



PROPOSAL NO _____

ISSUE DATE _____

**REQUEST FOR PROPOSAL (RFP)
COVER SHEET**

PROPOSAL TITLE: _____

SUBMISSION DEADLINE: _____ on _____

SUBMIT PROPOSAL TO: **City Clerk's Office**
11701 Community Center Dr
Northglenn CO 80233
or
rfp@northglenn.org

CONTACT: _____

EMAIL: _____

PHONE: _____

Bidding instructions and drawings are available at the Rocky Mountain E-Purchasing website or at:
https://www.northglenn.org/government/bids_with_the_city.php

**MANDATORY
PREBID CONFERENCE:** _____

DATE & TIME: _____ at _____

LOCATION: _____

The undersigned hereby affirms that (1) he/she is a duly authorized agent of the vendor, (2) he/she has read all terms and conditions, requirements, and instructions of this bid as stated or implied, (3) the vendor warrants that he/she is familiar with all provisions of the contract documents and technical specifications which were made available in conjunction with this solicitation and fully understands and accepts them unless specific variations have been expressly listed in his/her offer, (4) that the offer is being submitted on behalf of the vendor in accordance with any terms and conditions set forth in this document, and (5) that the vendor listed on the bid submission must match all contract and insurance documents submitted upon award.

PRINT OR TYPE YOUR INFORMATION

Company _____ Fax Number _____

Address _____ City, State Zip _____

Contact Person _____ Title _____

Email _____ Phone _____

Signature _____

Print name _____

INSTRUCTIONS TO BIDDERS

1. **PROPOSAL NO:** 2020-021

2. **PROPOSAL TITLE:** Diversity, Inclusivity, and Equity Employee Training

3. **PURPOSE OF SOLICITATION:**

In order to drive transformative change within the organization and to meet the needs of the community, residents, and businesses, the City of Northglenn is soliciting proposals from a collaborative partner or partners to advance our diversity, inclusivity, and social equity goals and to meet our organization where we currently are rather than a one size fits all approach. We understand a commitment to diversity, equity, and inclusion is a long-term commitment and remain flexible and open to recommendations.

4. **SCHEDULE OF ACTIVITIES:** The following schedule of activities delineates the timing of the solicitation and the estimated project schedule. These dates may be subject to change at the City's discretion.

<u>Release of the RFP</u>	<u>November 16, 2020</u>
<u>Consultant/Vendor Questions Due</u>	<u>December 7, 2020 by noon MST</u>
<u>Responses to questions posted on BidNet</u>	<u>December 9, 2020</u>
<u>Proposals Due</u>	<u>December 18, 2020 by 10am MST</u>
<u>Evaluation Committee Meets</u>	<u>January 4, 2021</u>
<u>Consultant Interviews and Presentations</u>	<u>January 11 & 12, 2021</u>
<u>Intent to Award</u>	<u>January 18, 2021</u>
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<u> </u>	<u> </u>

5. **INTERPRETATION OF DOCUMENTS AND SPECIFICATIONS:** Wherever the word "contract" appears, it shall be held to include all the documents as listed. No less than all of the parts of the contract documents shall constitute the formal contract. If any person contemplating submitting a proposal for the proposed contract is in doubt as to the true meaning of any part of specifications, schedules, or information sheets or the proposed contract documents, he may submit to the project manager a written request for an interpretation thereof. The person submitting the request will be responsible for its prompt and actual delivery. Any interpretation of such documents will be made only by an addendum duly issued, and a copy of such addendum will be mailed or delivered to each person receiving a set of such documents. The City will not be responsible for any explanation or interpretation of such documents which anyone presumes to make on behalf of the City.

6. **TERMS AND CONDITIONS:** As set forth in the contract agreements and any supplemental, the following terms and conditions will apply to this Request for Proposal, each vendor's proposal and to the negotiations, if any, of any said contract. Submission of a proposal in response to this RFP indicates the vendor's acceptance of the terms and conditions contained in this document and the contract.

