

CITY OF PITTSBURGH

Office of Management & Budget

on behalf of

Department of Personnel &
Civil Service Commission



Request for Information

for

Diversity & Inclusion Training Programs

Release Date: December 18, 2015

Submittal Deadline: February 5, 2016
no later than 3:00pm EST

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1 Introduction

December 18, 2015

The City of Pittsburgh Office of Management and Budget on behalf of the Department of Personnel & Civil Service Commission invites you to submit an informational response for Diversity & Inclusion Training Programs for City of Pittsburgh Employees. The Department of Personnel and Civil Service Commission is seeking responses from qualified individuals or firms to provide information on offerings for diversity and inclusion training which will provide the City with the necessary information to obtain grants and other resources to fund this project.

Any questions in regard to this RFI should be submitted in writing **no later than** EOB January 22, 2016 and directed to:

Stephanie Dorman
Purchasing Coordinator
Office of Management and Budget
City-County Building, Room 502
Pittsburgh, PA 15219
Email: stephanie.dorman@pittsburghpa.gov

All responses will be due by **Friday, February 5, 2016** as described in the Timeline section of this RFI.

Sincerely,



Jennifer Olzinger, Assistant Director-Procurement
Office of Management and Budget

2 Background

The Department of Personnel and Civil Service Commission is seeking responses from qualified individuals or firms to provide information on diversity and inclusion training offerings and options which will allow the City to better define our needs and priorities as we move toward a formal RFP for services.

Goals for this project include, but are not limited to the following:

- Creating a culture that fosters sensitivity and awareness towards diversity and inclusion in the workplace.
- Raising awareness of the importance of cultural, race, generational, LGBTQ, and gender equity.
- Defining a meritocratic culture based on respect and inclusion for all, and illustrating the importance of building such a culture.
- Achieving and understanding the benefits of a diverse work force.
- Training hiring managers to understand and recognize unconscious bias in an effort to eliminate/minimize its impact on hiring decisions.
- Demonstrating how diversity and inclusion issues impact our interactions in the workplace.
- Identifying and implementing strategies for effective interaction in a diverse and inclusive work environment.

3 Tentative Schedule of Events

The following represents the tentative schedule for this project. Any change in the scheduled dates for the Pre-Proposal Conference (if applicable), Deadline for Submission of Written Questions, or Response Submission Deadline will be advertised in the form of an addendum to this RFP. The schedule for the evaluation process and other future dates may be adjusted without notice.

RFI released:	Friday, December 18, 2015
Cut-off for questions:	January 22, 2016
Response submission deadline:	Friday, February 5, 2016 no later than 3:00 PM EST

4 Scope of Services

4.1 Scope Detail

Please provide a detailed listing of available offerings and rates/fee schedules for the following types of trainings and services:

- Conducting an analysis of workforce needs in regard to providing diversity and inclusion training for all City employees. Provider would be expected to assess:
 - Content appropriate for the three employee groups: executive, management, and staff.
 - Best access to training.
 - Best training method(s), which may vary per department.
 - Best hours of delivery for all departments, including those with employees on duty 24/7.

- Designing a comprehensive diversity and inclusion training and implementation plan to include three levels:
 1. Executive – define the roles and responsibilities of the executive team in regard to creating a successful, diverse and inclusive workforce and culture.
 2. Management – define the roles and responsibilities of the management team in regard to creating a successful diverse and inclusive workforce and culture. Identify best practices to be used during the hiring process and develop guidelines for hiring managers to be use during the interview and selection process.
 3. Staff – training for team members that promotes a culture of diversity and inclusion, and demonstrates their role in and impact on the City’s success or failure to create a diverse and inclusive work culture.

- Please describe the options available for conducting diversity and inclusion training as defined by the finalized implementation plan between said provider and the City of Pittsburgh.

- Please describe your approach and offerings for a sustainability plan to include in-house (City provided) training for new hires with a train-the-trainer component, and other recommended next-steps.

- Please outline your evaluation mechanism(s) to measure success of plan implementation.

- Please outline how you would measure and provide deliverables that would include items such as a final report, and a complete digital copy of all materials pertaining to the in-house training program for new-hires including but not limited to PowerPoint presentation, facilitator guide, participant guide, posters and handouts.

- Describe the history of your organization in terms of the type and number of workforce diversity and inclusion training services provided. Include the nature and volume of said training services (e.g., name and type of organizations serviced, type of training provided, number of employees that attended training, etc.).
- Describe your organization's experience in the elements identified in the scope of work in this RFI or any other workforce diversity and inclusion training services you deem to be relevant.
- Describe your organization's ability to tailor your workforce diversity and inclusion training services to the specific needs of the City of Pittsburgh.

