

IBPSA-USA DEI Training Resources

Request for Qualifications

May 1, 2023

Overview:

Over the past three years, the US regional affiliate of the International Building Performance Association (IBPSA-USA) Diversity, Equity, and Inclusion (DEI) committee worked with its partners to develop a plan for a long-term sustainable DEI program that has the potential to influence the entire building performance simulation (BPS) industry, including both short- and long-term sustainable goals and actions.

The resulting [IBPSA-USA DEI Strategic Plan](#) encompasses four objectives: Training, Safe Space/Affinity, Industry advocate/Networking, and Internal operations/IBPSA Committees. This project will focus on training activities to provide a foundation to work more directly on the other objectives in the future. It will implement training that focuses on creating awareness and providing tangible actions individuals or organizations can take to address social inequity.

Funding is provided by the US Department of Energy Buildings Technology Office, and the total budget for this scope of work is \$15,000.

Scope of Work:

This project aims to provide access to high-quality DEI training resources in formats appropriate for the BPS Industry. The consultant will help IBPSA-USA procure necessary licenses and/or service agreements to provide training through IBPSA-USA, ideally with reduced pricing negotiated for a 501(c)(3) nonprofit organization.

The precise format of training offerings has not been finalized but the committee has identified a few likely options:

- Just-In-Time offerings: Short online tutorials meant for use by individuals at the moment they need them.
- Longer format workshops with two potential formats:
 - In-person workshop to take place in conjunction with IBPSA-USA conferences
 - Video teleconference workshop taking place at a time of IBPSA-USA's choosing

The DEI committee has already developed a significant list of known training resources, which will be shared with the selected contractor as a starting point. The committee has also identified some content ideas to help guide the selected contractor. These ideas are meant as inspiration for the search, not necessarily a list of requirements:

- No limit to the scope of topics, open to training for any and all "isms" and responsive to future changes/additions to DEI topics
- Both US and international DEI issues are appropriate, as our members work with many professionals located in other countries
- DEI topics specific to the building performance and construction industries such as redlining
- Assess feasibility as to whether IBPSA-USA could develop a building performance specific DEI training credential

- Note: IBPSA-USA is already an approved AIA continuing education provider. This could be a unique and powerful credential if it incorporates DEI concepts specific to building performance and construction industries

Task 1: Industry Scan

Research existing DEI training offerings and determine which offerings are appropriate for this project based on delivery type, length, content, quality, and cost. Develop draft report with a broad list of potential training resources and work with the DEI committee to narrow the list to a few desired options. Update report with final training resource selection list.

Task 1 Deliverable: (\$7,500)

- Draft and Final reports on available content, both free and paid, appropriate for the IBPSA-USA Community. 7.1.2023

Task 2: DEI Directory

Secure licenses or service agreements for the training resources on the final list. Develop a directory of DEI training resources for the IBPSA-USA website (<https://www.ibpsa.us/>).

Task 2 Deliverables: (\$7,500)

- Draft web directory of DEI-related content 9.1.2023
- Final website 10.1.2023

Deliverables and Timeline:

Deliverable/Milestone	Date
0.1 Issue RFQ	5.1.2023
0.2 Proposal deadline	5.15.2023
0.3 Project Kickoff	5.30.2023
0.4 Monthly Progress Reports	1st of every month
1.0 Task 1: Industry Scan	7.1.2023
2.1 Task 2: Draft DEI Directory	9.1.2023
2.2 Task 2: Final DEI Directory	10.1.2023

Format for Submittals:

Required:

1. **CV and Team Expertise:** Description of general qualifications, specific evidence of relevant experience, and a list of key personnel that would be available to work on this project.
2. **Cost:** Proposed hourly billing rate for each team member. Description of any match funding or in-kind contributions that would be provided.

Additional Optional Information:

3. **Description of Approach:** Describe the consultant's approach to meeting project objectives (up to 2 pages).
4. **Comparable Projects:** Brief summary of past projects that demonstrate the consultant's relevant expertise (up to 3 pages).

Evaluation of Submittals:

Consultants responding to this RFQ must demonstrate relevant expertise and capability in the following criteria:

- Detailed understanding of DEI issues and experience facilitating discussions around DEI topics
- Demonstrated ability to measure the effectiveness and appropriateness of DEI training resources.
- Exceptional written and oral communication skills
- Past experience in working with key collaborators is preferred including, but not limited to, IBPSA-USA, U.S. Department of Energy, and other building energy modeling stakeholders.
- US company or US-based team for a foreign-owned company

IBPSA-USA will evaluate all submittals to determine which consultants have the experience and qualifications that are best suited for this project.

IBPSA-USA may in the course of soliciting proposals:

- Modify the timeline
- Negotiate with one or more respondents to modify the proposed scope
- Solicit contracts with one or more respondents for all or a portion of the work
- Opt not to pursue any proposals at the current time

To ensure maximum flexibility in completing the defined scope of work, IBPSA-USA reserves the right to negotiate and add additional tasks and budget with the selected subcontractor, without the need to further issue another RFQ.

Submission Schedule:

Submit qualifications in PDF form via email to Christine Do, christine@ibpsa.us, by 5:00pm Pacific time on May 15, 2023.