

**Addendum 2**  
**March 3, 2022**

The Queens Borough Public Library (“the Library”) has issued this Addendum 2 to RFP #0222-1 Diversity Equity and Inclusion Consulting services.

The RFP has been revised as follows:

1. New proposal due date: March 17, 2022 by 3PM.
2. RFP section VI PROPOSAL REQUIREMENTS, B. Detailed Scope of Work and Costs, has been revised by eliminating hourly rate pricing and provides for lump sum pricing. This section now reads:

Using the format provided below, Proposer to provide its Detailed Scope of Work and Cost proposal. NOTE: Failure to provide cost proposal as requested below will be grounds for determining a proposal to be non-responsive.

Proposer to provide lump sum pricing for each scope item, 1-8, and to provide a written detailed project plan, work activities, and all deliverables including the “Specific Outcomes/Deliverables to the Library by the end of the Project Period,” 1-5 listed in RFP section V SCOPE OF WORK. Proposer to also provide a total lump sum price for all scope items 1-8.

Invoicing to be a percentage of completion for each scope item, invoiced on a monthly basis and then paid by the Library within 30 days.

1. Provide guidance and recommendations to the PCRE and its five focus areas of: (1) Recruitment, Hiring and Promotion; (2) Learning and Growth Opportunities (Mentorship); (3) Programs and Services; (4) Collections; and (5) Marketing and Outreach.
2. Collect internal and external data on current DEI activities and perceptions to establish baseline data on current inclusion efforts.
3. Identify internal and external barriers to DEI efforts and their root causes. Provide recommendations on strategies to address the barriers incorporating best practices in the areas of DEI, anti-racism and racial equity.
4. Measure and forecast diversity metrics in the five focus areas of PCRE: (1) Recruitment, Hiring and Promotion; (2) Learning and Growth Opportunities (Mentorship); (3) Programs and Services; (4) Collections; and (5) Marketing and Outreach.
5. Evaluate current policies and procedures around DEI, anti-racism, and racial equity.
6. Facilitate and lead inaugural meeting with CEO, PCRE Steering Committee and full PCRE Committee to set a calendar of tasks aligned with deliverable priorities.

7. Set up a communication schedule to include periodic meetings providing updates for PCRE Steering Committee, PCRE Sub-committees and full PCRE Committee.
8. Inform the PCRE of other areas of study to support DEI, anti-racism and racial equity efforts.

Perform other related assignments. (To be negotiated with the Successful Proposer and the Library, but performed in accordance to the RFP including payment provisions.)

Except as amended by Addendum No. 2 all other provisions of this solicitation remain as stated.

Proposers are reminded of its responsibility of frequenting the Library's Procurement Opportunities webpage for any updates to the RFP including the posting of answers to questions received, bid revisions or addendums or any other updates. The direct link to the webpage is: <https://www.queenslibrary.org/about-us/procurement-opportunities> .