

REQUEST FOR PROPOSALS
DIVERSITY, EQUITY, INCLUSION, AND ACCESSIBILITY (DEIA) TRAINING AND
FACILITATION SERVICES
FOR
CLOUDBURST CONSULTING GROUP, INC.

RFP Release Date: September 23, 2024

Question/ Inquiry Submission Deadline*: October 4, 2024 EST

Proposal Submission Deadline: October 25, 2024 4 PM EST

Performance Period (Estimated): December 2024 to May 2025

Anticipated Type of Award: Time and Materials

Place of Performance: Virtual

* Questions and Answers will be included on our company website,
<https://www.cloudburstgroup.com/about-us/become-our-partner/>.

This Request for Proposal (RFP) is the exclusive, confidential, proprietary property of Cloudburst Consulting Group, Inc. (Cloudburst). It may not be copied, transmitted, or disclosed by any means without the express written consent of Cloudburst. By accepting a copy hereof, the recipient agrees to 1) be bound by the terms and conditions contained herein (including but not limited to the confidentiality provisions), 2) use the RFP (and any related documents) solely for evaluation purposes and for responding to this RFP and 3) return or destroy the RFP (and any related documents) upon Cloudburst's request or upon your decision not to respond to this RFP.

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I. PROPOSAL PURPOSE

The Cloudburst Group (Cloudburst) seeks proposals from qualified organizations to provide DEIA training, facilitation and advisory services. This may include staff training, staff meeting facilitation, review of policies and procedures, and guidance on industry-leading best practices. Cloudburst is not looking for an HR consulting firm. As Cloudburst is also engaged in equity work on behalf of our clients with communities in the U.S. and around the globe, we are looking for a partner to meet us where we are and help guide us into the future on operationalizing DEIA in our organization and in our work with our clients.

Cloudburst is looking for support with:

- DEIA training and facilitated discussions on operationalizing DEIA within Cloudburst and in our work with clients (estimated 1 training per quarter).
- Providing resources and references on industry best practices to supplement staff training.
- Advising Cloudburst project teams conducting equity work with our clients on approaches, facilitation techniques, and how best to support employees engaged in equity work. An example might include facilitating a workshop for staff via scenario-based learning on raising equity concerns.
- Suggesting revisions to policies, procedures, or approaches that guide Cloudburst operations.
- Advising on ad-hoc requests as they may arise during the period of performance.

II. BACKGROUND

Cloudburst is a mission-driven women-owned small business working to improve social, economic, and environmental resilience through strengthening government programming in the U.S. and across the globe, with a particular focus on programs that benefit low-income, vulnerable, and marginalized populations, and communities. Cloudburst does this primarily through providing management consulting in core service areas including research and evaluation; data analytics; capacity building and training; and knowledge management and communications.

Cloudburst has been in business since 2005, is recognized as a government consulting firm and is certified by the Small Business Administration as a women-owned small business. Cloudburst clients include multiple agencies within the U.S. Federal Government (HUD, HHS, USAID, MCC), global donors (i.e. World Bank), and dozens of state and local governments in the U.S. Cloudburst has extensive experience working in all U.S. states and territories as well as in over 70 countries across the globe. Cloudburst is a fully virtual organization with 80+ employees located in more than half of the U.S. states and in multiple countries throughout the globe.

Since 2020, Cloudburst has undertaken significant work to advance its own Diversity, Equity, Inclusion, and Accessibility agenda. This included engaging a consulting partner to conduct an organizational equity assessment, developing of an organizational equity plan, suggesting revisions to organizational policies and procedures, and conducting virtual staff training and facilitating discussions. Prior topics included understanding racism; developing inclusive workplace culture; and addressing white dominant workplace culture.

Informed by this support as well as the identification of staff to serve as Equity Co-Leads previous support resulted in revising organizational values to include equity and ensuring persons of different races, colors, nationalities, genders, sexual orientations, ages, and abilities are present in all aspects of our work. This flowed through to revisions to the Cloudburst Employee Handbook to include a racial, gender, LGBTQI+, and neurodivergent equity lens.

