

BOARD OF BIDS AND CONTRACTS APRIL 13, 2023

4. ORGANIZATIONAL DIVERSITY & INCLUSION CONSULTANT – MANAGER'S OFFICE
FUNDING – MANAGER'S OFFICE
 (Contract Extension)

RFP #21-0046 Contract #4861-12 / 62-21-000908

	Hicks-Carter-Hicks, LLC	
	Project Status	Price
1. Meet with key stakeholders - Planning, Prep, Meeting(s), and Post-Work	Completed	\$3,500.00
2. Develop communication plan and email templates	Completed	\$2,500.00
3. Conduct up to twelve interviews with stakeholders	Completed	\$6,600.00
4. Create and administer online employee survey (up to 3,000 participants)	Completed	\$12,000.00
5. Conduct up to seven (7) 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)	Completed	\$10,500.00
6. Analysis of collected data and synthesis into themes	Completed	\$6,900.00
7. Create an electronic, written report detailing results of DEI audit along with recommendations	Completed	\$4,000.00
8. Review/audit HR policies/procedures, DEI training programs	Completed	\$12,000.00
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 (inclusive of 15 Everything DiSC Workplace assessments for the Commission's orientation)	Not Completed	\$15,000.00
10. Facilitate the development of the county's DEI statement detailing mission, vision, and values via visioning session with DEI committee	Not Completed	\$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 (3) day train-the-trainer session for up to 10 county trainers; execute a one (1) year license agreement that provides the county access to H-C-H's DEI training program:	Not Completed	\$16,000.00 plus travel expenses
a. Three (3) day Train-the-Trainer session for up to ten (10) trainers - inclusive of materials		
b. One (1) year H-C-H DEI training licenses for county employees only	Not Completed	\$18,000.00
Project Total		\$114,000.00 plus travel expenses
Remaining Project Work Total		\$56,000.00 plus travel expenses

On the recommendation of Jaimee Witmer, on behalf of the Manager's Office, Anna Meyerhoff-Cole moved to **extend the original contract term for organizational and inclusion consultant services with Hicks-Carter-Hicks, LLC for an additional period of 10 months beginning February 17, 2023 through December 17, 2023 for items 9-11 in the amount of \$56,000.00 plus travel expenses.** Jennifer Blasi seconded the motion. The motion passed unanimously.

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 has completed Phase 1, which includes Tasks 1-8. Phase 2 will focus on Tasks 9-11. Phase 2 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. As well as development of an active and engaged Diverse, Equity, and Inclusion committee comprised of key stakeholders with county staff and a sponsor.

Notes:

All work is being performed virtually except item 11a. which is why it is the only item with travel expenses.

Questions and Answers

Anna Meyerhoff-Cole: Was Phase 2 outlined in the original RFP?

Jaimee Witmer: Yes.

Anna Meyerhoff-Cole: Are these prices the same as what they had in the original RFP?

Jaimee Witmer: Yes.

Brandi Baily: The project total was \$114,000.00 and remaining is \$56,000.00 so what's remaining was that a part of the original \$114,000.00 or is that an additional \$56,000.00?

Jaimee Witmer: That's a part of the original \$114,000.00 if you look at the table, items 9-11 and the travel expense is just on item 11a. It's the only item that is not a virtual item. Everything else is virtual. The \$56,000.00 is just remaining out of the total \$114,000.00 for the whole project.

Brandi Baily: So really it truly is just a contract extension?

Jaimee Witmer: Correct.