

10/17/23

# Request For Proposal 24-907

## Addendum #1

Please note the following changes which have been made for clarification to this Invitation for Sealed Bid. **This addendum must be listed as Addendum #1 on the ACKNOWLEDGMENT OF RECEIPT OF ADDENDA/AMENDMENTS FORM** of the bid package as verification that you have received and are aware of the information contained herein.

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### QUESTIONS/CLARIFICATION/CHANGES:

#### QUESTIONS:

1. Clarification – is the vendor responsible for producing/updating the equality indicators report as a pdf?

**ANSWER: Yes, the report deliverable includes the data analysis, narrative writing, and design of the report in a file and format that can be printed.**

2. Is the vendor responsible for having the report printed? If yes, how many copies?

**ANSWER: Please include this cost in your budget. Typically, in the past we have printed 200 copies to be distributed to partners**

3. Is the vendor responsible for generating graphs and tables for the website or just providing the data for the City to generate those?

**ANSWER: The city is in the process of taking over the ownership of the tulsei.org website from the former partner that created the website. Ideally creating the graphs will be possible by the city but we would like to collaborate with the vendor to ensure this happens accurately.**

4. Will the InDesign file for the 2022 report be made available to chosen vendor to use as a template to update for the 2023 report?

**ANSWER – Yes, the design file will be available to the new vendor**

If the City is generating tables and graphs for the website, is the intention for the tables and graphs in the report to match those on website in design and if so, will the city be providing those to provider? Or are they not expected to match in design?

**ANSWER – Ideally the tables in the report and the website would look similar. MORE will work with the vendor to coordinate the design and or provide the tables.**

# Request for Proposal

## 24-907

**Professional Services for:** Equality Indicators Report Provider

**Department:** Mayor's Office of Resilience and Equity

**NIGP Commodity Code(s):** 918-65, 918-79, 920-22

### RFP Schedule

EVENT	DATE
RFP Issue Date	10/02/2023
Pre-Proposal Conference	No Pre-Proposal Conference
Deadline for Questions <i>Submit to assigned buyer via email.</i>	10/16/2023 <i>10 Days prior to RFP due date</i>
Proposal Due Date <i>Mail or deliver to City Clerk address. Proposals are open the day after the due date.</i>	10/25/2023

If You have any questions or need additional information, contact the Assigned Buyer:

Donny Tiemann, Project Buyer | [dtiemann@cityoftulsa.org](mailto:dtiemann@cityoftulsa.org)  
*All questions should be emailed with the RFP 24-907 in the subject line.*

**Submit proposals (sealed) to:**

Office of the City Clerk  
City of Tulsa  
175 E. 2<sup>ND</sup> St.  
Suite 260  
Tulsa, OK 74103



**I. OVERVIEW AND GOALS:**

With this Request for Proposal (RFP), the City of Tulsa through its Mayor's Office of Resilience and Equity (MORE) is soliciting proposals for a nonprofit provider partner(s) to create Tulsa's Equality Indicators (EI) Report. Please refer to Appendix B for more details on the EI Report.

We enthusiastically look forward to receiving your proposal.

**II. BACKGROUND:**

In 2018, the City of Tulsa released its first Equality Indicators Report which was a collaboration between the Community Service Council and the CUNY Institute for State and Local Government.

The City of Tulsa has released a report each year since then and is looking for a provider to create the 2023 report to be released no later than March 30, 2024. The creation of the report includes data analysis and report writing. The provider will work closely with MORE to develop the report and ensure the latest data is used.

**III. TIMELINE:**

The schedule below provides estimated dates for the RFP and contracting process. The City of Tulsa may adjust this schedule as needed.

Responses to the RFP must be submitted to the City of Tulsa as outlined in this section.

**Responses are due no later than October 25, 2023, 5:00 PM (CST)**

Responses received after this date and time will not be considered.

