

Diversity, Equity & Inclusion Plan Consultant

The following is to support Resolution File # 18-2026 to provide additional detail for Council's consideration when best-value/negotiated contracts are presented for Council approval. The following criteria was used to select SDS Global Enterprises, Inc. and although is the lowest price out of the RFP # 18-34 proposal finalists, was also confirmed to be the best value.

RFP Process

September 2018

- I. RFP # 18-34 was formally put out for bid submissions for a Diversity, Equity & Inclusion Plan consultant
 - Due date for submission was October 18, 2018
 - Seven proposals were received in total
- II. RFP Evaluation Committee was created for the review process:
 - Brett Lenart- Planning Manager
 - Weneshia Brand- Housing Commission Operations Manger
 - Emily Drennen/Missy Stults- Office of Sustainability and Innovations
 - Kayla Coleman- Systems Planning
 - Sharie Sell- Diversity, Equity and Inclusion Officer
 - Robyn Wilkerson- HR Director
- III. Proposals were reviewed without fee schedules included
Evaluations were made based on the following criteria:
 - Professional Qualifications
 - Past Involvement with similar Projects
 - Proposed work Plan
 - Fee Proposal: opened at a later time
- IV. Narrowed down to three finalist/ Fee proposals reviewed
 - *JER HR Group* -Fee Proposal: \$183,730.00
 - *MGT Consulting Group* -Fee Proposal: \$351, 530.00
 - *SDS Global Enterprises*- Fee Proposal: \$161,000.00
- V. Phone Interviews were conducted by the RFP Evaluation Committee with the three finalist listed above
- VI. References conducted for the three finalists listed above

Committee recommendation was to move forward with SDS Global Enterprises Inc.- They had the most experience with DEI strategic plan development, excellent references and were the lowest fee proposal.