



*Response to Request for Proposal  
for Diversity, Equity and Inclusion Plan*

**RFP # 18-34**

**Fee Proposal**

*Presented by*

*SDS Global Enterprises, Inc.*



**Key Contact: Dr. Shirley Davis. President**  
[shirley.davis@sdsglobalenterprises.com](mailto:shirley.davis@sdsglobalenterprises.com)

**Ph: 410-917-4421**

# Fee Proposal

Project Task		Investment
<b>YEAR ONE</b>		
<b>Assessment Phase (July 1, 2019-June 30, 2020)</b>		
<ul style="list-style-type: none"> <li>• Site Visit to City of Ann Arbor</li> <li>• Conduct one-on-one Stakeholder Interviews (number TBD)</li> <li>• Review of employee data, demographics, and documents</li> <li>• Administer Assessments (Culture Audit, Leadership, Cultural Competence)</li> <li>• Analyze data from all Assessments and Create Reports</li> <li>• Administer online Inclusion &amp; Engagement Survey to all staff</li> <li>• Analyze data from Inclusion &amp; Engagement Survey and Create Report</li> <li>• Conduct Focus Groups</li> <li>• Analyze Results/Create Report of Findings from Focus Groups</li> <li>• Present all Findings, Trends, Deficiencies, and Recommendations to the City</li> </ul>		<b>\$55,000</b>
<ul style="list-style-type: none"> <li>• Administrative and Materials cost for Year One (including travel)</li> </ul>		<b>\$9,000</b>
<b>TOTAL INVESTMENT FOR YEAR ONE</b>		<b>\$64,000</b>
<b>YEAR TWO</b>		
<b>Consultation, Development and Implementation Phase</b>		
<b>(July 1, 2020-June 30, 2021)</b>		
<ul style="list-style-type: none"> <li>• Consult with the City of Ann Arbor on the development of a long-term ED &amp; I Strategic Plan and Implementation —based on all findings and recommendations—facilitate (3 Strategic Planning sessions with key stakeholders sharing best practices and trends)</li> </ul>		<b>\$12,500</b>
<ul style="list-style-type: none"> <li>• Consult on the establishment of the Diversity &amp; Inclusion Committee</li> </ul>		<b>\$60,000</b>
<ul style="list-style-type: none"> <li>• Develop a public statement of principle regarding equity, diversity and inclusion for the City of Ann Arbor</li> </ul>		<b>\$7,500</b>
<ul style="list-style-type: none"> <li>• Develop and execute a training and education strategy that will increase the awareness, knowledge, and skills for 700+ staff, City Council, and City boards and commissions as it pertains to diversity, equity, and inclusion</li> </ul>		<b>\$5,000</b>
<ul style="list-style-type: none"> <li>• Develop competencies that reflect the City of Ann Arbor’s diversity, equity and inclusion public statement and goals.</li> </ul>		<b>\$5,000</b>
<ul style="list-style-type: none"> <li>• Final report on recommended next steps for implementation (briefing session)</li> </ul>		<b>\$5,000</b>
<ul style="list-style-type: none"> <li>• Administrative and Materials cost for one two (including travel)</li> </ul>		<b>\$12,000</b>
<b>TOTAL INVESTMENT FOR YEAR TWO</b>		<b>\$97,000</b>

## **Key Staff**

<b><u>Name</u></b>	<b><u>Title</u></b>	<b><u>Hourly Rate</u></b>
Shirley A. Davis, Ph.D.	CEO, Project Lead, Principal Consultant	\$450
Cyndi Ramirez Ryan	Project Co-Lead, Senior Consultant	\$330
Allison Manswell	Senior Consultant	\$240
Mesha Mott	Senior Consultant	\$240
Antoinette Freeman,	Sr. HR Analyst	\$240
Captain LaPonda Fitchpatrick	Senior Consultant	\$240

## **Overhead Factors**

Fees include all, Travel, Materials, and General & Administrative Costs (G&A)

