email responses to this solicitation are limited to a maximum of 50MB capacity.

NO ZIP FILES OR LINKS TO EXTERNAL SITES WILL BE ACCEPTED. THIS INCLUDES GOOGLE DOCS AND SIMILAR SITES. ALL SUBMITTALS MUST BE RECEIVED AS AN ATTACHMENT (E.G. PDF, WORD, EXCEL).

Electronic submittals must be received in the email box listed below. Submittals sent to any other box will NOT be forwarded or accepted. This email box is only accessed on the due date of your questions or proposals. Please use the Delivery Receipt option to verify receipt of your email. It is the sole responsibility of the proposer to ensure their documents are received before the deadline specified above. Boulder County does not accept responsibility under any circumstance for delayed or failed email or mailed submittals.

Email **purchasing@bouldercounty.gov**; identified as **RFP # 7498-23** in the subject line.

All proposals must be received and time and date recorded at the purchasing email by the above due date and time. Sole responsibility rests with the Offeror to see that their bid is received on time at the stated location(s). Any bid received after due date and time will be returned to the bidder. No exceptions will be made.

The Board of County Commissioners reserve the right to reject any and all bids, to waive any informalities or irregularities therein, and to accept the bid that, in the opinion of the Board, is in the best interest of the Board and of the County of Boulder, State of Colorado.



**RECEIPT OF LETTER
ACKNOWLEDGMENT**

September 1, 2023

Dear Vendor:

This is an acknowledgment of receipt of Addendum #1 for RFP #7498-23, Office of Racial Equity Consultant.

In an effort to keep you informed, we would appreciate your acknowledgment of receipt of the preceding addendum. Please sign this acknowledgment and email it back to purchasing@bouldercounty.gov as soon as possible. If you have any questions, or problems with transmittal, please call us at 303-441-3525.

This is also an acknowledgement that the vendor understands that **BIDS will only be accepted electronically by emailing purchasing@bouldercounty.gov.**

Thank you for your cooperation in this matter. This information is time and date sensitive; an immediate response is requested.

Sincerely,

Boulder County Purchasing

Signed by: _____ **Date:** _____

Name of Company _____

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