Request for Qualifications
For remote working and diversity, equity and inclusion training

Issued September 28, 2020

BACKGROUND
The Mid-America Regional Council (MARC) is the metropolitan planning organization and association of city and county governments serving the bi-state Kansas City region. MARC serves nine counties with 119 cities, including Cass, Clay, Jackson, Platte and Ray counties in Missouri; and Johnson, Leavenworth, Miami and Wyandotte counties in Kansas.

MARC established the Government Training Institute (GTI) in 1996. Over the years GTI has evolved into a training provider of choice for local governments in the metropolitan area by offering cost-effective training and development of the highest quality in the form of certificate programs, leadership training, and customized training programs. It is designed to provide a consistent and responsive mechanism for meeting the training and organizational development needs of local government employees.

INTENT
GTI extends an invitation to professional consultants, organizations, or businesses to submit Statements of Qualifications (SOQs) to perform one or both of the following:

- Provide, develop and deliver training that is focused on remote working, which should include training such as telecommuting; managing virtual teams; and facilitating successful and engaging meetings.
- Provide, develop and deliver training that is focused on diversity, equity and inclusion (DEI), which must include topics such as what is diversity & inclusion; implicit bias; cultural competency and resiliency.

(1) GTI’s trainings have two audiences: open enrollment clients, which consists of training available to the public on a calendar basis; and custom work clients, which consists of negotiated training to fit the needs of our customer.
(2) We are looking for one or more experienced instructors who either have this content developed or are willing to create the content specifically for the use of MARC’s GTI.
(3) If content is already developed the instructor, organization or institution must be willing to adapt the training to fit the needs of GTI’s stakeholders.

SUBMITTAL REQUIREMENTS
Responses to this SOQs should be sent electronically via email in PDF format, under the subject “GTI SOQ -Remote Working and DEI” to Erika Garcia Reyes at egarcia@marc.org and received no later than October 9, 2020 by 5 pm CST.

Note: It is the responsibility of the respondent to verify the receipt of RFQ or any related electronic communication. There is a possibility of emails getting blocked by MARC’s firewall/spam filter.
REQUEST FOR QUALIFICATIONS
For remote working and DEI training

Statement of Qualifications should include the following:

- Name of individual, organization or business, address, phone number, and email
- Description of training expertise (remote working and/or DEI). *Proposers may submit for either or both topics*
- Experience working with local governments or public officials
- Resumes of professional staff who would be performing the work with notable experience in delivering these trainings
- (3) Reference letters of previous clients and length of partnership
- If training is already developed, to the extent in which you are willing to adapt to GTI’s need, name of training courses, length of training and objectives
- Optional: links or videos of previous trainings

ENGAGEMENT
This Request for Qualifications does not commit MARC to award a contract or to pay costs incurred in the preparation of a response to this Request for Qualifications. MARC reserves the right to accept or reject any or all responses received as a result of this request if it is considered in its best interest.

QUESTIONS
All questions regarding this Request for Qualifications should be directed to Erika Garcia Reyes by email at egarcia@marc.org by 5pm on October 5, 2020. Responses to questions will be provided to all interested parties on October 7, 2020.

SELECTION
Selection will be based on the individual’s experience with the content, experience working with public service professionals or agencies, references, and clarity of the response. See attached scoring sheet to see how each of the above factors will be weighed.

GTI may qualify multiple proposers based on their SOQs to discuss a mutually beneficial contract agreement which will include pricing proposals and further negotiations to develop, adapt, and deliver the training.

MARC staff may contact vendors with questions regarding the contents of proposals and to ask for clarifications during the evaluation process. Responses to questions should be in written format and submitted electronically via email to Erika Garcia Reyes at egarcia@marc.org.

The selection process will follow this timeline. *All dates are tentative and subject to change.*

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Request for Proposal Issued</td>
<td>September</td>
</tr>
<tr>
<td>Deadline to submit questions</td>
<td>October</td>
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<tr>
<td>Response to questions</td>
<td>October</td>
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<tr>
<td>Deadline for Proposal Submittal</td>
<td>October</td>
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<td>Select Committee Review</td>
<td>October</td>
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<tr>
<td>Request and Review Pricing Proposals</td>
<td>October</td>
</tr>
<tr>
<td>Interviews and/or Course Audits</td>
<td>October</td>
</tr>
<tr>
<td>Notification of Selection and Contract Negotiations</td>
<td>November</td>
</tr>
</tbody>
</table>

Page 2 of 3
OTHER KEY INFORMATION

Open Records Act and Proprietary Information

The Mid-America Regional Council (MARC) is a public organization and is subject to the Missouri Open Records Act (Chapter 610, RSMo). All records obtained or retained by MARC are considered public records and are open to the public or media upon request unless those records are specifically protected from disclosure by law or exempted under the Missouri Sunshine Law. All contents of a response to a Request for Bids, Qualifications, Proposals or information issued by MARC are considered public records and subject to public release following decisions by MARC regarding the bid request. If a proposer has information that it considers proprietary, a bidder shall identify documents or portions of documents it considers to contain descriptions of scientific and technological innovations in which it has a proprietary interest, or other information that is protected from public disclosure by law, which is contained in a Proposal. After either a contract is executed pursuant to the Request for Bids, RFQ or RFP, or all submittals are rejected, if a request is made to inspect information submitted and if documents are identified as “Proprietary Information” as provided above under Missouri Sunshine Law, MARC will notify the proposer of the request for access, and it shall be the burden of the proposer to establish that those documents are exempt from disclosure under the law.”

Protest Procedures

In the course of this solicitation for proposals and the selection process, a proposer (bidder of offer or whose direct economic interest would be affected by the award of the contract) may file a protest when in the proposer’s opinion, actions were taken by MARC staff and /or the selection committee which could unfairly affect the outcome of the selection procedure. All protest should be in writing and directed to Mr. David Warm, Executive Director, Mid-America Regional Council, 600 Broadway, Suite 200, Kansas City, MO 64105. Protest should be made immediately upon occurrence of the incident in question but no later than three (3) days after the proposer receives notification of the outcome of the selection procedure. The protest should clearly state the grounds for such a protest.

Upon receipt of the protest, MARC’s Executive Director will review the actual procedures followed during the selection process and the documentation available. If it is determined the action(s) unfairly changed the outcome of the process, notifications with the selected proposer will cease until the matter is resolved.