Alderwood Water and Wastewater District
Racial Sensitivity & Bias Training
Submit Date: August 3

Request for Proposals for Racial Sensitivity & Bias Training

**Background for Project:**
The Alderwood Water and Wastewater District (AWWD), a special purpose district that was formed in 1931, provides water and/or wastewater services to all or a portion of seven cities in Snohomish County, as well as an area of the unincorporated county, serving approximately 250,000 people. The seven cities in which AWWD provides service are: Bothell, Brier, Edmonds, Lynnwood, Mountlake Terrace, Mill Creek, and Mukilteo. A five-member elected Board of Commissioners provides guidance and direction for the 150-employee organization. A General Manager is responsible for the day-to-day operations of the District.

AWWD recognizes the long road ahead to achieve diversity in the workplace and enable inclusion and equity practices that are mindful of and proactively dismantling a long legacy of systemic racism. We are committed to doing our part to achieve that goal. Complying to these courses of action as an organization means looking outside for help on how to navigate new and unfamiliar territory.

**Purpose of RFP Process & Scope of Services Requested:**
AWWD is in search of an experienced consulting firm or trainer to provide small-group, interactive training sessions with all AWWD employees. These sessions should bring awareness to implicit and unconscious bias, discuss racial inequities, encourage and facilitate small group discussion and provide actionable steps to aid in the development of a more inclusive workplace.

The scope of professional services being sought by AWWD includes the following:
1. Curriculum to support the goals of this training.
2. Facilitation of up to 25 small group, interactive virtual training sessions for initial discussion.
3. Compile aggregate feedback for District management following the employee sessions.
4. Facilitation of follow-up sessions to discuss action items and steps moving forward.
5. Engaged, interactive and knowledgeable leading of each virtual session.
6. Debrief session(s) for District management and/or HR after completion of all employee sessions.
7. All sessions scheduled and completed within calendar year 2020.

**Format of Response Requested:**
In order to systematically and appropriately evaluate each respondent’s statement of qualifications, experience with and understanding of the services being sought, and fees proposal, AWWD recommends the following format for your written response:
I. Brief profile of lead consultant(trainer) and your firm
II. Identification of all staff who would provide services to AWWD, including their roles
III. Statement of qualifications of consultant(trainer) involved and recent list of clients for whom you have completed similar sessions
IV. Your understanding of the scope of services being sought
V. Outline of project schedule to meet requested deadline of December 31, 2020
VI. Fee proposal with estimated number of hours associated with each phase of your project schedule

Please limit your written response to no more than 5 pages. [Additional handouts may be presented by candidates who are selected to be interviewed on the day of the interview.]

**Responses to the RFP are due to AWWD by Monday, August 3, 2020 by 4:30 pm.**

Please email your organization’s response to blee@awwd.com or forward four (4) hard copies to the attention of Brooklyn Lee, HR Analyst, at the address noted below.
Brooklyn Lee
Attn: Racial Sensitivity & Bias Training Sessions
Alderwood Water & Wastewater District
3929 156th Street SW
Lynnwood, WA 98087-5021

**RFP Timetable:**
- July 20: Legal notices and advertisements are published in newspapers of record.
- **August 3:** Responses to RFP must be received by AWWD by 4:30 pm.
- **August 3 - 7:** Responses are evaluated by AWWD staff. Finalists are selected and notified of interview date and time.
- **August 10-14:** Interviews are conducted. Finalists are selected and references are checked. Candidates are notified of their respective standing in this process.
- **August 17:** Contract with selected consultant is approved by AWWD Board of Commissioners.

For more info about this RFP process, please access www.awwd.com or contact Brooklyn Lee at blee@awwd.com or (425) 741-7932.


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