7. **BIDDER EXPENSES:** The City of Northglenn will not be responsible for any expenses incurred by any vendor in preparing and submitting an offer.

8. **WITHDRAWAL:** A vendor may withdraw his proposal at any time prior to the expiration of the final date and time set for receipt of bids. Withdrawal notification must be in written form, and must be received in the Offices

of the City Clerk prior to the closing date and time.

9. **IRREVOCABILITY:** Following the time of closing, all bids will become irrevocable offers to the City and will remain as such until 90 days from date of submission. By submission of a bid, the vendor agrees to enter into a contract. In addition all quoted prices will be firm and valid up to 90 days from date of submission. The City may, in its sole discretion, release any proposal and return any bonds if applicable prior to the 90 days.
10. **LATE PROPOSALS:** Any proposal received after the Final date and time for receipt of proposal will not be accepted and will be unopened and discarded without being considered.
11. **SIGNATURES OF VENDORS:** Each vendor shall sign his proposal, using his legal signature and giving his full business address. The person signing the proposal must be an officer of the company or partnership. Bids by partnerships shall be signed with the partnership name by one of the members of the partnership or by an authorized representative, followed by the signature and designation of the President, Secretary, or other persons authorized to bind it in the matter. The names of all persons signing should also be printed below the signature. A proposal by a person who affixes to his signature the word, "President", "Secretary", "Agent" or other designation without disclosing his principal, may be held to be a proposal of the individual signing. When requested by the City, satisfactory evidence of the authority of the officer signing in behalf of the corporation shall be furnished. Bids submitted electronically are to be typed in lieu of written signature (see the cover letter).
12. **OPEN RECORDS ACT:** Notwithstanding any language contained in a proposal to the contrary, all proposals submitted to the City become the property of the City. Any information considered proprietary should be marked by the vendor and as such and will be kept confidential to the extent provided by law.
13. **SALES TAX:** Vendors shall not include federal, state, or local excise, sales or use taxes in prices offered, as the City is exempt from payment of such taxes.
14. **MISTAKES IN BIDDING INSTRUCTIONS:** If the City makes a mistake in drafting the bidding instructions or any other contract documents, the City reserves the right to reject any or all bids, or to require that vendors submit an alternate proposal with adjustments made to correct the error(s). Such errors will be set forth in an addendum. If the vendor has already been selected and has started performing work under the contract, and the City then discovers a mistake in the contract documents for which the City is responsible, the City may opt to reform the contract. If the mistake causes the vendor to receive compensation for materials not used in the work or for labor that would not be required for the work, the contract price shall be decreased proportionally. If the mistake causes the vendor to fail to bid on work which must be performed in order to properly complete the contract, the City may increase the contract price to equal the proportionate increase in the cost of required materials and labor caused to the vendor. In the alternative, the City may solicit bids for such additional work, or the City may reassign such additional work to another vendor, as the City deems appropriate. Nothing in this provision shall apply to mistakes made by the vendor in completing the proposal form or in performing the contract.
15. **ACCEPTANCE OF PROPOSAL:** It is expressly understood and agreed that the City reserves the right to reject any or all bids, to waive formalities, and accept the proposal which appears to be in the City's best interest.
16. **APPEAL OF AWARD:** Solicitations will be awarded based on multiple criteria, price being just one of the conditions. Vendors can review the solicitation's special terms and conditions for information on evaluation criteria. Vendors may appeal the award decision by submitting, in writing, to the City of Northglenn, a request for reconsideration within 7 calendar days after the posting of the Notice of Intent to Award, provided that the appeal is sought by the vendor prior to the City finalizing a contract with the selected vendor. Vendors who were deemed non-responsive are ineligible to participate in the appeal process.

