



**Mayor's Office of Housing  
& Community Development  
(MOHCD)**

**London N. Breed**  
Mayor

**Kate Hartley**  
Director

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## **REQUEST FOR QUALIFICATIONS (RFQ)**

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### **DEADLINE FOR SUBMISSION:**

by PDF email attachment to [malik.looper@sfgov.org](mailto:malik.looper@sfgov.org)

**August 31, 2018**

at 5:00 p.m.

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MOHCD is pleased to announce its request for a qualified consulting firm or firms to 1) conduct an assessment of organizational practices regarding racial equity; 2) provide training and facilitation on racial equity and create a plan for ongoing training; and 3) assist with operationalizing a racial equity lens across the department's programs, policies and practices. Qualifying firms will have expertise with racial equity-specific program design and facilitation, organizational development, human resource management, and research and evaluation services. Program design will have an emphasis on staff development. Familiarity with the U.S. Department of Housing and Urban Development's Consolidated Planning process and the social, physical and economic infrastructure of San Francisco's low-income neighborhoods and communities is a plus.

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### **PROPOSED PROJECT BUDGET:**

**Up to \$110,000**

### **PROPOSED PROJECT TIMELINE:**

**October 1, 2018 – September 30, 2019**

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The qualified consulting firm(s) will work closely with MOHCD staff to achieve the following scope of work:

- **Assessment**
    - Survey all MOHCD staff and conduct interviews with a diverse subset of staff to assess beliefs, attitudes and practices regarding racial equity;
    - Provide a summary of these data that protects the identity of individuals who participated;
    - Assist in the assessment of a department-wide Racial Equity Plan that will be developed by MOHCD's Government Alliance on Racial Equity (GARE) cohort; and
    - Assist in the evaluation of MOHCD's Community Engagement Plan to optimize consistency with the Racial Equity Plan and its principles.
  - **Training and Facilitation**
    - Provide facilitation training to Racial Equity Working Group members;
    - Provide racial equity training and facilitation for mandatory all-staff meetings;
    - Utilize best practices in establishing racial equity as a key value of the department, including developing a shared understanding of key terms and concepts;
    - Facilitate the development of a shared vision for a more inclusive and equitable organizational culture; and
    - Build staff and organizational capacity, skills and competencies and provide recommendations for developing programs, policies and practices that support and advance racial equity over time.
  - **Operationalization**
    - Provide and develop tools and assist in the operationalization of those tools to increase inclusion and racial equity across the department's programs, policies and practices.
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If your firm is interested in providing consulting services for this project, please include the following in your submission:

- A description of your firm's qualifications, including at least two similar or relevant projects that have been completed in the last five years;
  - A list of staff that would work on this project, including their qualifications, relevant experience, and other projects they will be working on during the proposed timeline, along with percentage of time committed;
  - A cost estimate for each scope of work element;
  - At least two professional references that can verify your firm's past experience and outcomes; and
  - Any supplemental materials, not to exceed 5 pages, that you feel would help us understand your qualifications for this contract.
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## QUESTIONS?

Contact Malik Looper, Racial Equity Initiatives, at (415) 701-5590, or [malik.looper@sfgov.org](mailto:malik.looper@sfgov.org).