

REQUEST FOR PROPOSALS

BIAS AND INCLUSION TRAINING SERVICES



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Kansas City, Missouri 64111
(816) 531-7283
<https://metroenergy.org>**

Due: April 11, 2023, at 2:00PM CST

**RFP – Bias and Inclusion Training
Services**

RFP Issue Date:	3/14/2023
Pre-Proposal Meeting:	3/28/2023 10:00am CT
Questions Deadline:	4/4/2023
RFP Submission Deadline:	4/11/2023 2:00pm CT
Expected Date for MEC Selection Notification:	4/21/2023
Expected Timeframe for Award Negotiations:	Late April 2023
Updates, Q&A, Pre-Proposal Meeting:	metroenergy.org/procurement

Disadvantaged businesses currently registered with a Kansas-City-area municipality, or the states of KS or MO are encouraged to apply to this solicitation. Disadvantaged business means Minority-owned, Women-owned, Disability-owned, and Small-and-Local Business Enterprises.

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General Information

Objective

Metropolitan Energy Center (MEC) is issuing this Request for Proposals (RFP) seeking proposals from training or DEI (Diversity, Equity, and Inclusion) related agencies (Offerors) for the performance of Bias and Inclusion Training Services.

Offerors will be qualified and able to deliver in-person training on addressing workplace bias and promoting inclusivity. Training will include information to increase awareness and understanding of unconscious bias. Training will empower staff with strategies to identify and address bias both within the workplace and with external stakeholders.

Training content and structure must be appropriate for a small nonprofit organization with a widespread, diverse network of stakeholders. Training will be delivered to 15-20 office staff with diverse levels of understanding and knowledge of the subject matter.

Trainings should be structured in three (3) sessions: with one (1) session focused on understanding disparities; one (1) session focused on identifying and addressing bias and disparities; and one (1) session focused on strategies for inclusivity in communication and collaboration, as well as reducing disparities in program and project outcomes. Training content should include information on bias towards a variety of communities and individuals and should empower employees to apply concepts and critically analyze bias in different situations. Alternate delivery methods may be proposed.

It is expected that this proposal will secure the Training Services outlined herein for one year (approximately June 1, 2023, through June 1, 2024). Upon mutual agreement between MEC and the Offeror, services may be extended for two (2) additional, one (1) year periods for a maximum term of three (3) years in total.

There is no guarantee of a minimum number of trainings, nor value of services, that will be requested during the term of the Agreement.

Funding Allocations

The funds allocated to this work are supported by MEC administrative dollars. Funds are available for work to begin late this spring.

Eligible Entities

Qualified businesses may apply. MEC will not make awards to individuals.

Disadvantaged businesses currently registered with a Kansas-City-area municipality, or the states of KS or MO are encouraged to apply to this solicitation.

Disadvantaged business means Minority-owned, Women-owned, Disability-owned, and Small-and-Local Business Enterprises. Businesses certified as disadvantaged business entities, and which provide a relevant certificate, will receive additional consideration.

Desired Qualifications

- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of working professionals.

- Intercultural awareness and skills sufficient to enable collaboration with diverse groups within the workforce and with external partners;
- Knowledge of principles of equal opportunity, and community resources, and the knowledge to make recommendations concerning MEC's DEI work;
- Effectively communicating DEI strategies, delivering training to adult learners in a workplace setting, and working effectively across differences;
- Facilitation experience in conducting focus groups, needs assessments, and training with professionals and a variety of community and staff workgroups;
- Mediation and conflict resolution skills to reframe issues, reduce tensions during trainings, and intervene when conflicts arise;
- Minimum of three (3) years of experience in developing and executing organization-wide bias and inclusion training.
- Professional familiarity with EEO provisions of Federal law, including Title VI and VII of the Civil Rights Act of 1964 (as amended), Age Discrimination in Employment Act of 1967 (as amended), Equal Pay Act of 1963 (as amended), and Title II of the Genetic Information Non-Discrimination Act of 2008 (as amended).
- Optional: Demonstrated hands-on experience guiding non-profit and/or government agencies through the planning, implementation, and successful completion of organization-wide bias and inclusion learning and transformation.

