

BOCC APPROVAL DECEMBER 8, 2021  
 BOARD OF BIDS AND CONTRACTS DECEMBER 2, 2021

2. ORGANIZATIONAL DIVERSITY & INCLUSION CONSULTANT -- MANAGER'S OFFICE  
FUNDING -- MANAGER'S OFFICE

(Request sent to 188 vendors)

RFP #21-0046 Contract

	Elevate USA Inc.				
1. Phase 1 - Kick Off	Included				
2. Phase 2 - Fact Finding					
a. Data Analysis - 10 hours @ \$350.00/hour	\$3,500.00				
b. Focus Groups - 2 sessions at \$2,512.00/day	\$5,024.00				
c. Community Panel - 1 session @ \$2,512.00/day	\$2,512.00				
d. Gap Analysis - 10 hours @ \$350.00/hour	\$3,500.00				
e. Shadowing - 1 session @ \$2,512.00/day	\$2,512.00				
3. Phase 3 - DE&I Plan Development - 40 hours @ \$350.00/hour	\$14,000.00				
4. Phase 4 - Staff Training Delivery - 10 sessions @ \$2,512.00/day	\$25,120.00				
5. Phase 5 - Quality Assurance Plan - 16 hours @ \$350.00/hour	\$5,600.00				
Program Total	\$61,768.00				
	Hicks-Carter-Hicks, LLC				
1. Meet with key stakeholders - Planning, Prep, Meeting(s), and Post-Work	\$3,500.00				
2. Develop communication plan and email templates	\$2,500.00				
3. Review/audit HR policies/procedures, DEI training programs	\$12,000.00				
4. Conduct up to twelve interviews with stakeholders	\$6,600.00				
5. Conduct up to seven virtual 1.5 hour focus groups (Employee and community focus groups; up to 15 people per focus group; and up to 1.5 hours each)	\$10,500.00				
6. Create and administer online employee survey (up to 3,000 participants)	\$12,000.00				
7. Analysis of collected data and synthesis into themes	\$6,900.00				
8. Create an electronic, written report detailing results of DEI audit along with recommendations	\$4,000.00				
9. Aid in establishment and formation of DEI Committee (up to 35 hours allocated for the committee startup - combination of virtual and in-person work) - Planning, Prep, DiSC Workplace Team Assessment, Commission-member Orientation Session, and Meeting Facilitation	\$15,000.00 (inclusive of 15 Everything DiSC Workplace assessments for the Commission's orientation)				
10. Facilitate the development of the county's DEI statement detailing mission, vision, and values via visioning session with DEI committee	\$7,000.00				
11. Develop and execute a DEI training and education strategy to include tailoring H-C-H's DEI program to fit county's needs, provide a three day train-the-trainer session for up to 10 county trainers; execute a one year license agreement that provides the county access to H-C-H's DEI training program	a. Three day Train-the-Trainer session for up to ten (10) trainers - inclusive of materials: \$16,000.00 b. One year H-C-H DEI training licenses for county employees only: \$18,000.00				
12. Provide general DEI consulting for the county when needed regarding culture, policies, procedures, issues, strategy, etc. Consulting based on DEI audit results and new DEI initiatives (up to 50 hours)	\$14,250.00				
Program Total	\$102,000.00				
	Johnson Squared Consulting				
1. Learning & development of strategy sessions	\$1,500.00				
2. Labor of facilitators for training and preparation	\$48,000.00				
3. Group materials	\$1,000.00				
Program Total	\$50,500.00				
	MGT of America Consulting, LLC				
1. Project Initiation					
a. Initiate Project - 34 hours	\$8,549.00				
2. Organizational Assessment					
a. Preparing to conduct an organizational assessment - 100 hours					
b. Targeted focus groups, interviews, and community meetings - 100 hours	\$74,386.00				
c. Assessment Summary Report - 72 hours					
3. DEI Action Plan					
a. Application of Assessment findings to the current DEI Plan - 104 hours	\$23,603.00				
4. Develop Implementation Framework					
a. Policy, procedure, and training roadmap - 50 hours					
b. Community Relations Roadmap - 42 hours	\$25,341.00				
Program Total	\$131,879.00				
	Traaen & Associates, LLC				
Project Proposal Fee	Not to exceed \$69,000.00				
No Bids	Allen, Gibbs & Houlik, L.C.	Audrey Curtis Hane	Axiom Service Professionals, LLC	Barbara Teicher, CSP	Catholic Charities Wichita
	Catt Consulting, LLC	CJD Consulting Solutions LLC	CML Collective LLC	Compliance Training Online	Critical Ops, LLC
	Dancing Moose Productions	Dauntless Leadership LLC	Dr. Hazmat	Friends University Professional Studies	Hagerty Consulting, Inc.
	IEM	Ignition Point Training, LLC	Interact Training Group	James Aaron Crandall	Jim Maddox
	John Belt	Kansas Head Start Association	KCOE ISOM	Label Master	LeaderSystems, Inc.
	Lewis G. Bender	Medxcel	New Horizons Computer Learning Center	Next Element Consulting, LLC	O'Reilly Media, Inc.
	Parent Project	Pass it on Purpose Coaching and Training	Preparedness Solutions, Inc.	Public Health Foundation	Sonja Armbruster
	The Arnold Group	The Carpenter Group, LLC	Training Force USA LLC	Training Systems, Inc.	Will Interactive
WSU Community Institute					

On the recommendation of Joe Thomas, on behalf of the Manager's Office, Brandi Baily moved to **accept the proposal from Hicks-Carter-Hicks, LLC (Items 1-11) in the amount of \$102,000.00.** Jennifer Blasi seconded the motion. The motion passed unanimously.