**ATTACHMENT B  
CITY OF ANN ARBOR DECLARATION OF COMPLIANCE**

**Non-Discrimination Ordinance**

The "nondiscrimination by city contractors" provision of the City of Ann Arbor Non-Discrimination Ordinance (Ann Arbor City Code Chapter 112, Section 9:158) requires all contractors proposing to do business with the City to treat employees in a manner which provides equal employment opportunity and does not discriminate against any of their employees, any City employee working with them, or any applicant for employment on the basis of actual or perceived age, arrest record, color, disability, educational association, familial status, family responsibilities, gender expression, gender identity, genetic information, height, HIV status, marital status, national origin, political beliefs, race, religion, sex, sexual orientation, source of income, veteran status, victim of domestic violence or stalking, or weight. It also requires that the contractors include a similar provision in all subcontracts that they execute for City work or programs.

In addition, the City Non-Discrimination Ordinance requires that all contractors proposing to do business with the City of Ann Arbor must satisfy the contract compliance administrative policy adopted by the City Administrator. A copy of that policy may be obtained from the Purchasing Manager

The Contractor agrees:

- (a) To comply with the terms of the City of Ann Arbor's Non-Discrimination Ordinance and contract compliance administrative policy.
- (b) To post the City of Ann Arbor's Non-Discrimination Ordinance Notice in every work place or other location in which employees or other persons are contracted to provide services under a contract with the City.
- (c) To provide documentation within the specified time frame in connection with any workforce verification, compliance review or complaint investigation.
- (d) To permit access to employees and work sites to City representatives for the purposes of monitoring compliance or investigating complaints of non-compliance.

The undersigned states that he/she has the requisite authority to act on behalf of his/her employer in these matters and has offered to provide the services in accordance with the terms of the Ann Arbor Non-Discrimination Ordinance. The undersigned certifies that he/she has read and is familiar with the terms of the Non-Discrimination Ordinance, obligates the Contractor to those terms and acknowledges that if his/her employer is found to be in violation of Ordinance it may be subject to civil penalties and termination of the awarded contract.

**SDS Global Enterprises Inc.**

Company Name



Signature of Authorized Representative

Shirley Davis, Ph.D. President and CEO 10/19/2018  
1936 Bruce B. Downs Blvd. Bldg. # 436 Wesley Chapel FL. 33544  
(813) 994-0672 [shirley.davis@sdsglobalenterprises.com](mailto:shirley.davis@sdsglobalenterprises.com)

**Questions about the Notice or the City Administrative Policy, Please contact:**

Procurement Office of the City of Ann Arbor  
(734) 794-6500

**ATTACHMENT C  
CITY OF ANN ARBOR  
LIVING WAGE ORDINANCE DECLARATION OF COMPLIANCE**

The Ann Arbor Living Wage Ordinance (Section 1:811-1:821 of Chapter 23 of Title I of the Code) requires that an employer who is (a) a contractor providing services to or for the City for a value greater than \$10,000 for any twelve-month contract term, or (b) a recipient of federal, state, or local grant funding administered by the City for a value greater than \$10,000, or (c) a recipient of financial assistance awarded by the City for a value greater than \$10,000, shall pay its employees a prescribed minimum level of compensation (i.e., Living Wage) for the time those employees perform work on the contract or in connection with the grant or financial assistance. The Living Wage must be paid to these employees for the length of the contract/program.

*Companies employing fewer than 5 persons and non-profits employing fewer than 10 persons are exempt from compliance with the Living Wage Ordinance. If this exemption applies to your company/non-profit agency, please check here  No. of employees\_*

The Contractor or Grantee agrees:

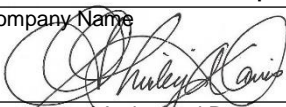
- (a) To pay each of its employees whose wage level is not required to comply with federal, state or local prevailing wage law, for work covered or funded by a contract with or grant from the City, no less than the Living Wage. The current Living Wage is defined as \$13.22/hour for those employers that provide employee health care (as defined in the Ordinance at Section 1:815 Sec. 1 (a)), or no less than \$14.75/hour for those employers that do not provide health care. The Contractor or Grantor understands that the Living Wage is adjusted and established annually on April 30 in accordance with the Ordinance and covered employers shall be required to pay the adjusted amount thereafter to be in compliance with Section 1:815(3).

