

Questions and Answers

Vermont Agency of Agriculture, Food & Markets

2021 Request for Proposal: Inclusion, Diversity, Equity & Accountability Consultant

| Question | Answer |
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| <p>Q1: I was wondering if the agency will require the contractor that is selected conduct this engagement in person with the agency staff as well as its external constituents and stakeholders. Or is the agency planning for this engagement to be entirely virtual?</p> | <p>A1: At this point, we would expect that most work – at least during the first half of the contract – would happen virtually. In the future, there is the desire to have some in-person engagement but would still anticipate that a great deal of the conversations and discussions could happen via virtual platforms as well.</p> |
| <p>Q2: The RFP mentions Attachment C on page 6 and provides a link to the document but it leads to a "page not found". Can you please share an active link to Attachment C?</p> | <p>A2: Please use this link to access Attachment C (also updated on the RFP on the website). Thank you for bringing this broken link to our attention.</p> |
| <p>Q3: Can you confirm that your maximum budget is \$85,000 for Phases 1-4 and the 7 outlined deliverables (all of which are to be completed in approximately 12 months)?</p> | <p>A3: It is our intent to complete all deliverables by December 31, 2022. I can imagine that some of the Phase 3: Implementation efforts may not be able to be scheduled during 2022, and we could consider an extended timeline. We are not anticipating additional resources to add to this contract, at this point. If the listed budget limits your anticipated capability to deliver the full requested scope of services, we ask that you share what component(s) of the work you propose to complete within this budget cap and provide an estimate of what the cost would be to complete the full scope of services, if possible/relevant.</p> |
| <p>Q4: Has VAAFAM conducted any assessment in the past 1-3 years (i.e., surveys, focus groups, interviews, etc.) and if so, will you share that data with the contracted partner?</p> | <p>A4: VAAFAM’s IDEA group has been engaged in diversity, equity, and inclusion efforts over the past 18 months and have some internal staff feedback and priority discussion topics that we would make available to the selected consultant. This information would be assistive for the Phase 1: Assessment deliverables. We have not conducted any structured external stakeholder feedback or engagement on our IDEA work.</p> |
| <p>Q5: Deliverable 1.3 and 2.2 reference summarizing “relevant replicable/customizable practices from other organizations” - our approach focuses rather on</p> | <p>A5: Yes, our intent was to highlight practices, trainings, and approaches that have been successful utilized by others to begin to change thinking and behavior. I believe what you have outlined would meet these deliverables.</p> |

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| <p>offering steer on best practices in line with deep and nuanced anti-oppression thinking and practice. Would this be suitable for your vision?</p> | |
| <p>Q6: In terms of deliverables 5 and 6, we would propose offering a series of our training workshops (rather than building something more bespoke for example). Our workshops are carefully designed using our unique principles and methodology to allow groups to grow and refine their equity and inclusion thinking and capability. Is this something VAAFMM would be interested in considering?</p> | <p>A6: Yes, the budget associated with this RFP does anticipate that trainings, workshops, discussions and/or events most likely would already be developed and delivered to our organization. We would be excited to see the offerings that you have available.</p> |
| <p>Q7: In regards to the Certificate of Insurance submission requirement, does a general COI suffice for the purposes of the proposal, or must a COI be submitted that specifically represents Vermont as an Additional Insured per Attachment C? If the latter, can you share the exact language that needs to be added in order to satisfy the requirement?</p> | <p>A7: The RFP states, “...include... as your response to this bid:... 6. <u>Certificate of Insurance which meets the criteria as outlined in Attachment C</u>”, and Attachment C, acknowledges that each organization does need to include a Certificate of Insurance (COI) that lists the State of Vermont as an additional insured as part of their bid.</p> <p>Our experience is this is a pretty simple ask of your insurance agent and they are able to update the COI with the VT Agency of Agriculture, Food and Markets as an additional certificate holder and send it back to you for submission.</p> |