



Midpeninsula Regional
Open Space District

PROCUREMENT AGENDA ITEM

R-25-44
Meeting 25-12
April 23, 2025

AGENDA ITEM 6

AGENDA ITEM

Contract Amendment for Services to further Diversity, Equity and Inclusion Goals

GENERAL MANAGER'S RECOMMENDATION

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Authorize the General Manager to amend the professional services agreement with ReadySet Solutions Co., increasing the base contract amount by \$33,476 for a total not-to-exceed \$299,270 and extending the contract term to December 31, 2026 to provide supplemental staff training sessions and additional support for developing a 3-year action plan to enhance internal staff and external partner/community engagement and inclusive communications.

DISCUSSION

On October 11, 2023, the Midpeninsula Regional Open Space District (District) Board of Directors awarded a contract to ReadySet for a not-to-exceed total amount of \$265,794, to further the agency's diversity, equity, and inclusion goals. The scope of work includes preparation of a baseline assessment to analyze cultural norms, policies, practices and procedures through a lens of inclusion and engagement, a 3-year action plan and implementation roadmap for informed progression towards furthering the agency's goals and objectives, staff training, and external reporting.

Due to the need for supplemental trainings and development sessions, additional strategy and planning sessions to confirm content, presentation materials and approaches, and strategy customization and consultation for the 3-year action plan, additional funds and a contract time extension are required to complete the original scope.

BUDGET / FISCAL IMPACT

The current fiscal year budget contains:

- ☐ sufficient funds.
- ☒ insufficient funds; the next quarterly budget update will include a reallocation of unspent funds from other project budgets to cover for this expenditure.
- ☐ insufficient funds; approval of this item requires a fiscal year budget augmentation.
- ☒ future fiscal year budgets will include additional funds to complete the contracted work.

Measure AA

- ☒ No, this contract is not part of a Measure AA project.
- ☐ Yes, this contract is part of a Measure AA project.

PROCUREMENT PROCESS AND SELECTION

In April 2023, Human Resources staff issued a Request for Proposals via Periscope. The District received 21 proposals by the deadline. ReadySet was selected as the most qualified consultant due to their vast experience, history of working with local government agencies and non-profit organizations, and their holistic, intersectional focused approach. ReadySet specializes in inclusive communication and engagement and supporting efforts to enhance organizational belonging, equity and accountability.

PRIOR BOARD ACTION SUPPORTING THE PROJECT

October 11, 2023: The Board approved an Award of Contract with ReadySet Solutions Co., for services to further diversity, equity, and inclusion goals, including preparation of a baseline assessment, action plan, staff retraining, and external reporting ([R-23-118](#), [minutes](#)).

PUBLIC NOTICE

Public notice was provided as required by the Brown Act.

CEQA COMPLIANCE

This item is not a project subject to the California Environmental Quality Act.

NEXT STEPS

Upon Board authorization, the General Manager will execute an amendment to the agreement with ReadySet as described in this report.

Responsible Department Head:

Stefan Jaskulak, Chief Financial Officer/Director of Administrative Services
Candice Basnight, Human Resources Manager

Prepared by/Contact person:

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