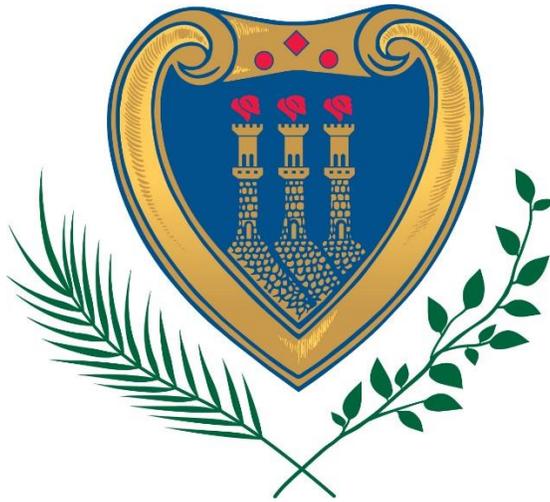


**CITY OF SAN MARINO
REQUEST FOR PROPOSALS
FOR DIVERSITY, EQUITY, AND INCLUSION
FACILITATOR**



Proposals Due No Later Than 11:00 AM on Friday, July 9, 2021

Submit Proposals To:

City of San Marino
City Manager's Office

Attention: Amanda Fowler, Community Engagement Manager

Subject: Diversity, Equity, and Inclusion Facilitator RFP

afowler@cityofsanmarino.org

RFP Issued on June 18, 2021

CITY OF SAN MARINO

**REQUEST FOR PROPOSALS FOR
DIVERSITY, EQUITY, AND INCLUSION FACILITATOR**

I. OVERVIEW

The City of San Marino is accepting proposals to select a qualified facilitator to lead the City's newly launched diversity, equity, and inclusion (DEI) task force and lead the creation of an action plan for the City to address key issues and needs.

The facilitator selected will be responsible for learning about San Marino and our population, guiding the formation and facilitating the community task force, leading community sessions, and ultimately, creating an action plan for the City and community so that our work is action-based and impactful.

II. BACKGROUND

The City of San Marino is a small suburban residential community in the western part of the San Gabriel Valley with residents that takes great pride in what the City offers, from outstanding municipal services to a top-ranking school district. One of the key factors for why families move into San Marino is the excellent quality of life which includes Lacy Park, public safety, and community services.

The City of San Marino has a large AAPI population, comprising approximately 60% of our community. While the City has committed funds and resources to better engage and communicate with our Chinese-speaking residents, there is clearly more that can and should be done to make San Marino a more inclusive and welcoming place to call home.

Anti-Asian hate incidents continue to increase both in the United States and in Los Angeles County, as reported by the [Stop AAPI Hate initiative](#). Even in San Marino, some of our valued residents of all ages have shared stories of intolerance and hostility directed at them within our city boundaries by other community members. In response, several community organizations have begun hosting forums to address this serious issue.

At the City's May 28, 2021 City Council meeting, Council unanimously voted to create a task force of community members that will be facilitated and led by an experienced facilitator to address issues of inclusion in San Marino in an action-oriented, results driven way.

III. SCHEDULE

The RFP schedule is summarized below:

Issuance of RFP	June 18, 2021
Last day to accept questions and requests for clarifications on the RFP	July 1, 2021 at 5 PM
Vendor submittals due	July 9, 2021 at 11 AM
Vendor interviews* and reference checks	July 12 - 23, 2021
Vendor approval, enter negotiations, execute a professional services agreement	July 30, 2021

**Interviews may be held either in person or via Zoom, depending on preference of City leadership.*

IV. SCOPE OF SERVICES

The City of San Marino expects the facilitator to develop and lead the community task force through the creation of a visioning and positioning statement for the City, and an accompanying strategic action plan. To do this, the facilitator will be expected to:

