

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of the Attorney General**



REQUEST FOR INFORMATION (RFI)

TO: POTENTIAL RESPONDENTS

RFI Number: DCCB-2021-I-0005

Caption: Diversity Training

Issuance Date: October 5, 2020

Due Date: October 13, 2020

The Office of the Attorney General has a need for a contractor to conduct a diversity assessment and provide recommendations for implementing a diversity and inclusion strategy. OAG is conducting market research to identify potential suppliers and to develop a government estimate for this project.

Treatment of RFI Responses and Respondents

This is not a Request for Offers. Rather, following review of the RFI responses, the District may prepare one or more Solicitation for Bids for diversity services.

The District considers responses to this RFI as part of its outreach and research effort; and as such, more in the nature of a survey. The District intends to use the information in the responses to establish parameters and requirements included in the Solicitation for Bids. Potential respondents must determine for themselves, the relative advantages and disadvantages of responding to the RFI.

The District assumes no responsibility or liability for any potential claim of harm and damage. By submitting a response, the respondent expressly acknowledges that the District assumes no such responsibility or liability.

SUBMISSION OF RESPONSES

It is not the intention for this RFI to be an extensive or expensive undertaking for Respondents. Rather concise descriptions are desired. Glossy production quality and expensive productions are neither desired nor required.

The RFI responses should address the questions listed in Item 6 below. Responses should be emailed to the attention of Gena Johnson @ gena.johnson@dc.gov.

5. Response Submission Date:

The closing date for receipt of responses is October 13, 2020 on or before 2:00 p.m. local time to the address listed above.

Questions may be referred to Gena Johnson via email at gena.johnson@dc.gov.

Questions regarding this Request for Information must be received in writing no later than 10:00 a.m. on October 8, 2020.

6. Questions:

- A. Have you provided similar services as described in the attached Statement of Work to other government agencies, in particular any DC government agency, or a law firm? If so, which ones? Please provide dates of the engagement and a point of contact at the agency.
- B. If you are currently engaged in providing similar services, are you interacting with the client virtually or in-person or a combination?
- C. Based on the information provided in the Statement of Work, how much time would it take to complete the assessment (C.3.1)? What would be the level of effort required of OAG staff for that task?
- D. What kind of information can we expect in the report to be provided at the conclusion of the assessment? Can you provide a sample of a similar analysis report (or the table of contents) that you have prepared?
- E. Have you provided recommendations to a law firm on diversity and inclusion as part of its legal and other programmatic work.
- F. Have you developed diversity dashboards and scorecards? If so, can you provide a sample?
- G. What is the typical timeline for implementation of a diversity plan?
- H. For similar types of engagements, has the award been a fixed price contract, labor hour, or other type of contract?
- I. For budgeting purposes, what is your estimate of the total cost for this project?
- J. Are the requirements written discretely enough that a price can be determined for each of the tasks listed in the Statement of Work, i.e. 3.1, 3.2, 3.3, 3.4 and 3.5? What would be the estimated price for each task?
- K. In your experience, what have been some of the obstacles to either completion of a diversity assessment or implementation of a diversity strategic plan?
- L. Is there any information not included in the attached Statement of Work that would be helpful in developing a proposal for this project? How much time would you need to prepare a proposal in response to a solicitation?
- M. Are you on the DC Supply Schedule?

ATTACHMENT A - STATEMENT OF WORK DIVERSITY AND INCLUSION ASSESSMENT

C.1 SCOPE

The Office of the Attorney General for the District of Columbia (OAG) is seeking a Contractor to assess the diversity and inclusion culture currently existing within the OAG and to develop a strategic plan to ensure that the office meets its commitment to fairness and diversity in the workplace and in its programming.

C.1.1 Applicable Documents

The Contractor shall understand and consider the following anti-discrimination laws and policies when providing services under this Task Order.

Number	Type	Name	Date/Version
1	Federal Standards	Title VII of the Civil Rights Act of 1964 as amended	Most Recent
2	Federal Standards	Americans with Disabilities Amendment Act	Most Recent
3	Federal Standards	Age Discrimination in Employment Act	Most Recent
4	District Standards	District of Columbia Human Rights Act	Most Recent
5	DC OAG	OAG Office Order 2018-06 – Equal Employment Policy	

C.2 BACKGROUND

OAG is the chief legal officer of the District of Columbia, charged with enforcing the laws of the District in a manner that is in the public's interest. OAG provides the District government with high quality legal advice, defends the city in all lawsuits, promotes public safety by prosecuting crimes and deterring public nuisances, and protects the city's most vulnerable residents.

