



Office of the City Manager

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TO: Proposers on RFP No. 21-039CMO

FROM: City of Dayton, Ohio
Division of Procurement

SUBJECT: ADDENDUM 1 - Questions and Answers for above RFP

The City of Dayton has received questions relating to our RFP No. 21-039CMO.

The following are the questions with answers for this RFP. Please consider this document in preparation of your proposal response. In the answers of these questions the City of Dayton shall be noted as "City".

To ensure the integrity of the proposal process, a signed copy of this proposal addendum notice shall be included with your company's response to this document.

(Print Name)

(Date)

(Signature)

(Company Name)

Sincerely,

Lamonte Hall Jr.
Assistant to the City Manager



**CITY OF DAYTON
REQUEST FOR PROPOSAL (RFP) NO. 21-039CMO
DIVERSITY, EQUITY, AND INCLUSION CONSULTANT**

November 2021

In the answers of these questions the City of Dayton OH shall be noted as "City".

The City of Dayton OH's (City) City Manager Office will not be accepting any additional questions regarding this solicitation from the time of posting this Addendum 1 to the proposal opening time and date. Please submit proposals to the best of your company's abilities. All proposals submitted on or before the opening date and time will be considered for acceptance.

Diversity, Equity, and Inclusion Advisory Committee (DEIAC)

1. Section 2:01 - Purpose and Need/Project Description, Page 4, Para. 1 and 2 -
How long has the DEIAC been in existence? Has the DEIAC received any prior DEI training?
If so, please elaborate.

ANSWER: The DEIAC is relatively new and has only been in existence since January of 2021. The City's team has had several trainings over the past couple of months. Those trainings include racial equity and bias trainings.

2. 2.03 Scope of Work/Project Requirement

Objectives

Page 4, Para. 5 and 8

Beyond the stakeholders,

Is the intent to train the DEIAC solely? Or will training be facilitated to the internal workforce?

ANSWER: The trainings will initially be for the DEIAC with intentions of scheduling and facilitating trainings for the internal workforce after. The City's belief is to create culture that values and celebrates DEI, staff must be educated, buy-into, and operate agreeing to the City's mission, vision, values, and goals around DEI.

3. What are the demographics of the Diversity, Equity, and Inclusion Advisory Committee (DEIAC)? Examples: Staff roles (management, frontline, etc.), departments represented, age range, gender **(2.01 PURPOSE AND NEED / PROJECT DESCRIPTION, page 4)**

ANSWER: The DEIAC has representation from various Departments ranging from frontline staff to Directors, clerical, managerial, police, fire, and more. Age varies from employees in their 30's to employees in their 60's. Genders are also various.

4. Who within the city will serve as the liaison to the consulting firm? **(REQUIREMENTS, page 5)**

ANSWER: *Assistant to the City Manager and Deputy Director of Human Resources. It is the City's request that these individuals not be contacted directly.*

5. Does the City of Dayton vendor system include processing payments electronically? (**ARTICLE 3. COMPENSATION, page 7**)

ANSWER: No. All invoices received will be reviewed and approved by Assistant to the City Manager and/or Deputy Director of Human Resources before payment is processed. Checks are mailed or can be picked up in-person with prior notification.

6. Page 1 – Proposal Instructions (1st paragraph) and Pages 16-17 Forms)
- If primary bidder is an Ohio-certified DBE, MBE and/or WBE, is the PEP Participation Commitment and/or Waiver Form required?
 - If primary bidder is an Ohio-certified DBE, MBE and/or WBE, is PEP certification required for the selected prime contractor?

ANSWER: If the primary contractor is a DBE, MBE and or WBE they DO NOT have to fill out a waiver form.

No. However, the proposer selected and approved for award will have to be Affirmative Action Assurance (AAA) approved. For AAA approval and PEP certification information, it is encourage that you contact the City's Human Relations Council at 937-333-1439 or donerik.black@daytonohio.gov. Also review Sections 3.03 and 3.06 of this RFP.

7. Page 1 – RFP Schedule:
- We see that RFP No. 21-037CMO was closed on October 14, 2021 & this new RFP No. 21-039CMO was issued on October 19, 2021 and that the MBE participation was changed from 100% to 50% on this new RFP.
 - Respectfully, may we please ask for the reason for this change, and for the way that it was changed (ie, issuing a new RFP in lieu of issuing an addendum to the original RFP)?

