

REQUEST FOR PROPOSALS

Diversity, Equity and Inclusion Consultant  
Contract

SUMMARY: The individual awarded a contract under this Request for Proposal (RFP) will be responsible for providing support for the Town of Barrington in determining if and how to create a town government committee focused on diversity, equity and inclusion, along with other related recommendations for continuing effectively in this direction.

Services will be contracted for a 5-month period with the option of extending the contract at the discretion of the Town.

Proposals must be submitted by 11 a.m. on Wednesday, October 21, 2020, in a sealed envelope, clearly marked on the outside: "Diversity, Equity and Inclusion Consultant." Submittals must include one (1) original and three (3) copies of the proposal, sent to the following:

Dept. of Human Resources  
Attn: MariAnn Oliveira  
Barrington Town Hall  
283 County Road  
Barrington, RI 02806

An electronic copy shall also be submitted. Email to: [moliveira@barrington.ri.gov](mailto:moliveira@barrington.ri.gov) and [jbrier@barrington.ri.gov](mailto:jbrier@barrington.ri.gov)

## **Background**

Barrington's top-ranked school system, high property values, many access points and views of the bay, as well as its demographics (94% white) all contribute to a reputation of elitism and exclusivity.

Recently, the Town government has taken strides to change policy and practices to be more inclusive and welcoming of diversity. These actions include:

- An inclusionary zoning requirement for deed-restricted Affordable Housing, and two large residential developments of workforce housing
- The establishment of June as Barrington Pride Month, including flying the Pride flag the entire month
- An anti-discrimination and anti-harassment policy that applies to all elected and appointed officials (in addition to the policy that has long applied to employees)
- Intentional marketing of Town jobs to statewide organizations serving people of color and under-represented communities

With this work underway, the Town, like most across the United States, was thrust back into the renewed Civil Rights movement following the killing of George Floyd and the rise of protests nationwide. A faith-based community organization held the first of its monthly silent vigils (lining the main road in town, socially distant, to stand up for Black Lives Matter) in early June, and more than 1,200 people attended (nearly 10% of our population). In August, the Town Manager raised the Black Lives Matter flag, and at the subsequent Town Council meeting, the Council voted to keep it up "until it's voted down."

We have also been home to recent acts of racism in town, including hateful vandalism, a recording of the aftermath of an alleged violent hate crime, public social media posts projecting racist views, and various protests.

The town leadership wants to continue moving forward with overcoming our homogeneity and to inclusively welcome a diverse community who all share an equitable stake in our community. Among other things, we believe establishing a committee focused on issues relating to diversity, equity and inclusion will help us achieve this, and we are seeking help in doing that well.

The Town of Barrington is seeking proposals from qualified individuals to help determine how to create a Town government committee focused on diversity, equity and inclusion and, to make recommendations for continuing such efforts in the future. The individual awarded a contract under this Request for Proposal (RFP) will be responsible for submitting, a presentation to the Town Council, along with final recommendations at the April 2021 meeting.

Administrative services will be contracted for a period of 5 months, with the option of extending the contract at the discretion of the Town.

The deadline for submission of proposals is 11 a.m. on Wednesday, October 21, 2020.

All proposals shall be submitted to the Human Resources Office, Barrington Town Hall, 283 County Road, Barrington, RI 02806. To be considered, one (1) original and three (3) copies of the proposal, must be submitted in a sealed package, clearly marked on the outside: "Diversity, Equity and Inclusion Consultant." An electronic copy emailed to [moliveira@barrington.ri.gov](mailto:moliveira@barrington.ri.gov) and [jbrier@barrington.ri.gov](mailto:jbrier@barrington.ri.gov).

It is the responsibility of the submitting individual to ensure that the proposal is received prior to the deadline. Any proposals received after the deadline will not be considered for award, regardless of whether the delay was outside the control of the submitting firm. The Town assumes no responsibility for delays caused by the U.S. Postal Service or any other delivery service. Postmarking by the due date will not substitute for actual receipt of response by the due date

Any questions or requests for clarification related to the contents of this Request for Proposals or how to submit a proposal must be submitted by email to MariAnn Oliveira at [moliveira@barrington.ri.gov](mailto:moliveira@barrington.ri.gov). All questions must be submitted prior to 11 am. Wednesday, October 21, 2020. Responses will be collected as an amendment to this RFP and made available to all prospective bidders within 48 hours by posting to the Town website: <http://barrington.ri.gov/topics/govbids.php>

It is the responsibility of the submitting entity to ensure they have any and all amendments of this RFP.

The Town reserves the right to accept or reject any or all proposals, and to request additional information from respondents clearly in consideration for award.

### **Scope of Work**

The successful respondent will collaborate with a member of the Town Council during the course of this project. The successful respondent will develop and deliver a presentation to the Town Council, and present final recommendations and findings to the Town Council at its April 2021 meeting.