- 17. DEFENSE OF SUITS:** In case any action at law or suit in equity is brought against the City, any officer, employee, or agent thereof, for or on account of the failure, omission, or neglect of the vendor to do and perform any of the covenants, acts, matters, or things by this contract undertaken to be done or performed, or for the injury or damage caused by the negligence of the vendor or his subcontractors or his or their agents, or in connection with any claim or claims based on the lawful demands of subcontractors, workmen, material, men or suppliers or machinery and parts thereof, equipment, power tools and supplies incurred in the fulfillment of the contract, the vendor shall indemnify and save harmless the City, officers, employees, and agents of the City, of and from all losses, damages, costs (including attorney's fees), expenses, judgments, or decrees whatever arising out of such action of suit that may be brought as aforesaid.
- 18. CONTRACT NEGOTIATIONS:** If the City decides to proceed and to negotiate a contract, the City intends to provide written notification to the vendor whose proposal is deemed by the City to be in the best interests of the City and the City will attempt to negotiate a contract with the selected vendor(s) on terms and conditions stated in this RFP or in the successful vendor's bid, but shall also include terms and conditions later negotiated. If the City and the successful vendor are unable to execute a contract and the vendor has been notified that it is the successful vendor then the City may cease all discussions with the (first) successful vendor without any further obligation to that vendor and select another (second) vendor as the successful vendor. If the (second) vendor is rejected, as per the terms above, then the City, without any further obligation to that vendor, may select another (third) vendor as the successful vendor and so on, or the City reserves the right to reject all proposals and re-bid.
- 19. OPENING OF PROPOSALS:** The City reserves the right to open Proposals received in response to this RFP, privately and unannounced, after the closing date and time.
- 20. EXTENSION OF TIME:** No time extensions are being considered at this time; however, should the City extend this proposal, all vendors will be given the same considerations.

PROPOSAL FORM

City of Northglenn
11701 Community Center Drive
Northglenn, Colorado 80233-8061

PROPOSAL: Pursuant to the "advertisement for proposal" for the above named project, and being familiar with all contractual requirements therefore, the undersigned bidder hereby proposes to furnish all labor, materials, tools, supplies, equipment, transportation, services and all other things necessary for the completion of the contractual work, and perform the work in accordance with the requirements and intent of the contract documents, within the time of completion set forth herein, for, and in consideration of the following prices.

Proposal of _____ (hereinafter called **BIDDER**) organized and existing under the laws of the State of _____ doing business as _____. To the **CITY OF NORTHGLENN** (hereinafter called **CITY**). In compliance with your advertisement for bids, **BIDDER** hereby proposes to perform **WORK** on

in strict conformance with the **CONTRACT DOCUMENTS**, within the time set forth therein, and at the prices stated below.

By submission of this **BID**, each **BIDDER** certifies, and in case of a joint bidder each party thereto certifies as to his own organization that this **BID** has been arrived at independently, without consultation, communication, or agreement as to any matter relating to this **BID** with any other **BIDDER** or with any competitor.

BIDDER hereby agrees to commence **WORK** under this contract on or before a date to be specified in the

NOTICE TO PROCEED and to fully complete the **PROJECT** as indicated in the General Conditions.

BIDDER acknowledges receipt of the following **ADDENDUM**:

*Insert "a corporation", "a partnership", or "an individual" as applicable.

Sub-contractors (if any): Work they will perform:

1. _____ Email: _____

2. _____ Email: _____

3. _____ Email: _____

Please provide a complete and accurate list of at least three references and contact phone numbers:

1. _____ Phone: _____

Email: _____

2. _____ Phone: _____

Email: _____

3. _____ Phone: _____

Email: _____

Respectfully
submitted,

(Seal, if Proposal is by a
Corporation)

Signature

Address

Title

Date

License Number
(If Applicable Signature)

Phone Number

Attest

About the City of Northglenn

Northglenn is a home-rule city that utilizes the council-manager form of government. The City Council consists of nine members, including the Mayor. Two Council members are elected from each of the City's four wards, while the Mayor is elected at-large. All Council members are elected to four-year terms. The members of Council and Mayor may serve any number of terms, but no more than two consecutive terms in office.

