



Bend Park & Recreation  
DISTRICT

**INFORMAL-REQUEST FOR PROPOSALS**  
**for**  
**Diversity, Equity and Inclusion Initiative**

**Proposals Due by 2:00pm on October 23, 2020 to**  
**[sarahb@bendparksandrec.org](mailto:sarahb@bendparksandrec.org)**

**PROJECT MANAGER**

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# Table of Contents

<b>Section 1. Purpose and General Information .....</b>	<b>3</b>
1.1. Introduction.....	3
1.1.1. Overview, Objectives, and Background .....	3
1.1.2. Project Term.....	3
1.1.3. Budget.....	3
1.2. Schedule.....	3
1.3. Definitions.....	3
1.4. Solicitation Process .....	4
1.4.1. Procurement Authority and Method.....	4
1.4.2. Reservation of District Rights .....	4
1.5. Submission of Proposals .....	4
1.6. Addenda .....	5
1.7. Technical Requirements.....	5
1.8 Evaluation and Award .....	5
<b>Section 2. Scope of Work.....</b>	<b>7</b>
<b>Section 3. Attachments .....</b>	<b>7</b>



## Section 1. Purpose and General Information

### 1.1. Introduction

#### 1.1.1. Overview, Objectives, and Background

Bend Park and Recreation District (“District”) is seeking offers (“Proposals”) from qualified firms (“Proposers”) interested in providing services to advance the District’s Diversity, Equity and Inclusion (“DEI”) initiative. The District is just beginning the DEI initiative, which is identified on the District’s 2019 strategic plan. Based on research with other organizations, the District believes the initial work should include an assessment of the organization and analysis of the assessment, identify and prioritize key actions necessary to advance DEI efforts, and serve as a baseline for measuring progress over time. The District has limited funds this fiscal year for the DEI initiative, and may dedicate funds in future years. Future work would be advertised and awarded in separate procurement processes.

Proposals shall be based on the “Scope of Work” described in Section 2 below.

#### 1.1.2. Project Term

The District’s goal is to start the project in November 2020, and have completed an assessment and action plan by June 30, 2021.

#### 1.1.3. Budget

The District’s estimated budget for the work described in Section 2, Scope of Work, is not to exceed \$20,000.

### 1.2. Schedule

Event	Due Date
I-RFP Release	October 12, 2020
Proposals Due	2:00pm, October 23, 2020
Interview (if held)	Week of November 2, 2020
Notice of Award	On or about November 13, 2020

### 1.3. Definitions

For general definitions see OAR 137-046-0110, and OAR 137-047-0100, which are incorporated by reference herein.

- **“Consultant”** shall mean the successful Proposer awarded a contract by the District as a result of this Solicitation.
- **“District”** shall mean Bend Park and Recreation District, (BPRD).
- **“I-RFP”** and **“Solicitation”** shall mean this Informal-Request for Proposal.

- **“Scope of Work”** shall mean the general character of the supplies and services, the work’s purpose and objectives, and the District’s expectations. Examples of expectations include, if applicable, a description of the proposed purchase, specifications, tasks (obligations), deliverables, delivery or performance schedule, and acceptance requirements. The Scope of Work helps the prospective Proposers develop their Proposals.
- **“Statement of Work”** shall mean the specific provision in the final Contract which sets forth and defines in detail the agreed-upon objectives, expectations, performance standards, and other obligations.

## 1.4. Solicitation Process

### 1.4.1. Procurement Authority and Method

The District is issuing this Solicitation pursuant to its authority under District Resolution 416, OAR 137-047-0270, and ORS 279B.070.

Proposers responding to this Solicitation do so solely at their own expense. The District is not responsible for any Proposer costs or expenses associated with this Solicitation.

### 1.4.2. Reservation of District Rights

District reserves all rights regarding this Solicitation, including, without limitation, the right to:

- Amend, delay, or cancel the Solicitation without liability if District finds it is in the best interest of the District or the public to do so;
- Reject any or all Proposals received upon finding that it is in the best interest of the District or the public to do so;
- Negotiate a Contract based on the Scope of Work described in Section 4 and to negotiate separately in any manner necessary to serve the best interest of the District or the public;
- Amend any Contracts that are a result of the Solicitation, pursuant to OAR 137-047-0800; and
- Engage other providers to perform the same or similar services.

The intent of this Solicitation is to identify a Proposal from a Proposer with the level of specialized skill, knowledge and resources to perform the work described herein. Qualifications, performance history, expertise, knowledge and the ability to exercise sound professional judgment are primary considerations in the selection process. The District reserves the sole right to determine the best Proposal for the District’s needs.