The Scope of work shall include but is not limited to the following:

### **Presentations**

- A presentation of recommendations submitted to the Town Council
  - Suggestions for if/how to create a municipal government-appointed committee with a DEI-related mission
  - Suggestions for if/how to encourage a community/government partnership committee
- Presenting final recommendations and findings to the Town Council at its April 2021 meeting
  - Slide deck, live presentation (likely via Zoom)
  - Question & Answer from Council and public

### **Meetings**

- Preliminary meeting to discuss goals and establish research needs and calendar of activities; expected research needs include:
  - Review of Council meeting videos (approx 2-3hr of relevant discussions)
  - Review of news coverage of recent events
  - Conversations or email opinions with several key stakeholders
    - Town Manager
    - One of newly elected Council members

- School Committee Chair
- Barrington UVC

Discuss engagement plan and to come to a shared understanding of our current status and what we'd like to accomplish

- Follow-up meeting after engagement sessions to discuss recommendations and direction of proposal
  - Proposed items to be defined by Consultant
  - Input from Council member will be relating to limitations of government action and process

### **Planned engagement Activities**

- 2-3 community engagement sessions including:
  - One tailored to representatives from community organizations
  - One tailored to the community at large

### **Miscellaneous**

- Expected engagement period: December 2020 - April 2021
- Formal Meetings: 3-5; duration of 60-90 minutes
- Hosted Engagement Forums: 2-3; duration of 90-120 minutes
- Consultant may be asked to provide advice regarding actions, programs, or potential policies undertaken by the Town during the engagement period.

### **Response Format**

The ideal candidate will have experience with systemic racism, not only discrimination and prejudice, and working on diversity in non-diverse settings. Proposals shall be organized in the following manner:

- 1) Statement of Qualifications:
  - a. Provide a concise description and history of your experience with diversity, equity, and inclusion implementation.
  - b. Description of knowledge of and experience working with diversity, equity and inclusion, and related state and federal programs, with an emphasis on recent experience.
  - c. Town plan, approximate number of hours to be assigned, and relevant experience of individuals to be performing the tasks outlined in this RFP.
  - d. A list of references from three prior consulting agreements, with at least one with government.
- 2) Scope of Services
  - a. Provide a narrative describing the scope of services to be provided to administer diversity, equity and inclusion initiatives and other funding as described in this RFP.
  - b. Provide a narrative describing how you would work with Town Council member, staff, and community to develop a program as described herein, including meeting structure, presentations, engagement plans, and initial suggestions for changing our tentative plan.

3) Budget and Budget Narrative:

Pricing Structure and estimate for total engagement

- a. Provide your cost proposal to complete the Town's initiative for diversity, equity, and inclusion, due by October 21, 2020, for the project.

**Evaluation Criteria**

The Town reserves the right, in order to serve the best interests of the Town, to reject any or all proposals, waive any technical defect or informality in a proposal, allow corrections of errors or omissions, accept or reject any portion of a proposal, and/or request additional information or clarifications from respondents.

All proposals received will be evaluated and ranked according to the following criteria:

<b>Criteria</b>	<b>Maximum Points</b>
Diversity Experience	30
Technical Approach / Understanding of the Project	25
Municipal Experience	25
Proposed Cost	20
<b>Total</b>	<b>100</b>

## **General Information on Submitting Proposals**

1. It is the respondent's responsibility to examine all specifications and conditions thoroughly, and to comply fully with specifications and all attached terms and conditions. Respondents must comply with all Federal, State, and Municipal laws, ordinances and regulations, and meet any and all registration requirements where required for contractors as set forth by the State of Rhode Island. Failure to make a complete submission as described herein may result in a rejection of the proposal.
2. **EXCEPTIONS:** All Proposals are subject to the terms and conditions outlined herein. All responses shall be controlled by such terms and conditions and the submission of other terms and conditions, price lists, catalogs, and/or other documents as part of an offeror's response will be waived and have no effect either on this Request for Proposals or on any contract that may be awarded resulting from this solicitation. The Respondent specifically agrees to the conditions set forth in this RFP by signature to the Proposal.
3. **COLLUSION:** The respondent warrants that he/she has not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of full competitive bidding.
4. **ORAL EXPLANATIONS:** The Town shall not be bound by oral explanations or instructions given at any time during the competitive process or after award.
5. **COST FOR PROPOSAL PREPARATION:** All costs associated with developing and submitting a response to this Request, or to provide clarification of its content shall be borne by the respondent. The Town assumes no responsibility for these costs.
6. **MODIFICATIONS:** Prior to the deadline established for this RFP, changes may be made to proposals already received by the Town if that respondent makes a request to the Office of Planning, Building and Resiliency, in writing, to do so. No changes to proposals shall be accepted after the RFP deadline.
7. **TIME FOR ACCEPTANCE:** Proposals are considered to be irrevocable for a period of not less than ninety (90) days following the opening date, and may not be withdrawn, except with the express written permission of the Office of Planning, Building and Resiliency. Should any respondent object to this condition, the respondent must provide objection through a question and/or complaint to the Office of Planning, Building and Resiliency prior to the deadline.
8. **CONFIDENTIALITY OF PROPOSALS:** In submitting its proposal the respondent agrees not to discuss or otherwise reveal the contents of the proposal to any source outside of the issuing agency, until after the award of the contract. Only those communications with the issuing agency authorized by this RFP are permitted. All respondents are advised that they are not to have any communications with the issuing agency during the evaluation of the proposals (i.e., after the public opening of the proposals and before the award of the contract), unless the Town's purchaser contacts the respondent(s) for purposes of seeking clarification.
9. **SUBMISSIONS BECOME PUBLIC RECORD:** All responses, inquiries, or correspondence relating to or in reference to the RFP, and all other reports, charts, displays, schedules, exhibits, and other documentation submitted by respondents shall become the property of the Town when received. Respondents are advised that all materials submitted for consideration in response to this Request for Proposal shall be considered to be public records as defined in Title 38, Chapter