OAG is committed to fairness and diversity in the workplace, embracing differences and recognizing that the respect and dignity with which we treat each other is critical to the success of the OAG's mission. OAG's Diversity Program celebrates differences by promoting understanding and respect of physical, cultural, economic, sexual orientation, and social uniqueness among individuals. OAG is further committed to ensuring that considerations of fairness and justice are a part of all of its work and programs.

The objectives of this procurement are:

- 1) To continue building a diverse workforce and drive workplace inclusion;
- 2) To deliver superior programs and services to all segments of our community;

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- 3) To monitor our litigation, advice, and programmatic efforts’ impact on diversity and inclusion in the District of Columbia; and
- 4) To monitor and manage supplier diversity.

The procurement will be successful if barriers to inclusion are identified and proposed diversity strategies lead to measurable increases in internal awareness, individual and organizational knowledge, skills and abilities related to diversity, equity and inclusion continue to increase and if all of OAG’s programmatic work more fully encompasses considerations of diversity and inclusion.

OAG currently employs **619** full-time people and **9** part-time people. The demographics of the workforce are as follows:

	Full Time	Part Time
Male	220	1
Female	399	8
White	183	4
Black/African American	354	3
Hispanic/Latino	32	2
Asian or Pacific Islander	18	0
American Indian	1	0
Other	3	0
Blank/Not Reported	28	0
Attorney (non-manager)	229	4
Attorney (manager)	63	0
Administrative Professional (non-manager)	291	5
Administrative Professional (manager)	36	0

The selected Contractor will work with an established group comprised of cross-divisional organizational staff.

C.3 REQUIREMENTS

Given the current COVID-19 public health crisis, the selected Contractor must be able to pivot between in-person and virtual delivery depending on new COVID-19 developments and updates as they emerge.

C.3.1 The Contractor shall have expertise and demonstrated hands-on experience guiding government agencies through the implementation and successful completion of organization-wide diversity, equity and inclusion transformation. The Contractor shall provide competent, knowledgeable, and experienced personnel and administrative support to perform assessments, develop a strategic plan, and provide related project

launch support to accomplish the project objective. The Contractor’s duties include, but are not limited to:

- A. Develop, execute, and perform a comprehensive equity, diversity and inclusion analysis of the existing organizational strengths and gaps with clear recommendations on how best to build strengths that will support greater equity, diversity and inclusion in all areas of the organization. At the conclusion of the analysis, the Contractor shall provide, to the Contract Administrator, a report detailing the Contractor’s baseline Diversity Assessment of the current culture and practices of OAG with respect to diversity and inclusion. The report shall identify opportunities for improvement that will form a “Diversity Program.”
- B. Provide knowledge and insight on best inclusion practices in the field.
- C. Establish a clear roadmap, in conjunction with the work group, for a Diversity Program that receives broad organizational support, based upon an evaluation of the organization and its stakeholders.
- D. Develop an organizational diversity dashboard, including facilitating conversations with the leadership team to interpret results and develop a narrative to be shared with staff and other stakeholders.
- E. Create a measurable diversity and inclusion scorecard tied to recruiting, retention, staff satisfaction, program evaluation and professional development.
- F. Create recommendations on how OAG can include diversity and inclusion as part of its legal and other programmatic work.

C.3.2 The Contractor shall develop a comprehensive strategic plan for the implementation of the Diversity Program that encompasses all areas where diversity and inclusion initiatives are applicable, that includes:

- A. Recruitment and selection
- B. Compensation and benefits
- C. Professional development and training
- D. Promotions and Transfers
- E. Layoffs and terminations
- F. Social and Recreational Programs
- G. Ongoing development of a work environment built on the premise of diversity and equity that encourages and enforces:
 - Respectful communication and cooperation among all employees, clients, government officials, and other individuals with whom OAG interacts, including District residents;
 - Teamwork and employee participation, permitting the representation of all groups and employee perspectives;
 - Work/life balance through flexible work schedules to accommodate

- employees' varying needs; and
 - Employer and employee contributions to the communities we serve to promote a greater understanding and respect.
 - H. Actions OAG should take to broaden its message of inclusion, through methods that include, but not limited to, social media and marketing materials;
 - I. Contracting and supplier diversity;
 - J. OAG's programmatic and legal work.
- C.3.3. The Contractor shall establish a roadmap, tied to the scorecard, with short and long-term actions to monitor and enhance OAG's diversity and inclusion performance to evaluate the success of the Diversity Program.
- C.3.4 The Contractor shall develop an ongoing professional development program for all staff levels. The training and education strategy should increase awareness, knowledge and skills of staff as it pertains to diversity, equity and inclusion. This professional development could include targeted, higher-level trainings; coaching; opportunities to take on leadership roles in implementing new diversity, equity, and inclusion programming.
- C.3.5 [Optional] The Contractor shall provide staff and support services to assist OAG with implementation of the Diversity Program.