

## **Planning Vendor or Vendor Team Qualifications for Grantees to Use in Procurement**

### **MUNICIPAL VULNERABILITY PREPAREDNESS PROGRAM**

Once a grantee has been awarded an MVP 2.0 grant, they will select a Planning Vendor to support the process. The goal of hiring a Planning Vendor is to expand the bandwidth and the capacity of the community, as well as bring skill sets that will benefit the process. The MVP 2.0 process calls on a Planning Vendor or vendor team that brings different skill sets than in MVP 1.0, specifically expertise in social equity and inclusive community processes. All municipalities will also be paired with an Equity Partner who will support the municipality in selecting a Planning Vendor, and who will be an additional resource around equity and inclusive community processes for the Core Team and Planning Vendor.

Grantees will need to follow state and local procurement law to select and contract with the Planning Vendor and consult with their local procurement officer with any questions. Whatever method is used, the project manager should ensure they are using the required vendor qualifications when selecting a vendor and that the vendor is meeting those qualifications. The list of state-trained MVP providers that was used in MVP 1.0 is no longer relevant because they were trained in the old process. Therefore, that list has been retired, and grantees should use the vendor qualifications to vet potential vendors for this new process instead. A sample Request for Proposals (RFP) will be provided.

The “Planning Vendor” could be a single vendor or a vendor team. The vendor team may include local community-based organizations that bring particular local knowledge to the process. The Planning Vendor will also be responsible for coordinating with the subject matter advisor(s) who will support the development of the Seed Project in Step 8.

### **Experience and Skill Sets of the Planning Vendor/ Vendor Team**

As a whole, the Planning Vendor or vendor team would need to bring capability and experience in the following three areas.

1. **Equity-Centered Project Facilitation** – This skill set is important for managing the process and guiding and facilitating decision-making within the Core Team. Equity-centered project facilitation requires skills and experience in consensus building, managing various types of power dynamics, cultural sensitivity, project management, and organizational development to support diversity, equity, and

inclusion. Ideally, the person or team bringing this experience would be a neutral entity without prior stake in the issues.

2. Community-Driven Processes – This skill set is important for supporting the Equity Partner and municipal staff in recruiting a Core Team, and community outreach and engagement. This area requires expertise in equitable and inclusive approaches to outreach, engagement, and community-led processes. Strong local knowledge and connections within the community are a significant asset. This role could be filled by someone who has strong relationships with communities throughout the town, city, or region.
3. Climate and Community Resilience – This skill set is important for supporting the Equity Partner and Core Team in identifying the root causes of climate and social vulnerability, developing actions for building community resilience, and in designing a Seed Project. This area requires expertise in project design and development, climate and community data, assessing climate and social vulnerability, approaches to building climate resilience, equity and climate justice. Strong local climate data and impacts knowledge is a significant asset. This role should be filled by someone that has strong experience with climate-related work.

### **Roles and Responsibilities of the Planning Vendor/ Vendor Team**

- Managing the project with support from the municipal project manager, including scheduling meetings or events, overseeing logistics, and monitoring the completion of deliverables and submissions for completing the grant process
- Project management and logistical support in recruiting Community Liaisons (Step 3)
- Coordinating and facilitating the project kickoff with provided materials, and supporting the Equity Partner in facilitating the first Equity Learning session (Step 4)
- Providing guidance and support to the Core Team in investigating factors that contribute to vulnerability and resilience in their community, including guiding the team in exploring data in the GEAR online tool, facilitating discussions with the Core Team to complete the Engagement Plan, and providing support and logistical coordination for the Core Team to execute their community outreach and engagement (Step 5)
- Facilitating workshops or meetings with the Core Team to reset priorities (Step

6), select a Seed Project (Step 7), and to draft and revise the Seed Project Implementation Plan (Step 8).

- Support and logistical coordination for completion of the Reflection Guide by the Community Liaison (CL) Members not extending their participation past Step 8 and collecting feedback from the community on the updated priorities and Seed Project Ideas.
- Coordinating or contracting with a subject matter advisor to support the development of the Seed Project Implementation Plan (Step 8).

Note: The MVP 2.0 process is a ten-step process, but the Planning Vendor wraps up their scope at the end of Step 8.