An evaluation committee comprised of Tania Cole - Assistant County Manager; Tim Kaufman - Deputy County Manager; TaTy'Terria Gary - Diversity and Inclusion Fellow; Jeff Easter - Sheriff; Sheena Schmutz - Chief Human Resources Officer; and Joe Thomas - Purchasing evaluated the proposal responses based on the criteria set forth in the RFP. Based on scoring, was chosen for award.

Sedgwick County is seeking services of an Organizational Diversity and Inclusion Consultant with expertise in guiding the organization through successful Diversity, Equity, and Inclusion transformation. This consultant will assist the organization to develop a long-term roadmap [a Diversity, Equity, and Inclusion (DEI) Plan] that is aligned with the county's strategic plan and will ensure that barriers to inclusion continue to decrease, while internal awareness, knowledge, and skills continue to increase. This roadmap will include methods of long-term monitoring and evaluation that considers several areas including, but not limited to, the internal staffing practices, policies, procedures, community partnership engagement, and ongoing staff education.

The consultant will develop, execute, and perform comprehensive Diversity, Equity, and Inclusion analysis of the organization including staff, boards, and local underserved communities and support the development and facilitation of dialogues and outreach efforts that will engage employees, board members, and community members in this effort.

Outcomes will include a public statement regarding Diversity, Equity, and Inclusion that serves how Sedgwick County operates and makes decisions that impact budgeting, policies, procedures, operations, programming, outreach, and management practices. Also training and education strategies that will increase the awareness, knowledge, and skills of Sedgwick County staff and boards as it pertains to Diversity, Equity and Inclusion. Development of an active and engaged Diverse, Equity, and Inclusion committee comprised of key stakeholders with county staff and community partners.

**Notes:**

This is a proposal and not a bid. Proposals are scored based on criteria set forth in our RFP. There are five (5) components to this RFP:

Component	Points
A. Experience in delivering work products and conducting interactive sessions that incorporate perspectives of Diversity, Equity, and Inclusion.	20
B. Consultant has experience in facilitating workshops with participants of all professional levels, from staff to board members and community partners and leading discussions about race, inequality, discrimination, bias, and building capacity to recognize bias.	20
C. Consultant is a Minority-Owned business and has a demonstrated focus in the nonprofit sector.	20
D. Embraces an active approach toward achieving equity for all people, considering systemic issues and how these impact individuals.	20
E. Most advantageous cost to the county*	20
<b>Total Points</b>	<b>100</b>

**Questions and Answers**

Brandi Baily: HR offers a diversity training class and they have a diversity area so how does this relate to what HR is already doing and how is it different from what HR does?

Tania Cole: I think this consultant is going to partner with HR and I think that what this consultant will do is enhance the training HR offers.

Greg Gann: Is it fair to say this is a more comprehensive approach to DEI as opposed to what HR is currently doing?

Tania Cole: Absolutely.

Russell Leeds: The intent for this contract is for them to do a thorough analysis organizationally as to how the organization fairs in the DEI realm and you have four (4) companies and bids vary greatly and I understand the criteria that was set forth in the 100 point scale. Specifically, this company is going to have the capacity to do the types of stakeholder meetings and employee engagement and employee training sessions that perhaps we don't have the capacity to do now with the staffing we have. Is that a fair characterization?

Tania Cole: What this company is going to do is basically give us a framework or a playbook over the next 9 to 12 months of our Diversity, Equity, and Inclusion in the organization. They are going to help us understand where our gaps are. This really came from when we started our strategic plan what we heard from employees and from the community and what we actually implemented in our strategic plan was that we wanted to have diversity within the organization. This company is going to help us understand where we are with Diversity, Equity, and Inclusion and where those gaps are, where we need to help with implementing Diversity, Equity, and Inclusion within the organization, and out in the community. They are going to do that through surveys, focus groups, and interviews. They are going to look at our policies and procedures, training, recruitment, and retention. They are basically going to look at the organization as a whole.

Russell Leeds: So it's internal focused to help our workforce be more diversified and open to diversity but it's also a customer service factor because it helps us look outward at gaps we have in service in the way we communicate and interact with diverse communities. Is that fair?

Tania Cole: It is fair. We are going to start internally but we are also going to focus externally as well and how we're working with those that come to us for services and programs as well.