## 1.5. Submission of Proposals

Proposals shall be received by the Project Manager listed on the Cover Sheet no later than the date and time specified at the address listed on the Cover Sheet. Proposals may be

delivered via electronic submission (email or online dropbox). Late Proposals shall not be accepted.

Proposers are solely responsible for ensuring that Bend Park and Recreation District receives its Proposal. Proposal submissions will be time stamped at the time the District receives the transmission.

## **1.6. Addenda**

Changes to the Solicitation, whether in response to requests for clarification, or change, or a solicitation protest, or to issue supplemental instructions, may only be made by written addenda. The District will post any notice of any addenda to the District's web site (<https://www.bendparksandrec.org/about/bids/>), prospective Proposers are solely responsible to check the web site to obtain addenda. All addenda so issued shall become part of the Solicitation. No other oral or written statements to Proposers shall be binding on the District unless reduced to written addendum.

## **1.7. Technical Requirements**

Proposals shall include, at a minimum:

- A brief description of the Proposer's approach and process to complete the project.
- A schedule with key milestones and deliverables.
- Description of how Proposer will ensure schedule is met.
- A list of the Proposer's key personnel and their specific roles and a list of Sub-consultants (if used), including key personnel and their specific roles.
- A list of similar or related projects the Proposer has completed in the past 3 years.
- A schedule of values showing pricing per the scope of work including a total cost of work and current hourly rate sheet for consultant staff.

## **1.8 Evaluation and Award**

The District shall evaluate all Proposals received in response to this Solicitation on the following criteria:

### **1.8.1 Proposal Approach and Process:**

Describe how the services will be provided including proposed schedule. Address each item in Section 2, Scope of Work. Proposer should focus on the Proposer's ability to perform all of the required tasks.

Provide a Proposal that is responsive to the Solicitation requirements, terms, conditions, and is presented in a manner that is easily readable, neat, clear, logical, reasonable, and professional.

### **1.8.2 Experience and Expertise of Team Members:**

List the key staff to be assigned to the project and describe their experience in providing similar services on comparable projects.

**1.8.3 Previous Related Project Work:**

- Describe the Proposers’ experience on projects of a similar nature/size over the last 3 years.
- Describe Proposers' Performance history in meeting:
  - Deadlines;
  - Completing work within budget; and
  - Producing high quality work.

**1.8.5 Proposal Pricing:**

Proposal pricing will be compared among all responsive Proposals submitted. The lowest priced Proposal will receive the full points available. All other Proposal pricing scores shall be weighed against the lowest priced Proposal.

Proposal pricing must be inclusive of all costs, including but not limited to: equipment, materials, personnel, sub-consultants, and travel.

**1.8.6 Interview (if held):**

The District may choose to hold video conference or in-person interviews with Proposers if desired. If held, particular details about the interviews will be issued to those Proposers invited to interview.

**1.8.7 Evaluation Matrix**

<b>PROPOSAL CONTENT REQUIREMENT</b>	<b>Maximum Points Possible</b>
1. Proposal approach and process	40
2. Experience and expertise of team members	25
3. Previous related project work	25
4. Proposal Pricing	10
<b>Proposal Content Sub-Total</b>	<b>100</b>
<b>INTERVIEW – (If Required)</b>	
Interview	<b>50</b>
<b>GRAND TOTAL</b>	<b>150</b>



The District may negotiate a contract pursuant to OAR 137-047-0270. Award shall be given to the Proposal that best meets the District's needs.

### **1.9 Copies**

Proposals shall not exceed eight - 8.5 x 11-inch pages (excluding cover), with font size no smaller than 11 point.

All PDF files shall use compressed graphics for ease of distribution via email.

## **Section 2. Scope of Work**

The Scope of Work described below is intended to provide Proposers with a general understanding of the District's expectations for the project. Proposers are encouraged to suggest alternative approaches to this scope based on their professional experience.

**Assessment** – Consultant will work with District staff, board and external stakeholders to assess the District's DEI efforts.

**Evaluation of Assessment Results** – Consultant will evaluate assessment results and report on areas for improvement in DEI.

**Action Plan** – Consultant will work with District staff, board and external stakeholders on identifying and prioritizing needed actions.

**Summary of Findings and Written Report** – Consultant will meet with District project team and board members to present findings prior to completing a written report summarizing the results and analysis.

## **Section 3. Attachments**

- Attachment A – Sample Contract