



PROSPER
PORTLAND
Building an Equitable Economy

Request for Proposals #17-03

RFP Title:	Social Equity Consultant
Date Issued:	Monday, July 10, 2017
RFP Coordinator:	Dan Spero, Professional Services Manager
Contact Information:	(503) 823-3291 (direct) SperoD@prosperportland.us (email)
Submit Questions By:	Monday, July 17, 2017
Proposal Deadline:	Thursday, July 20, 2017 by 2:00 p.m. (Pacific)

Prosper Portland has been working to increase equitable outcomes over the last ten years, with each successive policy direction expanding the scope and reach of our [social equity work](#). In 2013, Prosper Portland's board approved a new [Equity Policy](#), which called for all projects, initiatives, and investments to generate equitable outcomes and established a multicultural, anti-racist institutional framework for the agency. Through this Request for Proposal (this RFP), Prosper Portland requests proposals from experienced consultants to help Prosper Portland (a) develop an implementation framework for Prosper Portland's ambitious racial equity vision and (b) operationalize our social equity work agency-wide.

A. Statement of Work. The Work to be performed by the consultant selected from this RFP includes:

1. Assist Prosper Portland in creating a framework for implementing the agency's racial equity work, including the development and refinement of a Social Equity Toolkit.
2. Assess and evaluate Prosper Portland's existing social equity policy, procedures, tools, lenses, Equity Council Action Plan, and related documents to identify gaps and opportunities, and help prioritize next steps.
3. Facilitate quarterly Equity Council work planning sessions to help define and refine equity-related initiatives (*proposers should assume four (4) ninety-minute meetings between the summer of 2017 and spring of 2018*).
4. Facilitate cross-functional working groups and internal team meetings that advance Prosper Portland's equity vision (*assume ten to fifteen (10-15) ninety-minute meetings over the same duration*).
5. Engage community stakeholders to obtain feedback on Prosper Portland's social equity tools and direction (*assume four to six (4-6) ninety-minute meetings over the same duration*).
6. Consult on social equity metrics to evaluate effectiveness of Prosper Portland's programs and business practices.

Contract deliverables include:

- Preliminary assessment of Prosper Portland's existing social equity tools, lenses, etc., with identification of gaps, opportunities, and recommended next steps.
- Meeting facilitation (Equity Council and other internal and/or external working groups).
- Recommended guidance that may include updating existing tools and procedures, and/or creating additional tools that's also based on findings from the community engagement.

B. Proposal Requirements. To respond to this RFP, email a typewritten proposal (in Adobe Acrobat) not exceeding **four (4)** pages to the RFP Coordinator named above no later than the proposal deadline. Include the following in your proposal:

- A summary of two to four (2-4) similar engagements that demonstrate your expertise (including the client's name, work products generated, outcome, and reference information)
- Your recommended approach and timeline to complete the Statement of Work above
- Cost of completing the Work (including a schedule of hourly rates, estimated number of hours, and any reimbursable expenses)
- Name, phone number, and email address for your primary point of contact for this RFP

C. Evaluation Process. Prosper Portland will review all proposals received by the deadline and award a contract to the proposer that Prosper Portland deems to offer the best overall value and service. Evaluation factors will include the proposers' success with similar efforts, proposed approach, timeline, and cost. Interviews with the highest-ranked proposer(s) may also be a part of the evaluation process. If interviews are conducted, Prosper Portland reserves the right to re-rank the proposals based on the combined strength of the written proposal and interview.

D. Budget and Contract Term. Prosper Portland anticipates a contract term of nine to twelve (9-12) months and a budget of approximately \$30,000 - \$40,000. The selected consultant will be required to comply with Prosper Portland's standard insurance requirements and contract terms and conditions [\[link\]](#).

E. Questions and Changes to this RFP. Submit any questions on or proposed changes to this RFP by email to the RFP Coordinator no later than the deadline for questions. Any material change or clarification of this RFP will be issued in the form of a written Addendum to this RFP.

F. The Fine Print. Prosper Portland, in its sole discretion, reserves the right to change or cancel this RFP at any time, to waive minor informalities of any proposal, request additional information to evaluate a proposal, and negotiate a contract with the successful proposer. All proposals will become the property of Prosper Portland and will be subject to public inspection under the Oregon Public Records Law (ORS 192). All matters not specifically addressed in this RFP or the contract will be governed by the Oregon Public Contracting Code (ORS Chapter 279A-C) and Prosper Portland's administrative rules for public contracting.