

**BOARD OF TRUSTEES
ST. LOUIS COUNTY LIBRARY DISTRICT**

REQUEST FOR QUALIFICATIONS

Diversity, Equity, Inclusion, and Belonging (DEIB) Training Services

AMENDMENT # 1

AMENDMENT #1 ISSUE DATE: July 12, 2024

The following questions have been asked concerning the Board of Trustees of the St. Louis County Library District's Request for Qualifications for Diversity, Equity, Inclusion, and Belonging (DEIB) Training Services, issued June 24, 2024 (the "RFQ"):

Is there a preference for in-state/local vendors?

One of the evaluation factors is "The firm's proximity to and familiarity with the area in which the Project is located." Responses must also include "license(s) from applicable governing authority to do business at each Library District location and certificate of good standing for the State of Missouri, as applicable."

Is there an allotted budget for the DEIB training services? If so, could you please provide the budget range or any guidelines on the expected cost framework?

The budget has not yet been determined. We expect responses to include "a statement of hourly rates or other compensation method detailing the cost of different types of training based on topic, audience type, and size."

How frequently are the recurring training sessions expected to be held each year?

It will depend on how many attendees are in each session; generally the Library expects that every 12 months the entire workforce will receive some training in DEIB topics, with some additional training sessions and/or topics as needed.

Can you provide more details on the expected training schedule? Are there peak times or seasons when training is more needed?

The Library will work with the selected firm to establish a training schedule. Generally, summer is a peak busy time for library employees and is not the preferred time for training sessions. Library locations are open Monday-Thursday from 9:00 a.m. to 8:00 p.m. and Friday-Saturday from 9:00 a.m. to 5:00 p.m., with some locations open on Sundays from 1:00 p.m. to 5:00 p.m.. While the bulk of training is expected to occur on weekdays, some may be offered on evenings and weekends to accommodate all employee schedules.

What metrics or methods does the Library District prefer for evaluating the impact of the training sessions?

The Library prefers methods that include feedback from the people who have received training to describe the outcomes and impact of the session(s), as well as insight into what topic(s) should be covered in future training.

In the proposal, the request is to train 600 people over three years and we wanted to know were you all seeking the same series of training annually as a type of annual compliance? Or are we looking at a sequential training for the year?

We envision a combination of both. Each 12 months the entire library workforce should receive some DEIB training to establish an organizational-wide baseline understanding. Each year, additional DEIB topic(s) would be also offered as needed, potentially to groups of employees based on their role.

Pursuant to the terms of the RFQ, all terms and conditions of the RFQ, which are not hereby modified, remain unchanged. Each responder shall acknowledge receipt of this Amendment #1 by signing below and returning the Amendment #1. This acknowledgement must be received by the Library by the time specified for receipt of responses (5:00 p.m. C.D.T. on July 24, 2024), emailed and delivered to the following:

**Jennifer Gibson, Assistant Director, Strategic Initiatives
St. Louis County Library District
jgibson@slcl.org**

We hereby acknowledge receipt of Amendment # 1 to the Board of Trustees of the St. Louis County Library District's Request for Qualifications for Diversity, Equity, Inclusion, and Belonging (DEIB) Training Services dated June 24, 2024.

Name of Responder

Signature

Title

Date