

**Diversity, Equity and Inclusion Training RFQ- Q&A**

1. Are you able to provide a budget range for this project? If you're not able to provide a number, perhaps you can provide an analogy -- whether you're looking for the Kia, Honda, or Mercedes version of a proposal? Also, do you have a duration in mind for the length of the engagement, or is that information you're looking to learn from the various proposals received?
  - a. We're seeking proposals that can address the topics listed in the RFP, but not limited to those topics. We're leaning on the experience of the respondents to tell us the cost and timeframe for training(s).
2. What DEI work has been done to date at Partner4work?
  - a. To date, P4W has developed and completed an internal staff survey. In addition to the staff survey, P4W has started developing a 2–3-year DEI plan that is currently being finalized.
3. Is there a designated DEI leader or team who will help with the logistics and execution of training and research services?
  - a. Key Leader Director of Outreach and Inclusion and the Internal DEI Committee.
4. How do Partner4work employees currently receive training/learning & development?
  - a. Currently, P4W staff receive training based on organization needs.
5. About how many employees work at Partner4work?
  - a. 45-50 Employees
6. How committed is the executive leadership team/board to DEI?
  - a. P4W Senior Leadership is committed to DEI. Senior leadership is represented on the DEI committee, in addition, the Director of Outreach and Inclusion was developed because leadership thought it was needed.
7. Is there a budget for this work? Can you share the approx. range so we can ensure our recommended services fall within the budgeted amount?
  - a. We have decided to allow respondents of this RFP to inform P4W on their cost for training.
8. How quickly will Partner4work like this work to be completed? What is the ideal project timeline length?
  - a. There is not a preferred timeline for training, however we are hoping to have training started by May. We are asking for a minimum of at least 4 training for the remainder of the year but relying on respondents to give us an idea of what is realistic.
9. Is there a preferred duration (i.e. one hour, ½ day...) training period you would like us to plan for in the discussion of the quarterly releases noted within your RFQ?
  - a. P4W will lean on the expertise of the respondents to figure out what a reasonable training session would look like.
10. Based on your preference - How many total people will receive the training?
  - a. Between 45-50 employees.

11. Based on your preference - How many total people will attend one given training session?
  - a. 45-50, unless we decide to break the training up into 2 groups.
12. Would you be interested in having staff take competency checks to demonstrate subject matter?
  - a. We'd be happy to explore this idea.
13. Are you open to receiving 2 budgets so we can address the in person vs. the virtual training choices? We would like to offer both as we are all unaware of how the pandemic will continue to play out.
  - a. Yes, we are open to seeing two budgets that represent both in-person and virtual sessions.