



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

**ADDENDUM #1 – OCTOBER 6, 2022**

**TOWN OF SIMSBURY  
REQUEST FOR QUALIFICATIONS  
DEI DATA COLLECTION AND ANALYSIS PROJECT**

Below are responses to the questions we received. Responses are in bold font.

*Question:* Would the Town accept a policy from a vendor with an Umbrella Liability policy of \$3,000,000 for this type of consulting project?

*Response:* **Yes.**

*Question:* Has the town established a budget or not-to-exceed amount for this project?

*Response:* **The project budget is not to exceed \$22,000.**

*Question:* Has the Town done any previous data collection around the five focus areas that have been identified in the RFP?

*Response:* **Individual departments have conducted various forms of data collection, but there has not been a coordinated effort among the different areas.**

*Question:* Does the town expect community engagement to take place in-person? Virtually? Or, a combination?

*Response:* **The Town is amenable to both options, or a combination thereof.**

*Question:* Will the DEI Council be available to support access to inclusive populations for interviews, meetings, etc.?

*Response:* **Yes.**

*Question:* The RFP requests a “repeatable process and estimated budget for future updates”. Does the Town want (1) A proposed scope of work and budget for the consultant to prepare updates beyond the initial project? OR (2) A research methodology and training to support internal capacity to do this work in the future?

*Response:* **We are seeking a research methodology that would allow us to repeat the study in the future, along with an estimated cost to do so.**

*Question:* What is the preferred timeline for the project? Start and end dates.

*Response:* **We will work the selected consultant to determine a reasonable timeframe to complete the work detailed in Section 4 of the RFQ.**

*Question:* What is the funding source for the project?

*Response:* **Town of Simsbury general fund.**

*Question:* What is the total project budget?

Telephone (860) 658-3200

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8:30 - 7:00 Monday

8:30 - 4:30 Tuesday through Thursday

8:30 - 1:00 Friday

*Response:* **The project budget is not to exceed \$22,000.**

*Question:* Does your organization have a preference for an in state or local consultant?

*Response:* **No.**

*Question:* What was the impetus for this RFP? Was there an event(s), lawsuit, etc or is this proactive as part of a broader plan?

*Response:* **This project is part of the work being conducted by the Simsbury DEI Council, specifically the work of the Data Sub-Committee.**

*Question:* What trainings have been provided to the DEI Council in the areas of Diversity, Equity and Inclusion?

*Response:* **The DEI Council sponsors a Let's Talk series for the community.**

*Question:* Does the Town of Simsbury currently have definitions of Diversity, Equity and Inclusion?

*Response:* **The Town of Simsbury has established a statement of purpose and procedures for the DEI Council (attached to this addendum).**

*Question:* Are you interested in "next steps" beyond what is included in the RFP?

*Response:* **As part of the services to be performed, we are seeking a research methodology that would allow us to repeat the study in the future, along with an estimated cost to do so.**

*Question:* Are you interested in virtual as well as in person activities?

*Response:* **The Town is amenable to both virtual and in person activities, or a combination thereof.**

*Question:* How many staff does the Town of Simsbury have?

*Response:* **The Town has approximately 169.7 full-time equivalent employees (this number is larger when factoring in seasonal employees), and the Board of Education has approximately 654.9 employees.**

*Question:* Is there a budget range for this RFP?

*Response:* **The project budget is not to exceed \$22,000.**

*Question:* The RFQ was unclear about whether the consultant was expected to participate in person, virtually or both. Please clarify this.

*Response:* **The Town is amenable to both virtual and in person activities, or a combination thereof.**

*Question:* Is there a budget for this project?

*Response:* **The project budget is not to exceed \$22,000.**

*Question:* When would the Town expect to commence this work?

*Response:* **Ideally, the project will begin as soon as possible after final selection of a consultant.**

*Question:* What is the approximate number of personnel in the Town's departments and specifically in the 5 focus areas?

*Response:* **The Town has approximately 169.7 full-time equivalent employees (this number is larger when factoring in seasonal employees), and the Board of Education has approximately 654.9 employees. Of the 169.7 Town employees, approximately 52.4 are in public safety and 5.7 are in social services.**

*Question:* Do any DEI metrics exist currently?

*Response:* **Individual departments have conducted various forms of data collection, but there has not been a coordinated effort among the different areas.**

*Question:* What is the size of the community you are looking to engage in the data collection?

