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COMMISSION

AGENDA MEMORANDUM Item No. 8h

ACTION ITEM Date of Meeting June 28, 2022

DATE: June 28, 2022

TO: Executive Director Stephen P. Metruck

FROM: Bookda Gheisar, Senior Director, Office of Equity, Diversity and Inclusion

SUBJECT: Competitive Exemption for the consultant Equity Matters to continue EDI training for Port supervisors

Total revised contract amount: \$65,000

ACTION REQUESTED

This item is requesting that (1) the Commission determines that a competitive process is not appropriate or cost-effective and exempts the contract from a competitive process consistent with RCW 53.19.020; (2) the Executive Director executes a contract amendment with Equity Matters to provide expert services for EDI training for supervisors for an increase of \$65,000 for a new contract total of \$264,400; and (3) the Commission authorizes the Executive Director to execute a competitive indefinite delivery indefinite quantity (IDIQ) contract, not to exceed \$750,000 during a five year period, to implement a long-term training strategy.

EXECUTIVE SUMMARY

In 2019, the Port of Seattle established the Office of Equity, Diversity and Inclusion (OEDI). OEDI's mission is to build capacity across the organization to address institutional oppression and to transform Port policies, practices, and processes. The passing of the 2020 Racial Bias and Equity Motion stated that the Port will, "require racial equity and unconscious bias training for Commissioners, the Executive Director, the Executive Leadership Team, supervisors, managers, and employees. Create curriculum for trainings, tailoring as needed based on different audiences."

JUSTIFICATION

The Racial Bias and Equity motion (2020-19), which was sponsored by Commissioner Cho and unanimously adopted by the Commission, made racial equity trainings mandatory for all Port employees. OEDI is now mandated to provide training to all front-line employees and all supervisors across the Port. OEDI has designed a curriculum and is in process of training several Change Team members to facilitate the training for all employees in-house. However, we still need the expertise of outside consultants to continue to develop a training curriculum for supervisors. In 2021, Human Resources and OEDI conducted a total of 4 surveys where we learned that the role of supervisors is the single most critical issue for us to address across all other improvements and recommendations. The purpose of the supervisors' training is to

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develop the skill of supervisors to (1) connect the work of their teams to the Port's Racial Equity Values (learning, cultural safety, and inclusion), (2) to normalize talking about race and racial bias, and (3) practice using the Heart, Head, Hand approach to addressing racial bias in real work scenarios.

Competing this contract at this time is neither cost effective nor appropriate as we are mandated to train over 400 supervisors in the second half of 2022. It is essential that we provide Port supervisors with the same content and material that was delivered in 2021 to assure consistency across the Port. Based on the findings from port-wide assessments and evaluations, the role of supervisors is paramount to our ability to create a culture of inclusion and to advance racial equity. The Supervisor Training developed and delivered by Equity Matters in 2021 provides supervisors with the necessary tools to manage diverse teams, normalize conversations to race and equity, and create a culture where all employees feel they belong. We want to ensure that all Port supervisors are versed and trained in these skills before we develop and deliver a new curriculum for future years.

BACKGROUND

In 2019 the Port of Seattle entered a noncompetitive contract with the consulting firm Equity Matters for \$10,200 for an ELT culture value workshop and a limited competitive contract in accordance with RCW 53.19.020 (4) to conduct Equity training (value \$199,400). This limited competitive contract included Change Team Foundational Training, staff Racial Equity 101, and Supervisor Racial Equity Training. The Supervisor Training took place between February-November 2021. Supervisors spent 8 total hours in training, across 3 sessions; 5 cohorts went

through the training. We are now asking to extend the contract and to work with this firm again for the rest of the year to complete training for supervisors in the second half of 2022.

Scope of Work Details

This workshop is an important opportunity to meet a Port of Seattle policy mandate of delivering 8 hours of training for supervisors to advance equity at our organization and will give supervisors the opportunity to work, learn, and grow with colleagues. The Supervisors' Racial Equity Orientation will focus on the following: basic concepts and definitions, the context for equity at the Port and in our region, the Port's equity strategy, why we lead our equity work with race, leader competencies, roles, and responsibilities, leading multi-racial teams, and building a culture of safety and inclusion. The 2022 training will build on the training offered in 2021.

ALTERNATIVES AND IMPLICATIONS CONSIDERED

Alternative 1 – Compete this work recognizing that we would likely not train the 400 supervisors in 2022.

Pros:

(1) Provide firms with the opportunity to compete for and do business with the Port of Seattle.

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Cons:

(1) We would not meet our goal and requirement for 2022. Supervisors would not receive consistent content from 2021.

This is not the recommended alternative.

Alternative 2 – Have a port employee deploy the training that was deployed by the incumbent.

Pros:

(1) It is more cost effective.

Cons:

(1) OEDI currently has limited staff capacity to deliver this training in-house, and it would likely require that we spent additional resources elsewhere to account for and accommodate program needs.

This is not the recommended alternative.

Alternative 3 – Do a limited competitive process for this work and take significant action to mitigate the incumbency advantage.

Pros: It would provide an opportunity for new firm to compete and potentially win this contract.

Cons: It would likely mean that we will not meet our goal and requirement of training supervisors in 2022. It would likely mean that we will not be able to deliver the same content and skills that supervisors were trained on last year.

This is not the recommended alternative.

Alternative 4 - Do a competitive exemption AND a competitive process for follow-on program/training.

Pros: This allows us to provide the same content and training to supervisors to provide them with the skills needed to advance equity and a culture of inclusion. It allows us to meet the goal and requirement for supervisor training in 2022. Upon completion of this supervisor training track, this option will allow us to executive a competitive process for a more long-term training strategy and curriculum, ensuring consistency and efficiency for up to the next five years.

Cons: None.

This is the recommended alternative.

FINANCIAL IMPLICATIONS

Annual Budget Status and Source of Funds

The source of funds is the Office of Equity, Diversity, and Inclusion expense budget.

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ATTACHMENTS TO THIS REQUEST

None.

PREVIOUS COMMISSION ACTIONS OR BRIEFINGS

None.

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