1. Do an assessment of San Marino, including our history, the current population, current City policies and priorities (both internal and external), and other community organizations that play a role in fostering community, including the San Marino Unified School District.
2. Organize and facilitate broader community sessions, with input from the task force, to better understand our community needs and desires.
3. With an understanding of the community and community groups, help us develop a proper scope for the City's efforts in order to make a measurable, marked difference.
4. Work with key City staff and Council to understand the role the City can play in any recommendations to ensure that the developed plan is aspirational but also feasible.
5. Lead each task force meeting in a way that creates effective dialogue and clear progress.
6. Bring a perspective of governmental best practices, but also be able to adapt to the unique needs of San Marino.
7. With support of the task force, finalize and prepare the recommended visioning and positioning statement and action plan for Council discussion and adoption.

V. PROPOSAL FORMAT

Proposals should be prepared simply and economically and provide a straightforward, concise description of the Applicant's background, qualifications, proposed services, and capabilities to satisfy the requirements of this RFP. Emphasis should be on completeness and clarity of content. Proposing parties are responsible for all costs incurred in preparation and submittal of proposals.

Executive Summary

Provide an overview and summary of how you will assist the City of San Marino with its DEI work and facilitate the task force.

Background and Experience

Include a detailed description of your background and experience, with a particular focus on similar work for other local governments, and/or communities with similar demographics.

Experience and References

Provide three municipality and/or other government entity clients involving similar facilitation services, consulting, and production deliverables. Include the contact name, address, telephone number, and email address for each reference.

Project Vision

With the background on San Marino provided, describe what you see as the key steps to achieve the previously described deliverables, the biggest challenges you foresee, and how you would work with the task force members, Council Members, City staff, and the broader community. What do you see as the role of each entity, and how would you work to bring different needs and priorities together?

Compensation

Please provide your proposed compensation for this project.

VI. SUBMITTAL REQUIREMENTS

The deadline for RFP responses is July 9, 2021 at 11:00 AM (PDT). The deadline for questions is July 1, 2021 at 5:00 PM (PDT). All questions and their respective responses will be posted on the City of San Marino's official website and all bidding vendors will be notified when new responses are posted. All responses will be posted within one (1) business day from the day they are received.

Submissions will be accepted via email and must be submitted electronically before the July 9, 2021 deadline. Proposals shall be emailed to:

Amanda Fowler, Community Engagement Manager, City Manager's Office

afowler@cityofsanmarino.org

Subject: Diversity, Equity and Inclusion Facilitator RFP

Submittals not received on or before the specified deadline stated above will not be accepted. The City reserves the right to request follow-up information or clarification from vendors in consideration

VII. REVIEW AND SELECTION PROCESS

Process

A City review team will evaluate submittals. The initial review will determine conformance to submission requirements and whether responses meet minimum criteria established. After a review of proposals, the top candidates will be selected to be interviewed by top City leadership. Following the interview process, the facilitator deemed best qualified will be recommended for contract award. If the cost is \$30,000 or more, the contract will be considered for approval at a public City Council meeting. If it is under \$30,000, the City Manager will be able to execute the contract.

The City reserves the right to amend the review and selection process or to reject any and all proposals for any reason deemed appropriate by the City.

Evaluation Criteria

The following shall be considered during the evaluation process:

- Meets the qualifications identified in the Proposal
- Demonstrates sound judgement, integrity, and reliability, and maintains a strong reputation in the field of diversity, equity, and inclusion facilitation, as determined by reference checks.
- Brings an understanding of San Marino's unique needs and challenges
- Likelihood of leading to a comprehensive, actionable plan
- Cost of providing services
- Other qualifications or criteria deemed appropriate by City staff

VIII. TERMS AND CONDITIONS

Proposal Preparation Costs

The City is not, nor shall be deemed, liable for any costs incurred by Proposer in the preparation, submittal, or presentation of their proposals.

