

DEI CONSULTANT RFP

RFP-CASE-369848

Questions Received and Answered

1. The RFP mentions a DEI Toolkit as a deliverable of the contract. Can you expand on the agency's vision for the toolkit? Who is the primary audience(s) for the tools? Are you looking for a designed electronic/interactive interface for these tools or simply to provide a set of documents (guidance, templates, etc.) which can be placed on a website?
 - The current vision for a DEI toolkit would be more in reference to guidance documents tailored to communities to serve as a starting point for incorporating DEI, a how-to-guide.
2. Do you have a DE&I Council?
 - We are in the process of re-launching our Diversity Council.
3. If so, what is your charter and deliverables?
 - New framework is currently being developed.
4. What has been done to advance DE&I in the service area?
 - Surveyed employees to determine baseline, conducted implicit bias training across the organization, put on monthly speaker series with various leaders across the state, launched MEDC Book Club, collected qualitative data from diverse stakeholders to determine goals and priorities for DEI planning, review and revision of internal processes, development of language access plan (beginning to translate documents on our website).
5. What is the impetus for this RFP (statute, regulations, etc.)?
 - The impetus for this RFP is to assist the MEDC to be a best-in-class State Economic Development Organization as it relates to DEI, and to create meaningful pathways to economic mobility and prosperity for all Michiganders.
6. Could you provide your current strategic plan?

- The current DEI strategy is broken into five pillars: Culture of Inclusion, Career, Transparent Communication, Commitment and Consistency, and Customer Engagement. At present as it relates to this RFP, we are really looking to focus on the “Commitment and Consistency” and “Customer Engagement” pillars. See below for additional details:

Commitment and Consistency

Strengthen policies and procedures, both internally and externally facing, align with DEI values and improve the consistency of desired outcomes.

Strategies:

- Equip and empower leaders and managers with the tools they need to be DEI champions
 - Prioritize cultural competence training for leaders/managers
- Regular review of existing organizational policies with an equity lens
- Contribute to State of Michigan Equity and Inclusion efforts.
- Provide opportunities for partners, communities, and customers to actively participate in DEI best practices.
- Collaborate with DEI professionals in economic development across the state to ensure consistency

Metrics:

- Procurement Policy: implement procurement policy changes to align with MEDC values
 - Actively promote contracting opportunities to increase diversity among bidders.
- Collaborate with People Services to develop best practices training for leaders
- Develop metrics organization-wide to achieve desired DEI outcomes
- Develop MEDC DEI Toolkit

Customer Engagement

Develop and amplify relationships with organizations serving underserved populations

Strategies:

- Identify barriers that underserved communities and individuals may face in taking advantage of MEDC program offerings.
- Consistent outreach to organizations serving underserved communities.
- Provide opportunities for meaningful two-way dialogue with key stakeholders when revising or developing new programming
- Ensure that MEDC materials are accessible.
- To the extent possible, serve as a policy advocate for underrepresented groups at the state level
- Participation in meaningful sponsorships to help uplift underrepresented groups and communities.

Metrics:

- Develop and Implement Language Access Plan
- Establish external DEI advisory group
- Deploy RFP for consultant to evaluate MEDC programming in comparison with other states with a lens on inclusivity.
- Develop methodology to encourage DEI best practices with incentive recipients.
- Track demographic data in communities where we have invested both at the time of award and over time.
- Implement process to establish demographic baseline of current incentive recipients and future customers to track success of increased outreach.
- Maintain a consolidated organizational outreach strategy, to include all existing efforts within the organization and identifying what gaps may exist.

7. Within what timeframe are you seeking to have a fully inclusive and equitable organization?

- We recognize that perfection is something you must continually strive to achieve, and that there is always likely room for improvement. That being said, significant strides should be realized within 18-24 months of contract execution.
8. Is there a desired budget the successful incumbent firm must stay within?
- Current budget is \$200,000.
9. What are the current metrics you feel will measure success, ie, what is the desired state?
- The desired state would be demographics of our award/incentive/assistance recipients are similar to those of our citizens. The MEDC scorecard provides a deeper dive into what we are currently tracking, but we would also appreciate input on how we can improve to achieve our goals.
10. Does the scope of work include training and implementation of the strategic plan?
- No.
11. Does the budget include training expense reimbursement?
- MEDC is not currently seeking DEI training through this scope of work.
12. What Learning Management System can we upload learning content in to?
- MEDC is not currently seeking DEI training through this scope of work.
13. What are the accountability procedures in place to ensure execution?
- The MEDC will assign a contract manager as a point of contact for the duration of the contract to ensure terms and conditions of the agreement are met.
14. What training have you tried in the past?
- Implicit bias training. Additionally, several years ago the organization has hired training consultants to cover various aspects of DEI. A DEI training plan is currently in development in coordination with HR and Organizational Development Teams. However, training is not being sought through this scope of work.
15. What worked and what didn't?