### Evaluation of Qualifications of the Vendor/ Vendor Team

Baseline	Exceptional
<p>At least <b>three years</b> of experience in leading or facilitating equity-centered projects or initiatives;</p> <p><b>OR</b></p> <p>Experience leading or facilitating <b>at least two</b> equity-centered projects or initiatives.</p> <p>For each project or initiative, describe how equity goals shaped who was involved, the process, and the desired outcomes. Specify where the project or initiative took place, who it served, and the start and finish dates. Specify who on the vendor team was involved in the process and their role.</p> <p>Note: It is not necessary for the vendor to have led the full project or initiative as long as they led or played a substantial role in centering equity in the project.</p>	<p>At least <b>five years</b> of experience in leading or facilitating equity-centered projects or initiatives;</p> <p><b>OR</b></p> <p>Experience leading or facilitating <b>at least three</b> equity-centered projects or initiatives.</p> <p>For each project or initiative, describe how equity goals shaped who was involved, the process, and the desired outcomes. Specify where the project or initiative took place, who it served, and the start and finish dates. Specify who on the vendor team was involved in the process and their role.</p> <p>Note: It is not necessary for the vendor to have led the full project or initiative as long as they led or played a substantial role in centering equity in the project.</p>

<p>One or more members of the vendor team <b>has received training</b> in advancing equity in governmental processes, undoing racism, and/or diversity, equity, and inclusion (DEI).</p> <p>For each team member, list the training(s) they have participated in. Include links to information on the trainings.</p>	<p>One or more members of the vendor team <b>has received extensive training</b> (i.e., multiple trainings or learning opportunities) in advancing equity in governmental processes, undoing racism, and/or diversity, equity, and inclusion (DEI);</p> <p><b>OR</b></p> <p>Has <b>developed and/or led trainings</b> on the topics listed above.</p> <p>For each team member, list the training(s) they have participated in, developed, or led. Include links to information on the trainings.</p>
<p>At least <b>three years</b> of experience in leading or facilitating inclusive and equitable outreach and engagement with residents from historically underrepresented groups;</p> <p><b>OR</b></p> <p><b>Experience</b> co-designing or facilitating an initiative or planning process where decisions were led or substantially shaped by community members, and specifically residents from historically underrepresented groups.</p> <p>For each project or initiative, describe how you approached inclusive and equitable outreach and engagement or the process of collaborating with community members.</p> <p>Specify where the project or initiative took place, who it served, and the start and finish dates. Specify who on the vendor team was involved in the process and their role.</p>	<p>At least <b>five years</b> of experience in leading or facilitating inclusive and equitable outreach and engagement with residents from historically underrepresented groups;</p> <p><b>OR</b></p> <p><b>More than one experience</b> co-designing or facilitating an initiative or planning process where decisions were led or substantially shaped by community members, and specifically residents from historically underrepresented groups.</p> <p>For each project or initiative, describe how you approached inclusive and equitable outreach and engagement or the process of collaborating with community members.</p> <p>Specify where the project or initiative took place, who it served, and the start and finish dates. Specify who on the vendor team was involved in the process and their role.</p>

<p>At least <b>two years</b> of experience working on projects or initiatives focused on addressing climate change or building resilience to climate hazards;</p> <p><b>OR</b></p> <p>Experience working on <b>one or more projects or initiatives</b> focused on addressing climate change or building resilience to climate hazards.</p> <p>For each project or initiative, describe the approach taken, the climate impacts that were being considered, and how the project addressed social vulnerability. Specify where the project or initiative took place, who it served, and the start and finish dates. Specify who on the vendor team was involved in the process and their role.</p>	<p>At least <b>four years</b> of experience working on projects or initiatives focused on addressing climate change or building resilience to climate hazards;</p> <p><b>OR</b></p> <p>Experience working on <b>three or more projects or initiatives</b> focused on addressing climate change or building resilience to climate hazards.</p> <p>For each project or initiative, describe the approach taken, the climate impacts that were being considered, and how the project addressed social vulnerability. Specify where the project or initiative took place, who it served, and the start and finish dates. Specify who on the vendor team was involved in the process and their role.</p>
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**Additional Experience**

In addition to the qualifications listed above, demonstrated experience in the following areas contributes favorably to the vendor team’s proposal.

**Experience with facilitation or consensus building.** Describe the vendor team’s experience with facilitation and consensus building within a group or project team. Provide details on one or more projects or initiatives where members of the vendor team were responsible for playing a facilitation or consensus building role.

**Experience working in multi-racial, multicultural, or socially vulnerable groups.** Describe the vendor team’s experience with working on projects that involved integrating marginalized racial, cultural, or socially vulnerable groups in decision-making processes. Provide details on one or more projects or initiatives where members of the vendor team implemented meaningful inclusionary practices, fostered social connections, and managed power dynamics that centered social equity or building resilience.

**Experience managing projects.** Describe the vendor team’s experience with managing projects, including coordinating a project team and tracking a budget and deliverables. Provide details on one or more projects or initiatives where members of the vendor team were responsible for project management.

**Local expertise.** Describe the vendor team’s familiarity with the municipality or the region, including experience living and/or working in the municipality or region, and experience collaborating with local partners.

**References**

**List three references.** Collectively the references should be able to speak to the vendor team’s qualifications listed above. Ideally, at least one reference would be a representative of a community-based organization or community group that serves Environmental Justice and other priority populations and can speak to the vendor team’s ability to lead equity-centered processes. For each reference, list the contact name, their title and/or affiliation, a brief description of the project or initiative they would be able to speak to, and their contact information (phone number and email address).