*Response:* **The population of the town is approximately 24,516.**

*Question:* Can you share the number of key stake holders you are looking to interview?

*Response:* **The number has not yet been determined.**

*Question:* Does the town expect any community stakeholder's participation? If yes, approximately how many?

*Response:* **This has not yet been determined.**

*Question:* Is there an existing partnership/collaboration agreement to collect and share data between public service agencies: Health Department, Criminal/Juvenile Justice, Social Services, Education, and Housing? If not, can one be established? and B) How is data usually shared between these entities?

*Response:* **There is no formal agreement for data sharing, but our Town and Board of Education departments work collaboratively together in a number of areas.**

*Question:* How far from completion is the CHNA?

*Response:* **The community health assessment is being managed by the Farmington Valley Health District.**

*Question:* What role, if any, does the Town of Simsbury believe the contractor will have in collecting/providing data for the Community Health Improvement Plan (CHIP) once the CHNA is completed?

*Response:* **None. That is a separate project being managed by the Farmington Valley Health District.**

*Question:* What is the budget for this engagement?

*Response:* **The project budget is not to exceed \$22,000.**

*Question:* Have all the data sources been identified for data collection?

*Response:* **No.**

*Question:* Do you have any preferences for the mode of meetings/interviews/conversations to be conducted – virtual vs onsite? Does any of the phases involve face-to-face discussions?

*Response:* **The Town is amenable to both virtual and in person activities, or a combination thereof.**

*Question:* Do you have any preferences or set criteria to work only with Subject Matter Experts/experienced resources from a specified domain?

*Response:* **As noted in the RFQ, the letter of transmittal should include the respondent's experience obtaining meaningful data on and from underrepresented populations. The Town will also consider respondents' commitment to modeling diversity, equity, and inclusion in the qualifications they bring to the project (e.g., relevant lived experience, diversity of perspectives), their hiring practices, and their approach to meaningfully engaging underrepresented populations and other key stakeholders.**

*Question:* What is the level of effort anticipated from the allocated resources – full-time/part-time?

*Response:* **We will work the selected consultant to determine a reasonable timeframe to complete the work detailed in Section 4 of the RFQ.**

*Question:* Are the stakeholders, community groups, and key informants already identified? If not, do you expect the contractor to identify them?

*Response:* **The stakeholders, community groups, and key informants have not yet been identified. The consultant will work with the relevant staff and committee members to determine this.**

*Question:* Can you please specify the number of stakeholders involved in this project?

*Response:* **This has not yet been determined.**

*Question:* What are the key measures, deliverables, and acceptance criteria on the DEI that are expected out of this engagement?

*Response:* **The deliverables are detailed in Section 4 of the RFQ.**

*Question:* Can the work be performed remotely?

*Response:* **The Town is amenable to both virtual and in person activities, or a combination thereof.**

*Question:* Do you have a budget limit that we need to consider for this project?

*Response:* **The project budget is not to exceed \$22,000.**

*Question:* Have you had a firm perform a similar service prior to this request?

*Response:* **Within the last year, the Town contracted with a consultant to advise on a potential data plan and methodology and advise on next steps for the Simsbury DEI Council.**

*Question:* Is preference given to firms local to your state?

*Response:* **No.**

*Question:* Has a budget been made publicly available for the work outlined in the RFP/RFQ/RFI?

*Response:* **The project budget is not to exceed \$22,000.**

*Question:* What resources would be available to the contractor in terms of contact lists via voter registration & public school databases so that there is a comprehensive source of sampling data for the study?

*Response:* **Staff will work with the selected consultant to provide the tools necessary to collect the relevant data.**

*Question:* As a part of the comprehensive baseline assessment, would the contractor have access to the town employee contact list?

*Response:* **Staff will work with the selected consultant to provide the tools necessary to collect the relevant data.**

*Question:* Census shows that the population of Simsbury is 24,807 as of July 2021. The non-white population is estimated at 16.9% (approximately 4,192). Can you provide a precise and up-to-date breakdown of the total population of Simsbury?

*Response:* **According to the [Simsbury 2021 Town Profile from AdvanceCT](#), the white population is estimated at 87%.**

*Question:* Also, based on census data and extrapolation, we believe that there are about 1,500 households that can be identified as a potential target audience. Is it possible to provide a precise number for such households?

