

Town of Los Gatos
Town Manager's Office

ADDENDUM NO. 2

Justice, Equity, Diversity, and Inclusion Consultant Services
Request for Proposals

Issued April 21, 2021

Addendum No. 2 to the Request for Proposals (RFP) for Justice, Equity, Diversity, and Inclusion (JEDI) Services is hereby incorporated into the original RFP document, and Proposers shall acknowledge receipt thereof on their proposal. Please note the clarification of service priorities and budget, and the extended deadline for submittals.

Clarification of Priorities for Scope of Services

Given the questions that the Town is receiving on the RFP, the Town is clarifying its priorities for the scope of services for this consultant engagement. The work items are listed in priority order. Firms are welcome to propose on one or more elements in the priority order listed below. Firms will not be disqualified for not addressing all items.

Due to the limited funding available, proposals must identify the unit cost of services for each item, (e.g., per workshop, interview, etc.).

The consultant work is being structured in this way to recognize that as one element of the effort occurs, it is very likely that other related work may be needed at a later time. For this reason, the Town is trying to be flexible and yet also anticipate future work so consulting firms can see the possible breadth of the engagement. Any extension of the engagement would include appropriate compensation.

Priority work items:

1. Through a community engagement process with at least one community workshop with key stakeholders, partners, and the general public (likely over Zoom given the Public Health Orders), enhance the 2021 work plan above by:
 - A. Assisting with the identification of overarching goal(s) for the Town's JEDI effort;
 - B. Identifying "blind spots" in the Town's efforts and/or approach;
 - C. Determining objectives to achieve and metrics to measure progress towards the goals; and

- D. Identifying methods to monitor and evaluate progress of the JEDI goals, objectives, and work plan action items.

Community partners and stakeholders include the Los Gatos Chamber of Commerce, Los Gatos Anti-Racism Coalition, faith-based organizations, service organizations, Los Gatos Saratoga Recreation, local schools, etc.

2. Assess the Town's community partners' JEDI efforts to uncover gaps and overlaps. This assessment may determine steps that the Town and partners could take to address gaps and eliminate overlaps. This may result in modifications to the Town's work plan.
3. Through a staff engagement process with at least one Employee Workshop (likely over Zoom given the Public Health Orders), review the internal work plan items identified in the RFP, and determine relevant determining relevant goals, objectives, and metrics that align with the Town's JEDI efforts.
4. Provide insight, knowledge, and guidance on JEDI best practices with a particular focus on government agencies.
5. Develop a training strategy that aligns with the work plan and support the implementation of internal improvements.

The final Scope of Services will be determined by the Town based on the submittals and the limited budget for this effort at this time.

Proposal Submittal Extension

In light of the clarified priorities for the scope of services, the proposal submittal deadline is hereby extended to 5:00 PM on Wednesday, May 12, 2021.

Clarification on Budget

The Town is on a very tight budget and for that reason, we are requesting unit costs for all elements of the scope of services. We will negotiate a final scope and budget with the selected consultant.

Responses to Additional Questions from Consultants

1. **The RFP provides maximum page limits for the Cover Letter and Scope of Services. Are there maximum page limits for the other required sections?**
There are no page limits for the other required sections.
2. **Should CVs be included in the proposal? Is there a page limit for each CV?**
There are no page limits; however, resumes are preferred over detailed CVs.

3. Should the Timeline for the proposed scope of work begin May 2021?

June 2021 given the time extension for submittals.

4. Is there an expected timeframe or maximum duration that the selected Consultant should expect to work with the Town of Los Gatos?

There is no maximum duration. The minimum engagement is six months with opportunities for renewal.

5. Should the fee schedule and estimated cost of services for each service be organized by the major categories and specific action items in the Town-wide 2021 JEDI work plan? If not, should the Fee schedule be organized by the work that may include, but is not limited to, the bulleted list of items that begin at the bottom half of page 10 of the RFP?
Please organize the fee schedule according to the clarified scope of services referenced in the first section of this addendum.

6. In addition to the community/employee workshops, assessment, and advisory services, does the Scope of Services include the consultant doing any of the following:

- a. Design and implementation of community outreach and/or engagement? (including outreach in other languages, schedule meetings and interviews/focus groups/other engagement with different stakeholders, etc.)? Yes.
- b. Development and writing of strategic plans or action plans? No.
- c. Design and implementation of JEDI training with Los Gatos staff? Yes.
- d. Organizing and running additional internal or external events? Yes.

7. Is Attachment 3 the only requirement for the References section of the proposal?


Yes.

8. Because the final scope of services will be developed by the Town, working with the selected consultant, will it be possible for the selected consultant to include additional subconsultants in the future that are not in this proposal submission, as/if needed?

Yes, if the Town agrees to the additional subconsultants, their fee schedule, etc.

9. Is email submission of proposals to manager@losgatosca.gov the only way to submit proposals in response to this RFP?

Yes, there is no separate online portal.

Issued By: 

Laurel Prevetti, Town Manager

Date: April 21, 2021

This addendum consists of 3 pages.