

INVITATION TO BID
CITY OF OREGON CITY

Consultant Services for Diversity Equity and Inclusion Initiatives

Sealed bids for furnishing all materials, equipment, labor, and services for the construction of the **Consultant Services for Diversity Equity and Inclusion Initiatives for the City of Oregon City** (City), Oregon will be received by Patrick Foiles, Director of Human Resources, 625 Center Street, Oregon City, Oregon until **4:00 PM local time on February 12, 2024**. Bids received after this time will not be considered. All bids received prior to the due date and time will be publicly opened and read on the due date and time at the Oregon City City Hall.

The City is seeking an experienced consultant to assist with the implementation of the following Initiatives supporting the City Commission’s Strategic Priorities:

- Initiative 1A: Design and implement an ongoing DEI Training Plan to enhance the skills, knowledge, and awareness of all City employees.
- Initiative 1E: Solicit regular feedback from City employees on progress, successes, and development opportunities.
- Initiative 2A: Use innovative and consistent strategies to strengthen the employee recruitment process.
- Initiative 2B: Review and improve the selection process to ensure equitable opportunity.
- Initiative 3B: Establish an internal DEI committee to support the design and implementation of the organization’s work.
- Initiative 4B: Establish a DEI Community Task Force that provides perspective on the resident experience and action plan process.

To continue getting updates on this project and receiving all notifications a person or company must register and add your individual name or company name to the Plan holder’s list at <http://bids.orcity.org/>. All questions regarding this solicitation must be submitted through the bid site. If you have website access concerns, please call Patrick Foiles, HR Director, at 503-496-1528.

Proposals shall be no longer than 15 pages, not including cover, and shall be printed on letter-size, double-sided pages. Six hard copies and one electronic (.pdf) copy (no larger than 8GB) of the proposal shall be submitted to:

Patrick Foiles, HR Director
City of Oregon City
625 Center Street
Oregon City, OR 97045

Please mark envelopes: “Oregon City DEI RFP”

Electronically: pfoiles@orcity.org with subject title “Oregon City DEI RFP”

Proposals must be received no later than 4:00 PM PST, February 12, 2024.

Late proposals will not be considered. There will be no formal bid opening. All proposals shall be effective for sixty (60) days following the deadline for submission of proposals. Material submitted by the proposer shall become the property of the City unless otherwise specified. All proposals may be reviewed and evaluated by any person at the discretion of the City. Proprietary information should be segregated and clearly identified so that it may be kept confidential. All other parts of the proposal are public record after the selection process is completed.

The City reserves the right to reject any or all submittals for good cause, in the public interest, and is not liable for any costs incurred by the firms or individuals in the proposal preparation or presentation.

This advertisement is authorized under the direction of Patrick Foiles, Human Resource Director.

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Project Manager: Patrick Foiles, HR Director 2/9/24