*Response:* **The number has not yet been determined.**

*Question:* We understand that the housing sub-committee of the DEI Council has surveyed about 265 respondents. Could a copy of that survey be made available to understand how the survey results could be dovetailed into the current data collection requirement?

*Response:* **The survey results can be provided to the selected vendor.**

*Question:* Does the Council have available policy documents relating to the focus areas of Criminal Justice, Education, Food Security, Health, and Housing? These policy documents will help ensure the study's alignment with the intended outcomes. Unfortunately, a search of the DEI council data on the town website has not yielded any information.

*Response:* **The Board of Selectmen adopted a policy resolution declaring racism a public health crisis: [https://www.simsbury-ct.gov/sites/g/files/vyhlif1216/f/news/resolution\\_declaring\\_racism\\_a\\_public\\_health\\_crisis\\_final.pdf](https://www.simsbury-ct.gov/sites/g/files/vyhlif1216/f/news/resolution_declaring_racism_a_public_health_crisis_final.pdf).**

*Question:* Our specialization has been in conducting market research. While we have conducted hundreds of survey-based research activities and submitted analysis and reports to our customers, we have not previously worked with any town councils. Our work has mainly been related to private sector companies. The references that we can provide will therefore reflect this. Can such references be provided instead?

*Response:* **If there are no municipal references, we will review the RFQ with the references provided.**

**-END-**



# Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

## **SIMSBURY DIVERSITY, EQUITY, AND INCLUSION COUNCIL STATEMENT OF PURPOSE AND PROCEDURE**

*Approved by Board of Selectmen on October 14, 2020*

*Revised May 10, 2021*

*Revised February 28, 2022*

### **1. Purpose**

- A. The Simsbury Diversity, Equity, and Inclusion Council is a special committee tasked with welcoming, celebrating, and taking actions to support diversity and inclusion among current and future community members.
- B. The purpose of the Simsbury Diversity, Equity, and Inclusion Council shall be to represent the Simsbury community at large and serves as diversity champions to help Simsbury become more inclusive, fostering awareness, action, and a community where all voices are welcomed and each and every individual can live, work, learn and play in a safe environment with meaningful and healthy relationships. The Council is comprised of representatives from the community at-large, town departments, and the Simsbury Public Schools.

### **2. Effective Date**

This policy shall remain in effect until revised or rescinded. The Town reserves the right to amend this policy as necessary.

### **3. Goals**

- A. The goals of the Diversity, Equity, and Inclusion Council are:
  - 1) To identify and resolve diversity and inclusion issues in our community.
  - 2) To foster a welcoming atmosphere for all in Simsbury

### **4. Composition/Voting/Meetings**

- A. The size of the Council shall consist of eighteen (18) members. Membership on the Council shall be comprised of representatives from the community at-large. Staff liaisons are ex-officio members with full participation rights, but are non-voting members and do not count towards the appointed composition of Council.
- B. The Director of Community Social Services, or other staff member as assigned by the Director, will be a standing staff liaison. The Town will aspire to have a staff liaison from each of the following departments as assigned by the department head: Simsbury Police Department and Simsbury Public Library.
- C. The Simsbury Board of Education has created an Equity Council to act in a similar capacity as Diversity, Equity, and Inclusion Council. Diversity, Equity, and Inclusion Council will

have a consistent educational liaison as a part of their membership. The liaison will share the ongoing work of the Simsbury Public Schools' Equity Council as well as update the Board of Education with pertinent information relative to the Diversity, Equity, and Inclusion Council.

