



**Questions/Answers regarding RFP Equity, Diversity & Inclusion Consultant:**

1. What is the proposed budget for this project?  
There is an estimated budget for the project; however, the Sonoma County Library (SCL) will evaluate the proposals in light of the proposed project plan and requested deliverables as presented in the bidders' proposals. Cost is not the sole criteria for the basis of award.
2. What is the organizational structure of your organization?  
Please see the attached SCL Organizational Chart DRAFT. Please note this is a DRAFT, and not yet finalized.
3. How many employees are there across the various sites that may utilize the training materials?  
FTE is 228, with 269 employees (not including extra-help subs).
4. When ranking proposals, is the committee using a rubric or allocating points to sections of the proposal?  
The Sonoma County Library will be using a rubric.
5. Would the Library like all staff members, the 300 listed in the RFP, to take part in the training? If not, how many?  
Yes, the Diversity, Equity & Inclusion training will be for all staff members.
6. When submitting the proposal, should it be attached as a PDF in the email?  
Please submit your proposals in PDF format.
7. How many are primarily public facing?  
SCL provides services throughout all of Sonoma County, including rural areas. As a central resource hub for the community, the majority of our staff interact with the public everyday through a variety of services.
8. What is the breakdown of the workforce to the extent that the demographic data is available by race/ethnicity, gender, age, disability, sexual orientation, and veterans?

As stated in the RFP, *“Sonoma County Library staff is 73.8% White, 23% all other races combined, and 3.2% opting out of the survey”*. Detailed EEO information regarding our organization will be reviewed with the consultant once awarded.

9. What is the proposal format: Font, spacing, page count?  
There are no specifications on Font, Spacing or Page Count.