



Department Source: City Manager

To: City Council

From: City Manager & Staff

Council Meeting Date: June 3, 2019

Re: Request for Proposal (RFP) for equity training and capacity building

Executive Summary

While setting the FY2019 Budget, City Council allocated funding to review the City's policies, procedures, and ordinances through a racial equity lens. This report introduces draft Request for Proposal (RFP) language for Council comment and recommendation.

Discussion

City Council approved \$50,000 during the last budget cycle to review the City's internal policies and ordinances through a racial equity lens while building staff's capacity to review current and future policies moving forward.

The draft language included for Council review is the Introduction and the Scope of Work:

Introduction

The City of Columbia (the "City") is seeking proposals from qualified organizations to provide technical assistance and capacity building as it pertains to the City's goals of social and racial equity. The tasks for which the City seeks support include: facilitating a discussion with key community partners that highlights work currently being done to address equity as well as work that still needs to be done; hosting a racial equity training for the City's elected officials and top administration that will give them the tools to review internal policies and ordinances with a social and racial equity lens; identifying goals and actions that the City may adopt to continue to progress toward social and racial equity; and providing recommendations as the City plans for its next Strategic Plan document. All tasks shall be done in accordance with the requirements outlined in this Request for Proposal (RFP).

The City is also interested in having the successful organization perform a review of the City's ordinances and citywide internal policies, though growing staff's capacity to do this is the priority.

The City is in the planning phase for the next Strategic Plan. The current plan identified Social Equity as a strategic priority area, and was assigned outcome objectives, actions, and performance measures. The tasks outlined in the scope of work for this project would inform city leadership as the City reassesses and determines new goals for the next Strategic Plan.

Scope of Work

The successful organization will perform the following tasks:



1. Facilitate a discussion with key community partners to identify what organizations are already doing to address equity and what work still needs to be done
2. Prepare and present racial equity training for the City Council and top administration that focuses on building internal capacity to review current and future policies with an equity lens.
3. Work with staff to identify goals and action steps to increase social and racial equity in the community
4. Provide recommendations to the City as it plans for the next Strategic Plan in the form of a written report

Fiscal Impact

Short-Term Impact: Council has budgeted \$50,000 for this purpose.

Long-Term Impact: Unknown.

Strategic & Comprehensive Plan Impact

Strategic Plan Impacts:

Primary Impact: Social Equity, Secondary Impact: Operational Excellence, Tertiary Impact: Tertiary

Comprehensive Plan Impacts:

Primary Impact: Primary, Secondary Impact: Secondary, Tertiary Impact: Tertiary

Legislative History

Date	Action
09/17/2018	B175-18 Council adopted the FY2019 Annual Budget for the City of Columbia (Continued from the September 4, 2018 Council Meeting.)

Suggested Council Action

This report is for information only.