

SALEM AREA MASS TRANSIT DISTRICT**BOARD OF DIRECTORS
DIVERSITY, EQUITY AND INCLUSION
VIRTUAL COMMITTEE MEETING**

Monday, November 9, 2020
4:30 – 5:30 p.m.

Google Meet I.D: meet.google.com/tyi-cqkg-rdr

AGENDA**1. CALL TO ORDER**

- a. Note the Attendance
- b. Land Acknowledgement
- c. Safety Moment

2. APPROVAL OF MINUTES

- a. October 21, 2020 DEI Committee Meeting

3. DISCUSSION ITEMS

Long Range Committee Goal – Hire Consultant to help the committee to develop and implement a plan and inclusion activities -

- a. Preparation of the Request for Proposal
 - a. Scope of Work
 - b. Weighting Evaluation Criteria
- b. Schedule for Training on District Programs
- c. Next Meeting Agenda

4. ADJOURN

Pursuant to Governor Brown's Executive Order 20-16 issued in response to the COVID-19 pandemic, the DEI Committee meeting will be held online via Google Meet until further notice.

This meeting is in a place that is ADA accessible. Auxiliary hearing aids and services, and alternate formats are available to individuals with limited English proficiency. Requests can be made directly to the Clerk of the Board by phone at 503-588-2424 or with the assistance of TTY: Oregon Relay Services at 1-800-735-2900 (or 711). Please allow for a 48 hour notice. Cherriots administration office hours are Monday-Friday from 8:00 AM to 5:00 PM. For an electronic copy of the Committee's agenda packet, go to <https://www.cherriots.org/meetings/>.

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**SALEM AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS
DIVERSITY, EQUITY AND INCLUSION COMMITTEE
VIRTUAL MEETING**

Wednesday, October 21, 2020
4:30 – 5:30 p.m.

Google Meet I.D: meet.google.com/now-soxu-rtv

MINUTES

PRESENT:

Committee Members: Chi Nguyen, Chair; Members Ian Davidson and Maria Hinojos Pressey
Staff: Paula Dixon, Director of Human Resources and Labor Relations, Allan Pollock, General Manager, and Linda Galeazzi, Executive Assistant

1. CALL TO ORDER

Chair Nguyen called the virtual meeting to order at 4:33 p.m. A quorum was present.

2. INTRODUCTORY REMARKS

Chair Nguyen read a Land Acknowledgement that was written by Adrienne Wong of Spider Web Show that was shared with her by Jackie Leung [herein given as Attachment A). Chair Nguyen gave recognition to *International Pronouns Day* that refers to third person personal pronouns that are used to describe a person when talking or writing about them. She said it was important to allow folks to self-identify, to create a safe space, and to know how to address each other in meetings. She also recommended that the committee use the *Fist to Five* Method for providing feedback and to help achieve consensus if members were in agreement.

3. "SAFETY MOMENT"

Paula Dixon spoke about emergency preparedness and safety measures that people can take during a power outage. For more information, she recommended the Red Cross website at <https://www.redcross.org/> and <https://www.ready.gov/>.

4. DISCUSSION ITEMS

a. **Committee Goals:**

The Committee discussed their goals to establish a DEI program and get the committee up and running. In the short term, the Committee will prepare a Scope of Work (SOW) for an RFP to hire a consultant to help them develop and implementing a plan and inclusion activities. When a consultant is in place, the Committee will determine longer term goals.

The Committee considered elements they wanted to include in the Scope of Work - recruiting people and having the right composition on the committee, identifying committee roles, coming to an agreement about how to make decisions, having a robust public process and a vision for a standing advisory council. Mr. Pollock spoke about his desire to create a sub-advisory council for employees. It will need a plan to determine how it will look.

Maria Hinojos Pressey had to leave the meeting briefly from 4:48 p.m. to 4:55 p.m.

The Committee agreed with the staff recommendation to keep the Committee small and tight. Chair Nguyen explained a decision-making method called *Fist to Five* that helps to decentralize a power structure and allows as much inclusiveness as is possible.

b. **Meeting Schedule:**

The Committee scheduled their next meeting for Monday, November 9, 2020 at 4:30 p.m. They will wait until after the election and the holidays to decide on regularly scheduled meetings.

c. **RFP – Scope of Work:**

Ms. Dixon reviewed the important details of an RFP such as the Scope of Work, deliverables, timelines, contractor qualifications, the evaluation criteria and the cost. The Committee will be asked to put weights to those.