**PROPOSED SCHEDULE FOR THE REVIEW AND SELECTION PROCESS  
AND DESIRED TIMELINES FOR DELIVERABLES**

<b>MILESTONE</b>	<b>DATE</b>
Release RFP	October 2, 2023
Question submittal deadline	October 16, 2023
Questions & answers posted on City Website	October 18, 2023
Proposal due date	October 25, 2023
Review and scoring of submittals	October 26, 2023 – October 30, 2023
Interviews w/finalists <i>(if needed)</i>	October 31 & November 1
Award of contract	November 8, 2023
Execute contract and notice to proceed	November 29, 2023

**59 Total days**

#### **IV. SCOPE OF WORK:**

The EI Report provider shall hire or allocate the time of a staff member experienced in data analysis, data visualization, and report writing who is dedicated to producing the 2023 EI report. The EI Report provider will be responsible for overseeing the management and completion of the report to be released no later than March 30, 2024. The following activities are included in the Scope of work:

- Review and assess current topics, indicators, data sources, and methodology; engage stakeholders (e.g., data owners and subject matter experts) on availability of data and potential revision of topics, indicators, and methodology.
- Research and analysis; data collection, cleaning, formatting, and analysis.
- Draft narrative of report.
- Proofread, edit, copyedit, format report.
- Work with MORE to provide updates to the Tulsa EI website (web-based data analytics and visuals)
- Presentations to City leaders, community partners, and organizations
- Collaborate with MORE and other partners to plan and execute a community engagement series (i.e. Learning Series).

#### **A. BUDGET AND FUNDING**

- a. The City will provide funding to selected provider(s) contingent upon annual City budget and funding availability.

#### **B. PROVIDER EXPECTATIONS**

- a. Supervise overall EI report creation including data analysis, following up with data sources, consulting with experts on data issues, writing content for the report and monitoring progress of the report and troubleshooting.
- b. Participate in regular meetings with the MORE to review progress on goals, identify additional data sources and opportunities, and to make modifications to the report, as needed.
- c. Use a secure shared folder or drive for all data collection and reporting. Ensure that data security and client confidentiality protocols are in place.
- d. Participate in communications and community engagement efforts about the EI report. Such activities could include:
  - i. Attendance at local and national meetings to talk about the EI report.
  - ii. Participation in ad-hoc webinars or conference calls with other grantees and partners to share about the EI Report
- e. Adhere to EI Report marketing protocols, including City communications guidelines.
- f. On any signage or communications pieces related to the EI Report, include the City of Tulsa logo with the EI Report logo.
- g. Work with City to conduct local outreach about the EI Report to raise awareness (provided in coordination with the City).
- h. Refer all media queries and media interviews to the City or the City's designated agent.

**C. STAFFING**

- a. Identify a staff member (i.e. project manager) who will oversee the delivery of the EI Report and serve as the main contact person between the provider and the MORE team.

**V. INSTRUCTIONS FOR SUBMITTING A PROPOSAL:**

- A. Proposals must be received by **5:00 p.m. on Wednesday, October 25, 2023, Central Daylight Time.** Please place proposals in a sealed envelope or box clearly labeled "**RFP 24-907, Equality Indicators Report Provider**".

**Proposals received late will be returned unopened.**

- B. Interested Respondents should submit:  
One (1) unbound original and seven (7) bound copies of the proposal plus one (1) digital copy (compact disc or USB drive).
- C. Proposals shall be delivered and sealed to:  
  
Deputy City Clerk  
City of Tulsa  
175 E. 2<sup>nd</sup> St.  
Suite 260  
Tulsa, OK 74103
- D. All interested Respondents (Sellers) are required to register with the Buyer in order to receive updates, addenda or any additional information required. You can learn more about the registration process on the following website:  
<https://www.cityoftulsa.org/government/departments/finance/selling-to-the-city/register-as-a-vendor/>.

The City is not responsible for any failure to register.

- E. Inquiries or questions to the Buyer requesting clarification regarding the Request for Proposal must be made via e-mail and must be received prior to the end of the business day on **Monday, October 16, 2023.**

**Donny Tiemann, Project Buyer**  
[dtiemann@cityoftulsa.org](mailto:dtiemann@cityoftulsa.org)

Any questions regarding this RFP will be handled as promptly and as directly as possible. If a question requires only minor clarification of instructions or specifications, it will be handled via e-mail. If any question results in a substantive change or addition to the RFP, the change or addition will be forwarded to all registered Respondents as quickly as possible by addendum.

