

STATE OF MARYLAND JUDICIARY
PROCUREMENT AND CONTRACT ADMINISTRATION
REQUEST FOR PROPOSALS (RFP)
Diversity/ EEO Training Consultant

This procurement is being conducted as a Small Procurement as described in the Judiciary Procurement Policy, not to exceed \$25,000.

1. Purpose

The Maryland Judiciary has identified the need to provide awareness and equal employment opportunity (EEO) training that supports the mission and values of the Judiciary. The training will be developed and delivered to managerial and non-managerial staff.

The Judiciary requires a consultant to work with the Conflict Management Committee, the Office of Fair Practices, the Human Resources Department, and the Office of Legal Affairs to develop and deliver a comprehensive training program for the judicial branch of government. There will be two versions of the training to accommodate managerial and non-managerial staff. The total Judiciary population is approximately 3400 employees statewide located in twenty-four counties. The training will provide awareness of diversity issues in the workplace and will help employees understand, prevent and correct discriminatory behavior in the workplace. Delivery methods may include: in-classroom training, the use of distance learning tools, and role playing.

2. Scope of Work

The consultant will develop a training session that can be completed in four hours.

Key Issues to Address:

- Definitions
- Realistic Expectations
- Respect
- Communication
- Understanding Others
- Generational Issues
- Gender Issues
- Biases, Stereotypes, and Prejudice
- Cultural Differences
- Coaching through conflict
- Dealing with discrimination
- EEO Compliance

3. Deliverables:

The Consultant shall:

2.1 Work with the Conflict Management Committee, the Office of Fair Practices, the Human Resources Department, and the Office of Legal Affairs to develop non-managerial training that addresses the key issues above in RFP Section 1. The Contractor shall complete this deliverable by Week 2 of the resulting Contract.

2.2 Work with the Conflict Management Committee, the Office of Fair Practices, the Human Resources Department, and the Office of Legal Affairs to develop managerial training that addresses the key issues above in RFP Section 1. The Contractor shall complete this deliverable by Week 3 of the resulting Contract.

2.3 Identify the most appropriate delivery methods to train 1000 managerial Judiciary employees and staff members and execute the managerial training developed using the methods identified (i.e. video conferencing, webinars, in classroom training). The Contractor shall complete this deliverable by Week 8 of the Contract.

2.4 Identify the most appropriate delivery methods to train 2400 non-managerial Judiciary employees and staff members and execute the non-managerial training developed using the methods identified (i.e. video conferencing, webinars, in classroom training). The Contractor shall complete this deliverable by Week 16 of the Contract.

4. Minimum Qualifications:

Bachelors degree from an accredited college or university

Five+ years experience developing curriculum and delivering training, which includes the development and delivery of EEO/Diversity training

Additional experience can be substituted for the degree requirement at a rate of one year of experience for each year of the required education, up to four years

5. Skills and Experience:

The consultant must:

5.1 Have experience delivering training to a large (up to 75 people at a time) and diverse group

5.2 Have demonstrated expertise in equal opportunity laws, guidelines and practices

5.3 Documented experience in developing course content and delivering that the developed content

6. Contract Type

The resulting contract shall be for Fixed Price.

7. Contract Term

The term of the Contract that results from this RFP will be no longer than four months from date of Purchase Order (Contract).

8. Procurement Officer

The sole point-of-contact for purposes of this RFP prior to the award of any Contract shall be the Procurement Officer at the address listed below:

Anna Pfeifer, Procurement Officer
Telephone: 410-260-1416
Email: anna.pfeifer@mdcourts.gov

9. Form of Response

Proposals must be in writing. Two volumes must be separately prepared and submitted.

9a. Volume I – Technical proposal a written response to the Scope of Work that demonstrates that the Offeror meets the minimum qualifications of the RFP outlined in Section 4 and demonstrates the Offeror’s skills (see RFP Section 5) and experience in providing the required services. The Technical proposal must also include a Work Plan for the proposed services.

9b. Volume II – Price proposals must include the fully loaded fixed price for the services proposed using Attachment A (Price Proposal Form).

10. Proposal Closing Date

All proposals must be received via email to the Procurement Office at the email address listed in Section 8, no later than 2:00 PM (local time) on July 25, 2012 in order to be considered.

11. Award Determination

The Contracts resulting from this RFP will be awarded to the Offeror whose proposal is determined to be the most advantageous to the State, based on the evaluated spectrum of services proposed and price.

Evaluation Criteria in descending order of importance:

- Offeror’s Experience
- Offeror’s Work Plan for this engagement
- Price

Attachment A –Price Proposal Form

FOR SERVICES AS REQUIRED AND PROPOSED, THE TOTAL PRICE TO BE CHARGED SHALL BE:

DEVELOPMENT OF NON-MANAGERIAL TRAINING \$_____
(REFERENCE RFP SECTION 2.1)

DEVELOPMENT OF MANAGERIAL TRAINING \$_____
(REFERENCE RFP SECTION 2.2)

EXECUTION OF MANAGERIAL TRAINING \$_____
(REFERENCE RFP SECTION 2.3)

EXECUTION OF NON-MANAGERIAL TRAINING \$_____
(REFERENCE RFP SECTION 2.4)

TOTAL PROPOSED PRICE \$_____

SUBMITTED BY

AUTHORIZED SIGNATURE

DATE

PRINT NAME AND TITLE

COMPANY NAME

COMPANY ADDRESS

TELEPHONE

FEDERAL TAX IDENTIFICATION # _____