Ms. Dixon explained the Procurement process from the time the documents are submitted to Procurement, to the Independent Cost Estimate (ICE) phase, to when the quotes come back. There can be a non-mandatory, pre-proposal conference for potential vendors to ask any questions they may have. The Committee can schedule interviews using prepared questions to probe for specific difference. The length of time for a solicitation can be three to six weeks. Procurement staff reviews the proposals to make sure they meet the minimum qualifications. The Committee then reviews the proposals and scores them.

Ms. Dixon provided the Committee with a draft proposal to read and asked that they come

with questions at the next meeting. She said that some proposals are very specific in describing how a vendor would approach problems. It all depends on what the Committee is comfortable with, and what will get the best response.

The Committee questioned how the demographic breakdown of staff is determined, is their equity in management, and tenure. How does the District ensure that potential hires or employees are not marginalized for things like language barriers or having to step away from their jobs due to things like child care.

Ms. Dixon described the Districts' current DEI efforts with a tuition-reimbursed education program, and training. The District's hiring practices and selection of employees is done in accordance with federal requirements for agencies that receive federal money. Human Resource goals are prepared according to federal requirements. The federal government sets the framework for that. The District works with Title VI, the Disadvantaged Business Enterprise (DBE) and Equal Opportunity Employment (EEO). The committee could have the consultant help them with *underutilization*. The last EEO plan was reviewed in March 2019. At a later meeting, staff will provide information on each of those subjects.

The Committee discussed a timeline for submission of the RFP. Committee members considered their time constraints with the election and holidays coming up. Staff advised that it will take time for the RFP process. When deciding on a timeline for the deliverables to get the program started, it might be a good idea to see what the consultant suggests about the quality of work, and what your expectations are. You may want to get a contractor that you work with for a long time. Sometime proposals have phases of work.

In response to the Committee's questions about the advertising process and bidding, Ms. Dixon explained that Procurement staff advertises the RFP through the Oregon Procurement Information Network (ORPIN) website, and on the District's Cherriots website. The document is shareable. Anyone can ask for it or download it from ORPIN.

In response to questions about inviting vendors outside of the ORPIN system to bid, Ms. Dixon explained that it could be done. The Committee will want to know about the contractors' qualifications, biography, key players, and projects they worked on and about the composition of their staff and board. One thing they cannot do is bid with contractors that have been banned in Oregon. Ms. Dixon will do a national check of other transit agency contracts and provide the Committee with examples of weighted criteria found in RFPs.

d. **Next Meeting Agenda:** The agenda will focus on the *Request for Proposal* (RFP). The Committee will do their homework and provide any feedback they have on the RFP prior to the meeting so staff can respond at the meeting.

5. ADJOURNMENT



Linda Galeazzi <linda.galeazzi@cherriots.org>

**For the October 20, 2020 DEI Committee Minutes
ATTACHMENT A****Fwd: Land Acknowledgment**

Chi Nguyen <chi.nguyen@cherriots.org>
To: Linda Galeazzi <Linda.Galeazzi@cherriots.org>

Wed, Oct 21, 2020 at 4:30 PM

----- Forwarded message -----

From: **Jackie Leung** <jackiefororegon@gmail.com>
Date: Tue, Oct 20, 2020 at 10:05 PM
Subject: Land Acknowledgment
To: <chi.nguyen@cherriots.org>

Land Acknowledgment (Zoom reading)

“Since our activities are shared digitally on the internet, let’s also take a moment to consider the legacy of colonization embedded within the technology, structures, and ways of thinking we use every day. We’re using equipment and high speed internet not available in many indigenous communities. Even the technologies that are central to much of the art that we make leaves significant carbon footprints contributing to changing climates that disproportionately affect indigenous people’s worldwide.”- Adrienne Wong of Spider Web Show

We invite you to join us in acknowledging all of this as our shared responsibility to make good use of this time and for each of us to consider our roles in reconciliation, decolonization, and allyship.

In addition, since we're Zooming from Oregon we're currently seated on the traditional lands of the Multnomah, Kathlamet, Tualatin Kalapuya, Wasco, Cowlitz, Clackamas, Bands of Chinook, Mollala and many other tribes who made their homes along the Columbia River.

