Diversity, Equity, and Inclusion
Strategic Plan for Anythink Libraries

Date issued: Dec. 14, 2022
Response due: Jan. 17, 2023, by 5 pm (MST)
Anythink Libraries (“Anythink”) invites sealed bids for the following proposed work: conduct an organizational assessment, develop recommendations, develop a training curriculum and develop a Diversity, Equity and Inclusion (DEI) Strategic Plan for Anythink. Bids will be accepted until:

5 pm (MST)
Tuesday
Jan. 17, 2023

Awards will be made to selected Vendor(s) on or before Feb. 6, 2023.

Responses containing three (3) hard copies and one (1) data file (in pdf format) may be delivered in person addressed to Mark Fink, and left at 5877 E. 120th Avenue, Thornton, CO 80602 or mailed to:

Anythink Libraries
RFP Selection Committee
Attn: Mark Fink
5877 E. 120th Avenue
Thornton, CO 80602

Anythink Libraries will accept e-mailed bids. Anythink Libraries will not accept fax bids.

General questions should be directed to Mark Fink, Executive Director, at:

Anythink Libraries
5877 E. 120th Avenue
Thornton, CO 80602
Tel.: 303-405-3299
E-Mail: mfink@anythinklibraries.org

However, no oral interpretations shall be made to any respondent as to the meaning of any of the bid documents. Every request for an interpretation shall be made in writing and mailed, or e-mailed to the address listed above. Such questions must be received by Jan. 3, 2023, by 5 pm.

Background

Anythink Libraries is proud to serve the residents of Adams County, Colo., through its seven Anythink locations in the communities of Bennett, Brighton, Commerce City, Northglenn, Thornton and the Perl Mack neighborhood of Denver. For community members outside of these areas, the district offers outreach services through its bookmobile, Anythink in Motion.

Since voters approved the creation of a special library district in Adams County in 2006, Anythink has expanded library service for residents and redefined what it means to be a public library. What has emerged is a new style of library – a place of unlimited imagination, where play inspires creativity and lifelong learning. Anythink offers the community a space where anything and everything is possible.

Originally the Adams County Public Library, today Anythink operates as its own entity overseen by a five-member Library Board of Trustees appointed by the Adams County Commissioners. The library district has grown in the past 50+ years to its current seven libraries, serving more than 420,000
customers. With a focus on innovation, Anythink’s award-winning approach to library service is recognized by industry leaders and organizations across the globe.

MISSION STATEMENT: We Open Doors for Curious Minds

OUR VALUES: We are guided by these shared values in everything we do:

- Compassion for our customers and for each other
- Passion for our product
- Eagerness to learn
- Everyone is creative
- Optimistic attitude – we believe that anything is possible

Demographics of Anythink Service Area

Anythink serves more than 420,000 people in Adams County, Colo. Key demographics for Adams County are as follows:

<table>
<thead>
<tr>
<th>Race and Hispanic Origin</th>
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</tr>
</thead>
<tbody>
<tr>
<td>White alone</td>
<td>85.2%</td>
</tr>
<tr>
<td>Black or African American alone</td>
<td>4.2%</td>
</tr>
<tr>
<td>American Indian and Alaska Native alone</td>
<td>2.4%</td>
</tr>
<tr>
<td>Asian alone</td>
<td>4.5%</td>
</tr>
<tr>
<td>Native Hawaiian and Other Pacific Islander alone</td>
<td>0.3%</td>
</tr>
<tr>
<td>Two or More Races</td>
<td>3.4%</td>
</tr>
<tr>
<td>Hispanic or Latino</td>
<td>41.8%</td>
</tr>
<tr>
<td>White alone, not Hispanic or Latino</td>
<td>47.8%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other Key Demographics</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Foreign born persons, 2016-2020</td>
<td>14.8%</td>
</tr>
<tr>
<td>Language other than English spoken at home</td>
<td>27.9%</td>
</tr>
<tr>
<td>Persons 65 years and over</td>
<td>11.0%</td>
</tr>
<tr>
<td>With a disability, under age 65</td>
<td>7.9%</td>
</tr>
<tr>
<td>Persons in poverty</td>
<td>9.4%</td>
</tr>
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</table>

Purpose

The proposed work is to conduct an organizational assessment, report findings and recommendations, design a training curriculum and develop a Diversity, Equity and Inclusion (DEI) Strategic Plan for Anythink.

It would also be desirable to provide insight and knowledge on DEI best practices for public service organizations, to prioritize recommendations and strategies, to propose appropriate metrics and benchmarks to assess progress on the plan goals and to recommend training strategies to increase staff at all levels of the organization and appointed officials’ competencies and skills in the areas of DEI.
Proposal Requirements

Anythink welcomes a response to the RFQ that best expresses the qualifications of the respondent. All packets should include the following elements:

- Experience relating to developing, implementing and assessing a DEI Climate Survey for all staff
- Experience relating to scheduling and facilitating focus groups for staff
- Experience relating to the completion of an executive summary and detailed report of findings and recommendations derived from qualitative and qualitative inputs
- A work plan describing the methods, roles and responsibilities for how the work will be accomplished
- Detailed description of deliverables and outcomes, including effort and estimated expense for individual deliverables/components
- Overall established timeline
- Overall estimated costs
- Experience providing data-driven recommendations to improve diversity, equity and inclusion
- Professional training and short bios of the proposed project team members clearly outlining their roles in the proposed work
- Three (3) samples of relevant work
- Three (3) relevant client references

Scope of Services

Below are some proposed example action items in the categories of library operations, staff engagement, Board of Trustees, government transparency, personnel, training and communications. Anythink recognizes that it could benefit from a third-party consultant to assist in refining the items through the staff engagement process.

