



MEMORANDUM

To: CMAP Board

From: CMAP Staff

Date: November 3, 2024

Subject: Authorization to enter into contract C-25-0074 with CCS Learning Academy as a result of RFP 302, for Diversity, equity, and inclusion (DEI) Framework for a term up to 24-months with three, one-year optional renewals, in an amount not to exceed \$150,700

Action Requested: Approval

Purpose

Through this solicitation, CMAP is seeking one consultant (firm or team) with strong expertise in belonging, diversity, equity and inclusion strategies for public sector agencies to lead the update to CMAP's internal DEI Roadmap. The selected consultant will provide subject matter expertise to the agency, conduct a review of current Roadmap and associated activities such as: engage staff, managers, and agency executives in the process; share relevant best practices; develop key performance indicators; monitoring tools; and ultimately deliver an update to the agency's Roadmap to serve the agency for the next three years.

Background

CMAP's commitment to diversity, equity, and inclusion is guided by the agency's DEI Roadmap: a framework for implementing equity-informed policies and programs, tracking our progress, and achieving measurable results. Built on ongoing staff activities and formalized in 2021-2022, the current Roadmap identifies three strategic focus areas — Workforce, Workplace, and Community — that guide the agency's DEI initiatives. Through this Roadmap, CMAP aims to create and maintain fair and equitable hiring practices, foster an inclusive and welcoming workplace, and empower employees to effectively communicate with diverse, underrepresented, and historically marginalized communities.

Procurement process

A Request for Proposal (RFP) was circulated and posted on the CMAP website, CMAP hosted a non-mandatory virtual pre-bid meeting to provide an overview of and answer consultant questions.

The key dates were as follows:

RFP Advertisement/Release	September 11, 2024
Pre-bid Meeting (optional)	September 25, 2024, at 2:30 PM Central Time
Deadline for Questions	October 7, 2024, at 3:00 PM Central Time
Submittal deadline	October 11, 2024, at 3:00 PM Central Time

There were 26 attendees that joined the pre-bid meeting, representing 22 unique consulting firms and CMAP received 19 proposals. CMAP reviewed and scored 12 responsive proposals.

Proposals were reviewed by an evaluation panel who scored each proposal independently based on the evaluation criteria included in **Attachment 1**.

Following consideration of the proposals, the evaluation panel determined the two highest scoring proposers be interviewed out of the 12 proposers whose responses were scored. CMAP declined to extend an interview to LeRoy Thompson & Associates because its proposal exceeded the anticipated term for project delivery (11/24-12/25). Interviews were conducted virtually on November 1, 2024, with the two-finalist presenting their team and approach and responding to CMAP questions.

Evaluation

The evaluation panel used the information from the process above to assess and score the submittals. The results of the evaluation are included in **Attachment 2** and the assessment of the successful proposer is as follows:

CMAP evaluated all responsive proposals based upon the evaluation criteria in **Attachment 1**. Based upon the scoring, and the results of the proposer interviews, the CMAP evaluation committee selected CCS Learning Academy (CCSLA) as the successful respondent for this contract. CCSLA's proposal successfully provided an approach, experienced team and project examples that aligned with the goals for the project. Additionally, the CCS Learning Academy proposal presented a strong understanding of CMAP's core values. Upon interviewing CCS Learning Academy team, the evaluation committee concluded that CCS Learning Academy understood the agency's needs as presented in the RFP and was able to articulate an approach aligned with CMAP's goals and expected future outcomes.

Recommendation for contractor selection

CCS Learning Academy represented the strongest overall submittal based on the evaluation criteria. The evaluation panel recommends entering into a contract with CCS Learning Academy for a term of up to 24-months, with three one-year renewal options in an amount not to exceed \$137,000, being the price proposal rounded to the nearest thousand. The board authorization request includes an additional 10% contingency for a total authorization of \$150,700.

Attachment 1: Evaluation criteria

Attachment 2: Evaluation scores