2 of the Rhode Island General Laws, without exception, and may be released for inspection immediately upon request once an award has been made.

10. PROPRIETARY INFORMATION: Trade secrets or similar proprietary data which the respondent does not wish disclosed to other than personnel involved in the evaluation or contract administration will be kept confidential to the extent possible. Each page shall be identified in boldface at the top and bottom as "CONFIDENTIAL." Any section of the proposal which is to remain confidential shall also be so marked in boldface on the title page of that section. Cost information may not be deemed confidential. In spite of what is labeled as confidential, the determination as to whether or not it is shall be determined by Rhode Island law.
11. ANTI-KICKBACK ACKNOWLEDGEMENT: The respondent acknowledges, under the pains and penalties of perjury, that he/she has not been offered, paid, or solicited for any contribution or compensation, nor has he/she been granted a gift, gratuity, or other consideration, either directly or indirectly by any officer, employee or member of the governing body of the Town who exercises any functions or responsibilities in connection with either the award or execution of the project to which this contract pertains. Further, the respondent acknowledges, under the pains and penalties of perjury, that he/she has not offered, paid, or solicited by way of any contribution or compensation, nor has he/she granted a gift, gratuity or other consideration either directly or indirectly to any officer, employee, or member of the governing body of the Town who exercises any functions or responsibilities in connection with either the award or execution of the project to which this project or contract pertains.
12. NONDISCRIMINATION: The successful bidder will not discriminate against any employee based on race, creed, color, national origin, sex, sexual orientation, gender identity, age, handicap, religion or religious preference, under any program or activity funded through CDBG or CDBG-DR, as required by Title VI of the Civil Rights Act of 1964, the Fair Housing Act (42 USC §§ 3601-29) and all implementing regulations, and the Age Discrimination Act of 1975 and all implementing regulations.
13. INSURANCE: The successful bidder shall carry sufficient liability insurance and agree to indemnify the Town against all claims of any nature which might arise as a result of the conduct of the work described in this RFP and respondent's proposal.
14. DISCRIMINATION PROHIBITED: During the performance of the Scope of Work described in this RFP, the respondent must ensure that no otherwise qualified person shall be excluded from participation or employment, denied program benefits, or be subject to discrimination based on race, creed, color, national origin, sex, sexual orientation, gender identity, age, handicap, religion or religious preference, under any program or activity funded through CDBG or CDBG-DR, as required by Title VI of the Civil Rights Act of 1964, the Fair Housing Act (42 USC §§ 3601-29) and all implementing regulations, and the Age Discrimination Act of 1975 and all implementing regulations. This requirement shall apply to, but not be limited to, the following: employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.
15. The respondent agrees to comply with the requirements of Title VI of the Civil Rights Act of 1964 (42 USC 2000d et seq.); Section 504 of the Rehabilitation Act of 1973, as amended (29 USDA 794); American with Disabilities Act of 1990 (42 USDA 12101 et seq.); Title IX of the Education Amendments of 1972 (20 USDA 1681 et seq.); The Food Stamp Act, and the Age Discrimination Act of 1975, the United States Dept. of Health and Human Services Regulations found in 45 CFR, Parts 80 and 84; The United States Dept. of Education Implementing Regulations (34 CFR, Parts

104 and 106); and the United States Dept. of Agriculture, Food and Nutrition Services (7 CFR 272.6).

16. The respondent agrees to comply with all other provisions applicable to law, including but not limited to the Governor's Executive Order No. 96-14, which prohibits discrimination on the basis of sexual orientation, and RIGL 28-5-5 and 28-5-41.1, relating to gender identity or expression.