Reservation of Rights

This RFP does not commit or obligate the City of San Marino to accept or execute an agreement for any expressed or implied service. The City reserves the right to:

- Reject any and all proposals received and to accept or reject any item(s) herein.
- Take all proposals under advisement for up to one hundred and twenty (120) days after opening.
- Waive any informality on any proposal.
- Be the sole judge of the relative merits of the material mentioned in the respective proposal received.
- Request any firm/individual submitting a proposal to clarify its proposal during the selection phase.
- Negotiate the service schedule and reasonable costs with the selected firm/individual.
- Modify or alter any requirements herein, and issue addenda or amendments to this RFP.
- Terminate this RFP process at any time.

Acceptance of Conditions

It is the Proposer's responsibility to examine the scope and location of the proposed work to fully acquaint themselves with the specifications and the nature of the work to be accomplished. Proposers shall have no claim against the City based upon ignorance of the nature and requirements of the services provided, misapprehension of the work environment, or misunderstanding of the specification or agreement provisions. By submitting a proposal, each Proposer expressly agrees to and accepts the following conditions:

- Proposal and compensation rate shall be valid and binding for one hundred and twenty (120) days following the proposal due date and will become part of the Agreement that is negotiated with the City.
- The City reserves the right to request further information from the Proposer, either in writing or orally, to establish any stated qualifications.
- The City reserves the right to solely judge the Proposer's representations, and to solely determine whether the Proposer is qualified to undertake these services pursuant to the criteria set forth herein. The Proposer, by submitting a proposal, expressly acknowledges and agrees that the judgment of the City as to whether or not the Proposer is qualified to perform these services shall be binding, final and conclusive.

Proposal Inclusions

The Request for Proposals documents shall be submitted in their entirety, with ALL applicable portions fully completed by the Proposer. All Proposers are encouraged to review and confirm that their proposal includes and specifically addresses all of the proposal requirements prior to submitting as outlined elsewhere in this document.

Withdrawal of Proposal Before Closing

Any Proposer may request the withdrawal of their submitted proposal by written request at any time prior to the scheduled closing date and time. Upon receiving written request to withdraw any proposal, the City will consider the proposal null and void, and return the proposal to the Proposer. Withdrawal of proposal will not impact Proposer's resubmittal for this or any future proposal(s).

Professional Licensing

The professional services provider, and any sub-consultant(s), shall possess any necessary professional certification(s) and/or license(s) relative to the work to be performed required by an appropriate licensing authority of the State of California and shall provide evidence of such to the City with their proposal or prior to commencement of the work in such a form as the City shall require.

Insurance Requirement

The Proposer shall, at its own expense, procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the Agreement by the consultants, its agent, representatives, employees, or subcontractors. Proposer shall also require all of its subcontractors assigned to provide services to procure and maintain the same insurance requirement for the duration of the Agreement. Specific insurance requirements are as follows:

- General Liability Insurance of at least \$1,000,000.00 per occurrence and \$2,000,000.00 aggregate liability.
- Automobile Liability Insurance of at least \$1,000,000.00 per accident Combined Single Limit (CSL).
- Worker's Compensation Insurance of at least \$1,000,000.00 per claim.
- Professional Errors and Omissions Insurance of at least \$1,000,000.00 per occurrence and in the aggregate.

Public Record

Be advised that all information contained in proposals submitted in response to this solicitation shall become a matter of public record upon contract award, and made available upon request, unless otherwise marked. The Proposer must identify, in writing, all copyrighted material, trade secrets or other proprietary information the Proposer claims are exempt from disclosure pursuant to the California Public Records Act. The Proposer who claims such an exemption must also state in the proposal that:

“The Proposer agrees to indemnify and hold harmless the City and its officers, employees and agents from any claims, liability or damages against the City and to defend any actions brought against the City for its refusal to disclose such material, trade secrets or other proprietary information to any party.”

Equal Opportunity

The City of San Marino requires all Proposers to comply with equal opportunity policies.

Independent Contractor

The facilitator will be an independent contractor. All persons employed by an organization in accordance with an Agreement resulting from this RFP will be employees of the organization and not of the City of San Marino.