

RFP Title: HCRC Diversity, Equity, & Inclusion Partnership

RFP Number: HCRC-2021-01-AH

## **ATTACHMENT 8**

### **PROPOSER QUESTIONNAIRE**

1. Proposer's name, address, telephone number, federal tax identification number, and website if applicable. Note that if the Proposer is a sole proprietor using his or her social security number, the social security number will be required before finalizing a contract.
2. Name, title, address, telephone number, and email address of the Proposer's designated representative for purposes of this RFP.
3. Please provide a resume for each of the primary trainers describing the person's background and experience.
4. Please provide 3 references of names, addresses, and telephone numbers of clients for whom the Proposer has conducted similar services. The HCRC may check the references provided by the Proposer.
5. Please answer the following questions in no more than 200 words per question. The Proposer may, though is not required to, attach any supporting material (no word limit). The Proposer may point to their materials that answer, in full or in part, any of the following:
  - a. Explain the trainings/program the Proposer would offer to meet the purported goals stated in section 2.0 of the RFP. Please describe what the Proposer would offer in the first year of a potential partnership and then in any subsequent years, for up to three years.
  - b. Explain the format of the intended trainings – virtual, in person, hybrid?
  - c. Explain the methods for facilitation of trainings and the expectation for number of participants and facilitators in each proposed training.
  - d. What role do you envision HCRC playing in helping you to customize the program/partnership?
  - e. Describe how your organization and/or the designated facilitators reflect a variety of racial, ethnic, gender, ability, and/or queer experiences and contribute to HCRC's goal of learning from a diverse set of voices.

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- f. Explain the expected outcomes and/or measures of success of the trainings/partnership with the HCRC.
- g. Explain what benchmarks or milestones the Proposer would set along the way to accomplish the desired services and deliverables set forth in Section 2.0 of the RFP. How would you measure these benchmarks and assess if they are consistent with meeting HCRC goals?
- h. Describe what kind of support the Proposer offers in terms of availability outside the formal trainings (i.e., offices hours, advising etc.).
- i. Indicate the Proposer's availability to provide the trainings. In doing so, please list any dates or time periods that the Proposer is unavailable.