In order to assist you in completing your response the following information is provided:

- Training goals of the City of Pittsburgh include:
 - Creating a culture that fosters sensitivity and awareness towards diversity and disability issues in the workplace.
 - Raising awareness of the importance of cultural, race, generational, LGBTQ, and gender equity.
 - Defining a meritocratic culture based on respect and inclusion for all, and illustrating the importance of building such a culture.
 - Achieving and understanding the benefits of a diverse work force.
 - Training hiring managers to understand and recognize unconscious bias in an effort to eliminate/minimize its impact on hiring decisions.
 - Demonstrating how diversity and inclusion issues impact our interactions in the workplace.
 - Identifying and implementing strategies for effective interaction in a diverse and inclusive work environment.
- The City has approximately 3200 employees, with ten (10) employee groups - nine (9) bargaining units and a non-union group.
- All work would be required to be performed in accordance with established federal, state and local laws and guidelines (EEOC, Civil Service Statute, City Code, labor agreements, etc.).

5 General Terms & Conditions

5.1 Examination of Documents

The submission of a response shall be deemed a representation and certification by the Respondent that they:

- 5.1.1** Have carefully read and fully understand the information that was provided by the City to serve as the basis for submission of the response
- 5.1.2** Have the capability to successfully undertake and complete the responsibilities and obligations of the response being submitted.
- 5.1.3** Represent that all information contained in the response is true and correct.
- 5.1.4** Did not, in any way, collude; conspire to agree, directly or indirectly, with any person, firm, corporation or other respondent in regard to the amount, terms or conditions of this response.
- 5.1.5** Acknowledge that the City has the right to make any inquiry it deems appropriate to substantiate or supplement information supplied by a respondent, and respondent hereby grants the City permission to make these inquiries, and to provide any and all related documentation in a timely manner.

No request for modification of the response shall be considered after its submission on the grounds that the respondent was not fully informed to any fact or condition.

5.2 Addenda/Clarifications

Should discrepancies or omissions be found in this RFI or should there be a need to clarify this RFI, questions or comments regarding this RFI must be put in writing and received by the City as outlined in Section 3 of this document

5.3 Withdrawal of Submittals

A respondent may withdraw its response at any time before the expiration of the time for submission of responses as provided in this RFI by delivering a written request for withdrawal signed by, or on behalf of, the respondent.

5.4 Public Record

Respondent, by submittal of a response, acknowledges that all responses may be considered public information in accordance with the Commonwealth of Pennsylvania Right to Know laws. All or part of any submittal may be released to any person or firm who may request it. Therefore, respondents shall specify in their Cover Letter if any portion of their submittal should be treated

as proprietary and not releasable as public information. Respondents should be aware that all such requests may be subject to legal review and challenge.

Any information considered proprietary should be indicated as such or not included in the response.

5.5 Restrictions on Gifts and Activities

The City of Pittsburgh Ethics Code and Chapter 198 of the City Code (Code of Conduct) was established to promote public confidence in the proper operation of our local government. These resources outline the requirements for disclosure of interests and restricted activities as related to public procurement processes. Respondents are responsible to determine the applicability of these requirements to their activities and to comply with its requirements.

5.6 Rights of the City of Pittsburgh

This RFI does not commit the City to enter into a contract, nor does it obligate the City to pay for any costs incurred in preparation and submission of responses or in anticipation of a contract. The City reserves the right to:

- A.** Reject any and all responses;
- B.** Issue subsequent Requests for Information or Request for Responses;
- C.** Cancel this RFI with or without issuing another RFI;
- D.** Remedy technical errors in the Request for Information process;
- E.** Make adjustments to the scope of services at any time if deemed by the Office of Management and Budget to be in the best interest of the City;
- F.** Waive any informality, defect, non-responsiveness, or deviation from this RFI that is not material to the Respondent's response;

6 Miscellaneous Requirements

6.1 Acknowledgements

A. Conflict of Interest

By submission of a response to this RFI, Respondent agrees that it presently has no interest and shall not have any interest, direct or indirect, which would conflict in any manner with the performance of the services required under this RFI.

B. Code of Ethics

By submission of a response to this RFI, Respondent agrees to abide by the Code of Ethics of The City of Pittsburgh. The full Ethics Handbook can be found here:
http://pittsburghpa.gov/personnel/files/policies/10_Ethics_Handbook.pdf

C. Fair Trade Certification

By responding to this RFI, the Respondent certifies that no attempt has been made, or will be made, by the Respondent to induce any other person or firm to submit or not to submit a submission for the purpose of restricting competition.

D. Non-Disclosure

By responding to this RFI, the Respondent acknowledges they may be required to sign a Non-Disclosure Agreement.