Separable Service Awards

MEC reserves the right to select one, two, or no service offers.

Scope of Services

Overview

Deliver in-person trainings on addressing workplace bias and promoting inclusivity. Training will include information to increase awareness and understanding of unconscious bias. Training will empower staff with strategies to identify and address bias both within the workplace and with external stakeholders.

Training content and structure must be appropriate for a small nonprofit organization with a widespread, diverse network of stakeholders. Training will be delivered to 15-20 office staff with diverse levels of understanding and knowledge of the subject matter.

Required Services

Trainings should be structured in three (3) sessions: with one (1) session focused on understanding disparities; one (1) session focused on identifying and addressing bias and disparities; and one (1) session focused on strategies for inclusivity in communication and collaboration, as well as reducing disparities in program and project outcomes. Training content should include information on bias towards a variety of communities and individuals and should empower employees to apply concepts and critically analyze bias in different situations. Alternate delivery methods may be proposed.

Offerors should include a detailed description of the of the content, structure, and timeline of the proposed Required Services.

Offerors should state whether the session offerings may be selected individually or if scope is offered only as a whole.

Optional Services

Offerors may include an option in their proposal to add on Strategic Consulting Services related to Diversity, Equity, and Inclusion. Consulting services content and structure must be appropriate for a small nonprofit organization with a widespread, diverse network of stakeholders. Such activities may include analysis of organizational structure to enhance and foster DEI strategies at all levels of our organization; review and recommend updates to our Human Resources Policy and Personnel Manual regarding DEI-related policies and references; etc.

If offered, Offerors should include a detailed description of the of the content, structure, and timeline of the proposed Optional Services.

If offered, Optional Services must be offered on an individual basis and priced accordingly in the Price Proposal.

Requirements

- A. The Offeror must manage scope and budget to meet strict timelines, address issues, and track action items.
- B. Delivering in-person sessions means local travel will be required for the trainings.
- C. Any resulting contract shall not constitute an employment relationship between MEC and Offeror. Personnel providing the training shall be employed by the Offeror. The Offeror shall be responsible for all payroll taxes, workers' compensation, payroll reports, applicable insurances, and other employer federal and state requirements for contract personnel.
- D. If during the contract period, services not listed in proposal are required, MEC may solicit price quotations from the Offeror and add services/trainings to the contract.
- E. The Offeror shall assign a single point of contact to coordinate and assist in any training requests, availability, scheduling, billing, contract compliance requirements, reports and problem solving. When requested, the Offeror must meet periodically with MEC to discuss training course requirements.
- F. MEC will assign, and identify to the Offeror, the person(s) who is authorized to request services. A telephone call or email from MEC authorized representative, along with a job requisition, shall constitute a request for service under this contract. MEC will not pay any invoices without a corresponding signed job requisition.
- G. The Offeror will be paid based on invoices submitted, as verifiable by supporting documents and trainings delivered. Invoices shall be submitted by the Offeror to MEC on a periodic basis as specified in your price proposal and negotiated and agreed to by MEC. The invoices should include the services provided, dates, and deliverables completed. MEC shall not be liable for invoices that cannot be substantiated by the Offeror.
- H. The Offeror shall be responsible at all times for the actions and work of its personnel.

All Inclusive Services

Additional work necessary to meet the terms of service under the above required scope of services should be identified and included in Proposals.

Response Format and Proposal Requirements

General Instructions

To be considered, each Offeror must submit a response to this RFP using the format provided below. Proposals should be prepared simply and economically providing a straightforward, concise description of the Offeror's ability to meet the requirements of the RFP.