- F. Proposals will be opened on the morning after the due date, at 8:30am, at the:

**Standards, Specifications, and Awards Committee Meeting**  
**175 East 2<sup>nd</sup> Street, 2<sup>nd</sup> Floor**  
**City Council Chamber**

## VI. RESPONSE QUESTIONS AND PROPOSAL REQUIREMENTS

To be considered, interested Respondents should submit or address the following questions or information requests:

Evaluation Criterion 1	Experience and History
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Respondent shall demonstrate the experience of the firm considering the type of services required. Recent experience of the firm and successful completion of services or work of a similar type and complexity will be a material consideration.

Include information such as firm's past record of performance on contracts with other government agencies or public bodies and with private industry, including such factors as quality of work, ability to meet schedules, cooperation, and responsiveness.

The City may also consider its own past performance information and experience when evaluating proposals from firms that have performed work for the City.

### Submittal Requirements

1. Provide a brief description of your organization to include length of experience in performing the work described in **Section IV Scope of Work** and any existing partnerships that are relevant to this work.
2. Describe how well your company has been able to meet deadlines, grant requirements, and program outcome goals on previous projects; especially those in partnership with government entities, if applicable. Provide at least three examples.

Evaluation Criterion 2	Knowledge and Experience of Key Individuals
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Respondent shall demonstrate the experience and technical competence of the key individuals and support staff that will provide the requested services, including but not limited to the proposed project manager, staff responsible for data analysis and writing the report, and other key staff. Key individuals' knowledge of and experience with problems, conditions, or circumstances applicable to the scope of work.

Knowledge, recent experience, and expertise of these key individuals with projects of similar type and complexity will be a material consideration. Desired experience and knowledge include: data analysis, data visualization, racial equity, project management, report writing, community engagement, presentation skills, research methods, census data.

**Submittal Requirements**

1. Resumes for each of the key individuals and/or support staff who will provide the requested services.
2. A representative list of past or current projects performed by the key individuals who will provide the requested services. Please include:
  - a. Project name and location
  - b. Role of the individual
  - c. Brief description of the work, including description of the services provided.
3. If key staff roles are not currently filled, describe how these positions would be advertised, vetted, and filled and give an estimated timeframe in which you anticipate filling them. Provide job descriptions for each position that is to be filled.

<b>Evaluation Criterion 3</b>	<b>Capacity and Project Organization</b>
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Respondent shall demonstrate the firm's capacity, available additional resources, and ability to provide the City with the required deliverable(s). This should be demonstrated through the firm's understanding of City's needs and the Scope of Work to be provided to manage and complete the work, and submittal of the following required information.

**Submittal Requirements**

1. Provide examples that demonstrate your organization's ability to collaborate with a variety of stakeholders, including community members, and City leaders.

<b>Evaluation Criterion 4</b>	<b>Budget and Funding</b>
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1. Provide a proposed project budget and total costs to deliver items specified in the scope of services.
2. Provide a list of secured and anticipated funding respondent will apply to this project.

The City is not obligated to award a contract to the lowest priced Proposal and may accept the Proposal that the City determines provides the best value to the City based upon evaluation criteria described above.

**Submittal Requirements**

Complete and submit Exhibit A, Program Budget and Available Funding, as contained in this RFP.

## VII. EVALUATION OF PROPOSALS:

A panel consisting of **not less than three (3) City staff and community partner representatives** will conduct a comprehensive, fair and impartial evaluation of all proposals received in response to this RFP. Final selection shall be the sole determination of the City, and if a selection is made it will be to the Respondent(s) whose proposal is determined to be in the best interests of the City.

The approval of the selected Respondent will be subject to the final determination of the City and will be contingent on the successful completion of a contract between the City and the selected Respondent(s).

All Bids will be evaluated using the following criteria:

Category	Total Points	
Evaluation Criteria 1, Experience and History	30	
Evaluation Criteria 2, Knowledge and Experience of Key Individuals	40	
Evaluation Criteria 3, Capacity and Project Organization	20	
Budget and Funding	10	

The City of Tulsa also reserves the right to evaluate based on the full list of eligible criteria listed in [Title 6, Chapter 4](#) of the Tulsa Revised Ordinances (TRO): [https://library.municode.com/ok/tulsa/codes/code\\_of\\_ordinances](https://library.municode.com/ok/tulsa/codes/code_of_ordinances).

