

Public Health - Dayton & Montgomery County
Request for Proposal (RFP)
RFPpc0103120
Implicit Bias Training Services

Section 1 General Information

Public Health - Dayton & Montgomery County (Public Health) is requesting proposals from qualified individuals/firms to develop, deliver, and provide cost effective, universally understood, Implicit Bias training to equip all Public Health staff and community partners with skills and knowledge that can be applied on the job to promote inclusive behaviors in the workplace and in the community. Public Health makes it a priority to create and provide training that develops skills and abilities that will enable staff and key community partners to function at a level that values all individuals, increases confidence, fosters respect for all, and supports the growth of an environment of diversity, equity and inclusion. Educating Public Health staff and its community partners about implicit bias will support actions to ensure the equitable development and implementation of policies and programs that impact the citizens served. Bidder will be required to facilitate live training sessions for all employees and key community partners. Each participant will be required to complete a training evaluation.

Public Health seeks a highly knowledgeable, forward thinking consultant/consulting firm to provide training that focuses on introspection; self-assessment; creates open learning environment without fear of retribution; that encourages dialogue, interaction, and questions and builds cultural competence in staff at all levels of Public Health. The contractor will sensitize staff to the value of a diverse and inclusive workplace, will lend expertise in responding to issues from employees and key community partners from various backgrounds, and assist staff in identifying methods to eliminate obstacles/roadblocks so that this will lead to a more inclusive and productive work environment.

Public Health envisions a live classroom training platform for this program. Several training sessions will be scheduled throughout the year to provide opportunity for approximately 300 employees to engage in at least one training session. All sessions should be 3 hours in length. Two additional three-hour sessions will be held for key community partners that are members of the EveryOne Reach One Infant Mortality Task Force. Contractor will provide content for this training through lectures, role playing, videos, group exercises and other activities that are effective learning strategies.

The objectives of this training are to:

- Increase awareness of one's own implicit attitudes and implicit stereotypes that impact decisions
- Increase employee and community partners' knowledge and skills
- Build and foster individual and organizational trust
- Instill an awareness of the importance of developing a welcoming, inclusive culture and workforce for all and how this is achieved

- Instill an appreciation for others who are different than oneself, develop an understanding of commonalities and the benefits that diversity and inclusion bring to Public Health and to the community
- Achieve higher levels of collaboration

The training program, materials, and learning approach must be an engaging, interactive format where participants need to reach deeply to identify and challenge their own beliefs, that is highly impactful and insightful, and that will leave a lasting impression, as well a practical knowledge, positive actions and pro-active behaviors that can be applied on the job.

Additional specifics will be addressed in Attachment “A”, Statement of Work.

Section 2 Compliance

Bidder must comply with all applicable federal, state and local laws, rules and regulations and applicable program certification and/or accreditation standards.

Section 3 Audits

The books, records, documents, and accounting procedures and practices of the bidder relevant to this contract shall be subject to examination by appropriate local and state agencies.

Section 4 Subcontractors

Subcontractors used to fulfill any portion of the responsibilities outlined in this RFP are required to be identified by the bidder, along with their qualifications and licenses. Describe in detail the exact role the subcontractor is to play within this agreement. Public Health reserves the sole right to approve or reject any/all proposed subcontractors.

Section 5 Employees

Public Health will reserve the right to request the removal of any bidder(s) employees from the performance of this contract if in the judgment of Public Health, such removal shall be necessary to protect the interests of Public Health.

Section 6 Amendments

The Contract shall not be varied except by an instrument in writing properly executed subsequently to the execution of the Contract by both parties.

Section 7 Contract Term

The contract term will be will be from the date of the contract commencement until contract completion or December 31, 2020. Bidder will work diligently to complete entire project and specifications as quickly as possible.

Section 8 Contract Assignment

The bidder will not, during the terms of this contract, or any renewal or extensions thereof, sell, assign, transfer, or subcontract any part thereof without prior written consent of Public Health; and should the bidder become insolvent, or if proceedings in bankruptcy shall be instituted by or against the bidder, the remaining or unexpired portion of the contract shall, at the election of Public Health, be terminated.

Section 9 Contract Termination

Public Health may terminate with or without cause the Contract by giving the bidder (or subcontractor) not less than fourteen calendar (14) days written notice of the intention to terminate as of the specified date. If the contract is terminated by Public Health for any reason, it is the obligation of the bidder that the bidder must continue operation of the service until the date specified. In the event of such a cancellation, the bidder shall be entitled to payment, determined on a pro-rated basis, for work or services satisfactorily performed.

Section 10 Contract Specifications

Bidder must fully complete requirements as listed in RFP and Statement of Work documents. If bidder takes exception to any provision of this RFP, these exceptions must be clearly identified by Section in the bidder's response to this RFP and bidder's proposed alternative must also be provided in the response. Bidder may not take a "blanket exemption" to this entire RFP. If any bidder takes a "blanket exemption" to this RFP or does not provide any alternative language, then the bidder's proposal may be disqualified from further consideration. Public Health reserves the right to disallow any exceptions to this RFP.

