



# City of Capitola Request for Proposals

## Request for Proposals for Implicit/Unconscious Bias Training Program

RFP Release Date April 5, 2021

Proposal Due April 19, 2021 @ 5:00 p.m.

The City of Capitola is requesting proposals to implement an implicit/unconscious bias training program for. The City is looking for proposals for two separate groups.

- The City Council and appointed officials.
- All employees not in the Police Department.

The City is looking for an ongoing training program to help officials and staff to better understand how implicit/unconscious biases impact decisions and how these biases can be overcome.

To meet the California open meeting requirements (Brown Act), the training for the City Council and appointed officials would need to take place in a public meeting setting. This means that in addition to City staff, the public would be able to attend. The meeting would not be recorded by the City or through the virtual meeting software, however the City cannot guarantee that viewers will not record through other means. The City Council generally meets after normal business hours.

The training for the City staff could be via virtual group training or through an on-demand online learning system. The City currently requires staff to take other training via online systems. The City anticipates between 50 and 100 employees will require this training. This training would also be required for new employees.

The following are required for the Implicit/Unconscious Bias Training Program proposal.

- Recommended approach to Implicit/Unconscious Bias training for each group.
- Implicit/Unconscious Bias Training Plan.
- Implicit/Unconscious Bias Training expertise.
- Past clients and references.
- Name(s) and resumes of trainers.
- Fee proposal for each training group.
- Please keep proposal to 10 pages total.

Proposals are due via email at [llorent@ci.capitola.ca.us](mailto:llorent@ci.capitola.ca.us) by Monday, April 19, 2021 @ 5 p.m. Proposals will not be accepted after this time. Please address all proposals and correspondence to:

Larry Laurent, Assistant to the City Manager

[llorent@ci.capitola.ca.us](mailto:llorent@ci.capitola.ca.us)

831-475-7300 x 206

Attachment: Standard Agreement with Insurance Requirements