Library Operations

- Conduct an organization-wide assessment to gather data and input regarding employee demographics, perspectives and experiences, present findings and recommendations.
- Analyze Anythink policies and initiatives, with a focus on DEI. This may include identifying areas where marginalized populations may face structural inequities.
- Provide recommendations to assist Anythink branches and divisions with developing a DEI lens or lenses to be used:
  - in the development of the personnel and materials budgets, Capital Improvement Program and other guiding documents in the delivery of library services
  - in the creation of all new programs, projects and policies
  - in examining future proposed policies, with the work to be done by Anythink’s HR department, DEI Task Force, staff and Board of Trustees
  - in completing the gender neutralization of language in policies and procedures
  - in the identification of ongoing DEI training and professional development to expand skills and abilities for employees, volunteers and Board of Trustees
• Initiate community conversations around customer and staff interactions and the delivery of library services in Adams County.

Board of Trustees

• Improve recruitment of Board of Trustees to reflect diverse communities of color, identities and backgrounds.
• Encourage diversity, equity and inclusion training for Board of Trustees.

Transparency in Government

• Review Anythink’s public records policies to ensure its commitment to transparency in governmental operations.

Personnel

• Foster a more diverse workforce by updating job descriptions and minimum qualifications to encourage a broader set of candidates, promoting job opportunities using conventional and unconventional techniques to reach deeper into the talent pool and encouraging ongoing training and professional development to expand skills and abilities.
• Strengthen procedures to protect employees from bullying, racism and other uncivil behavior.

Training

• Develop expectations for all staff to receive diversity, equity and inclusion training.
• Recommend a tailored training plan that includes the following:
  o Training is developed and/or delivered by members of underrepresented or marginalized groups.
  o Training addresses the concept of intersectionality.
  o Training content has been created or significantly revised within the past three years.
  o Training is multi-modal, interactive and accessible to staff with different levels of expertise in the DEI field.

Communications

• The selected Consultant would work with Anythink to strengthen its goals, objectives and metrics for efforts internally within the organization and externally with the broader community and through partnerships with entities such as Adams County, cities served by the Library District, schools, Chamber of Commerce and others.

Final Scope of Services

The final Scope of Services will be determined by Anythink. The work may include, but is not limited to, the following:

• Develop DEI goals, objectives, and metrics that align with Anythink’s mission and values.
• Hold multiple employee focus groups – in person/hybrid.
• Conduct a DEI climate survey to obtain staff input about Anythink’s current DEI efforts, and to identify opportunities for improvement.
• Develop a training strategy that aligns with a work plan and supports its implementation.
• Develop methods of monitoring and evaluating progress of the DEI goals, including staff education and library practices. This could include employee surveys and other measurement techniques.

**Evaluation Criteria**

Qualified persons, firms or organizations will be evaluated based on a 100-point scale, including the following elements:

• Pricing (25)
• Experience in the field of organizational and community DEI assessment, planning and evaluation (20)
• Completeness of response to RFQ demonstrating expertise and qualifications of organization AND personnel directly assigned to the project (20)
• Prior relevant projects or experience for government agencies or special districts providing services to populations similar in size to or larger to Adams County (10)
• Business owners and key personnel are members of underrepresented and/or marginalized groups (10)
• References (10)
• Response to RFQ demonstrates a familiarity with the geographic area (5)

Based on the evaluation of submittals one or more respondents may be invited to be interviewed.

**Timeline**

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<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Dec. 14, 2022</td>
<td>RFQ released</td>
</tr>
<tr>
<td>Jan. 3, 2023, by 5 pm (MST)</td>
<td>Deadline to submit questions or requests for clarification</td>
</tr>
<tr>
<td>Jan. 5, 2023, by 5 pm (MST)</td>
<td>Responses to questions and clarifications posted</td>
</tr>
<tr>
<td>Jan. 17, 2023, by 5 pm (MST)</td>
<td>Deadline to submit proposal</td>
</tr>
<tr>
<td>Jan. 30, 2023</td>
<td>Notice of Intent to Award Posted</td>
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<tr>
<td>Feb. 6, 2023</td>
<td>Contract Awarded</td>
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**Non-Discrimination Clause**

During the performance of this agreement, the recipient, Consultant, and its subcontractors shall not deny the agreement’s benefits to any person on the basis of religion, color, ethnic group identification, sex, age, sexual orientation, physical or mental disability, nor shall they discriminate unlawfully against any employee or applicant for employment because of race, religion, color, national origin, ancestry, sexual orientation, physical or mental disability, medical condition, marital status, age or sex. Consultant shall insure that evaluation and treatment of employees and applicants for employment are free of such discrimination.
General Conditions

Anythink reserves the right to:

- Waive any informalities or minor irregularities
- Accept or reject any and all responses, or any items or part thereof
- Withdraw or cancel this RFQ at any time without prior notice, and Anythink makes no representations that any contract will be awarded to any respondent(s) responding to this RFQ
- Modify the RFQ as it deems necessary
- Make available the responses received by Anythink to any person upon request. Any information submitted to Anythink becomes public records and are subject to the Public Records Act
- Seek any clarification or additional information from proposers as is deemed necessary to the evaluation of a response
- Reject any and all responses and to seek new qualifications when it is in the best interest of Anythink to do so
- Judge the correctness, substance and relevance of the proposers’ written or oral representations, including seeking and evaluating independent information on any of the respondents’ work cited as relevant experience