



STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF MANAGEMENT AND BUDGET

April 20, 2016

TO: ALL OFFERORS

FROM: AMY BONNER

SUBJECT: **ADDENDUM TO REQUEST FOR PROPOSAL
CONTRACT NO. OMB160102-HRM_REVIEW
HRM DIVERSITY AND INCLUSION REVIEW**

ADDENDUM #1

The following is a list of vendor questions and the state's responses for the solicitation of Contract No. OMB160102-HRM_REVIEW.

Q1. Is this a new scope of work? If not, who is the incumbent?

Yes, this is a new scope of work.

Q2. Has a budget been appropriated and can you share the amount?

No specific budget amount has been appropriated for this work.

Q3. Has the State issued any amendments related to this RFP?

There have been no amendments issued related to this RFP outside of this Addendum.

Q4. What, if any, diversity awareness training has been done in the past 3-5 years? If any will we be able to review the design of the training, i.e. who received it, when. We would want to ascertain the content/timeframe etc. because people tend to define this in many different ways. We need to be able to evaluate the degree of training provided and to whom and when.

Yes, diversity awareness training has been conducted in the past 3-5 years. The State will partner with the selected vendor to provide a list of diversity training provided at the onset of the project. The consultant will be able to review diversity

awareness training design and curriculum. The consultant may be able to review who has received training and when, as deemed appropriate and relevant to the project scope.

- Q5. Has the organization conducted any HR climate or diversity survey in the last 3-5 years? If so, are you willing to provide an executive summary of the results?

No statewide climate assessment or diversity study has been conducted in the last 3-5 years.

- Q6. Will the State provide all EEOC data, including terminations (both voluntary and involuntary), exit interview data, etc.

EEOC and exit interview data will be provided in formats which are consistent with state and federal law pertaining to data release, including but not limited to protected information based on personally identifiable personnel information and EEO data.

- Q7. Does the OMB have a preconceived list of who the allowable stakeholders may be to be considered for interviews, surveys, and focus groups?

No, OMB does not have a preconceived list of who the allowable stakeholders may be to be considered for interviews, surveys, and focus groups.

- Q8. What party or parties will have a role in defining who may be considered to include as internal and external stakeholders?

The State will work in partnership with the consultant to define who may be considered as internal and external stakeholders. OMB will retain sole discretion in the final determination regarding internal and external stakeholders.

- Q9. Will the consultant team be able to solely identify who we would want to include as stakeholders?

No, the consultant team be not be able to solely identify who they would want to include as stakeholders.

- Q10. Given that this RFP is being released, does the State already have a list of issues that it wants verified and/or further explored, or is the contractor starting from scratch to uncover such issues...what is the beginning point of this examination of issues?

The State does have concerns related to diversity matters that it wants independently verified and further explored. These concerns will be provided to the selected vendor at the onset of the project.

- Q11. Will the consultant have unfettered access to the States grievance complaint processes and records, including past and present complaints/cases and case results; and the ability to interview, survey those who handled those complaint/cases?

The consultant will have access to the grievance and complaint processes. The consultant may have access to records, including past and present complaints/cases and case results, if deemed appropriate, and if required employee waivers and confidentiality agreements are obtained. The consultant may have the ability to interview staff who are responsible for handling complaints and grievances dependent upon availability of staff and relevancy to project scope.

- Q12. Has the State or any other entity including the Interdenominational Ministers Action Council conducted any previous assessment work of the State around issues related to disparate treatment, discriminatory practices and the grievance complaint processes, and will the consultant have unfettered access to that body of work?

The State has not conducted any formal assessment regarding issues related to disparate treatment, discriminatory practices and the grievance complaint processes; however, agencies are required to submit an annual Affirmative Action plan which is reviewed by the Governor's Council on Equal Employment Opportunity (GCEEO). This review includes review of labor market data and parity, along with areas prescribed through [Executive Order 8](#) pertaining to diversity and inclusion. This data will be provided in formats which are consistent with state and federal law pertaining to data release, including but not limited to protected information based on personally identifiable personnel information and EEO data.

Research has been conducted regarding best practices in other states related to complaint and grievance processes, which the consultant will have access to.

The State cannot make a determination regarding any assessment conducted by non-State organizations.

- Q13. Can the State/OMB provide the State's goals related to EEO/AA diversity and inclusion as Appendix item in this RFP? If not where and/or how can the consultants responding to this RFP get copies of the States goals?

The State of Delaware is firmly committed to the principle of fair and equal employment opportunities for its employees and citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. The GCEEO is established and goals are outlined in [Executive Order 8](#). Additional information can be found at the [GCEEO website](#) and at the [HRM Diversity](#) page.