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**Addendum #1 dated April 6, 2022**

**Contra Costa Water District**

**Request for Proposal #2282**

**DIVERSITY AND INCLUSION PROFESSIONAL SERVICES CONSULTANT FY23 - FY24**

The District draws your attention to the following changes to Request for Proposal #2282, the original proposal document has been modified in the following ways.

**Request for Proposal #2282, Diversity and Inclusion-Professional Services Consultant FY23/FY24 due date is hereby changed to 10:00 A.M., Monday, April 25, 2022.**

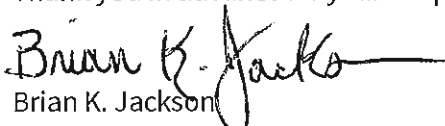
**Please find listed below questions and answers from perspective proposers, there will be no other questions taken for this Request for Proposal:**

- 1) Can proposals be submitted electronically?  
No
- 2) Is the District open to flexible pricing?  
Yes, we are open/flexible to the pricing model indicated.
- 3) Does the District have a current relationship with an HR Research & Advisory Firm?  
We do have a relationship with Diamond Strategies, LLC who provided services to develop the five-year D&I strategic plan. I am unaware if they will be bidding on this project.
- 4) What is the District's staff size/# of participants?  
We have approximately 300 employees.
- 5) Number of languages?  
All services will be communicated in English.
- 6) Delivery methods required (email, kiosk, paper)?  
This is flexible. Email/Online surveying is preferred, but there may be cause for paper survey tools and D&I staff can facilitate.
- 7) Any specific reporting requirements?  
The consultant will report to me, Sonja Stanchina, Director of Diversity & Inclusion. No other specific reporting requirements.
- 8) Do they have specific questions in mind?  
None

- 9) Have they run a survey like this before, and if so what did they like/not like about the experience?  
Yes, we have utilized SurveyMonkey with no concerns.
- 10) Security requirements?  
We have a practice of password protecting documents that contain survey comments considered confidential; those containing open text comments to ensure employee anonymity.
- 11) Is there a Master Plan?  
Yes, of course. The Master Plan is found on this link: [Diversity & Inclusion | Contra Costa Water District, CA \(ccwater.com\)](#)
- 12) What is the organizational experience?  
I am unsure how to answer this question. Organizational experience will certainly vary, so we are open to seeing what is submitted.
- 13) What is the Budget?  
The District's does not disclose the budgeted amount.
- 14) Note: We are seeking a hybrid approach where I expect the majority of the services to be remote and virtual, with infrequent but necessary in-person services for situations where we need facilitated sessions such as face-to-face interactive training. Fortunately, the current pandemic recovery efforts are enabling more in-person activities.**

This document is available online at [www.cewater.com](http://www.cewater.com), and is hereby made an official part of Request for Proposal #2282.

Thank you in advance for your cooperation.

  
Brian K. Jackson  
Purchasing Officer  
Contra Costa Water District

I acknowledge receipt of the foregoing Addendum #1.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**Please sign and return with your submitted proposal or via email to Brian K. Jackson at [bjackson@ccwater.com](mailto:bjackson@ccwater.com).**