



REQUEST FOR PROPOSALS (RFP)

for

CONSULTANT SERVICES – PROPOSAL FOR EQUITY DIVERSITY AND INCLUSION CONSULTATION SERVICES

SUBMITTAL DEADLINE

12:00pm on Friday, January 14, 2022

**Any questions regarding this Request for Proposal shall be submitted to Scott Robinson,
Superintendent of Business Operations via email at SRobinson@MountainRec.org
or by phone at (970) 682-6845.**

**Mountain Recreation Metropolitan District
NOTICE**

Proposals and quote must be submitted electronically to SRobinson@MountainRec.org on or before **12:00 pm on January 14, 2022**. Do not send proposals by mail, ground shipping or hand delivery. No telephone or facsimile Proposals will be accepted. Emails shall be submitted in an email with a subject line clearly marked: PROPOSAL FOR EQUITY DIVERSITY AND INCLUSION CONSULTATION SERVICES.

Professional Services – Proposal for Equity Diversity & Inclusion Consultation Services.

The Mountain Recreation Metropolitan District (“Mountain Rec” or the “District”) is seeking a professional equity, diversity and inclusion consultation services of one or more consultants to continue the District’s work on becoming an equitable organization where both staff and the community feel like they belong.

TENTATIVE SELECTION SCHEDULE

Information Distributed:	December 14, 2021
Submittal Closing Date:	January 14, 2022
Short-listed Firm Interviews:	January 17-28, 2022
Board Consideration	February 16, 2022

Submittals and/or requests for information related to this RFQ should be directed to:

Project Manager:	Scott Robinson, Superintendent of Business Operations
Telephone:	(970) 682-6845
E-Mail:	SRobinson@MountainRec.org

The District reserves the right to undertake its own investigation to evaluate a candidate. The District shall have the sole discretion to accept or reject any submittal. The District reserves the right to solicit or recruit any individuals or firms directly to request qualifications.

All submittals become the property of the District upon receipt and will not be returned to the applicant. The District operates under applicable public disclosure laws. Proprietary information must be identified and will be protected to the extent that is legally possible.

Cost of submitting the response to the RFP, attendance at an interview, or any other such costs are entirely the responsibility of the candidate or candidate firm and shall not be reimbursed in any manner by the District.

Failure to conform to directions under this RFP may lead to the rejection of a submittal. The submittals should contain all information necessary to evaluate the qualifications of a candidate or firm.

The District reserves the right to accept or reject any and/or all proposals and to waive any informalities or irregularities in said proposals. The RFP does not bind the District to hire a firm when, in the District’s sole discretion, the District determines not to do so.

Mountain Recreation Metropolitan District EDI Consultation Services RFP

Introduction

Mountain Recreation Metropolitan District (“Mountain Rec” or the “District”) owns and/or operates three recreation centers in Edwards, Eagle, and Gypsum. The district received a three-year grant from the Colorado Health Foundation to begin its EDI journey in 2020. All full-time staff of the District have been engaging in monthly sessions led by an outside consultant focused on Awareness, Belonging and Inclusion. Part-time staff of the District have also started going through a similar sessions and will continue to engage in future training sessions with Mountain Rec leadership and/or existing or future consultants into 2022.

The District understands EDI work is a journey and not an event and is seeking outside support at different stages throughout the process. This RFP is designed to seek support to move the District past awareness and into action. The District seeks to secure one or more consultants to design and facilitate an inclusive and engaging planning and learning process that results in an Equity, Diversity and Inclusion roadmap for Mountain Rec. This roadmap, which shall include Equity Goals, Strategies, and Action Plan, should prepare Mountain Rec to better serve its community and align to other equity efforts throughout the county.

Applicants should address any of the following service components of this RFP that they are qualified to provide. Addressing all of the following priority areas is not required. Applicants may apply with a proposed team of potential consultants. Multiple contractors may be selected to effectively meet all areas of the proposed scope.