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Chi Nguyen, MBA
Board of Director, Subdistrict #1
chi.nguyen@cherriots.org
Direct: 503-588-2424

Request for Proposal
Diversity, Equity and Inclusion Consulting Services

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Organization Background:

Provided by Procurement

Scope of Work:

SAMTD (District) intends to create sustainable, long-term Diversity, Equity and Inclusion Plan (Program). We are seeking subject matter expertise, guidance and facilitation services from a qualified consultant or consulting team.

Deliverables and Timeline

- Create a strategic plan (program) that includes goals, objectives and strategies that will take us to become a truly diverse, equitable and inclusive organization. These recommendations should be rooted in data so their effectiveness can be evaluated.
- Identify and develop ongoing diversity, equity, and inclusion trainings for staff, leadership, and appointed and elected board members.
- An internal report assessing the current state of our efforts, policies, training and communication strategies which support diversity, equity and inclusion and where a comprehensive DEI program could mitigate any systemic barriers to DEI.
- Develop a diversity, equity and inclusion communication plan for the community and within SAMTD.

Contractor Qualifications

- Experience in facilitating equity engagement and strategy processes that lead to the establishment of strategic and tactical equity plans in the public sector.
- Suitable education and training in this field (equity, diversity and inclusion, public sector, facilitation toward collaborative solutions; etc.).
- Experience managing complex processes with multiple stakeholder interests, groups, and partners.
- Exceptional communication skills, including written and verbal; attention to detail.
- Knowledge and awareness of SAMTD (Cherriot's) and/or public transportation is a plus.

EVALUATION CRITERIA:

(1) Qualifications and Experience of Firm And Staff

(35 Possible Points)

(a) **Introduction or Cover Letter:** Provide a brief introduction of the Proposer, and/or an introduction of all members who may be involved in this contract.

- Describe primary business experience of the Proposer,
- Proposer's overall mission statement,
- Provide financial statements and describe Proposer's financial ability to fulfill a resultant contract,
- Provide an overview of services offered,
- Length of time in business,
- Organizational structure,
- Size and capabilities,
- Ownership,
- The location of office(s),
- Telephone number, e-mail address, web-site address, and
- Any other information the Proposer deems pertinent and introductory in nature.
- A primary contact person for solicitation purposes with phone number, e-mail address and fax number must be included.

(b) **Qualifications of Proposer:** The Proposer shall describe its knowledge and past project experience relevant to SAMTD's needs as listed in PART 2, Scope of Work, including the Proposer's direct experience on projects of similar size, scope and complexity; include dates, locations, type of service, project managers, and names, addresses, contact persons and telephone numbers of clients.

(c) **Staffing Plan:** The Proposer shall describe and provide the experience and qualifications of each team member, including, but not limited to, a summary of experience with related work, years of experience in the specified position. The information shall be presented as a bio and detailed team member resumes or CVs may also be included. At a minimum, Proposers shall clearly describe the direct qualifications and experience of personnel identified below:

- **Project Manager.** This is the individual who will be responsible for the overall performance of the work and who will be the primary representative of the Contractor.
- **Contractual Representative.** This is the individual who will coordinate with SAMTD on contractual negotiations and administration.
- **Services Lead.** This is the individual who will be on-site and responsible for the on-site services and coordination of other Contractors on-site.

(2) Project Management Plan & Technical Approach

(35 Possible Points)

Provide an overview of the Proposer's project management plan to ensure adequate technical and administrative oversight and provision of services to perform the work, and to manage Project schedule. The Project Management Plan shall also include the following:

- A description of Proposer's plan and scope to provide services detailed in PART 2 Scope And

Specifications in order to complete the work detailed.

- Implementation schedule with key milestones identified.
- Overview of project start-up, and quality assurance plans for the project.
- The Proposer shall provide the overall technical approach to providing all services identified in PART 2 – Scope And Specifications of this RFP.
- Provide an estimate of the schedule to complete the work, and Proposer’s capacity to complete the project within those timelines.
- Describe the proposed procedures for technical and administrative communications between the Proposer and SAMTD.
- Discuss proposed quality control / quality assurance measures and procedures.
- Description and specifications on the equipment proposed
- Proposer’s expectations of SAMTD.

(3) References (Exhibit #14)

(20 Possible Points)

The references outlined on proposal Exhibit #14 shall give the name of a contact person with knowledge of Proposer’s work; that person’s address, telephone number, and company; and a description of the type of work performed. References may be contacted by SAMTD.