Agencies should organize Proposals into the following Sections:

- A. Technical Proposal
 - a Cover Page (identify Authorized Negotiator)
 - b Professional Qualifications
 - c Past Experience with Similar Trainings
 - d Proposed Work Plan
- B. Price Proposal (include in a separate file clearly marked "Price Proposal")

Technical Proposals, including cover page and table of contents, if provided, will consist of a single electronic file responding to the narrative requirements, which may contain exhibits as necessary to illustrate past work. Please limit to 10 pages. Each will be submitted on 8.5x11-inch page format with 11- or 12-point font in black text. Submit in PDF format. No hard copy proposals will be accepted.

Price Proposals should be provided in a separate file, clearly marked "Price Proposal", and submitted in PDF format.

Any confidential/proprietary information should be readily identified, marked and included in ONE (1) additional attached document, separate from the rest of the proposal (see Proprietary/Confidential Information below).

Proposals must be emailed to Jeff Windsor at rfp@metroenergy.org in PDF format.

Response Format

The following describes the elements that should be included in each of the proposal sections and the weighted point system that will be used for evaluation of the proposals.

- A. Cover Page Contents
 - 1. Full name and address of your organization and, if applicable, the branch office or other subsidiary element that will perform, or assist in performing, the work hereunder.
 - 2. Name, email, and phone number of proposal contact.
 - 3. State whether Minority-owned, Women-owned, or other Disadvantaged Business Entity
 - 4. State whether you are offering as a consortium of service providers, and if so, list your partners or co-proposers.
 - 5. Identify the Authorized Negotiator. Provide the name, phone number, and e-mail address of the person(s) in your organization authorized to negotiate an agreement with MEC.

B. Professional Qualifications – 25 Points

1. Indicate whether your business operates as an individual, partnership, or corporation. If as a corporation, include whether it is licensed to operate in the State of Missouri.
2. State history of the firm, in terms of length of existence, types of services provided, etc. Identify the technical details that make the firm uniquely qualified for this work.
3. Describe DBE, MBE, WBE, SLBE status and certifications, if applicable. If the Offeror is certified as DBE, MBE, WBE, SLBE with a local municipality or state, give type of certification, date of certification and history. Submit evidence that the certification is current.
4. Include resumes of professional personnel, or list their skills and qualifications, who will be employed in the work. Qualifications and capabilities of any subcontractors must also be included. Address trainer qualifications and experience.

C. Past Experience with Similar Work - 20 points

1. The written proposal must include a summary of the Offeror's demonstrated experience providing training to business, nonprofit, or government agencies.
2. Provide three (3) examples of training/education and coaching components the Offeror has created/provided on bias and inclusion.
3. A list of five (5) client references must also be provided for similar work recently completed. It shall include the reference's name, address, telephone number, project title, and contact person.

D. Proposed Work Plan – 35 points

1. Provide a detailed description of how the Offeror will deliver the services requested in this RFP.
2. The work plan should include a plan for communicating with and understanding MEC's needs, and a timeline for assigning training personnel with appropriate experience and certifications, and providing training services.
3. The work plan must include a description of the Offeror's interpretation of the three sessions requested in the Scope of Services. The session descriptions must include narrative description of recommended content, learning objectives, and other intended outcomes of each session.
4. The work plan should clearly indicate any optional service offerings proposed.

E. Price Proposal - 20 points

1. Price schedules shall be submitted in a separate file from the proposal.

2. Offeror shall prepare and submit a price proposal signed by principle or other official authorized to bind the Offer.
3. MEC is a member of the Greater KC Chamber of Commerce and of Nonprofit Connect. Please extend member discounts, if any.
4. Price quotations are preferred to be based on delivery of the three specified training sessions, and should provide relevant details to justify the quoted prices.
5. Indicate if pricing for Required Services is severable or if offer is made only as a whole.
6. If Optional Services are offered, that pricing must be clearly marked as separate items of cost, and each item priced individually.

