

January 11, 2021

Re: Proposal for Equity, Diversity, and Inclusion (EDI): Organizational Strategies and Training Consultant

The [Deschutes Public Library](#) System (Library) is soliciting quotes for consultants and/or businesses to perform consulting, policy review, and training services related to organizational EDI improvement and transformation.

The Deschutes Public Library System serves the residents of Deschutes County including the communities of Bend, Redmond, Sisters, LaPine, Sunriver, and Sunriver, Oregon at six branch libraries and a central administration location. Please see additional information on Deschutes County and Central Oregon [here](#).

Deliverables:

1. Provide knowledge and insight on best inclusion practices in the field.
2. Perform an analysis of existing organizational strengths and gaps with clear recommendations on how best to build upon strengths that will encourage equity, diversity, and inclusion in all areas of our Library and communities we serve. Also, identify opportunities for improvement with suggestions regarding how to prioritize and operationalize those improvements.
3. Develop a comprehensive plan and long-term vision of EDI goals that align with the Library's [vision for the future](#) and the [board results policies](#). The plan should include methods of monitoring and evaluation that consider and offer guidance within the areas of recruiting and hiring, policies and procedures, community partnership engagement, and ongoing education for board and staff. The plan should include achievable timeframes with clear beginning and end dates where appropriate.
4. Assist with the development of a public statement of principle regarding EDI that serves as a guidepost for how the Library operates and makes decisions that impact budgeting, policies and procedures, operations, programming, outreach and management practices.
5. Develop a training and education strategy with the Library's Human Resources Department that will increase awareness, knowledge, and skills of staff as it pertains to EDI.

Budget, Equipment & Systems:

The proposer should include associated fees including all material costs, hourly or job rates, transportation, travel costs, or other expenses in an outlined, itemized proposal. The proposer is expected to use their own computer and equipment and have their own workspace. Printing will be provided as necessary. Access to a conference call line will be provided as needed as will a conference room for group trainings of a limited number.

Qualifications and Proposal:

The proposer, either an individual or a team from an organization, will have a minimum of three (3) years of experience in organizational equity, diversity and inclusion transformation. The ideal proposer

will also have a clear understanding of the significant issues and challenges that face public libraries or other public sector or non-profit entities.

Please send a complete proposal to Todd Dunkelberg, Library Director, at toddd@deschuteslibrary.org by 4 p.m. PST on Friday January 29, 2021. Proposals submitted should be in PDF or Word format and must include, in this order:

1. CONTACT INFORMATION
Provide the proposer's full name; organization including FEIN (if applicable); contact information, including business address, phone number, email; and website (if applicable).
2. ORGANIZATIONAL EQUITY, DIVERSITY, AND INCLUSION TRANSFORMATION EXPERIENCE
 - a. Provide brief narrative examples of proposer's experience with other organizations seeking this training or organizations with a library or public sector focus.
 - b. Describe strategies and schedules used with other organizations of similar size and scope.
 - c. Describe why the proposer wishes to work with the Deschutes Public Library in this process.
3. SCOPE OF WORK
Outline how the applicant intends to provide the services requested in this request for quote including timeline for implementation.
4. COST
Provide a proposed budget for the scope of work, including an estimated number of hours. As part of the proposed budget, list each individual who may perform services and their title, the proposed hourly rate, and the level of involvement anticipated for each component.
5. RESUME & REFERENCES
Append resumes of individual(s) who will provide services under the proposal. Include names and contact information for three professional references, preferably clients who have utilized the proposer's services on matters related to organizational equity, diversity and inclusion transformation.

Evaluation Procedure and Criteria:

The Library's Director will review proposals with members of the Management Team. The Library Director may request a meeting with proposers prior to final selection. Proposals reviewed will be considered on the following criteria:

1. Level of experience of the proposer
2. Proposed approach to deliverables and scope of work
3. Cost
4. Proposer meeting, if conducted, may be in person or via Zoom.
5. Initial depth of understanding of the Library's current and desired future state.

Summary of Key Dates:

- Proposal and quote deadline January 29, 2021 4:00 pm PST
- Review of Proposals February 2 through February 5, 2021
- Meetings as needed Week of February 8, 2021
- Confirmation of proposer February 17, 2021
- Initial Work period March 1, 2021 to September 1, 2021*

*Process and results will be evaluated on September 1, 2021 and work period may be extended, if necessary, through December 31, 2021.

Thank you and please don't hesitate to contact either person below with questions or comments.

Sincerely,

Lynne Mildenstein

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