



TO: Board of Contracts and Awards

FROM: Gary Buchanan, Human Resources Director *GB/saf*
Shelby Fritz, Assistant Human Resources Director *sdf*

COPY: City Council, City Manager, City Clerk, SBE Coordinator, LEAP Coordinator, and Jessica Tonka, Finance/Purchasing

SUBJECT: Workforce Equity Study, Request for Proposals Specification No. HR-18-WorkforceEquityStudy, Doc1493542883, March 19, 2019.

DATE: March 1, 2019

RECOMMENDATION SUMMARY:

The Human Resources Department recommends a contract be awarded to Keen Independent Research, LLC, Denver, Colorado, for a Workforce Equity Study, in the amount of \$244,000, plus applicable taxes, for an initial contract term of one year with the option to renew for two additional renewal terms, for a projected contract amount of \$244,000.

STRATEGIC POLICY PRIORITY:

- Foster a vibrant and diverse economy with good jobs for all Tacoma residents.
- Encourage and promote an efficient and effective government, which is fiscally sustainable and guided by engaged residents.

BACKGROUND:

ISSUE: The City of Tacoma is launching a Workforce Equity Study to determine if there are:

- Disparities in hiring, promotions, performance management and termination, retention, and salaries and wages
- Disparities in City employment compared with the workforce availability within city limits and within the local recruitment area
- Potential causes and potential remedies for any disparities based on analysis of City governing documents, practices, federal and state legal constraints and other factors

ALTERNATIVES: Given the timeline to complete this project, no other alternatives are available at this time.

COMPETITIVE SOLICITATION:

Request for Proposals Specification No. HR-18-WorkforceEquityStudy, Doc1493542883, was opened November 13, 2018. 24 companies were invited to bid in addition to normal advertising of the project. Three submittals were received. All three submittals were evaluated and scored by the Selection Advisory Committee (SAC) and below are the resulting scores of the submittals. Two of the three vendors were invited to participate in interviews with the SAC. The two other proposals, although had lower overall costs, were not selected for this project



because they did not possess the depth and breadth of experience and skills that the selected firm did.

<u>Respondent</u>	<u>Location</u> <i>(city and state)</i>	<u>Score</u>
Keen Independent Research, LLC	Denver, CO	92.39
Resolution Economics, LLC	Los Angeles, CA	82.33
Mason Tillman Associates, LTD	Oakland, CA	40.5

CONTRACT HISTORY: New contract.

SUSTAINABILITY: Sustainability factors were included in the overall scoring criteria utilizing during the vendor scoring process.

SBE/LEAP COMPLIANCE: Not applicable.

FISCAL IMPACT:

EXPENDITURES:

FUND NUMBER & FUND NAME *	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
5800- Human Resources Internal Fund	598700	5330100	\$244,000
TOTAL			\$244,000

REVENUES:

FUNDING SOURCE	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
5800- Human Resources Internal Fund	598700	5950395	\$244,000
TOTAL			\$244,000

FISCAL IMPACT TO CURRENT BIENNIAL BUDGET: \$ 244,000

ARE THE EXPENDITURES AND REVENUES PLANNED AND BUDGETED? Yes.

IF EXPENSE IS NOT BUDGETED, PLEASE EXPLAIN HOW THEY ARE TO BE COVERED. N/A