



MANAGER'S MEMORANDUM

Prepared for: **Naperville City Council**
By: City Manager's office
5/2/2024

A. MANAGER'S MEMORANDUM

Source:

1. Geneace Williams,
DEI Manager
Marcie Schatz,
Assistant to the City
Manager

Subject:

Diversity Equity and Inclusion
Training: Request for Proposal
and Contract Award

Action:

FYI

**CITY OF NAPERVILLE
MEMORANDUM**

DATE: May 2, 2024

TO: Doug Krieger, City Manager

FROM: Geneace Williams, DEI Manager
Marcie Schatz, Assistant to the City Manager

SUBJECT: Diversity Equity and Inclusion Training: Request For Proposal and Contract Award

PURPOSE:

The purpose of this memorandum is to inform City Council that staff will be issuing a new Request For Proposal (RFP) for Diversity, Equity and Inclusion (DEI) training incorporating the requirements for video delivery and ownership of training materials.

DISCUSSION:

At the March 19 City Council meeting, staff presented a recommendation to award DEI training to Envisioning Equity Work. The item was tabled, giving staff time to consult with the vendor on the ability to deliver the training on demand through a video platform, ownership of the training materials after current employees are trained, and whether the training would satisfy any Police Department training needs. On April 16th, the item was tabled again to May 21st. Staff has had conversations with Envisioning Equity Work, and they have advised that on demand video delivery of this training does not align with their training approach and model. Staff also reviewed training available through existing resources and did not find that the off-the-shelf training met the goal of the proposed training.

Through the City Council questions and internal discussions, we have a more refined scope of work than when the initial RFP was issued. Therefore, staff intends to issue a new RFP for video-based DEI training focused on living the City's core values of People, Trust, Respect and Pride. The RFP will also require that the City owns the content after the training is developed. We will continue to learn about the Police Department requirements and evaluate training that may satisfy them. City representatives from multiple departments will again be involved in the RFP process. Because we are no longer recommending award of a contract, the previous recommendation for award will not be on the May 21st City Council agenda.

RECOMMENDATION:

Please distribute this memorandum to the City Council through the Manager's Memorandum.