- We are not currently seeking DEI training support.
16. What is the anticipated annual and total spend for this contract?
- Current budget is \$200,000.
17. What is the length of the contract?
- Please see RFP document for proposed terms and conditions.
18. What are your payment terms?
- Please see RFP document for proposed terms and conditions
19. Will respondents be disqualified or adversely impacted during the evaluation process if they were to submit exceptions?
- Proposals will be evaluated on the key areas outlined in the statement of work.
20. Does the Michigan Economic Development Corporation accept remote online notarized signatures and secure remote online documents?
- Yes.
21. Who are considered part of the "stakeholder ecosystem" for MEDC? Are there any specific groups beyond the MEDC, CDC partners, Interlocal partners and corporate partners?
- MEDC stakeholders include all of the above and also includes the Michigan Legislature, the MEDC Executive Committee, the MSF Board, chambers of commerce and business support organizations.
22. Is there a "not to exceed" budget that you can share for this engagement?
- Current budget is \$200,000.
23. The RFP refers to the MEDC 2022 5-year Strategy Plan. We were only able to locate a 2-page output from the plan [here](#). Can you kindly share the full document and / or a meaningful extract?
- The MEDC scorecard may provide a deeper dive into what we are currently tracking and how we further break down the strategic focus.

24. The scoring criteria for tech proposals shows the following - can you elaborate on what is meant by Financial Stability and what is your preferred way for bidders to demonstrate this in their RFP responses?

		Weight
1.	Statement of Work	25
2	Prior Experience	25
3	Staffing	25
4	Financial Stability	25
	TOTAL	100

- This is meant to establish whether the bidder has the financial wherewithal to perform if they awarded the contract. Do they have sufficient resources to carry out the scope of work? We don't want them to be in a financially precarious situation or be on the cusp of closure or bankruptcy while we still have work outstanding.

25. Can you provide MEDC's approximate budget for this project?

- Current budget is \$200,000.

26. Is there a preference for proposals from in state vs out of state consultants?

- There is no preference within the scoring structure. However, contractor must be familiar with Michigan Proposal 2 and be licensed to operate within the State of Michigan.

27. Is there a designated budget for this RFP?

- Current budget is \$200,000.

28. Does MEDC have definitions for diversity, equity, and inclusion?

- **Diversity:** The recognition, respect, and value of differences based on ethnicity, gender, color, age, race, religion, disability, national origin and sexual orientation. In addition, it includes the unique characteristics and experiences such as communication style, career path, life experience, educational background, geographic location, income level, marital status, military experience, parental status and other variables that influence personal perspectives.
- **Equity:** Equal access to opportunities regardless of ethnicity, gender, color, age, race, religion, disability, national origin and sexual orientation by the removal of systemic barriers.
- Creating equitable opportunities refers to recognizing and addressing structural inequalities, both historic and current, that advantage some and

disadvantage others, while creating fair and just practices and policies to ensure all Michiganders can thrive.

- **Inclusion:** The process of creating a workplace culture and environment that recognizes, appreciates, and effectively uses the talents, skills and perspectives of every employee to achieve the organization objectives and encourages collaboration, flexibility and fairness.
- Inclusion in the economy is when all people are valued regardless of ethnicity, gender, color, age, race religion, disability, national origin and sexual orientation and are afforded every opportunity to participate as they so choose.

29. Is there an existing DEI Employee Resource Group?

- We are in the process of re-launching our Diversity Council. However, we do not have Employee Resource Groups at this time.

30. What DEI activities have been engaged in so far?

- Surveyed employees to determine baseline, conducted implicit bias training across the organization, put on monthly speaker series with various leaders across the state, launched MEDC Book Club, collected qualitative data from diverse stakeholders to determine goals and priorities for DEI planning, review and revision of internal processes, development of language access plan (beginning to translate documents on our website).

31. What trainings have been provided to staff in the areas of DEI to date?

- Implicit Bias Training, with continuation of trainings to occur in the current fiscal year on topics chosen by staff through survey.

32. Are you interested in “next steps” beyond what is included in the RFP?

- This is likely, but will depend on budget, and outcome of the scope of work detailed in this RFP.

33. We are a project based firm and do not charge by the hour. We usually provide a “not to exceed” budget in our proposals to include travel. Will MEDC accept proposals that are not hourly based?

- Yes. Additionally, presenting a budget a la carte is also acceptable.