## VIII. MISCELLANEOUS

- A. To ensure that this project is completed in a timely manner, the City requires that the selected Respondent perform steps concurrently to expedite results and recommendations, as feasible.
- B. In order to remain above reproach in this proposal, Respondents must include a listing of any business, legal familial or any other potential conflict of interest ties with any potential private management companies or other key entities within the industry.
- C. The City expects to enter into a written agreement (the "Agreement") with the chosen Respondent(s) that shall incorporate this RFP, including but not limited to Appendix A – City of Tulsa General Contract Terms and the selected Respondent's proposal. Further, Respondent(s) will be bound to comply with the provisions set forth in this RFP. In addition to any terms and conditions included in this RFP, the City may include in the Agreement other terms and conditions as deemed necessary. Your response to this RFP will be considered part of the Agreement if one is awarded to You.



- D. All data included in this RFP, as well as any attachments, are proprietary to the City.
  - E. The City notifies all possible Respondents that no person shall be excluded from participation in, denied any benefits of, or otherwise discriminated against in connection with the award and performance of any contract on the basis of race, religious creed, color, national origin, ancestry, physical disability, sex, age, ethnicity, or on any other basis prohibited by law.
  - F. All Respondents shall comply with all applicable laws regarding equal employment opportunity and nondiscrimination. They shall also comply with the Americans with Disabilities Act (ADA).
  - G. The use of the City's name in any way as a potential customer or contractual partner is strictly prohibited except as authorized in writing by the City.
  - H. The City assumes no responsibility or liability for any costs you may incur in responding to this RFP, including attending meetings or contract negotiations.
  - I. The City is bound to comply with Oklahoma's Open Records Act, and information submitted with your proposal, with few exceptions, is a matter of public record. For specifics on the Oklahoma Open Records Act, see the link here: <https://libraries.ok.gov/law-legislative-reference/library-laws/statutes-open-records/>.
- The City shall not be under any obligation to return any materials submitted in response to this RFP request.
- J. The City shall not infringe upon any intellectual property right of any Respondent but reserves the right to use any concept or methods contained in the proposal.
  - K. The City also notifies all Respondents that the City has the right to modify the RFP and the requirements herein, to request modified proposals from Respondents, and to negotiate with the selected Respondent on price and other contract terms, as necessary to meet the City's Objectives.

## RESPONDENT INFORMATION SHEET

**Respondent's Legal Name:** \_\_\_\_\_

(Must be Respondent's company name as reflected on its organizational documents, filed with the state in which Respondent is organized)

**State of Organization:** \_\_\_\_\_

**Respondent's Type of Legal Entity: (check one)**

- |  |  |
|--|--|
| <input type="checkbox"/> Sole Proprietorship       | <input type="checkbox"/> Limited Partnership                   |
| <input type="checkbox"/> Partnership               | <input type="checkbox"/> Limited Liability Partnership         |
| <input type="checkbox"/> Corporation               | <input type="checkbox"/> Limited Liability Limited Partnership |
| <input type="checkbox"/> Limited Liability Company | <input type="checkbox"/> Other: _____                          |

**Respondent's Address:** \_\_\_\_\_

Street City State Zip Code

**Respondent's Website Address:** \_\_\_\_\_

**Sales Contact:**

Name: \_\_\_\_\_

Title/Position: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Contact for Legal Notice:**

Name: \_\_\_\_\_

Title/Position: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**How did you learn about this business opportunity with the City of Tulsa?**

- ☐ Email from Assigned Buyer
- ☐ City of Tulsa Website
- ☐ Tulsa World posting
- ☐ Purchasing search engine
- ☐ Industry colleague
- ☐ Other: [Click or tap here to enter text.](#)

## Exhibit A - Program Budget

Please provide a detailed budget which includes all anticipated expenses related to producing the Tulsa EI Report. Also include funding secured or that respondent will otherwise provide to cover some or all of the cost of program operations. This can be done in MS Excel or other spreadsheet format and included with RFP response as an Appendix.

<b><u>PROGRAM BUDGET</u></b>		
<b><u>Personnel Services (PS)</u></b>	<b><u>Amount</u></b>	<b><u>Notes</u></b>
<i>Salaries</i>		
<u>Total Salaries</u>		
<u>Fringe</u>		
<u>Total Personnel Services (Salaries + Fringe)</u>		
<u>Other Than Personnel Services (OTPS)</u>		
<u>Total OTPS</u>		
<u>PS+OTPS</u>		
Indirect Cost Rate		<i>List rate %</i>
<u>TOTAL BUDGET</u>		

## Available Funding

Please include documentation of funding secured or that respondent will otherwise provide to cover some or all of the cost of program operations. This can be done in MS Excel or other spreadsheet format and included with RFP response as an Appendix.

