

PCCLD Bid Request

Diversity, Equity and Inclusion Consulting

June 1, 2021

The Pueblo City-County Library District (PCCLD) is seeking the services of a consultant or consultant firm providing professional consulting services in the area of diversity, equity and inclusion (DEI). PCCLD is looking for the development of a library district-wide DEI program for our employees. This program would include conducting a DEI assessment and recommendations on implementing initial training along with providing PCCLD a framework to carry forward this work.

We are looking to utilize a consultant with experience in helping governments to successfully promote diversity, equity, and inclusion within a public library district or within a public employer. The consultant will work with library district leadership and key staff to analyze existing systems, policies, programs, and processes within the PCCLD operations relative to DEI.

PCCLD has established a budget of \$20,000 to do this work.

Background

In January 2021, the library district published “Growing Community Partnerships”, which is a five-year strategic plan outlining our goals, strategies, and key performance indicators and we have begun working with intention on accomplishing our goals. This strategic plan can be accessed at

https://www.pueblolibrary.org/sites/default/files/pdf/2021_2025Strategic%20Plan.pdf

One of our areas of strategic focus is ***embracing cultural and diverse opportunities***. We have set goals to:

- Promote equity, diversity, and inclusion in library collections, programming, and workforce
- Partner and collaborate with community organizations to bring a mixture of meaningful arts and cultural events, exhibits, and programs to the library district
- Offer celebrations, programs, and events with special emphasis on the community’s rich and varied cultural heritage
- Enhance recruitment and retention efforts to employ a heterogeneous and inclusive workforce at the library
- Train staff on service models and practices in support of diversity, equity, and inclusion
- Evaluate and improve library materials, equipment and services for all ranges of physical and developmental abilities

Scope of Services

PCCLD will expect the consultant or consulting firm to perform the services noted below and must address these requirements in their response.

The selected consultant will recommend the scope of and conduct a diversity audit (as defined by PCCLD) and subsequently assist PCCLD in developing a five-year plan with the goal of ensuring a diverse, equitable, inclusive workplace culture for the Pueblo City-County Library District. Specific areas of focus include work culture, recruiting, hiring, retention, and employee policies and procedures. Evaluate deficiencies using this assessment and use it as the basis to develop program and training recommendations.

Proposals should include a project outline and timeline for these requirements. PCCLD will work with the selected consultant to create an implementation plan that is acceptable for both parties. Pueblo City-County Library District intends to begin implementation of the five-year plan in a timely manner, within six months of the recommendation, and will dedicate resources to do so.

➤ Diversity Audit Requirements

The diversity audit must include an employee survey to assess the current climate of diversity, equity and inclusion at PCCLD. The selected consultant will review existing policies, and procedures with a DEI lens. At the end of the audit, the consultant will provide an internal report assessing the current state of the PCCLD, review findings and present recommendations and strategies for improvement and implementation.

➤ Implementation

Informed by the full-scale diversity audit, the final report and implementation should include and/or address the following:

- Create clear and actionable steps that PCCLD can take to ensure it is a diverse, equitable, and inclusive organization.
- Recommendations for updates or new policies and procedures incorporating DEI principles
- Development of recommendations for a comprehensive DEI program for the library district, which will include components of in-person and online training for employees and management to include the following:
 - Ongoing diversity, equity and inclusion training including DEI best practices and resources
 - Recruiting, hiring, and retention
 - Building and leading a diverse team
 - Emotional Intelligence and Social Justice
- Performance indicators to evaluate and measure success as plans and strategies are implemented
- Recommendations on building PCCLD's internal capacity for a train-the-trainer model.
- Recommendations on ways to integrate and expand the program into one that is outward facing and addresses the DEI needs of our customers, community partners and the diverse populations we serve.
- Follow-up after one-year progress

Responses to Requirements

Please provide responses to each of the requirements referenced and a written cost proposal by **Tuesday, July 6th, at 5:00 pm MDT.**

Provide an overall description of the methodology you intend to use in conducting the diversity audit.

Provide copies of resumes of all staff that will be assigned to this project, including training and/or experience in the area of diversity, equity and inclusion. List their hours on this project.

Include a scheduled timeframe for completion of the project.

Client References

Provide a list of three (3) similar projects and services you or your organization has performed with the names, addresses, and phone numbers of clients for whom work was done, placing particular emphasis on services provided to public sector organizations. Include examples of outcomes.

Pricing Summary

Provide a detailed cost estimate for completing the services referenced in Scope of Services. Include a payment schedule and terms

Right of Acceptance and Rejection

PCCLD reserves the right to accept or reject any or all proposals and to waive any formalities, informalities, and deviations, which, in its opinion, best serve the interests of PCCLD. PCCLD is not bound to accept the lowest priced proposal, but will select the proposal that represents the best value for PCCLD.

Negotiation

Subsequent to the Proposal due date, PCCLD reserves the right to negotiate terms and conditions with vendors. PCCLD reserves the right to negotiate modifications to a proposal with a single vendor without obligation to negotiate similar modifications with other vendors.

Evaluation and Selection

PCCLD will review proposals submitted by the RFP deadline and select a winning firm. PCCLD reserves the right to interview a short list of proposing firms. PCCLD will negotiate a contract with the selected firm. PCCLD will select the proposed services and terms that are most advantageous to it.

Point of Contact

Proposals, questions and requests for clarification can be directed to:

Pueblo City-County Library District
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