

**Committee:** Equity Committee

**Chair and liaison to the Board:** John Byrd

**Date of last meeting:** September 20 and 29, 2017

**Attended:** (Board) John Byrd, Captain Jim Marshall, Kelly Cimino, Erica Byrne, Jackie Scott - (Staff) Marsha Dawson, Kori Jones, Sucora Best, Trent Hall, Brian Perry and Kim Eisenreich

**Date of next meeting:** December TBD

**Items for Board Consideration/Vote**

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| <ul style="list-style-type: none"><li>• No Items for consideration</li></ul> |
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**Item: RFP Process Update**

The equity RFP was let in August via the Office of Purchasing. On Tuesday, August 29<sup>th</sup> the pre-proposal meeting took place, where three interested vendors participated. Applications were due on Wednesday September 13<sup>th</sup> with three proposals submitted. Proposal were reviewed and scored by the equity committee and as a result all three vendors were asked to participate in a bidder's conference where they were asked to specifically reflect on three questions:

1. Your organization's capacity to meet the needs of this project in a timely manner
2. Your demonstrated expertise to accomplish the specifics of the task at hand
3. Your organization's perspective/commitment on/knowledge of equity and diversity

Concluding the bidder's conference, the committee selected Collaborative Communications Group as the primary vendor, but with their willingness to sub contract with Rodia, Inc. specifically for the community engagement component of the project. Following the completion of paperwork, the Equity Committee will reconvene to launch the official start of the project in December.