



**VILLAGE OF MOUNT PROSPECT REQUEST FOR QUALIFICATIONS:
DIVERSITY, EQUITY AND INCLUSION CONSULTANT**

Village of Mount Prospect
50 South Emerson Street
Mount Prospect, IL 60056
Attn: Heidi Neu

DUE DATE: October 1, 2021

SUBMIT QUALIFICATIONS BY EMAIL TO: hneu@mountprospect.org

REQUEST FOR QUALIFICATIONS RESPONSE

Company Name: _____

Respondent (Contact) Name: _____

Contact Email Address: _____

Address: _____

City, State, Zip Code: _____

QUALIFICATIONS FOR: Diversity, Equity and Inclusion evaluation, per the specifications herein.

Estimate for Services Not-To-Exceed \$84,000

*Any and all exceptions to these specifications MUST be clearly and completely stated in writing on the qualifications sheet. Attach additional pages if necessary. **NOTE TO RESPONDENTS:** Please be advised that any exceptions to these specifications may cause disqualification.*



GENERAL TERMS AND CONDITIONS

Intent

It is the intent of the Village of Mount Prospect (“Village”) to contract with a consultant (“Consultant”) for all necessary labor, expenses and materials to complete a diversity, equity and inclusion review of policies, processes and initiatives and provide recommendations to improve such initiatives and further our strategic goal as outlined in the Technical Specifications below.

Qualifications and Cost Estimate

Respondents shall include a cost estimate on page 1 of this document. Respondents must note any items which the Respondent cannot perform or intends to subcontract. Respondents must indicate a not-to-exceed cost for service. The not-to-exceed cost shall be all-inclusive of all meetings, telephone calls, presentations, transportation, materials, supplies, labor, equipment and any other costs required to fulfill the scope of work as identified herein.

Additional Information and Technical Questions

Should the Respondent require additional information about this Request for Qualifications, please submit questions via email to Heidi Neu, Director of Human Resources, via email (hneu@mountprospect.org). Questions are due no later than Wednesday, September 29, 2021.

Evaluation/Acceptance of Proposals

The Village intends to select a Respondent that furnishes satisfactory evidence that it has the requisite experience, ability, resources and staffing to enable it to perform the scope of work successfully. In making the determination as to whether to select a Respondent, the Village will consider the following factors (listed in no particular order):

- Prior experience performing similar work.
- Ability, capacity and skill to fulfill the services as specified.
- References from prior or current clients.
- Overall approach to complete the scope of work.
- Cost.

TECHNICAL SPECIFICATIONS

Background

The Village of Mount Prospect is a suburb located about 20 miles northwest of downtown Chicago, and approximately 4 miles north of O'Hare International Airport. As of the 2020 census, our population is 56,852. Our employees in the departments of Police, Fire, Public Works, Finance, Community Development, Human Services, and the Village Manager’s Office are committed to providing excellent service to the community.

The Village operates under a council/manager form of government; both the Village Board and Village staff participate in annual Strategic Planning to identify Targets for Action – accomplishments to be



attained throughout the coming year. The Village's Mayor and Board of Trustees have identified "Diversity, Equity and Inclusion: Definition, Report and Direction" as a Top Priority Target for Action in the Strategic Plan Policy Agenda for 2021-2022. This is aligned with the Strategic Plan Goal of "Enhancing Mount Prospect Charm/Character: Honoring History, Heritage, and Diversity, Equity and Inclusion."

Scope of Work

We recognize that the Strategic Plan Goal is broad and touches all internal and external aspects of the organization.

This project requires a professional in diversity, equity and inclusion who has experience collaborating with local governments and/or the public sector. The Village feels we have taken many steps towards our goal (see attached addendum for further details), but are seeking additional guidance to expand policies and actions with regard to diversity, equity, and inclusion.

- 1) Review Village policies, processes and initiatives we have already implemented, in order to provide us with an understanding of how we are positioned to support diversity, equity and inclusion in the workplace and the community;
- 2) Conduct a survey of the community to obtain stakeholder feedback then assist in plotting a course for review of community initiatives;
- 3) Provide a written report addressing the following:
 - Identify opportunities for improvement in our current practices/policies;
 - Provide recommendations for actions the Village should consider implementing that support the Village's strategic goal of "Enhancing Mount Prospect Charm/Character: Honoring History, Heritage, and Diversity, Equity and Inclusion."
- 4) Present findings to the Village's Leadership Team and the Village Board – expect one internal meeting with the Leadership Team as a whole, and one meeting presenting at a Village Board Committee of the Whole meeting, to present findings.

Village staff, including the Director of Human Resources and other members of the Village's Leadership Team, will be available to you to answer questions or provide information you may need to conduct your review.

Responses to our request for qualifications must be in writing and include a cost estimate.

Response Instructions

Each response to this Request for Qualifications shall include the following:

1. Request for Qualification response form (page 1 of this document).
2. Narrative document, which describes the Respondent's interest in performing the work, including qualifications to perform such work.
3. The names and related work experience of each individual who will perform the work, including the project manager. Resume attachment is a suitable response for this requirement.
4. If a firm, a summary describing the firm and nature of the firm's previous and current experience performing similar work for units of local government or the public sector (preferably in Illinois). If an individual, a summary describing the nature of the individual's



previous and current experience performing similar work for units of local government or the public sector (preferably in Illinois).