Criteria for Evaluation

All proposals will be evaluated by a Review Committee consisting of MEC staff and other members offering technical evaluations and assistance, as necessary. Offerors will be notified when and if additional information or documentation is required. All information required to complete the proposal for funding is provided in this RFP. Any additional information pertaining to submissions, including email and phone calls, will not be considered once the review process is under way.

When evaluating proposals, the Review Committee will consider the following criteria. The overall quality of the proposal, containing all required information in a clear and concise format, is a prevailing consideration throughout all categories. The potential maximum number of points is listed to the right for each category.

CATEGORY	Points
QUALIFICATIONS, General	15
QUALIFICATIONS, Disadvantaged business	10
PAST EXPERIENCE WITH SIMILAR TRAININGS	20
PROPOSED WORK PLAN	35
PRICE PROPOSAL	20
TOTAL	100

MEC reserves the right to vary from the evaluation criteria listed within this document during the bid solicitation period as necessary or appropriate. Any modifications to evaluation criteria will be posted to MEC's website. It is the responsibility of the Offeror to check for these changes.

Pre-Proposal Meeting and Questions

A pre-proposal meeting will be held on **March 28, 2023, at 10:00AM CST**. During the meeting, MEC staff will conduct a walk-through of the RFP document. The meeting will be conducted on-line only. Register for this meeting at the following link.

RFP – Bias and Inclusion Training Services

Please register for the online meeting:

<https://register.gotowebinar.com/register/1830635612866476638>

Offerors will have the opportunity to ask questions about MEC and the proposal process. A record of the meeting will be made for prospective Offerors who cannot participate at the time of the meeting.

Offerors are also encouraged to submit questions in writing to Jeff Windsor at Metropolitan Energy Center at rfp@metroenergy.org by **April 4, 2023**. MEC will try to respond to all questions publicly via an FAQ on its website, <https://metroenergy.org/procurement/>, by **April 6, 2023**. Emails should use the subject line: “Query for Bias Training RFP”.

Proposal Submission

Proposals must be received by **April 11, 2023**. MEC is not responsible for technical or transmittal issues when submitting a proposal. All proposals with a MEC inbox timestamp of **2:00 PM CST** or after will automatically be disqualified from the current selection round with no exceptions.

Only proposals sent by electronic mail will be accepted. Hard copy proposals will not be accepted. Please e-mail your proposal to rfp@metroenergy.org subject: **“Bias and Inclusion Training Services <Organization/Company Name>”**. Proposals, including cover page and table of contents; will consist of two electronic files: a technical proposal, responding to the narrative requirements; and a price proposal. Again, Confidential/Proprietary information must be readily identified, marked and separated/ packaged from the rest of the proposal. MEC requests that all materials be included as attachments to one email. Offerors will receive an e-mail response notification of the receipt of their proposal within two business days upon submission.

Award Determination

MEC plans to set interviews with finalists prior to final award determination.

MEC is under no obligation to fund any proposal and reserve the right to deny proposals for any reason. Proposals meeting all the program’s general policy guidelines may not necessarily receive an award. MEC reserves the right to delay any decision due to budgetary constraints.

The selection notices are anticipated to be made in late April 2023, and Offerors will be notified of the Review Committee’s determinations via email. Awardees are expected to sign and return the Agreement to MEC within 4 weeks of receiving the document unless otherwise noted in writing by the MEC Contract Specialist.

There is no guarantee of a minimum number of trainings, nor value of services, that will be requested during the term of the contract.

Administrative Information

A. Proprietary/Confidential Information

Any restrictions of the use of or inspection of material contained within the proposal shall be clearly stated in the proposal itself. Written requests by the Offeror for confidentiality shall be submitted to MEC in advance of the proposal submission deadline, along with the proposal material. The Offeror must state specifically what elements of the proposal are to be considered confidential/proprietary.