[illegible]

## AFFIDAVIT

### NON-COLLUSION, INTEREST, AND CLAIMANT

STATE OF \_\_\_\_\_ )  
 )ss.  
COUNTY OF \_\_\_\_\_ )

I, \_\_\_\_\_, of lawful age, being first duly sworn, state that:  
**(Seller's Authorized Agent)**

1. I am the Authorized Agent of Seller herein for the purposes of certifying facts pertaining to the existence of collusion between and among Bidders and municipal officials or employees, as well as facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in the letting of any contract pursuant to the proposal to which this statement is attached.
2. I am fully aware of the facts and circumstances surrounding the making of Seller's Bid to which this statement is attached, and I have been personally and directly involved in the proceedings leading to the submission of such Bid; and
3. Neither the Seller nor anyone subject to the Seller's direction or control has been a party:
  - a. to any collusion among Bidders in restraint of freedom of competition by agreement to respond at a fixed price or to refrain from responding,
  - b. to any collusion with any municipal official or employee as to quantity, quality, or price in the prospective contract, or as to any other terms of such prospective contract, nor
  - c. in any discussions between Bidders and any municipal official concerning exchange of money or other thing of value for special consideration in the letting of a contract.
4. No officer or employee of the City of Tulsa either directly or indirectly owns a five percent (5%) interest or more in the Bidders business or such a percentage that constitutes a controlling interest. Affiant further states that the following officers and/or employees of the City of Tulsa own an interest in the Bidders business, which is less than a controlling interest, either direct or indirect.
5. All invoices to be submitted pursuant to this agreement with the City of Tulsa will be true and correct.
6. That the work, services or material furnished will be completed or supplied in accordance with the plans, specifications, orders, requests or contract furnished or executed by the affiant. Affiant further states that (s)he has made no payment directly or indirectly to any elected official, officer or employee of the City of Tulsa, or of any public trust where the City of Tulsa is a beneficiary, of money or any other thing of value to obtain payment of the invoice or procure the contract or purchase order pursuant to which an invoice is submitted. Affiant further certifies that (s)he has complied with all applicable laws regarding equal employment opportunity.

By: \_\_\_\_\_

**Signature**

Title: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

Notary Commission Number: \_\_\_\_\_

**The Affidavit must be signed by an authorized agent and notarized**

## ACKNOWLEDGMENT OF RECEIPT OF ADDENDA/AMENDMENTS

I hereby acknowledge receipt of the following addenda or amendments and understand that such addenda or amendments are incorporated into the Bid Packet and will become a part of any resulting contract.

List Date and Title/Number of all addenda or amendments: (Write "None" if applicable).

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**Sign Here ►**

Printed Name:

Title:

Date:

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## APPENDIX A – City of Tulsa General Contract Terms

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It is anticipated that the City of Tulsa will enter into an Agreement with the selected Respondent (“Seller”) for an initial term ending one (1) year from the date of its execution by the City’s Mayor, with four (4) one-year renewals available at the option of the City. Contracts entered into by the City of Tulsa generally include, but are not limited to, the following terms:

