

RFP Questions

1. How many interviews with organization stakeholders does Island County anticipate? (5-10, 10-15, 15+)?

There are eight department heads, a County Administrator, 13 elected officials, six employees serving in “Deputy” or “Administrator” roles for elected officials. There are approximately 40 supervisors not included above. We would anticipate that all or nearly all those parties would be interviewed. In addition, it seems appropriate that a mechanism would be used to solicit input from employees at varying levels of responsibility across the organization. That might be done in group settings like discussion groups or focus groups and/or one-on-one interviews with employees.

Not all department heads, elected officials, and deputies will be available for an interview. With all that considered at least 20, and perhaps 30 or 35, interviews will be needed to assess the climate of the organization.

2. Is there any information about a preferred project timeline that can be shared?

We are anxious to get started on the project, so capacity to begin soon are contracting is beneficial. We anticipate the project would take no less than 90 days and likely longer. It will be a function of the scope of work that decides the appropriate timeline.

3. What are Island County’s greatest concerns about working with a consulting group on this project, or in general?

The possibility of exposing weaknesses related to this topic, which could be embarrassing. Receiving recommendations for action that the leadership is unable to support at this time is another concern.

4. We prefer to use an electronic survey mechanism like SurveyMonkey? Do you conceive of having to use a hardcopy type surveys as a means of collecting data, or will an electronic system work?

An electronic survey is an effective means of gathering information; however, many of our employees do not work with computers or have regular access to computers. When we conducted a survey on DEI topics in 2022, we used an online survey and provided hard copy surveys in certain work areas. We felt this avoided a bias toward employees with easy access to computers in their workplace.

5. In part C, you mention meetings with personnel at all levels of the organization. Do you expect that the consultant will be live, in-person at these meetings, or will there be the ability to hold meetings via Zoom or through another online meeting platform?

It may be necessary to conduct in person meetings to reach certain employee groups; however, nearly all meetings with employees are expected to be online. Even employees who do not have workplace computers can be provided with a computer and office space to participate in a focus group.

6. In your selection criteria, are you planning on giving preference to minority owned (MBE) or small businesses enterprises (SBE)?

No.

7. How many total elected officials, department heads, supervisors and line employees are there?

There are eight department heads, a County Administrator, 13 elected officials, six employees serving in "Deputy" or "Administrator" roles for elected officials. In addition, there are approximately 40 midlevel supervisors and managers. There are a total of 450-500 employees and elected officials at any given time depending on the season and the hiring situation. Employment levels peaks in mid-summer.

8. What specific DEI issues or challenges is Island County currently experiencing?

My first response is "We don't know. That's why we are contracting for the work." What we do know is that our workforce is predominately white. It is likely predominantly Christian. We likely have a bias toward middle class expectations and standards of behavior.

Some of our workforce have a lack of awareness or acceptance that DEI issues are real and contribute to inequitable outcomes.

Our 2022 survey indicates that employees who are other than white, male and straight generally have a lower level of engagement and satisfaction with the workplace than white, male and straight employees.

9. Does Island County envision the focus of data collection and recommendations to be targeted solely towards Island County Administration's organization? Or are data collection and recommendations targeted towards the Island County community expected as well?

We are only looking towards the organization, at this time.

10. What data was collected by the 2022 DEI survey?

A summary report of the survey data has been added to our DEI webpage.

<https://www.islandcountywa.gov/292/Diversity-Equity-and-Inclusion>

11. In the RFP you mention "Island County is comprised of 21 offices of elected officials and departments and has approximately 500 regular employees working at 23 facilities covering both Whidbey and Camano Islands. The County's current population is 87,000 residents." We are assuming that a potential survey would go to the regular employees and not to the 87,000 residents, correct?

Correct. Currently we are only interested in analyzing the workplace and understanding the employee experience.