



Diversity Audit, Inclusion Strategy, and Training RFP Questions and Answers

Today's Date: September 1, 2017

Pertaining to Section 1 - Audit, Subsection C: This subsection references, "external recruitments, promotions, transfers,..." etc.. Does the word "external" here refer to those 200 contracted workers that will be included in the audit? Or does external here refer to something else?

No, it does not refer to recruitments for the contracted workers. External refers to all recruitments that have been advertised externally by the City, for City staff alone.

Pertaining to Section 1 - Audit, Subsection N: Again there is a reference to an external workforce, here in the context of conducting an "external workforce analysis". Is this section referring to an external workforce as those contractors employed by the City, and if so how is this different from Section 1 - Audit, Subsection P, that directly references evaluation of "current contracts and contract staff diversity"? Alternatively, is this "external workforce analysis" referencing a comparison group that you are seeking to use as a contrasting group to the City's workforce?

The external workforce analysis is something that was requested by the City Council Ad Hoc Diversity Committee. It is our understanding that this refers to all external qualified applicants within our recruiting area. In our Diversity Report we included the diversity numbers for all those in our community even those under the age of 18. We believe this request is to be more specific on those qualified for positions within our recruiting area.

Pertaining to Section 1 - Audit, Subsection I: Does the City collect data on which applicants (both hired and passed over) are related to other city employees? This information can be pulled from our recruiting database, NeoGov, if the applicant answered the question. Does the City collect data on which employees are related to, or in partnerships with, other City employees, and whether those relationships began before or after working at the City? We do not collect this data.

Are there privacy regulations set forth by the government that will restrict the scope of applicant and employee data that Consultant can access from the City?

We will not supply individual information, we will supply reports pulled from NeoGov, the City's applicant tracking system and our employee database.

Pertaining to Section 1 - Audit, Subsections B, E, G: Is there a performance review and promotion review process in place for City employees?

Yes

Pertaining to Section 1 - Audit, Subsections A-D: Would the City consider working with two different vendors to address this RFP? Would the City be open to this kind of dual partnership?

There is no exclusion in the RFP or Contract related to contractors and subcontractors. The City will consider proposals that have this combination. The City would enter into one main contract with the primary consultant who would then manage any subcontractors. All subcontractor provisions as outlined in the RFP and Contract would need to be met.

Today's Date: August 25, 2017 (please note, all questions and answers from today's date are from the City's Information Session on August 23). To view the agenda, PowerPoint, and video from the Information Session, please click here: <http://www.elkgrovecity.org/cms/One.aspx?portalId=109669&pageId=9665502>

In the Scope of Work, regarding item C in Section 1: What is it for? Is it for adverse impact?

The City will be leaving that up to the discretion of the contractor as the professional to determine.

Regarding Item D on the RFP, Section 1: Do the EEO requirements include your complaints process/procedures for discrimination?

Yes.

You mentioned the use of OneSolution, are there other HR systems used for tracking purposes, and how long is the data stored?

The City uses both NeoGov and OneSolution systems and we have data beyond 5 years.

Do the City of Elk Grove positions include janitorial positions? Do they all have requirements such as college degrees needed?

The janitorial staffs have a consultant badge which does fall under the consultant portion of the study. The City of Elk Grove has no janitorial staffing of our own.

What is a non-public safety position?

A non-public safety position is anyone that does not work in the Police Department.

Why does gender have anything to do with this at all if all job postings have a minimum requirement?

The City is seeking an independent third party review of our internal policies, practices and recruiting strategies to include all key diversity areas.

How is residency a component of this process?

Residency is not a component because we technically cannot make it a component.

Can the RFP process be broken into a 2 part process?

Yes, it will be broken into Section 1 and Section 2. See RFP Scope of Work.

Is it fair to say that we could probably split out the training and come back to looking at it in June? The strategy probably cannot be written based on the audit.

This RFP is really more focused on Section 1. Some firms may only bid the Section 1 piece and can put that they also do offer the training portion as well. However, the RFP is seeking Section 1 and Section 2 proposals. If consultants want to be considered for the training, they must apply for Section 2 at this time.

I want to confirm that we would not be overlooked as a firm for the training portion of the RFP if we are unable to quote the training portion.

Currently, the RFP isn't set-up that way. We are seeking training proposals under Section 2. If a firm only wants to propose for the training, they should detail their experience, propose diversity training in typical areas, and list their prices.

The City will be going through the RFP process with the evaluation committee and at that time the City Council Ad Hoc Committee can provide direction if they would like to make any changes.

Has the City come up with a budget that would be too great for a firm to ask for the process, or has there been a budget set?

Please see previous answer below.

Regarding Section 1: (N) external workforce: Can you provide more clarification in the comparison to other local jurisdictions?

The City is interested in asking consultants to determine what they see as reasonable in this area/field. We anticipate this will include the appropriate recruitable area.

Can you tell me more about the One Solution Program?

OneSolution is the City's global management software which each department uses. It is our enterprise system which includes our employee data and payroll information.

Can you tell us what your overall goal is for this audit? What is going on in the community or what has brought this to your attention?

The community came forward and asked for staff to do an analysis comparable to what was done at the City of Sacramento. The report provided was not in-depth enough so Council asked staff to perform a more in-depth audit using outside resources. There are no flames or fire so to speak at this time, but the City would like to ensure we are using best practices. Sacramento and a few other cities are currently doing or have performed similar processes.

In looking at the other cities that have accomplished this, have they completed or do we know what their findings were?

The other cities didn't have a full audit; however, some have a completed Inclusion Strategy. Every municipality that you study is going to be a different animal. As an example, see City of Sacramento Auditor Department report on Diversity. The City used that as an example on the first version of the City's report. However, please note, the Council felt that this was ultimately insufficient.

Today's Date: August 18, 2017

In reviewing your RFP Diversity Audit, Inclusion Strategy, and Training services, I see that your information session will be held on August 23, 2017 at 2:00 p.m. in the City Council Chambers. Will there be a conference line or WebEx provided for interested parties to join remotely?

We will video/audio record the Information Session and put it up on the City's website along with the Questions/Answers from the Information Session.

Today's Date: August 14, 2017

Is there a maximum bid amount?

The City is not seeking a bid amount, but rather rates and fees as this solicitation is a Request for Proposal. Therefore, there are no maximum rates and fees; however, reasonableness and competitiveness of the rates and fees proposed are included in Attachment A to the RFP Evaluation and Selection Criteria.

Do you have a budget for this project?

No, there is no specific budget. However, reasonableness and competitiveness of the rates and fees proposed are included in Attachment A to the RFP Evaluation and Selection Criteria.