ANTICIPATED SCOPE OF WORK

1. Development of a comprehensive roadmap, which shall include Equity Goals, Strategies, and Action Plan.
 - a. Clearly identify the steps proposed to develop goals, strategies and implementation plans to achieve meaningful and measurable results. Include how the planning process and resulting work will focus on transformative, not transactional approaches.
 - b. Provide a detailed description of how work will be applied throughout the organization - how to move from theories and discussions to applications and policies. How will policies be reviewed and revised to support this work?
 - c. Include a description for how the creation of equity tools, which provide a series of steps and question prompts, can be used for policy-making, planning, budgeting, hiring, program development, service delivery, etc, will be incorporated into the work.
2. Development of a Learning Program for new and existing staff to ensure that Mountain Rec is a welcoming, inclusive and empowering environment for its staff and community.
 - a. Provide one-on-one and/or team EDI coaching for existing & new staff to meet them where they are and continue the conversation on Awareness, Belonging and Inclusion
 - b. Develop a Learning Program that can be led by current staff, for new staff who have not participated yet in the District’s Awareness, Belonging and Inclusion education to ensure all our staff understand key vocabulary and definitions as it relates to EDI work
 - c. Develop a process for identifying ongoing training opportunities, best practices as well as organization culture development, refinement, and cultivation
 - d. Describe how avenues for internal growth and accountability will be created. How will formal and informal learning opportunities be developed to meet individuals and groups at different levels of understanding?
3. Baseline Evaluation and Data Tracking
 - a. Provide information on the process for gathering relevant input and data and establishing appropriate benchmarks to reduce disparities and increasing the access to Mountain Rec facilities, programs and employment of communities of color, women, immigrants &

refugees, LGBTQIA+ (lesbian, gay, bisexual, transgender, queer, intersex, asexual, plus), and other marginalized communities.

- b. Identify the proposed strategy for evaluating the current state of Mountain Rec.
- c. Illustrate the key milestones to be reached and how progress towards those will be measured. Describe how the data will be collected.

The project contact will be Scott Robinson, Superintendent of Business Operations, SRobinson@MountainRec.org or by phone at 970-682-6845.

Submittal Requirements

Qualified firms should submit their complete submittal in PDF format by email to:

Scott Robinson
EMAIL: SRobinson@MountainRec.org
Mountain Recreation
52 Lundgren Blvd
PO Box 375
Gypsum, Colorado 81637

PROPOSALS SHALL INCLUDE THE FOLLOWING:

- A detailed approach to the project addressing item(s) from the anticipated scope of services
- A description of the components of a culturally relevant communications plan, including target audiences, ideal messengers and mediums, proposed cadence and frequency.
- A brief overview of the change management plan for the proposed scope of work.

Company Profile

Briefly explain your company's qualifications to provide the services requested, including years in business and size of company. List qualifications of key team members, including relevant training background and ability to offer a variety of training opportunities for different demographic groups.

Please describe specific experience in the following areas:

- Relevant experience as identified and as it relates to the work, lived experience
- Familiarity with Eagle County and Eagle County's demographics
- Experience in development and strategic planning leading to long-term sustainability of change
- Project management, change management, conflict resolution and culturally relevant communications planning
- Expertise in working with Black, Indigenous, Latinx and other People of Color (BIPOC) communities
- Expertise in working with LGBTQIA+ communities
- Facilitation of in person and remote engagements and activities to gather data/analytics
- Experience in/collaborating across all levels of a public agency and communicating with different stakeholders
- Example of a project where you led a strong "discovery" process
- Systems work and organizational development
- Use of transformational and people-centered approaches
- Experience leading processes that navigate privilege and power within a public agency

Similar Projects

Provide three similar projects completed in the last 5 years, with project description, budget, location and client.

References

Provide three references with complete contact information.

Budget/Pricing

Please include total costs for proposed scope of work, as well as hourly rates for any additional services as requested.

Special Provisions

Late Qualifications

A late proposal is one received after the 12:00 p.m. local time, at the time and delivery address as stated. Proposals received after the deadline date and time will be returned unopened. It shall be the responsibility of those submitting a proposal to assure themselves that their proposal has been received by Mountain Rec.

Waiver of Informalities

The District may, at its election, waive any minor informalities or irregularities in proposals received or reject any or all proposals.

Criteria for Selection

1. Technical capabilities, Experience and Qualifications
2. Project approach
3. Budget and financial proposal, although Mountain Rec is not required to select the least expensive proposal
4. Reputation, customer references and experience with similar projects
5. Other factors as Mountain Rec may consider in its sole discretion

Respondents may be asked to participate in an interview with the selection committee (in-person or remotely). This interview may include a 10-minute prepared presentation from the respondent.

Requests for Information (RFI's) or other specific questions should be sent in writing to Scott Robinson at: SRobinson@MountainRec.org.