ANSWER: The decision to issue a new RFP in lieu of an addendum was a choice made by the City.

The 100% goal may have impeded the opportunity to have fair and open competition, therefore the change was in the best interest of the City.

8. Pages 4-5 – Scope of Project:
- What is the total number of employees to be covered by the scope of work / DEI Plan?
 - Could you please list numbers by department and organization level (ie, Senior Management, Mid-Level Manager, Professionals, Administrators, etc.) and please include police & others?
 - Will any action, assessments in the project anticipate engaging City Council, Mayor and/or other stakeholders?
 - If so, what is the total number of each group/level?
 - Considering the scope of the RFP and the desire to engage and transform people and culture, do you expect the initial deliverable may take more than one (1) year?
 - Are you considering bidders with multiple year proposals based on the number of employees to be covered by the scope of work / DEI Plan?

Page 4, Last paragraph titled “Deliverables”, Item A: Approximately how many city staff will be required to participate in the training?

What is the current number of City of Dayton employees? (**2.03 SCOPE OF WORK / PROJECT REQUIREMENTS, page 4**)

ANSWER: The DEIAC and DEIAC sub-committee will be the initial focus of the trainings. There are 21 people on the DEIAC team (max of 25), and 25 people on the sub-committee

team. Once an agreed upon plan is in place, members of the DEIAC and sub-committee will be trained. Expectations are City Departments will be trained as well. The details and schedule will be worked out and agreed upon with the vendor selected and approved for award.

There are approximately 1,814 City employees across 16 Departments.

Group	Count	Percentage
Airport Fire Rescue	10	0.55%
City Commission/Clerk of Court	9	0.50%
Firefighters	314	17.31%
Mgmt./PTS and Executives	367	20.23%
Municipal Court Judges	5	0.28%
Part Time Employees	2	3.42%
Police Uniformed	354	19.51%
Temp/Flex/Seasonal Employee	4	0.22%
Uniformed Mgmt. Police/Fire	10	0.55%
Union Employees (Non-Safety)	679	37.43%

At this time no action is expected to engage the City Commission outside of reporting. Directions for this project will be given by the Office of the City Manager. This is an internally focused effort; main stakeholders will be the employees of the organization.

Due to the nature of the work the City will ensure that all employees received requested training. Therefore, this deliverable will include a multi-year approach.

The contract period is expected to cover (2) two years, with (2) two additional (2) two-year options to renew at the sole discretion of the City

9. Page 5 – 2.04 – Pricing Structure:

- Is there a budget range established for this project, either for one (1) year or multiple years?
 - If so, could you please share this budget range?

ANSWER: There has been a per year budget established for this project. The range shall not be disclosed as pricing is one of the determining factors for selection of a vendor.

10. Page 4, Last paragraph titled “Deliverables”, Item B: Does the city have an existing strategic plan that the proposed DEI strategic plan will need to be aligned with?

ANSWER: No. This is a new City effort; therefore, the City is seeking a vendor to assist with setting values, vision, mission, and goals for this strategic plan.

11. Page 5, 2nd paragraph titled “Requirements”, first sentence: Is it a requirement to have trainings start in January, or simply to have the project begin in January and the consultant can propose a training schedule based on their overall approach?

ANSWER: The City would like to see engagement with the team (DEIAC and sub-committee) begin in January 2022. The vendor’s proposed training schedule should anticipate trainings beginning shortly after the project begins.

12. Can you please tell me what PEP certified means and how we would know if we are certified?

We are EDG certified in Ohio, MBE and WBE certified.

ANSWER: PEP Meaning – **Procurement Enhancement Program.** See Section 3.03 for additional information.

The City of Dayton program establishes aspirational goals to overcome barriers identified in our Second-Generation Disparity Study for the City of Dayton. The program serves to enhance the percentage of minority-owned, woman-owned, small, and local companies working with the City of Dayton

For companies that are EDGE Certified in Ohio, we can cross certify relatively quickly. Persons wishing to pursue PEP certification with the City of Dayton should reach out as soon as possible (ASAP) to the Human Relations Council at 937-333-1439 or donerik.black@daytonohio.gov.

13. Also- is there a preference for businesses local to Dayton?

ANSWER: Please review Section 1.06 CRITERIA. In the Evaluation Criteria for Goods and Services, item 4 allows for 5 points possible.

Dayton Local Business is defined as businesses located in the Dayton Corporate Limits.