

QUESTIONS AND ANSWERS FOR
RFP 18-0010 UNCONSCIOUS BIAS TRAINING PARTNER

Q: Could you please provide clarification on the number of employees per training, hours per training and if there are only a total of two trainings.

A: There are multiple types of training:

- Community of Practice Sessions
 - o One session of the community of practice annually will be focused on implicit bias in the hiring process.
 - o This is a four-hour session, with vendor content as the primary focus.
 - o There will be 50-65 individuals attending the Community of Practice session.
- Employer Training for Community of Practice Members
 - o Exact time for training sessions outside the Community of Practice sessions has not been determined. Likely ½ day training sessions, but open to vendor suggestion.
 - o Exact schedule for trainings outside the Community of Practice sessions has not been determined. This could be organized as quarterly sessions with 60 per quarter, every other month with 40 per session, or something else, to be determined based on vendor recommendation.
 - o We will be working with 12 employers per Cohort. The number of employees trained per employer will vary but we estimate 20 employees per employer. Please plan for training for about 240 employees annually across employers, 480 total between the two years.

Q: Based on the RFP, If awarded we will deliver the following:

- Attend one session to design curriculum during a working session (II. 1)
- Recommend a training plan for CoP participants (II. 2)
- Recommend an expanded training plan for 3-5 employers (II. 3)
- Attend one CoP session per year (II. 4)
- Plan and provide UB training to CoP member employers (II. 5)
- Plan and provide expanded training to 3-5 employers in CoP cohort. (II. 6) **(This appears to be in addition to the two trainings for the CoP - any ideas about the number of attendees, the number of trainings or expected length of time per presentation?)**

A: Given the above answers to Question 1, we are looking for vendor recommendations on expanded training beyond the two sets of trainings referenced in Question 1, for a sub-set of the employer group annually.