



# City of Milwaukee



## **DISPARITY STUDY REQUEST FOR PROPOSAL (RFP) OVERVIEW JULY 26<sup>TH</sup>, 2019**

Prepared By: Department of Administration - Purchasing Division

# Purpose:

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- As a result of the City of Milwaukee's commitment to small, minority, and women owned businesses, the City has issued this RFP for the purpose of obtaining responsive proposals from qualified consulting firms to conduct a comprehensive disparity study.

# Key Objectives – Part 1:

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- Identify barriers that may adversely impact MWBE participation in City contracts.
- Examine the availability (ready, willing and able) of MWBE's.
- Analyze the contracting and procurement data of the City to determine its respective utilization of MWBE's.

## Key Objectives – Part 2:

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- Determine the extent to which any identified disparities in the utilization of MWBE's by the City are due to discrimination.
- Recommend programs to remedy the effects of any identified discrimination.
- Identify best practices and implementation guide for policy recommendations.

# Proposed RFP Timeline

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<b>RFP Release Date</b>	<b>August 29, 2019</b>
<b>Pre-Proposal Virtual Conference</b>	September 26, 2019 (Proposers must confirm attendance by Friday, September 13 <sup>th</sup> )
<b>Written Questions Due to Purchasing Division</b>	October 3 , 2019
<b>Answers to Questions Posted Online via an Addendum</b>	October 15, 2019
<b>Closing Date</b>	<b>October 31, 2019</b>
<b>Evaluation of Proposals</b>	November 1, – November 15, 2019
<b>Evaluation Committee Review of Proposals</b>	November 18 – December 6, 2019
<b>Selection of Highest-Ranked Proposers</b>	Week of December 9, 2019
<b>Contract Negotiations</b>	Week of December 16, 2019
<b>Award of Contract</b>	Week of December 16, 2019
<b>Commencement of Services</b>	Week of January 13, 2020

# Procurement Process

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1. Responsibilities of Evaluation Committee Members
  - Fairness & Integrity
  - Understanding of the Project
  - Confidentiality
  - Avoiding Conflicts of Interest
2. Purchasing Agent assigned to the RFP is the central point of contact for questions regarding the RFP
3. Adherence to outlined RFP process is key to ensuring an equitable, transparent and fair process for all stakeholders



**QUESTIONS???**