Cloudburst also established multiple waves of staff-led equity working groups that have focused on attracting and retaining diverse talent; enhancing the staff onboarding process; and increasing transparency in job roles, goal setting, and career development.

Cloudburst also expanded its workplace training curriculum to offer all staff training on issues of unconscious bias, preventing discrimination, cultural competency, microaggressions in the workplace, white dominant culture, among others.

Staff also engaged in an affinity group pilot, where they connected with colleagues who shared similar cultural backgrounds and identities. This effort was evaluated with recommendations to scale for the future.

Multiple staff-led working teams are currently focused on: additional revisions to organizational policies and procedures; revising Cloudburst's Project Management Handbook in line with new [CDC guidelines for preferred terms for select population groups & communities](#); honing protocols for working with persons with lived experience (i.e. homelessness, gender-based violence, etc) in our work; developing guidelines and training for working with small/minority/local partners to achieve success in government contracting; and engaging with other businesses doing equity work for shared learning.

Cloudburst has 2 Equity Co-Leads, a dedicated full-time human resources professional and HR consulting partners and an executive leadership team of 3 who are all actively engaged and committed to all aspects of DEIA work.

In summary, Cloudburst is actively engaged in many aspects of an equity journey and would benefit from an external consulting partner to guide and advise on future DEIA goals and objectives in line with industry-leading approaches and best practices.

III. CONTRACT MECHANISM & TERMS OF PAYMENT

Cloudburst will execute a time and materials type contract. The period of performance is anticipated to be 6 months, with an option to extend. The average annual resources available for this contract is estimated between \$25,000 and \$30,000, contingent upon needs and resources available.

IV. PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS

a. Instructions for Proposal Preparation

The selection committee will evaluate the Offerors based upon their written qualifications, cost proposals, and references. Each section will be evaluated according to the criteria for evaluations in this section. Offerors are expected to examine the specifications and all instructions in the RFP and ask questions by the due date on the cover on the RFP if requirements are unclear. Failure to do so is at the Offeror's risk.

Interested Offerors must provide a written narrative response not to exceed 10 pages (single-spaced 12-point font) plus attachments as denoted responding to the following:

1. **Organizational Overview and Relevant Experience** including:
 - a. Firm overview, size, number of employees, commitment to equity
 - b. Brief statement of capabilities that includes the following:
 - DEIA Training and Meeting Facilitation
 - DEIA Policies and Procedures Development
 - Coaching/mentoring of staff engaged in DEIA work; please identify specific experience advising on DEIA work with governmental and non-profit organizations
 - Ability to leverage industry leading practices and approaches
 - Experience providing DEIA consulting with small businesses and/or government contractors

In an appendix, please include a listing of DEIA training offerings.

2. Team Qualifications

- a. Please describe the overall qualifications of the team.
- b. Please denote at least 2 key personnel who will be available for the term of the project and provide copies of resumes with specific DEIA experience. Key personnel cannot be replaced without prior written approval of Cloudburst.

Resumes can be provided as an attachment.

- c. Bios and roles of other proposed team members are welcome but not required.

3. Cost

- a. Hourly Rates: Offerors should provide fully loaded hourly rates for key and other personnel.

- b. **Sample Budget:** Offerors are asked to submit a sample staff training budget assuming a virtual 2-hour staff training for 80 staff using Cloudburst-hosted Zoom technology on unconscious bias. Please include any cost assumptions supporting this estimate. This sample budget will be evaluated for cost reasonableness only.

4. References

Please include three client references including name, organization, contact information, description of work completed, budget, and period of performance. References will be contacted.

b. Instructions for Submission of Proposal

- 1. A written response should be provided to the contact listed below. All responses to this RFP must be received no later than the submission deadline on the cover page of this RFP. Offerors must submit the proposals to:

Attention:	Denise Lomuntad, Senior Contracts Manager
Email:	Denise.Lomuntad@cloudburstgroup.com

Faxed offers are not acceptable.