In 1959, the Perl-Mack Company began construction of a large subdivision in unincorporated Adams County known as North Glen. In 1962, the community was named "The Most Perfectly Planned Community in America" by Life Magazine and the National Association of Home Builders. The City of Northglenn officially incorporated on April 19, 1969. Six years later, the City adopted its Charter and became a self-governing Colorado Home Rule Municipality.

Demographic Information

Community

The City of Northglenn has a population of 38,694 people with a median age of 33. 59% of the population is Caucasian, 34% Hispanic/Latinx, 2.9% Asian, 2.4% Other, 1.7% African American, and 0.3% Native American.

Employees

The City of Northglenn employs 278 full-time employees with a median age of 42. 79% are Caucasian, 16% Hispanic/Latinx, 3% Asian/Pacific Islander, and 2% African American.

Strategic Plan

In October 2019, City Council approved the 2019-2023 Strategic Plan which included the following:

VISION: Northglenn is a **diverse and welcoming community** that celebrates its small-town character, urban energy and thriving businesses.

VALUES: The four core community values Council identified are: sustainability, **inclusivity**, innovation, engagement

Council also outlined eight strategic goals, including a "Diverse Community" goal and a Race and Equity Initiative as part of the action plan. As a result a community Diversity, Inclusivity, and Social Equity Board was created.

Diversity, Inclusivity, and Social Equity Board

We are strong believers that it is not up to City staff or the Council to determine what the community is seeking with regards to diversity, equity, and inclusion: the community should inform Council not Council or the City imposing its assumptions on the community.

Therefore, on August 27, 2020 the Council formed the Diversity, Inclusivity, and Social Equity Board (DISEB) comprised of 11 members to include 8 residents representing each of the 4 Wards, a Youth member at-large, and 2 at-large members that are either residents or have strong community ties to Northglenn. The purpose of the Board include:

- Support City Council's strategic focus on diversity and being a welcoming and inclusive city
- Help create robust opportunities to listen to the community and use community feedback to inform future decision-making

- Advise Council about community concerns as it relates to diversity, inclusivity, and social equity and help council gain an understanding of different perspectives of community members
- Recommend changes to Council on policies that may unintentionally and negatively impact residents that are historically underrepresented
- Advise Council on other matters as it relates to diversity, inclusivity, and social equity.

In order to support the DISEB, it is important for a dedicated group of city staff comprised of diverse employees to include not only managers but front-line employees, representing all of our departments. As the DISEB make recommendations to Council, they will likely have questions as it relates to reviewing policy documents, feasibility, cost, etc. DISEB will have the support of the internal city committee to provide this information to them.

In order to support the work of the DISEB, The Equity Project has been hired as a consultant to this community group. The City is also a member of the Government Alliance on Race and Equity (GARE) since 2019.

In addition, the Northglenn Youth Commission requested training on racial equity issues. The City contracted with Dr. Naomi Nishi who provided an hour and half introductory racial justice training to the group in late October 2020.

While we are relying on the DISEB to advise Council and staff on recommendations to improve our relationships with our community, we also need to focus on our internal stakeholders: our employees. Our employees need to not only be trained in diversity, equity, and inclusion but they also need to feel safe, included and belong in our organization.

In order to carry out this work to drive transformative change within the organization and to meet the needs of the community, residents, and businesses, the City of Northglenn is soliciting proposals from a collaborative partner or partners to advance our diversity, inclusivity, and social equity goals and to meet our organization where we are currently are rather than a one size fits all approach. We understand a commitment to diversity, equity, and inclusion is a long-term commitment and remain flexible and open to changes and recommendations.

The following scope of services is requested:

A. Organizational Assessment

A baseline is needed to establish where our organization currently stands in terms of diversity, inclusivity and equity competency and an understanding of our organizational culture. The consultant will be asked to conduct an organizational assessment to achieve this result. The consultant will be asked to evaluate, from an equity lens, internal policies and practices to include service equity, talent recruitment, hiring and retention. A detailed report will be provided to include a prioritized list of recommendations.

From the organizational assessment, the consultant will provide customized professional growth and development training opportunities in the areas of diversity, equity and inclusion for our employees.

