



**TOWN OF LOS GATOS  
COUNCIL AGENDA REPORT**

MEETING DATE: 04/06/2021

ITEM NO: 10

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DATE: March 31, 2021  
TO: Mayor and Town Council  
FROM: Laurel Prevetti, Town Manager  
SUBJECT: Authorize the Town Manager to Issue a Request for Proposals to Hire a Consultant to Assist with the Town's Justice, Equity, Diversity, and Inclusion Work Plan

**RECOMMENDATION:**

Authorize the Town Manager to issue a Request for Proposals to hire a consultant to assist with the Town's justice, equity, diversity, and inclusion work plan.

**BACKGROUND:**

At its March 23<sup>rd</sup> meeting, the Council Policy Committee heard public testimony and discussed an initial justice, equity, diversity, and inclusion (JEDI) work plan (see Attachment 1 for report and its attachments). The work plan contains specific items, many of which are in the process of being implemented, in the categories of Town operations, community engagement, Boards and Commissions, government transparency, Police reforms, personnel, land use, and communications.

Based on community input at the March meeting, the Council Policy Committee talked about the Town hiring an independent consultant with expertise in justice, equity, diversity, and inclusion efforts to help with external and internal engagement processes to more fully define goals, objectives, specific actions, and metrics. This agenda item brings to the full Council a draft Request for Proposals (RFP) to hire such a consultant (see Attachment 2).

**DISCUSSION:**

Through a competitive RFP process, the Town intends to select a consultant to help expand and implement the 2021 work plan to inform how the Town can best approach JEDI goals both internally for the organization and also externally with the broader community and through Town partnerships with local organizations. The consultant work may include an overlap/gap

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Reviewed by: Assistant Town Manager, Town Attorney, and Finance Director

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SUBJECT: Request for Proposals for JEDI Consultant

DATE: March 31, 2021

DISCUSSION (continued):

analysis to determine ways the Town can have the most meaningful impact in collaboration with its partners (see Scope of Services in Attachment 2 for more details).

It is intended for the awarded consultant to enter into an initial contract term through the end of 2021 with any subsequent amendments or modifications not exceeding five (5) years (i.e., four potential one-year renewals). The Town Manager's Office would oversee the consultant's work and bring updates and work products to the full Town Council for consideration.

CONCLUSION:

Issuing the RFP is an important step towards finding additional expertise to assist the Town with its JEDI efforts within the Town organization and the broader Los Gatos community.

FISCAL IMPACT:

The contract award is expected to be within the Town Manager's authority of \$50,000. Funds for this work would come from the adopted Operating Budget for Fiscal Year 2020/21.

ENVIRONMENTAL ASSESSMENT:

This is not a project defined under CEQA, and no further action is required.

Attachments:

1. March 23, 2021 Council Policy Committee Report and its Attachments
2. Draft RFP for JEDI Consultant Services