- 2. All inquiries and questions regarding this RFP must be submitted by e-mail to the following individual(s) no later than the question/inquiry submission deadline on the cover page of this RFP. Reference the RFP number in all questions/inquiries.

Attention:	Denise Lomuntad, Senior Contracts Manager
Email:	Denise.Lomuntad@cloudburstgroup.com

Questions and Answers will be included on Cloudburst’s website.

- 3. Offerors shall provide proposals and related documentation in English.
- 4. Offerors’ responses must meet the requirements included in Section IV and thoughtfully demonstrate their unique ability to provide such services.

V. CRITERIA FOR EVALUATION

While Cloudburst will evaluate proposals based on a best value determination, Offerors should submit their most competitive rates. Only proposals conforming to the solicitation requirements will be considered. Proposals will be evaluated using the following criteria:

Organizational Experience	50%	Firm capacity and experience to: <ul style="list-style-type: none"> a. provide training, especially for adult learners b. provide DEIA consultation c. provide coaching on DEIA topics and practices d. ability to leverage industry best practices
Team Qualifications	20%	The applicant must have at least 2 key personnel with demonstrated experience
Cost	10%	Rate Reasonableness (review of hourly rates) Cost reasonableness of sample training budget
References	20%	Validation of quality similar work with entities of similar scope, size and scale.

VI. SOLICITATION PROCESS

Once the RFP is released, the Offerors must prepare a formal proposal to be sent to the contact person as indicated in Section IV (b) (1). The submitted proposals will be reviewed against the criteria for evaluation defined in Section V above and rated on their ability to satisfy the requirements stated in this RFP document. A preferred Offeror will be chosen and formally notified. A formal Indefinite Delivery Indefinite Quantity contract will be negotiated with the selected Offeror and, if endorsed, the Offeror will be issued a Task Order to be signed by both parties, and may begin work on the project.

VII. TERMS AND CONDITIONS

a. Late Submissions

Proposals received after the submission deadline stated in the cover page of this RFP may not be considered. Offerors will be held responsible for ensuring their proposals are received according to the instructions stated herein.

b. Modification of RFP Requirements

Cloudburst retains the right to terminate the RFP or modify the requirements upon notification to Offerors. All notifications will be posted on our [website](#).

c. Withdrawals of Proposals

Proposals may be withdrawn by written notice via email at any time before award. Proposals may be withdrawn in person by an Offeror or authorized representative, if the representative's identity is made known and the representative signs a receipt for the proposal before award.

d. Right of Negotiation and Acceptance of Proposal

This RFP represents a definition of requirements and is an invitation for submission of proposals. Cloudburst reserves the right to fund/award any or none of the

submitted proposals. No commitment is made, either expressed or implied, to compensate Offerors for costs incurred in the preparation and submission of their proposal.

Cloudburst may reject any proposal that is nonresponsive. A responsive proposal is one that complies with all terms and conditions of the RFP. A proposal must be complete, signed by an authorized signatory and delivered no later than the submission time and date indicated on the cover sheet of this RFP. Cloudburst may reserve the right to waive any minor discrepancies in a proposal.

Cloudburst reserves the right to issue an award based on the initial evaluation of proposals without discussion. Cloudburst also reserves the right to enter into best and final negotiations with any responsive Offerors for all or part of the proposed scope.

e. Validity of Proposal

Proposals submitted shall remain open for acceptance for 90 days from the last date specified for receipt of proposals. This includes, but is not limited to, pricing, terms and conditions, service levels, and all other information. If your organization is awarded the contract, all information in the RFP and negotiation process is contractually binding.

f. Minimum Offeror Qualifications

Offerors submitting proposals must be officially licensed to do such business in the United States.

g. Intellectual Property Rights

All tangible or intangible property created or acquired under this contract shall be the exclusive property of Cloudburst. The term “property” includes all data and reports associated with this engagement.

h. Confidentiality

Information pertaining to Cloudburst obtained by the Offeror as a result of participation in this RFP is confidential and shall not be disclosed at any time without prior written authorization from Cloudburst’s contact person as indicated in Section IV (b) (1).