1. **Renewals.** Seller understands and acknowledges that any future contracts or renewals are neither automatic nor implied by this Agreement. The continuing purchase by City of the Services set forth in this Agreement is subject to City’s needs and to City’s annual appropriation of sufficient funds in City’s fiscal year (July 1<sup>st</sup> to June 30<sup>th</sup>) in which such Services are purchased. In the event City does not appropriate or budget sufficient funds to perform this Agreement, this Agreement shall be null and void without further action by City.
2. **No Indemnification or Arbitration by City.** Seller understands and acknowledges that City is a municipal corporation that is funded by its taxpayers to operate for the benefit of its citizens. Accordingly, and pursuant to Oklahoma law, City shall not indemnify nor hold Seller harmless for loss, damage, expense or liability arising from or related to this Agreement, including any attorneys’ fees and costs. In addition, Seller shall not limit its liability to City for actual loss or direct damages for any claim based on a breach of this Agreement and the documents incorporated herein. City reserves the right to pursue all legal and equitable remedies to which it may be entitled. City will not agree to binding arbitration of any disputes.
3. **Intellectual Property Indemnification by Seller.** Seller agrees to indemnify, defend, and save harmless City and its officers, employees and agents from all suits and actions of every nature brought against them due to the use of patented, trademarked or copyright-protected appliances, products, materials or processes provided by Seller hereunder. Seller shall pay all royalties and charges incident to such patents, trademarks or copyrights.
4. **General Liability and Indemnification.** Seller shall hold City harmless from any loss, damage or claims arising from or related to the performance of the Agreement herein. Seller must exercise all reasonable and customary precaution to prevent any harm or loss to all persons and property related to this Agreement. Seller agrees to indemnify and hold the City harmless from all claims, demands, causes of action or suits of whatever nature arising out of the services, labor, and material furnished by Seller or Seller’s subcontractors under the scope of this Agreement.
5. **Liens.** Pursuant to City’s Charter (Art. XII, §5), no lien of any kind shall exist against any property of City.
6. **No Confidentiality.** Seller understands and acknowledges that City is subject to the Oklahoma Open Records Act (51 O.S. §24A.1 *et seq.*) and therefore cannot assure the confidentiality of contract terms or other information provided by Seller pursuant to this Agreement that would be inconsistent with City’s compliance with its statutory requirements there under.
7. **Compliance with Laws.** Seller shall be responsible for complying with all applicable federal, state and local laws. Seller is responsible for any costs of such compliance. Seller shall take the necessary actions to ensure its operations in performance of this contract and employment practices are in compliance with the requirements of the Americans with Disabilities Act. Seller certifies that it and all of its subcontractors to be used in the performance of this agreement are in compliance with 25 O.S. Sec. 1313 and participate in the Status Verification System. The Status Verification System is defined in 25 O.S. Sec. 1313 and includes, but is not limited to, the free Employee Verification Program (E-Verify) available at [www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify).

8. **Right to Audit.** The parties agree that books, records, documents, accounting procedures, practices, price lists or any other items related to the Services provided hereunder are subject to inspection, examination, and copying by City or its designees. Seller shall retain all records related to this Agreement for the duration of the contract term and a period of three years following completion and/or termination of the contract. If an audit, litigation, or other action involving such records begins before the end of the three year period, the records shall be maintained for three years from the date that all issues arising out of the action are resolved or until the end of the three year retention period, whichever is later.
9. **Governing Law and Venue.** This Agreement is executed in and shall be governed by and construed in accordance with the laws of the State of Oklahoma without regard to its choice of law principles, which shall be the forum for any lawsuits arising under this Agreement or incident thereto. The parties stipulate that venue is proper in a court of competent jurisdiction in Tulsa County, Oklahoma and each party waives any objection to such venue.
10. **No Waiver.** A waiver of any breach of any provision of this Agreement shall not constitute or operate as a waiver of any other provision, nor shall any failure to enforce any provision hereof operate as a waiver of the enforcement of such provision or any other provision.
11. **Entire Agreement/No Assignment.** This Agreement and any documents incorporated herein constitute the entire agreement of the parties and supersede any and all prior agreements, oral or otherwise, relating to the subject matter of this Agreement. This Agreement may only be modified or amended in writing and signed by both parties. Notwithstanding anything to the contrary herein, the City does not agree to the terms of any future agreements, revisions or modifications that may be required under this Agreement unless such terms, revisions or modifications have been reduced to writing and signed by both parties. Seller may not assign this Agreement or use subcontractors to provide the Goods and/or Services without City's prior written consent. Seller shall not be entitled to any claim for extras of any kind or nature.
12. **Equal Employment Opportunity.** Seller shall comply with all applicable laws regarding equal employment opportunity and nondiscrimination.



**APPENDIX B – Additional Information on the Tulsa Equality Indicators Report**

Please note that this appendix provides a broad overview of the EI Report. During the course of engagement, the City of Tulsa will be providing further details as needed. Additional information on the report, methodology and background, as well as past year's reports is available on [www.tulsaei.org](http://www.tulsaei.org).

