

CITY OF NORTH KANSAS CITY, MISSOURI EQUITY AND INCLUSION COMMITTEE WORK SESSION

**October 21, 2021, 7 pm
City Hall, 2010 Howell Street, North Kansas City**

- 1. Call to Order**
- 2. Review and Discussion of Request for Qualifications (RFQ) Facilitator for Equity & Inclusion Strategic Plan and Work Session**
- 3. Discussion of Diversity, Equity, and Inclusion Training Options**
- 4. Review Draft Letter to Chief Freeman**
- 5. Review and Discuss Tshirt Designs and Orders**
- 6. Adjournment**

Request for Qualifications

Facilitator for Equity & Inclusion Strategic Plan and Work Session

The City of North Kansas City is soliciting responses from qualified firms to establish a prequalified list of professional trainers, moderators and/or educators to facilitate a (**How long? 2 hours? Half day?**) listening and strategic planning work session to include members of the Equity and Inclusion Committee (EIC), (**Who else? Just EIC? Council? Staff? Invited community members?**), to collectively explore and agree upon shared goals, strategies and performance expectations, as well as the most appropriate way forward for continuing the City's equity and inclusion work.

The respondent must be able to help work session attendees develop a strategic plan containing practical, appropriate, and achievable goals and expectations of EIC work within the North Kansas City government as well as the NKC community at large. The Equity and Inclusion Strategic Plan is intended to guide the EIC's efforts for the next (**how many years? Short term and long term goals?**) years.

It is expected each participating attendee will bring current and projected goals and expectations for EIC work, to the work session for discussion. The facilitator must be equipped to execute the EIC Strategic Planning Session Work Session by (**date?**).

The City, in partnership with the Equity and Inclusion Committee, reserves the right to add additional firms to ensure the cultural uniqueness, representation, sensitivity, and scope of the work is adequately considered and addressed by submitting respondents. Respondents shall not provide pricing in their response; only qualifications. Respondents should note, the proposed budget for this initial D&I project will not exceed (**budget?**).

Equity and Inclusion Committee

The City Council established the Equity and Inclusion Committee on October 6, 2020. The Equity and Inclusion Committee is an advisory committee to the Mayor and City Council and its duties include advising the City on diversity and inclusion strategies that strengthen connections among diverse community groups and with city government. The committee consists of nine members; one appointed by each Councilmember (two Councilmembers from four wards) and one by the Mayor.

The Committee works to:

- A. Promote greater diversity in the City by recommending various initiatives and actions to the Mayor and City Council and how the City can more fully include those in the City from diverse backgrounds;
- B. Assist the City in the implementation of strategic initiatives proposed by the Committee;

- C. Promote participation in activities supporting diversity and inclusion in the City;
- D. Communicate diversity and inclusion initiatives, actions, and results to the City Council;
- E. Assist the Mayor and City Council in using diversity, equity, and inclusion to establish economic empowerment in the City;
- F. Advise and make recommendations to the Mayor and City Council regarding practices and programs that will enhance the community and develop diverse, equitable, and inclusive practices in the City;
- G. Draft and present to the Governing Body recommendations for creating a diversity, equity and inclusion plan that embraces the City's goal to build a welcoming and friendly community where all can thrive. The plan should include suggested strategies and actions to achieve stated goals and would be known as the "North Kansas City Equity and Inclusion Strategic Plan";
- H. Make recommendations to the Mayor and City Council for widespread and ongoing diverse public involvement and assist the City Council by advising on methods by which City residents can better participate in the decision-making process; and
- I. Review the City Code for the purpose of making recommendations to the Mayor and City Council for suggested changes and modifications to the City Code.

The Committee has adopted Bylaws and a draft Equity & Inclusion Strategic Plan which are included as attachments to this RFQ.

Scope of Services

The anticipated scope of services for the Equity & Inclusion Strategic Planning Work Session is provided below. Once the City selects a consultant and enters contract negotiations, the scope of services may change after receiving input from the selected consultant.

Services anticipated pursuant to this request for qualifications include:

- Review the EIC's Scope of Work as defined by the City Council;
- Review the EIC's draft Equity & Inclusion Strategic Plan;
- Facilitate an Equity & Inclusion Strategic Planning Work Session;
- Suggest Best Practices, achievable and measurable goals, and outcomes for the Equity & Inclusion Strategic Plan;
- Review all boards & commissions and make recommendations on how the EIC and other boards and commissions can work together to accomplish objectives in the Equity & Inclusion Strategic Plan.
- Produce an NKC Equity & Inclusion Strategic Plan to guide the EIC's efforts for the next (how many years? Short term and long term goals?) years;
- Present the draft NKC Equity & Inclusion Strategic Plan to the EIC for comments and future adoption.

