

# Disparity Study Proposers Conference

*Mayor's Office of Economic Development*  
*Wednesday, October 25th, 2017*  
*2:30 PM*

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# Agenda

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1. Welcome
2. OED Mission Statement
3. Request for Proposal
4. Scope of Services (Phase I and Phase II )
5. Submittal Process
6. Evaluation Criteria
7. Key Dates



**Mayor's Office of Economic  
Development  
Mission Statement**

*The Office of Economic Development's mission is to make Boston an appealing place for working families, entrepreneurs, businesses, and investors to innovate, grow and thrive in a way that fosters inclusion, broadens opportunity, and shares prosperity, thereby enhancing the quality of life for all Bostonians and the experience for all visitors.*

# Request for Proposals Description

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The City of Boston's Office of Economic Development is seeking a consultant to assist the City in designing and conducting a Disparity Study. The requested services shall be completed across two project phases, described in the RFP. If the City decides to proceed with the second phase of the Disparity Study, the requested services will include extensive data analysis and the completion of a final and complete Disparity Study report.

Based on Phase I findings, consultant will advise the City on designing a disparity study to address one or more of the following areas of focus:

- MWBE availability & utilization
- Qualified, available female and non-white construction workers vs. actual work hours
- City of Boston procurement in construction, professional services (inc Finance, Arch & Eng), stand services & Goods
- Subcontracting practices of prime contractors/vendors who do business with the City & other related agencies
- MBE and WBE participation in the private sector; and
- Whether race- and gender-conscious remedies re MWBEs on City Contracts and female workers and workers of color on City & City-assisted construction projects are legally sounds, and, if, so, what specific remedies may be used.

## **Scope of Services**

*Phase I: Utilization Scan*



# Scope of Services Phase I

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In Phase I, the consultant will identify data sources relevant to the overall study and assist the City in defining the prospective areas of inquiry for Phase II.

1. Procurement, Policies, Practices, & Procedures
2. Data Collection
3. Estimation of M/WBE Availability
4. Public Sector Utilization
5. Recommendations

## **Scope of Services**

*Phase II: Disparity Study*



## Scope of Services Phase II

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The tasks involved in conducting the Disparity Study Phase II will include those tasks listed above for the Utilization Scan and be expanded to include other Massachusetts-based governmental authorities and will also include, at a minimum, but not be limited to:

1. Legal Review & Analysis
2. Data Collection
3. Private Sector Marketplace Analysis
4. Anecdotal Evidence of Discrimination
5. Recommendations
6. Relevant Geographic Market Analysis
7. Public Sector M/WBE Disparity Ratios
8. Disparity Study Report



## **Submission Process Review**



## Submittal Process

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- The complete RFP response involves a number of subsections, but the two main sections are a **Technical Proposal** and a **Price proposal**.
- Offerors must submit proposals by delivery of **two (2)** separately sealed envelopes, one containing the Technical proposal and the other containing the Price proposal.
- All proposals must be received no later than 12:00pm noon on Friday, November 3rd, 2017.

**Sealed proposals must be filed at:  
City of Boston Office of Economic Development  
City Hall, Room 603  
Boston City Hall  
One City Hall Plaza Boston, MA 02201**



## Proposal Evaluation



# Proposal Evaluation Criteria

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The City will apply the Comparative Evaluation Criteria to assist in deciding which proposals to select from, this evaluation method will assist the City in an overall evaluation of each Offeror's qualifications. The Evaluation committee will not see the Price proposal until after Technical evaluations are complete.

In summary the evaluation criteria are:

- Completeness, Quality and Clarity of proposal
- Project Plan
- Functional experience
- Municipal experience
- Timing
- Staffing
- References

## Key Dates

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**RFP Available:** Monday, October 9, 2017

**Written Questions Due:** Monday, October 16, 2017

**Answers to Written Questions:** Thursday, October 19, 2017

**Proposers' Conference:** Wednesday, October 25, 2017

**Deadline for Proposals:** Friday, November 3, 2017

**Funding Decision:** Friday, November 17, 2017

# THANK YOU

Contact:  
Krista Zalatores  
Chief of Staff  
617-635-5723  
[krista.zalatores@boston.gov](mailto:krista.zalatores@boston.gov)