**Check the applicable box below which applies to your workforce**

- Employees who are assigned to any covered City contract/grant will be paid at or above the applicable living wage without health benefits
- Employees who are assigned to any covered City contract/grant will be paid at or above the applicable living wage with health benefits

- (b) To post a notice approved by the City regarding the applicability of the Living Wage Ordinance in every work place or other location in which employees or other persons contracting for employment are working.
- (c) To provide to the City payroll records or other documentation within ten (10) business days from the receipt of a request by the City.
- (d) To permit access to work sites to City representatives for the purposes of monitoring compliance and investigating complaints or non-compliance.
- (e) To take no action that would reduce the compensation, wages, fringe benefits, or leave available to any employee covered by the Living Wage Ordinance or any person contracted for employment and covered by the Living Wage Ordinance in order to pay the living wage required by the Living Wage Ordinance.

The undersigned states that he/she has the requisite authority to act on behalf of his/her employer in these matters and has offered to provide the services or agrees to accept financial assistance in accordance with the terms of the Living Wage Ordinance. The undersigned certifies that he/she has read and is familiar with the terms of the Living Wage Ordinance, obligates the Employer/Grantee to those terms and acknowledges that if his/her employer is found to be in violation of Ordinance it may be subject to civil penalties and termination of the awarded contract or grant of financial assistance.

**SDS Global Enterprises Inc.**  
Company Name  
  
Signature of Authorized Representative  
**10-19-2018**  
Date

1936 Bruce B. Downs Blvd Bldg. # 436 Wesley Chapel FL 33544  
Street Address  
**Wesley Chapel FL 33544**  
City, State, Zip

**Shirley Davis, Ph.D. President and CEO**  
Print Name and Title

**(813) 994-0672 shirley.davis@sdsglobalenterprises.com**  
Phone/Email address



**ATTACHMENT D**

**VENDOR CONFLICT OF INTEREST DISCLOSURE FORM**


All vendors interested in conducting business with the City of Ann Arbor must complete and return the Vendor Conflict of Interest Disclosure Form in order to be eligible to be awarded a contract. Please note that all vendors are subject to comply with the City of Ann Arbor's conflict of interest policies as stated within the certification section below.

If a vendor has a relationship with a City of Ann Arbor official or employee, an immediate family member of a City of Ann Arbor official or employee, the vendor shall disclose the information required below.

1. No City official or employee or City employee's immediate family member has an ownership interest in vendor's company or is deriving personal financial gain from this contract.
2. No retired or separated City official or employee who has been retired or separated from the City for less than one (1) year has an ownership interest in vendor's Company.
3. No City employee is contemporaneously employed or prospectively to be employed with the vendor.
4. Vendor hereby declares it has not and will not provide gifts or hospitality of any dollar value or any other gratuities to any City employee or elected official to obtain or maintain a contract.
5. Please note any exceptions below:

<b>Conflict of Interest Disclosure*</b>	
Name of City of Ann Arbor employees, elected officials or immediate family members with whom there may be a potential conflict of interest.	<input type="checkbox"/> Relationship to employee <hr/> <input type="checkbox"/> Interest in vendor's company <input type="checkbox"/> Other (please describe in box below)

\*Disclosing a potential conflict of interest does not disqualify vendors. In the event vendors do not disclose potential conflicts of interest and they are detected by the City, vendor will be exempt from doing business with the City.

<b>I certify that this Conflict of Interest Disclosure has been examined by me and that its contents are true and correct to my knowledge and belief and I have the authority to so certify on behalf of the Vendor by my signature below:</b>		
SDS Global Enterprises Inc.	(813) 994-0672	
Vendor Name	Vendor Phone Number	
	10-19-2018	Shirley Davis, Ph.D.
Signature of Vendor Authorized Representative	Date	Printed Name of Vendor Authorized Representative

Questions about this form? Contact Procurement Office City of Ann Arbor Phone: 734/794-6500, procurement@a2gov.org