- D. The initial term for members will expire December 5, 2021. Thereafter, members shall have two (2) year terms coterminous with the Board of Selectmen.
- E. For the initial appointment recommendations, the Council will submit recommendations to the Board of Selectmen. For subsequent terms, beginning December 6, 2021, the Board of Selectmen and its Personnel Sub-Committee will use its usual process and procedure for identifying and appointing candidates. The Board of Selectmen may alternatively choose to seek recommendations from the Council.
- F. One of the 18 membership slots on the Council will be designated for a parent or guardian of child or children participating in the Open Choice program in the Simsbury Public Schools.
- G. One of the 18 membership slots on the Council will be designated for a youth representative who attends the Simsbury Public Schools.
- H. A single Chair and Vice Chair, or Two Co-Chairs and a Vice Chair, (to be determined by the Council) shall be elected by the Council on their first meeting following a new term. Chair/Co-Chair and Vice Chair appointments can be considered as frequently as annually, but not fewer than once every two years coinciding with the beginning of a new term.
- I. Any member of the Diversity, Equity, and Inclusion Council may be removed by the Board of Selectmen, upon the recommendation of the Town Manager, for cause. Such member will be afforded an opportunity for a public meeting with the Board of Selectmen prior to a final decision being made regarding their status for removal. The purpose of the public meeting is to give the member an opportunity to be heard in person before the Board of Selectmen prior to a final decision being made.
- J. Any member who is absent from more than fifty (50) percent of Diversity, Equity, and Inclusion Council meetings during any twelve (12) month period may be removed, and the vacancy shall be filled as outlined in Section 4B. An exception may be granted by and at the discretion of the Town Manager due to a member's illness or other exigent circumstances.
- K. Each of the 18 appointed representatives shall have one vote. As ex-officio members, staff liaisons do not have voting rights.
- L. Meetings shall be held as often as necessary to carry out the purpose and meet established goals, but generally monthly. Attendance shall be recorded in the minutes of the meeting. A quorum shall be determined by the number of appointed members, with a quorum being one more than half the number of members. A quorum is not needed to run a meeting if no action is being taken. A quorum must be present for formal action to be taken.
- M. Regular meeting schedules shall be established annually and filed in accordance with Connecticut General Statutes, currently no later than January 31<sup>st</sup> annually.
- N. Diversity, Equity, and Inclusion Council meetings are open to the public, and guests may make comments during the portion of the meeting agenda that permits public audience.
- O. A member of the Council will act as secretary and record all minutes and actions.

- P. The Community and Social Services Department shall be responsible for scheduling and cancelling meetings, distributing minutes and the filing of said minutes, as well as other duties that may be necessary.
- Q. The Council shall follow Roberts Rules of Order and may establish additional rules and/or procedures to govern the conduct of meetings, and review those rules and procedures on an annual basis. All FOIA rules and regulations will be adhered to.
- R. The Diversity, Equity, and Inclusion Council shall provide an update to the Board of Selectmen at least once per year. The update may be oral or written.

5. **Expenses**

- A. **No Compensation, Reimbursement of Expenses.** Members of the Council shall receive no compensation for their services. However, members shall be reimbursed for necessary expenses incurred in the performance of their official duties, when such funds are available in the Town's approved budget and authorized in advance by the Director of Community and Social Services.
- B. **Commitment of Town Funds.** In the performance of its duties, the Council shall not incur any expense, or obligate the Town to pay any expense, unless funds have been appropriated by the Town specifically for the use of the Council and authorized in advance by the Director of Community and Social Services.

6. **Subcommittees and Ad Hoc Work Groups**

- A. **Subcommittees.** The Diversity, Equity, and Inclusion Council shall be permitted to have Subcommittees comprised of members of the Council. Subcommittee meetings shall be open to the public similar to meetings of the full Council and shall be formed to help the Council fulfill its goals listed in Section 3.A. All sub-committees will report back to the full Council at its monthly meeting. Sub-Committees shall also file an annual calendar as outlined in Section 4.J. Sub-Committees shall also prepare minutes as outlined in section 4.O. Sub-committees shall also follow Robert's Rules of Order and FOIA rules as outlined in Section 4.Q.
  - 1) **Events Subcommittee:** To create opportunities that promote diversity and inclusion allowing for personal growth through exposure to a variety of ideas, experiences and cultures that make meaningful contributions to our community.
  - 2) **Outreach Subcommittee:** Promote awareness of Diversity, Equity, and Inclusion committee and partner with other organizations locally and regionally to drive progress in diversity, equity and inclusion efforts.
  - 3) **Data/Audit Subcommittee:** To gather data and to assess progress towards DEI goals developed by the Simsbury Diversity, Equity, and Inclusion Council.
  - 4) **Housing Subcommittee:** To promote opportunities and connect residents with resources related to Housing, as well as to provide policy recommendations on topics related to Housing.
- B. **Ad Hoc Work Groups.** The Board of Selectmen may, from time-to-time, create ad hoc work groups of the Diversity, Equity, and Inclusion Council to review a specific task, issue, or other matter. Once the assigned work has been completed, the ad hoc work group will be dissolved.