**Key elements of the EI Report include:**

**I. Report components table**

<b>Report contents narrative</b>	<b>Provider responsible</b>	<b>MORE responsible</b>
<b>Letter from Mayor</b>		<b>X</b>
<b>Equality Indicators &amp; Resilience update</b>		<b>X</b>
<b>Looking Back (progress since 2020 report)</b>		<b>X</b>
<b>Executive Summary</b>	<b>X</b>	
<b>Revisions or updates to Introduction</b>	<b>X</b>	
<b>Update Scores section</b>	<b>X</b>	
<b>Update theme and topic discussions</b>	<b>X</b>	
<b>Expert guest commentary on impact of COVID in Tulsa by theme (and/or topic)</b>	<b>X</b>	<b>X</b>
<b>Update Methodology</b>	<b>X</b>	
<b>Update Appendix B: Region profiles</b>	<b>X</b>	
<b>Update Appendix C: Data Sources</b>	<b>X</b>	
<b>Appendix D: Ratio to Score Conversion table (no changes)</b>	<b>X</b>	
<b>Update Appendix E: Index</b>	<b>X</b>	
<b>Contributors &amp; Acknowledgments</b>	<b>X</b>	<b>X</b>
<b>Endnotes (no changes)</b>	<b>X</b>	

## **II. Website**

- a. The [www.tulsaei.org](http://www.tulsaei.org) website is owned and operated by the City of Tulsa. The EI Report provider will work with city staff to ensure that the website is updated with the most recent data.
- b. One of the main goals of the website is to provide an interactive tool for residents to be able to access and make meaning from the report.

## **III. Methodology:**

The City University of New York's Institute for State and Local Governance (CUNY ISLG) developed the original methodology for creating and implementing Equality Indicators; this methodology was replicated and customized for Tulsa.

### Process of Developing Initial Framework for Tulsa Equality Indicators

With guidance from CUNY ISLG, a series of seven Community Service Council (CSC) and City-led community feedback sessions was conducted over three days in August 2017 in six different locations in north, south, east, west and downtown Tulsa. There was a combined total attendance of 159 residents. The community feedback sessions were designed to be an open forum for discussion about equality issues in Tulsa. Participants were invited to share their opinions on topics relevant to the Tulsa area, and ideas were captured by CSC and CUNY ISLG staff and compiled after the events.

CSC also conducted an online survey in 2017 to collect opinions about issues of inequality in Tulsa. Invitations to complete the online survey went out to several thousand people through various digital avenues. The survey was open for six weeks and received 259 responses. The community feedback sessions and the online opinion survey provided a combined total of 396 unique suggestions for possible indicators in addition to broad feedback about themes, topics and groups.

All public feedback was collected and organized to shape the initial framework for Tulsa Equality Indicators. Indicators were then carefully selected based on the quality and availability of data. In order to be eligible for inclusion in Tulsa Equality Indicators, the data had to meet several criteria:

- 1) Quantitative as opposed to qualitative;
- 2) Available for Tulsa at the city or county geographic level;
- 3) Be disaggregated by subgroups for comparison;
- 4) Updated annually; and
- 5) Be available from reliable sources such as the U.S. Census Bureau or the State Department of Health.

### Populations Experiencing Inequality

For each indicator, the Equality Indicators methodology measures disparities between two groups, and this disparity measure serves as a proxy for inequalities experienced by many groups in Tulsa. The majority of the indicators reflect a comparison between the most and least disadvantaged groups on that particular measure. All but four of Tulsa's indicators compare opportunities and outcomes for populations disaggregated by: Age, Education Level, English Proficiency, Gender, Income Level, Mode of Transportation, Disability Status, Race, Veteran Status, Geography/Location.

### Structure of Tulsa Equality Indicators

Each of the 54 indicators makes a comparison between two groups of people who are, generally, the most and least disadvantaged for a given issue, yielding ratios used to describe the severity of disparity between the two groups. Each theme is divided into three topics and each topic is divided again into three indicators, producing nine indicators per theme. The uniform number of indicators per topic and per theme ensures that each indicator, topic and theme carries equal weight in calculating the overall city score.

The set of 54 indicators originally selected as well as the set used in subsequent reports are not meant to be comprehensive collections of all inequities in Tulsa but are rather proxies for the range of disparate outcomes and opportunities experienced by Tulsa's disadvantaged populations.