E. Debarment

This RFI is also subject to Section 161.22 of the City of Pittsburgh Code related to debarment from bidding on and participating in City contracts.

F. Financial Interest

No response shall be accepted from, or contract awarded to, any individual or firm in which any City employee, director, or official has a direct or indirect financial interest in violation of applicable City and State ethics rules. Entities that are legally related to each other or to a common entity which seek to submit separate and competing responses must disclose the nature of their relatedness.

G. Full Fee Disclosure

Pursuant to Section 161.36 of the Pittsburgh City Code, a Respondent must include a disclosure of any finder's fees, fee splitting, firm affiliation or relationship with any broker-dealer, payments to consultants, lobbyists, or commissioned representatives or other contractual arrangements of the firm that could present a real or perceived conflict of interest.

7 Format & Submittal Requirements

7.1 Format Requirements

Each response to this RFI shall include the information described in this section. Provide the information in the specified order. Failure to include all of the elements specified may be cause for rejection. Additional information may be provided, but should be succinct and relevant to the goals of this RFI. Excessive information will not be considered favorably.

7.1.1 Cover Letter

A cover letter should be submitted with the following information:

- Title of this RFI
- Name and Mailing Address of Firm (including physical location if mailing address is a PO Box)
- Contact Person, Telephone Number, Fax Number, and Email Address
- A statement that the submitting firm will perform the services and adhere to the requirements described in this RFI, including any addenda (*reference the addenda by date and/or number*)
- Acknowledgement that all responses may be considered public information in accordance with the Commonwealth of Pennsylvania Right to Know Laws as described in Section 5.4 of this document.
- If you, as an individual, or if any principal or employee of your firm, has a relationship or knowledge of, or contact with any official or employee of the City; that relationship, knowledge, or contact should be stated and described in your Letter of Transmittal.

7.1.2 TAB A: Firm's Qualifications, Experience & References

Describe the firm and provide a statement of the firm's qualifications for providing the scope of services. Identify the services which would be completed by your firm's staff and those that would be provided by sub-consultants, if any. Identify any sub-consultants you proposed to utilize to supplement your firm's staff.

Provide a summary of the firm's experience in providing these or similar services. Provide a minimum of three references for related projects, including dates, contact person, phone number, email, and a brief description of the project or scope of work.

7.1.3 TAB B: Qualifications of Team

Provide a brief summary of the qualifications and experience of each team member assigned to this project, including length of service with the firm and resume/bio, and the qualifications /experience of any sub-consultant staff on your project team.

This section should demonstrate your experience in performing the services and producing the work product sought by the RFI.

7.1.4 TAB C: Project Approach and Plan

Provide a detailed discussion of your firm's approach to the successful completion of the scope of services outlined in this RFP. Include thorough discussions of methodologies you believe are essential to accomplishing this project or completing the scope of services. Include a proposed work schedule to accomplish all of the required tasks within the desired timeline. Identify the staff roles who would be assigned to each major task, including sub-consultants.

7.1.5 TAB D: Fee Structure

Please provide a menu of services for all training courses and services available, and a breakdown of any costs delineated by major phase and/or deliverable as described in your project plan if applicable. Include a schedule of hourly rates for all proposed staff and the amount of time each person will be devoted to this project. Define any reimbursable expenses (e.g., travel) requested to be paid by the City. Note: If travel expenses are included, the rate assumptions generally should not exceed the United State General Services Administration (GSA) rates for Pittsburgh.

7.1.6 TAB E: Exceptions

Describe any and all proposed exceptions, alterations, or amendments to the Scope of Services or other requirements of this RFI, including the City of Pittsburgh Sample Professional Services Agreement. This section shall be clearly marked "Proposed Exceptions" in your submittal. The nature and scope of your proposed exceptions may affect the evaluation of your submittal and the City's determination of whether it is possible to successfully negotiate a contract with your firm.

7.2 Submittal Requirements

- A.** Your submittal package, to be returned by the date and time outlined in Section 3 of this document, shall include the following:
- One (1) electronic copy of your response in either MS Word or PDF format to be delivered via email.

- B.** Responses should be delivered ONLY to the OMB RFP Coordinator:

Stephanie Dorman
Purchasing Coordinator
Office of Management and Budget
City-County Building, Room 502
Pittsburgh, PA 15219
stephanie.dorman@pittsburghpa.gov

- C.** The City of Pittsburgh shall not be responsible for responses delivered to a person or location other than that specified herein.

- D.** Late responses shall not be accepted or considered.

- E. All submittals shall become the property of the City of Pittsburgh and will not be returned.
- F. All costs associated with response preparation shall be borne by the Respondent.