5. A minimum of three references for local government or public sector clients for which the Respondent has or is performing similar work, including client names, telephone number, and brief statement describing the scope of work performed.
6. A statement describing any existing or potential conflicts of interest that might affect the individual or firm's ability to perform the work.
7. Any exceptions taken to this Request for Qualifications must be clearly identified.

Qualifications may be submitted by email to hneu@mountprospect.org and are due on Friday, October 1, 2021 at 5 PM Central Standard Time (CST). Alternatively, qualifications may be mailed and addressed to:

Village of Mount Prospect
Attention: Heidi Neu, Director of Human Resources
50 South Emerson Street
Mount Prospect, IL 60056

Mailed responses shall also be received the Human Resources Department by Friday, October 1, 2021 at 5 PM Central Standard Time (CST). Responses received beyond the aforementioned deadline may not be considered.

Questions about this RFQ may be directed to Heidi Neu, Director of Human Resources, at 847/818-5370 or via email at hneu@mountprospect.org.



VILLAGE OF MOUNT PROSPECT REQUEST FOR QUALIFICATIONS:
DIVERSITY, EQUITY AND INCLUSION CONSULTANT

ADDENDUM

In support of our Strategic Plan Goal of “Enhancing Mount Prospect Charm/Character: Honoring History, Heritage, and Diversity, Equity and Inclusion,” the Village provides the existing policies, procedures and initiatives as examples (list is not exhaustive).

DEFINITION

The Leadership Team participated in a collaborative session to discuss Diversity, Equity and Inclusion, steps we’ve taken, and potential areas of opportunity. A key takeaway was the need to define Diversity, Equity and Inclusion in order to focus efforts in supporting this target for action. We agreed:

Diversity means to respect, value and accept the range of similarities and differences of each individual.

Equity means to identify and implement strategies to ensure individuals have access to opportunities and resources to reach their full potential.

Inclusion means valuing individuals in a way that shares involvement and sustains a sense of belonging.

RECRUITING

The Village of Mount Prospect considers all qualified candidates for employment regardless of race or any other protected class. We are focused on diversifying our employee population and have expanded our avenues for recruiting in an effort to do so. We’ve analyzed the community’s demographic data in comparison to that of our employee population and identified more diversity in the workplace as an area of opportunity.

Job advertisement language has been updated to incorporate the following inclusion statement. *“The Village of Mount Prospect is an Equal Opportunity Employer and strives to be a welcoming and inclusive place for all. People of diverse backgrounds, veterans and those with disabilities are encouraged to apply.”*

The Village of Mount Prospect’s job application form excludes salary history and includes a current equal employment opportunity statement.



In addition to our standard postings via the Village of Mount Prospect website, industry specific professional sites, and facebook, we have added multiple avenues for job advertising and collaborated with other Northwest Municipalities and Harper College to develop and promote an educational workshop for anyone considering a career in law enforcement. Human Resources has implemented a candidate tracking sheet to help the Village identify recruiting sources from which candidates are applying.

The Board of Fire and Police Commissioners (BOFPC) as well as the Police and Fire Chiefs have spoken at public meetings to provide insight into the Police and Fire recruitment process, which is compliant with the state of Illinois and BOFPC rules and regulations. Candidates for our sworn positions remain eligible for additional points through the application process if they are fluent in a language other than English. Police Officers and Sergeants are eligible for incentive pay if they are fluent in a language other than English.

TRAINING

In the fall of 2020, all Village employees participated in Diversity, Equity and Inclusion training. In addition, the Police Department participates in racial profiling; implicit bias and cultural competency training. Human Services staff regularly participates in cultural competency training to maintain their Licensed Clinical Social Worker credentials.

All employees participate in Anti-Harassment and Anti-Discrimination training on an annual basis. Among other factors, employees are educated on protected classes including race, color, religion, sex and gender, pregnancy, national origin, ancestry, citizenship, age, disability, veteran status and genetic information.

On August 31, 2021 Hiring Managers participated in training to become further educated on the subject of *Limiting Bias in Recruiting*.

POLICY

We are currently reviewing policies in the Employee Handbook through a Diversity, Equity and Inclusion lens; however, the Village has and will continue to support a policy of non-discrimination and equal employment opportunity in all personnel related activities. We have existing Employee Code of Ethics, Non-Discrimination and Equal Employment Opportunity statements in our Employee Handbook. This is in addition to our separate Anti-Harassment and Anti-Discrimination Policy.

PERFORMANCE

We have updated the Leadership Team evaluation form to include a Diversity, Equity and Inclusion component.



COMMUNITY

The Village hosts a Celebration of Cultures event, has a Community Connections Center dedicated to providing a pathway to Village services, social services, medical health, personal safety, library services, quality education, economic self-sufficiency, jobs, cultural enrichment and other services for all residents. We also provide a multitude of community programs and outreach opportunities through various departments.