**EBMUD Diversity & Inclusion Master Plan RFP**

**Questions & Answers (For Public Posting)**

**Question #1: (Please) …confirm that the proposal must be turned in in hard copy in person and/or on a thumb drive. Is that correct?**

**Response:** Per SECTION IV- ""RFP RESPONSE SUBMITTAL INSTRUCTIONS AND INFORMATION"", please submit one (1) original hardcopy RFP response with original (ink) signatures, one (1) copy, AND one (1) electronic copy (preferably in PDF format on a CD or flash drive). Each of these should include:

o EXHIBIT A – RFP Response Packet, AND...

o All required documentation as described in “EXHIBIT A- REQUIRED DOCUMENTATION AND SUBMITTALS

**Question #2: Has a budget been assigned for this effort?**

**Response:** No. A budget has not yet been assigned for this effort. Through our research we have found costs for a variety of similar services to be in the range of $50K to $300K. We recommend that your proposal include a break-out of costs depending on levels or extent of services provided. The RFP calls out a minimum level of services that would be required, however, additional related services may be considered.

**Question #3: …If so, how much is the budget?**

**Response:** N/A. A budget has not yet been assigned for this effort.

**Question #4: Has EBMUD required assistance with creating a D and I Master Plan in the last 5 years?**

**Response:** No.

**Question #5: …If so, who provided the assistance?**

**Response:** N/A

**Question #6: RE: “EXHIBIT C East Bay Municipal Utility District CEP COMPLIANCE”-- Is this form to be submitted as part of the proposal response or is a management document to be addressed post award?**

**Response:** N/A Please include the required completed forms with your proposal.

**Question #7: Has a needs assessment been conducted within the past five years?**

**Response:** No.

**Question #8: If an assessment has not been conducted, would EBMUD be open to conducting a survey for benchmarking purposes?**

**Response:** Yes.

**Question #9: We have several Client Reference and Contract History forms that have been filled out and completed by clients in recent past. Can we submit those in addition to the reference information requested on page 9 (Exhibit A)?**

**Response:** Yes. In addition to the required forms, you may also send other documents that may relate to the information we are seeking in the RFP.

**Question #10: Is it possible to have access to documents of past D&I work and efforts EBMUD has considered or implemented, such as diversity best practices?**

**Response:** Once we have chosen one or more consultant, we would make all relevant historical documents available to that (those) consultant(s)

**Question #11: Do you have documentation regarding the efforts leading up to this RFP that provides information about the decisions that were made and activities, such as workshops, that helped the group get to the point of submitting an RFP? If so, can you provide that information to us?**

**Response:** See previous answer.

**Question #12: Will EBMUD collaborate with the vendor to contact and secure necessary documents from similar companies and business for the purpose of establishing benchmarks, etc.?**

**Response:** Yes.

**Question #13: Is the project based on secured 12-month funding or will funding be sought contingent on factors such as costs?**

**Response:** See answer to Question #2, above.

**Question #14: Is there a current incumbent or consultant(s) you have worked with in this area in recent times?**

**Response:** No, there are no incumbent consultants that the District has worked with in the past to create a D&I Master Plan or similar document.

**Question #15: Is there an estimated budget amount for the various key components of the Master Plan?**

**Response:** See answer to Question #2, above.