Section 11 Compensation and Fees

Bidder will provide an invoice for the project work as approved project milestones has been completed.

Section 12 Bidder Qualifications and Evaluation Criteria

Bidder will provide information regarding its organization or self and experience in delivering similar professional consultation and services as outlined in these bid requirements. Bidder must be able to document prior focus group facilitation; familiarity with Public Health and public agencies associated operations; and any previous experience working with public agencies.

Section 13 MBE/WBE/DBE/Hub Zone/Veteran Owned/8(a)

Public Health- Dayton & Montgomery County is committed to ensuring that certified minority owned business enterprises (MBE); women-owned business enterprises (WBE); disadvantaged business enterprises (DBE); Hub Zone businesses; Veteran Owned Businesses; and U.S. Small Business Administration 8(a) certified businesses are afforded equal opportunities to compete for and participate in doing business with Public Health-Dayton & Montgomery County. Please send copies all current certifications as part of your response for this RFP.

Section 14 Bid Evaluation

The bid proposal will be evaluated based upon a variety of factors including cost, experience and capability in delivering required services, recommendations of those who contract with the bidder for the provision of similar services, and the quality and presentation of the overall bid proposal.

Section 15 RFP Timeline

January 3, 2020	Request for Proposal released
January 17, 2020	Last day for bidder questions on RFP, responses will be made as quickly as possible and sent to all active bidders
January 31, 2020	Bid period closes at 1:00pm Eastern Time
January 31, 2020	Public Bid opening at 3:00pm Eastern Time
February 3, 2020	Review process of all RFP's , including potential interviews/demos with bid finalists (through March 13, 2020)
March 4, 2020	Public Award of bid following board approval at Board of Health meeting

Section 16 Communications

All communications regarding this Request for Proposal should be addressed to:

Paul Clark
Supervisor-Purchasing & Facilities
Public Health-Dayton & Montgomery County
117 South Main Street
Dayton, Ohio 45422
937-224-8081
pclark@phdmc.org

Attachment "A"

STATEMENT OF WORK

Scope

1. Development and Facilitation of Implicit Bias Training

- a. Training will focus on implicit attitudes or stereotypes and how these shape interactions with others.
- b. Training will promote self-awareness of participants in recognizing their own bias.
- c. Training will allow participants to gain strategies on how to manage their own bias.
- d. Instruction methods and materials will be concise, thought provoking and initiate positive discussion among participants.

Part 2 - Required Elements of Proposal

In responding to this Request for Proposal, it is extremely critical that all elements of the following sections are fully addressed; proposals should provide straightforward, concise information that satisfies all requirements.

1. Experience/Capabilities

- a. Describe the history of yourself or your organization including any information regarding the type of training/developing/coaching/consulting/counseling services provided and the type of organization that these services were provided to. Include a client reference list providing the description of services, length of service, and number of staff trained, in relation to that client. For each client listed as a reference, provide: a contact name, phone number, organization size, program content administered, and the number of staff trained in this program.
- b. Describe you or your organizations specific ability to provide these services and training to Public Health. Outline you or your organizations ability to tailor training instruction and materials to the specific needs of Public Health including the ability to incorporate any federal, State of Ohio, or Montgomery County rules, regulations, policies and procedures as training guidelines.
- c. Provide a resume and professional bio for each member of your organization who may provide training or assist in this project describing the background and experience of each member ability and experience in conducting the proposed activities for successful project completion. This should include an estimated number of hours per staff member and their role and knowledge of the requirements necessary to complete the project. Additionally, please provide a proposed project and team organizational chart highlighting the chain of command.

- d. Document specifically all training/developing/coaching/consulting/ counseling services provided in a government/county /public health agency; or a diverse workforce that includes management, professional, and service level staff that is charged with providing services to the underserved population in a community.
- e. Describe any specific niche or unique capability that you or your organization can provide for this proposal. Identify any market leading attributes that you possess that would be uncharacteristic of typical providers of this service.

2. Cost

Cost proposal should specify your hourly rate for your services and any other fees associated with the rendering of your professional services. Complete information on total cost should be broken down by each component and should include all travel expenses (including parking) and incidentals incurred by you or your staff during the delivery of this component. This includes all printing costs associated with training materials including handouts, agendas and evaluations. Costs should also include any software and licensing requirements, trainer tool kits, speaker fees, etc. Public Health will provide training space.

At a minimum, your proposal should include the following information:

- An overall plan with time estimate for completion of all work required to train approximately 300 Public Health employees (one training offered for multiple 3-hour sessions) and two 3 hour community trainings for the EveryOne Reach One Infant Mortality Task Force members.
- An overall description of the method you will use to complete the project requirement.
- Detail the type of information Public Health must provide you in the context of this project, and in what type of format.
- Proposed process necessary to address the objectives of this project, including any tools and resources utilized to develop recommendations for improvement.
- Proposed process for benchmarking of existing best practices in diversity and inclusion.
- A plan for how you will evaluate the effectiveness of the training (short-term outcomes).