SAMTD reserves the right to investigate the qualifications of all Proposers under consideration, to contact any Proposer on any part of the information furnished by that Proposer, or to require other evidence of managerial, financial, or technical capabilities which are considered necessary for the successful performance of the work under this solicitation. SAMTD reserves the right to visit sites where work of a similar nature has been performed by the Proposer and / or visit the Proposer’s work facility during the evaluation period.

(4) Price Proposal/Cost (Exhibit #13)

(10 Possible Points)

As outlined in PART 4, SAMTD will consider price proposals from those Proposers technically qualified to perform the work. (See Price Proposal Exhibit #13)

- The price proposal shall include all items of labor, materials, tools, equipment, duties, fees, insurance, shipping, and all other costs necessary to fully complete the services as set forth in this RFP.
- If discounts are provided, they should be clearly identified and described.
- The Price Proposal must be signed by an authorized representative of the Proposer with authority to bind the Proposer.

SAMTD reserves the right to add or delete quantities during any resultant contract period. The items displayed on the Price Proposal form are based on assumed initial need and does not guarantee a minimum or maximum order.

2.2 Evaluation Procedure

A. The Procurement & Contracts Department will review proposals received timely, by the deadline closing date and time, for conformance with the instructions and requirements of the RFP and Contract documents. Submissions that do not meet the requirements detailed within this RFP may be rejected as non-responsive.

B. The Procurement & Contracts Manager shall review and score responsive submissions for price using the following normalizing formula:

$$(\text{Lowest Proposed Base Price} \div \text{Base Price Being Evaluated}) \times \text{Total Points Possible} = \text{Score}$$

SAMTD will consider price proposals from those Proposers deemed responsive and technically qualified to perform the work.

C. A Source Evaluation Committee (SEC) will be appointed to evaluate proposals. The SEC will review responsive and responsible submissions against the Evaluation Criteria set forth in PART 4 of this RFP or in subsequent Addenda that may be issued for this solicitation. An evaluation criterion is deemed to include any unstated "sub-criterion" that logically might be included within the scope of the stated criterion. The SEC shall evaluate and score technical proposals, and select those Proposers technically qualified to perform the work irrespective of price.

D. The Procurement & Contracts Manager will combine the Proposal Price Scores with the SEC's initial scoring of technical proposals. Consistent with PART 4, price will account for twenty percent (20%) of a proposer's total score. The total points scored on both the technical and price will be considered in determining the competitive range. Competitive Range Proposers may have their references checked by a member of the SEC, the Procurement & Contracts Department, or a combination of both. Competitive Range Proposers may be invited for interviews and Best and Final Offer (BAFO).

E. SAMTD reserves the right to award based upon the most favorable initial proposal.

F. SAMTD reserves the right to make changes to the RFP during discussions / negotiations. Any changes to the RFP shall be distributed to all Proposers remaining within the competitive range at the time the change is made.

G. If the SEC elects to enter discussions with Proposers, each Proposer remaining within the competitive range at the close of discussions / negotiations will be allowed to submit a final supplement denominated the "Best and Final Offer (BAFO)." Any changes to the Proposer's initial technical or price proposals, including any issues addressed in discussions, must be submitted in writing in the BAFO to be considered by the SEC. The SEC will evaluate the BAFOs utilizing the evaluation criteria at PART 4 to arrival at a final evaluation score, and make a recommendation for award.

H. SAMTD reserves the right to investigate the qualifications of all Proposers under consideration and to confirm any part of the information furnished by a Proposer, or to require other evidence of managerial, financial or technical capabilities which are considered necessary for the successful performance of the work. SAMTD reserves the right to visit sites where work of a similar nature has been performed by the Proposer and/or visit the Proposer's work facility during the evaluation period. Any information gained by SAMTD as a result of documentation / evidence provided, and / or obtained from site visits will all be considered during the final evaluation and final scoring.

I. SAMTD's General Manager shall have full authority over SAMTD's source selection and decision to award, subject to applicable Board policy.

Potential DEI training areas:

Current Programs

- EEO Plan
 - EEO Policy
 - Employee training
 - Interviewing Strategies
- DBE
- Title VI – Civil Rights Officer
- Paratransit
- Travel Training
- Security Program