#### Data Sources

The data for most of the indicators come from publicly available sources, ranging from government agencies to U.S. Census Bureau surveys, but some data were provided by request. Annually collected data are used to score the indicators. Tracking these measures from year to year enables progress to be assessed at regular intervals. The most recently available data at the time of data collection are used, however, that year is not uniform across sources. The data source listed on the individual equality indicator tables indicates only the most recent data used. For complete list of all data sources and years used, please visit the SOURCES page.

#### How Information is Reported

The Tulsa Equality Indicators tool can score each indicator in two ways: a static score for each year, and a score measuring change from the baseline. As described by CUNY ISLG, there are two primary benefits to scoring. First, it allows for different types of data using different metrics to be reported in a standard way. Second, scoring allows for findings to be aggregated to produce results at successively higher levels.

#### Static Scores

All 54 indicators are reported as ratios that reflect a comparison of outcomes for two groups—generally the most and least disadvantaged for a given indicator. Ratios are converted to scores using the scoring system developed by CUNY ISLG. Higher ratios correspond to greater disparity and lower scores. For instance, a ratio of 1:1 indicates equality, while a ratio of 5:1 indicates that a group is five times as likely to experience a particular outcome.

Static scores at higher levels are produced by averaging the scores one level below them. This means that static topic scores equal the average of their three indicators' scores and static theme scores equal the average of their three topics' scores. The six themes are averaged to produce the static citywide score each year. Each indicator, topic and theme, as well as the city, is scored from 1 to 100, with 1 being the highest possible inequality and 100 being the highest possible equality.

#### Change Scores

Change scores at each level are calculated by subtracting the baseline year's score from the current year's score and can reflect positive change (represented by a positive number), negative change (a negative number), or no change (score of 0). The Equality Indicators tool can measure the amount of change in the level of disparity, but it cannot attribute that change to any specific policy or practice without extensive research and evaluation beyond the scope of this tool.

Changes in outcomes may not be notable from one year to the next. This is because change tends to happen incrementally and over a longer period of time. Changes in outcomes are also not reflected in real time, because many data sources are updated on a delayed timeline. Change scores reported this year may reflect changes that actually occurred two or three years ago, and may not always align with what residents are currently experiencing. Data years for all indicators in this report are included along with the findings.

#### Ratio-to-Score Conversion Table

Indicator-Level Ratio-to-Score Conversion Table created and provided to Tulsa Equality Indicators by the City University of New York Institute for State and Local Governance. Once a ratio has been obtained, the score corresponding to that ratio is identified. Changes are more difficult to achieve as ratios approach 1; thus, the closer a ratio is to 1, the smaller the change in ratio is needed to move up or down a score.

## RESPONDENT CHECKLIST

Use this checklist to ensure You have properly read and completed all documents listed below. This document (the RFP) contains all the following materials, which must be completed and returned to the City of Tulsa Clerk's Office. We recommend You include this checklist with your proposal.

Proposer's Name: \_\_\_\_\_

RESPONDENT CHECKLIST	
RESPONDENT DOCUMENTS	INCLUDED?
Cover Letter	
Proposal Narrative (To Include Requirements as listed on page 3-8)	
Respondent Information Sheet ( <b>required form</b> )	
Program Budget ( <b>required form</b> )	
Available Funding ( <b>required form</b> )	
Affidavit (Non-Collusion, Interest & Claimant) ( <b>required form</b> )	
Acknowledgement of Receipt of Addenda ( <b>required form</b> )	
Additional Information (Optional)	

**Please Return Entire RFP Packet**

## PACKING LABEL

**FROM: [Name]**

[Respondent's legal name]

[Street Address]

[City, State, Zip Code]

**City of Tulsa - City Clerk's Office**

175 East 2<sup>nd</sup> Street, Suite 260

Tulsa, OK, 74103

**Respondent Submission For:**

RFP# 24-907

RFP DESCRIPTION: Equality Indicators Report Provider

This label ensures that Your proposal will be sent to the correct office (City Clerk's) and that it is associated with the correct Solicitation (indicated by the RFP number).  
Proposals must be sealed and either mailed or delivered to the City Clerk's Office.  
Proposals must also be received no later than 5:00 PM (CST) on date listed on the first page of the RFP.