(Scribe note, these services were listed in similar RFQs. Would the EIC like to include them?)

- Provide insight and DE&I best practices in local government as a presentation to establish a common base of understanding at the Work Session.

- Conduct a diversity, equity, and inclusion community listening session, community-wide survey, and a City staff survey, to gather data and input in advance of the Work Session.
- Present a report with findings from the feedback sessions on the current state of the City's efforts to foster an inclusive and welcoming community, with recommendations to the EIC at the Work Session. The report should address areas of concern, recommendations for improvement, and next steps; all of which must be consistent with the EIC's goals and objectives.
- Recommendations to policy or process changes that will ensure City Government activities align with and diversity, equity, and inclusion goals.

Proposal Requirements

Proposals shall include the following:

- A. Cover Letter:** On firm letterhead, please identify the principal contact, providing the name, title, street address, email address, and telephone number. Qualification by corporations or limited liability companies must be executed in the corporate name by the President or Vice-President (or other officer accompanied by evidence of authority to sign) and the corporate seal must be affixed and attested by the secretary or an assistant to the secretary. If the proposer is an out-of-state corporation, provide evidence of authority to conduct business in the State of Missouri.
- B. Qualifications:** Qualifications shall include the following information organized into these sections:
- Project Team:** Provide an organizational chart of the proposed team for the project, including resumes for key personnel with their roles and responsibilities. At a minimum, identify the project manager to work on this project.
- Project Experience/References:** Provide information on at least three (3) similar projects completed in the last five (5) years. Project references should list contact names, telephone numbers, and email addresses.
- Project Approach:** Proposals should provide a description of how the firm or individual intends to approach the strategic planning process, including engagement with the Equity and Inclusion Committee, City Council, staff, and the community, should the EIC direct the consultant to do so. Detail how the work session will be conducted and how the final document will be produced and presented.
- Schedule:** Provide a schedule showing the time required to complete the work session, and final strategic planning document, including project milestones.
- Additional Information:** Provide any additional relevant information that demonstrates the team's qualifications.

Submittals shall be no longer than 25 pages.

Interested firms or teams should submit one electronic copy of their submittal in pdf format on CD or flash drive and one printed copy of the submittal. The submittal must be clearly marked "RFQ – Equity & Inclusion Strategic Planning Work Session" and received no later than **(Time and Date)**. Submittals should be delivered to:

**Crystal Doss, City Clerk
City of North Kansas City
2010 Howell St.
North Kansas City, MO 64116**

Evaluation of Proposals

Proposals will be evaluated on the basis of the information submitted, along with an analysis of other available information. A selection committee (**Will the EIC form a selection committee?**) will review the submittals to determine the most qualified, based on the following criteria:

- Experience with and performance on similar projects,
- Consultant's proposed project approach and schedule for completion,
- Recent references,
- Qualifications of team personnel, and
- Quality and completeness of the submittal.

After reviewing proposals, the selection committee may choose to interview consultants. Once the selection committee has identified a preferred consultant, the City, in partnership with the EIC, will negotiate the terms and conditions of an agreement with the selected firm. The selected firm will be asked to provide the City with a proposal that includes a detailed scope of work and a not-to-exceed cost for providing the feasibility study as well as the firm's hourly pay rates based on various classifications. If the City, in partnership with the EIC, is unable to reach an agreement with the preferred consultant, the selection committee may choose to negotiate with the second preferred consultant.

Selection Process

This RFQ is an invitation by the City for interested firms to submit their qualifications, which may be subject to subsequent discussions and negotiations. It is not a request for a competitive bid. Submitting a response to this request does not create any right in or expectation to a contract with the City. The City, in partnership with the EIC, reserves the right to reject any and all submittals, to waive any technicalities or irregularities, to request additional information or clarification, and to use any ideas in any submittal, regardless of whether or not that consultant is selected.

It is the policy of the City of North Kansas City to provide equal opportunity to minority business enterprises, women's business enterprises, and disadvantaged business enterprises. All qualified businesses are encouraged to respond to this solicitation.

Questions/Information Requests/Intent to Respond

To ask a question regarding the RFQ or register your intent to respond to this RFQ, contact the Interim City Administrator via email at knakahodo@nkc.org by **(date)**. Questions must be

submitted in writing; phone calls will not be taken. All firms expressing interest will be notified of any additional information or addendums issued for this RFQ.