Confidential/Proprietary information must be readily identified, marked and separated/ packaged from the rest of the proposal. Co-mingling of confidential/proprietary and other information is not acceptable. Neither a proposal in its entirety, nor proposal price information will be considered confidential and proprietary. Any information that will be included in any resulting Agreement cannot be considered confidential.

B. Organizational Conflict of Interest – Requirements of this Proposal and Subsequent Agreement

Any business entity or person is prohibited from being awarded an Agreement, if the business entity or person has an “Organizational Conflict of Interest”—as described below—with regard to this solicitation and the resulting Agreement. Offerors should provide a brief written statement noting any conflict of interest within the “Organizational Conflict of Interest” section of the Proposal.

No person or business entity engaged by MEC to prepare the original proposal, or who has access prior to the solicitation to sensitive information related to this procurement process, including, but not limited to requirements, statements of work, or evaluation criteria, will be eligible to directly or indirectly submit or participate in the submission of a Proposal for this solicitation. MEC considers such engagement or access to be an Organizational Conflict of Interest, which would cause such business entity or person to have an unfair competitive advantage.

If MEC determines that an Organizational Conflict of Interest exists, MEC has discretionary power to cancel the Agreement award. In the event the Awarded Offeror was aware of an Organizational Conflict of Interest prior to the award of the Agreement and did not disclose the conflict to the procuring Offeror, MEC may terminate the Agreement for default.

C. RFP Response Material Ownership

MEC has the right to retain Offerors’ original RFP Submission and other RFP response materials for its files. As such, MEC may retain or dispose of all copies as is lawfully deemed appropriate. MEC has the right to use any or all information/material presented in reply to the RFP, subject to limitations outlined in the section, Proprietary/Confidential Information. Offeror expressly agrees that MEC may use the materials for all lawful purposes, including the right to reproduce copies of the material submitted for purposes of evaluation, and to make the information available as required by law or regulation.

D. Binding Offer

A Proposal submitted in response to this RFP shall constitute a binding offer. Acknowledgment of this condition shall be indicated by the signature of an officer of the Offeror legally authorized to execute contractual obligations and shall bind the Offeror to the proposal. By submitting a proposal, the Offeror affirms its acceptance of the terms and requirements of this RFP, including its attachments and appendices, without exception, deletion, or qualification - and does so without making its offer contingent. The Offeror further agrees to cooperate with MEC and expedite the contracting process upon notice of award. MEC reserves the right to make partial awards or no awards.

E. Debarment and Suspension

By submitting a proposal in response to this RFP the Offeror certifies that it, its principals, and proposed sub-contractors (if any):

- Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal debarment or agency;
- Have not within a three-Year period preceding the Due Date of this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or Agreement under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;
- Are not presently under investigation for, indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in Paragraph IV.K.2 of the Code of Federal Regulations (CFR); and
- Have not within a three-Year period preceding the Due Date of this proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

If the Offeror is unable to certify to any of the statements in this certification, an explanation must be provided as an attachment to the proposal. The inability of the Offeror to provide the certification will not necessarily result in disqualification of the Offeror. The explanation will be considered in connection with MEC's determination whether to select an Offeror.

F. Disclaimer

All statistical and fiscal information contained within this RFP, and any amendments and modifications thereto, reflect the best and most accurate information available to MEC at the time of RFP preparation. No inaccuracies in such data shall constitute a basis for legal recovery of damages or protests, either real or punitive, except to the extent that any such inaccuracy was a result of intentional misrepresentation by MEC.

G. IRS Form W-9

Offeror will be required to provide MEC an IRS Form W-9, if selected for award.

H. Incurred Costs

MEC is not liable for any cost incurred by the Offeror prior to issuance of a legally executed Agreement, purchase order or other authorized acquisition document.

I. Compliance with all Federal, State and Municipal Laws and Regulations

Successful Offerors shall comply with applicable Federal, State and local laws and regulations in the performance of all work under resulting Agreement. Offeror shall obtain all Federal, State and local permits, authorizations, and approvals of all work performed under the Agreement.

For more information

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