

Request for Proposal (RFP)
RFP Title: HCRC Diversity & Inclusion
RFP Number: HCRC-2018-48-RB

QUESTIONS AND ANSWERS

1. What prompted this training for the HCRC?

Answer: Recently, some HCRC staff have approached management requesting training and discussion about inclusion, diversity, implicit bias and macroaggressions in the workplace.

2. How many employees in total is the HCRC expecting to train?

Answer: Approximately 88.

3. Will this training be in the form of e-Learning, facilitation or a combination of both?

Answer: We prefer facilitation but are open to a possible combination of both.

4. Will this training be for management, non-management or all employees for the HCRC?

Answer: All employees.

5. Has the HCRC previously conducted Diversity and Inclusion / Unconscious Bias training and if so was the training e-Learning, facilitation or both?

Answer: We have had prior facilitated Diversity and Inclusion / Bias in the workplace training.

6. Is there a budget that the HCRC needs to adhere to?

Answer: No. We are requesting proposals and will budget the necessary resources.

7. Does the HCRC have an internal Learning Management System (LMS)?

Answer: No.

8. What languages would you like to make available for your audience?

Answer: English.

9. If the training is e-Learning based, are there any technical restrictions such as bandwidth or file size.

Answer: No bandwidth issues, in the event there is e-Learning involved.

10. If the training is Facilitation-based, how many locations is the HCRC expecting to train?

Answer: We have a single location San Francisco.

11. Do all employees have internet access?

Answer: Yes.

12. Are you anticipating paying only 25% of the total cost at the first milestone, and then the remaining 75% 3 years later? The 2nd milestone is completion of all trainings, but the RFP is anticipating 3 years of training.

Answer: After the 25% payment for the first milestone, we anticipate generating payments on a flow basis -- as work is completed and invoiced.