

TOWN OF DUXBURY
Diversity, Equity and Inclusion Steering Committee

INCLUSION SUMMIT CONSULTANT RFP

The Town of Duxbury, through the Diversity, Equity, Inclusion Steering Committee, is seeking proposals pursuant to G.L. c. 30B, §6 from qualified Consultant(s) to conduct a community needs assessment to ascertain community buy-in and goals related to diversity, equity and inclusion, deliver inclusion and facilitation focused training, assist in designing, planning and hosting a community-based Inclusion Summit and develop a multi-year plan based on learnings from the Inclusion Summit.

The RFP will be available on January 10, 2024, by email request made to Angela Ball, Municipal Services Office Manager at ball@duxbury-ma.gov

All questions regarding this RFP must be submitted in writing via e-mail to Angela Ball, Town of Duxbury Municipal Services Department, Office Manager at ball@duxbury-ma.gov received by the Town no later than 12:00 p.m. on January 24, 2024. Responses will be distributed to all parties who have received an RFP and have provided a name, contact information, and email address to the Town.

Proposals shall include both a “price” and a “non-price” proposal. Any Proposal failing to include both components will be deemed non-responsive and rejected. Proposers shall provide, in separately sealed envelopes, price and non-price proposals no later than 2:00 p.m. on **January 31, 2024, to Duxbury Old Town Hall, Town Manager’s Office, 878 Tremont Street, Duxbury, MA 02332.** Late proposals will not be accepted. The outside of the two envelopes containing the proposals shall indicate Proposer’s name and:

- 1) RFP Inclusion Summit Consultant - Price Proposal
- 2) RFP Inclusion Summit Consultant - Non-Price Proposal

A digital copy of the non-price proposal, in a searchable PDF format, shall be submitted on a thumb drive and included in the envelope labeled “RFP Inclusion Summit Consultant - Non-Price Proposal.” *Late proposals will not be accepted.*

The Town reserves the right to reject any and all responses, to waive informalities and to award in the best interest of the Town.