B. All Employee Training

There are two main objectives that we hope to achieve through training for all employees:

1. **LEARN IT:** Increasing self-awareness by creating and enhancing opportunities to build self-awareness, knowledge, and skills to interact effectively with aspects of diversity, equity, inclusion, and cultural and global diversity thoughts. A common language should also be

established to normalize conversations around these topics. Training should also include any specific gaps in knowledge discovered through the organizational assessment, such as unconscious bias and microaggressions training.

2. **LIVE IT:** Promoting a welcoming and inclusive environment within the organization and the City of Northglenn by demonstrating a commitment to the principles of diversity, inclusivity, and equity in all interactions.

C. Leadership Team Training

The City's Leadership Team is comprised of the following individuals: City Manager, Assistant to the City Manager, City Attorney, City Clerk, Communications Director, Economic Development Director, Finance Director, Human Resources & Chief Diversity Officer, Information Technology Director, Parks, Recreation, & Culture Director, Planning & Development Director, Chief of Police, and Public Works Director. The Municipal Court Judge will also be included in this training.

In addition to the trainings listed in Section A, the consultant will also work with the Leadership Team on the following:

1. Review the organizational assessment and determine where the organization wants to be by establishing goals and objectives
2. Prioritize the list of priorities from the organizational assessment
3. Ensure buy-in from the Leadership Team and provide an effective communications plan for the Leadership Team to use in order to gain buy-in from employees within their own departments

The proposal should include an outline for the following:

1. Design and facilitate training and learning opportunities.
 - a. Provide in-person/remote training for all staff, which includes engaging and interactive activities/workshops and examines diversity, equity, and inclusion principles, including but not limited to understanding and analyzing systemic discrimination, implicit bias, and cultural competency.
 - i. Provide directed conversations and facilitation to illuminate the connection between individual, institutional and structural racism.
 - ii. Deepen participants' cultural self-awareness.
 - iii. Prepare participants to hold courageous conversations across lines of difference.
 - b. Provide in-person/remote training for the Leadership Team using the same model as outlined in item a
2. Include a schedule for proposed training sessions.
 - a. Sessions should address approach, duration, number of sessions, etc.
3. Provide documentation to demonstrate that the training content is based on recent research and has been proven effective in reducing biased behavior, enabling communication, and improving workplace culture.
 - a. Examples of such documentation could include relevant data, articles, references, etc.
 - b. Proposed trainings should be designed for all staff levels and diverse professional backgrounds.
 - c. Provide racial equity training curriculum, and a training for in-house trainers, if recommended, to implement the training for employees.

- i. Provide historical background and fundamentals, movements, core concepts, terminology
 - ii. Provide an assessment tool to evaluate curriculum prior, during and after training.
 - iii. Address proposed methodology through sample training and curriculum.
4. Respondents must be experienced in training and facilitating people from diverse professional backgrounds.
 - a. Provide a resume or curriculum vitae demonstrating experience.
5. Present an effective communication tool to share with staff on implementation.

Proposals will be evaluated based on the following criteria:

- Specific experience in services requested
- Referrals
- Cost

D. Additional Optional Services

The City of Northglenn may request the consultant to provide optional services for implementation of any plans and recommendations generated through the required scope of services. Some options may include:

1. Provide support to an Internal Committee that will:
 - a. Support the work of the community Diversity, Inclusivity, and Social Equity Board
 - b. Create a Racial Equity Tool to be used in policy, practice, program and budget decisions
2. Provide a capacity building plan and organizational structure to institutionalize equity.
3. Option to renew for annual training for up to three renewals

TABLE 1: Critical Dates	
November 16, 2020	Release of RFP
December 7, 2020	Consultant/Vendor Questions Due by 12 p.m. to City
December 9, 2020	Responses to Consultant/Vendor Questions posted as an Addendum on BidNet®
December 18, 2020	Proposals Due by 10 a.m. MST
January 4, 2021	Evaluation Committee Meets
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