

# Diversity and Inclusion Training Services Request for Proposals (RFP) Questions and Answers (Q&A) February 28, 2020

1. *In Section 2.2., Services to be Provided/Required Tasks, the following is indicated:*

- *Create a 3-hour training session to provide foundational information on the importance of understanding culture and how culture impacts a person's perspective on life and their behavior (Cultural Competency). This Cultural Competency training should provide individuals who are from different backgrounds the tools to empathize with each other and will be the foundation of the program.*
- *Facilitate the 3-hour Cultural Competency session to new hire employees during six onsite sessions held three times during the year, roughly April/May 2020, July/August 2020, and October/November 2020.*

*These two bullets appear to be highlighting the same scope of work, correct? More specifically, the first bullet is referring to course development and the second is referring to course facilitation of the same topic of development, correct?*

Yes, this is correct.

2. *Under section 3.1.1.3., Format Requirements, the second paragraph indicates "applicants are required to limit their narrative responses to five single-spaced pages. This page limit includes section 3.1.2.1. to 3.1.2.5. below." Is the five-page limit representative of an applicant's combined responses to 3.1.2.1 to 3.1.2.5, or is the response provided to each individual section listed above limited to five pages each?*

The intent is for the five-page limit to apply to the combined response of the noted sections.

3. *Are there specific populations or demographics being targeted or supported by this training?*

No. This training is for internal employees of CBH from all backgrounds and levels throughout the organization.

4. *What are the estimated participant numbers in the training?*

We estimate approximately 20 people per session.

5. *What other DEI initiatives are the intended participants currently exposed to or have been exposed to in the past at CBH?*

Some of the employees have been through cultural competency training as an entry-level course to meet state requirements.

6. *What is CBH's plans for continuity of the learning or skill development for new/future employees?*

All employees are part of professional development training opportunities offered each year. Part of this RFP is to create additional materials on the Diversity and Inclusion topic.

7. *Section 3.1.2.7., Operational Documentation and Requirements, bullet #7 says:*

- *Letter attesting that all required federal, state, and local taxes (including payroll taxes) for the **past 12 months** have been paid.*

*Our 2019 tax return documents are due to our accountant on March 1, 2020. I am not sure if our corporate tax returns will be completed by the RFP submission deadline on March 6, 2020. With this in mind, would it be appropriate to include our letter of attestation indicating that are taxes for 2018 were filed/paid?*

Yes, the attestation letter that your organization provides should pertain to the most recent tax information that is available.