**Request for Proposals for Racial Equity Facilitation and Consultancy Support  
ADM-DS 2020-05**

**Attachment 2  
Fee Sheet**

**Fee Sheet Instructions:** Proposers shall complete the following table(s) in its entirety and provide prices on all items. Failure to do so may result in a rejected proposal.

This fee sheet covers **Phase 1: Racial Equity Services for the Digital Services Team** as outlined in the Scope of Work. The selected vendor will work with the Office of the City Administrator to develop a more detailed Scope of Work and associated costs for **Phase 2: Racial Equity Services for the Office of the City Administrator**.

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| --- | --- | --- | --- |
| **Item** | **Description** | **Number of Hours** | **Hourly Rate** |
| **1** | **Assessment (Phase 1)** |  |  |
| 1.1 | Survey Digital Services staff and conduct interviews with a diverse subset of staff to assess beliefs, attitudes and practices regarding racial equity |  |  |
| 1.2 | Provide a summary of these data that protects the identity of individuals who participated |  |  |
| 1.3 | Assist in the evaluation of our past and current projects with a racial equity lens |  |  |
| **2** | **Training and facilitation (Phase 1)** |  |  |
| 2.1 | Provide facilitation training to the Digital Services’ Equity Working Group |  |  |
| 2.2 | Provide racial equity training and facilitation for mandatory all-staff meetings |  |  |
| 2.3 | Facilitate the development of a shared vision for a more inclusive and equitable organizational culture |  |  |
| 2.4 | Support our team development of a safe space around addressing race and equity concerns |  |  |
| 2.5 | 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 |  |  |
| **3** | **Operationalize (Phase 1)** |  |  |
| 3.1 | 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 |  |  |
| 3.2 | Collaborate with the Equity Working Group to define outcomes and work processes in our work |  |  |
| 3.3 | Help Digital Services apply a racial equity framework to our work with each other and with community stakeholders |  |  |
| **4** | **Guidance on how to structure program (Phase 1)** |  |  |
| **5** | **Plan and facilitate up to 40 hours of workshops and/or discussions with the team (Phase 1)** |  |  |
| **6** | **Support to develop an action plan (Phase 1)** |  |  |

Proposer name:

Name of person completing this form: