



# Simplified Bid: *Equity Action Plan*

September 15, 2023

## Background and Scope

The City of Madison creates regular Affirmative Action Plans to address known disparities in workforce demographics, in compliance with federal guidelines and City of Madison ordinances. While the City has traditionally operated off of a five year Affirmative Action Plan (this will be referred to as an Equity Action Plan), with regular updates to that plan, the City is interested in implementing a new three year Equity Action Plan. City agencies have recently completed an inequity inventory, which is a list of potential areas of improvement needed to move the agency and organization forward to a more diverse and inclusive workplace.

Please see the [Civil Rights](#) website for a link to previous plans as well as a recent draft plan and sample contract (attached), including the City of Madison's [standard terms and conditions](#). This plan is required to comply with the Code of Federal Regulations, [Title 41, subtitle B, Chapter 60, Executive Order 11246](#), and Madison General Ordinances Chapter 39. Proposers will be expected to expand upon these ideals and add considerations for the City's efforts toward an inclusive workplace.

The City is looking for a consultant to facilitate and develop the next iteration of the Equity Action Plan, to be implemented 2024 through 2026. The scope of work for this bid consists of the deliverables listed below.

## Deliverables

Deliverables are expected to include:

Deliverables	Anticipated Hours	Anticipated Timeline
1. Facilitated discussions with needed stakeholders to develop the needed components of the Equity Action Plan.	8	October, 2023
2. A list of what has worked in the past and needed improvements in this iteration of the Equity Action Plan.	5	October, 2023
3. Methodology and proposed mechanisms for accountability	5	October, 2023
4. A full Equity Action Plan Report	80-100	November, 2023
5. An associated communication plan	10	December, 2023



# CITY OF MADISON

## HUMAN RESOURCES

### Qualifications

Consultants are expected to meet the following qualifications:

- Previous experience developing compliant Affirmative Action plans
- Experience working successfully with government stakeholders
- Experience in organizational development focused on diversity, equity, inclusion, and access.

### Evaluation

Candidates will be evaluated on the following criteria:

1. Experience and qualifications
2. Ability to meet the scope of work and deliverables necessary
3. Targeted and local business status
4. Cost and timeliness

Please provide a full description of:

- A description of your business, project lead and/or team, previous experience, and references
- Experience and methods of stakeholder engagement needed to complete the plan (necessary stakeholders include Department Equity Team Co-Leads, Department of Civil Rights, and Department of Human Resources).
- Experience and methodology to complete the Equity Action Plan.
- All required cost components.

### Cost

- Accepting bids under \$10,000.00.