

Professional Services Selection Process – DEI Evaluation Criteria Training

April 27, 2022

Objective

Firms who are interested in doing business with the MBTA understand the Agency's Diversity, Equity and Inclusion (DEI) criteria and evaluation process.

Context, Vision & Purpose

Increasing supplier diversity within our ecosystem of contractors, suppliers and vendors doing business with the MBTA is part of our growing commitment to DEI internally and externally with our personnel, procurements and policies.

We aim to more intentionally and increasingly attract and integrate diverse suppliers, contractors and vendors into our supply chain of goods & services as well for design & construction.

As such, the MBTA is launching an expanded comprehensive supplier diversity program for state funded procurements and capital projects to pair alongside our longstanding DBE federal funded program.

This initiative will start to ramp up in FY22, utilizing best practices for supplier diversity and leverage the recently unveiled innovations and expansions from the State Executive Branch and quasi-public state agencies.

State Funds Supplier Diversity Program roadmap

Introduce and ramp up the supplier diversity program for Goods & Services (in Procurements) and Design & Construction (in Capital Programs) for state funded operating and capital spend:

- Q3-Q4 FY21 assessments, planning and readiness + Board approval
- FY22 program introduction and ramp-up
- FY23 expansions for sustained growth

Introduce a small business program for Goods & Services and Construction

Introduce DEI evaluation criteria into the designer selection process as permitted by law and informed by best practices on state supplier diversity:

- 25% diversity plans criteria weight afforded to RFPs in selection process starting in FY22

RFQ Question 1

- 1) Demonstrate your firm's commitment to advancing diversity, equity and inclusion within your organization by providing a copy of your firm's DEI Policy and a brief but detailed description of your DEI strategies and initiatives including but not limited to dedicated resources – both fiscal and human capital, and your approach to benchmarking and identifying gaps as well as opportunities to prioritize to advance the success of your organizations DEI readiness. (10 points)

RFQ Question 2

- 2) Demonstrate your firm's commitment to advancing diversity, equity and inclusion with your business partners by providing (I) a brief summary of how your firm has partnered with the following types of business enterprises over the last 2 years including Disadvantaged (DBE), Lesbian, Gay, Bisexual, Transgender (LGBT), Services – Service Disabled Veteran owned (SDVOBE), Minority owned (MBE), Veteran owned (VBE) or Women owned (WBE) and (II) a brief but detailed summary of how your firm is providing opportunities for such firms on the Project Team and how you plan to use such firms to effectively deliver services to the MBTA. (10 points)

RFQ Question 3

- 3) Demonstrate your firm's commitment to advancing diversity, equity and inclusion beyond your organization by describing all actions your firm is taking to proactively contribute to advancing DEI in the Architectural, Engineering and Construction (AEC) Industry and beyond. (5 points)

RFQ Question 1 – Internal DEI Program

Question #	10 Points	7.5 Points	5 Points	2.5 Points	0 Points
1	<p>Firm's response demonstrates all 4 requirements</p> <ul style="list-style-type: none"> Firm has DEI Policy Detailed description of DEI strategies and initiatives provided Firm has dedicated DEI resources (fiscal and human capital) Firm has approach to benchmarking and identifying gaps and opportunities for DEI readiness 	<p>Firm's response demonstrates 3 of the 4 requirements</p> <ul style="list-style-type: none"> Firm has DEI Policy Detailed description of DEI strategies and initiatives provided Firm has dedicated DEI resources (fiscal and human capital) Firm has approach to benchmarking and identifying gaps and opportunities for DEI readiness 	<p>Firm's response demonstrates 2 of the 4 requirements</p> <ul style="list-style-type: none"> Firm has DEI Policy Detailed description of DEI strategies and initiatives provided Firm has dedicated DEI resources (fiscal and human capital) Firm has approach to benchmarking and identifying gaps and opportunities for DEI readiness 	<p>Firm's response demonstrates 1 of the 4 requirements</p> <ul style="list-style-type: none"> Firm has DEI Policy Detailed description of DEI strategies and initiatives provided Firm has dedicated DEI resources (fiscal and human capital) Firm has approach to benchmarking and identifying gaps and opportunities for DEI readiness 	<ul style="list-style-type: none"> Minimal or no DEI Policy Minimal or no DEI strategy/ initiatives Minimal or no DEI resources Minimal or no DEI Benchmarking or Gap Analysis Process

Examples of Internal DEI Program Responses

Question 1 – Firm Internal DEI Examples

- DEI Policy
- Diverse organization at all levels, including senior management (e.g., organization chart shared for firm **and** specific to department & office(s) servicing project)
- DEI Officer – status within the organization and team
- Dedicated DEI funding
 - Budget provided
- Dedicated DEI resources
 - Staff names & resumes provided
 - Experienced/managerial staff (substance over form)
- Outline benchmarking/gap analysis process and data (e.g., gaps and changes in diversity across positions and levels over time)

RFQ Question 2 – Advancing DEI with Business Partners

Question #	10 Points	7.5 Points	5 Points	2.5 Points	0 Points
2	Firm's response fully demonstrates both requirements	Firm provides a partial response to both requirements	Firm's response fully demonstrates one of the two requirements	Firm provides a partial response to one of the two requirements	Minimal or no documentation for the two requirements

Requirements:

- (I) A brief summary of how your firm has partnered with the following types of business enterprises over the last 2 years including Disadvantaged (DBE), Lesbian, Gay, Bisexual, Transgender (LGBT), Services – Service Disabled Veteran owned (SDVOBE), Minority owned (MBE), Veteran owned (VBE) or Women owned (WBE)
- (II) A brief but detailed summary of how your firm is providing opportunities for such firms on the Project Team and how you plan to use such firms to effectively delivery services to the MBTA.

Examples of Advancing Business Partner Responses

Question 2 – Firm Examples for Partnering, Supporting and Utilization of Firms (DBE, M/WBE, SD/VOBE, LGBTQ+BE)

Part (i) – Past Performance

- History of providing mentoring for business partners
- Past performance of providing technical assistance for business partners

Part (ii) – Project-Specific

- Utilization Plan with substantive opportunities for business partners
 - Includes new, emerging, and historically underutilized businesses and trades
- Roles and responsibilities of proposed business partners

RFQ Question 3 – Advancing AEC Industry

Question #	5 Points	2.5 Points	0 Points
3	Firm's response fully demonstrates a commitment to advancing DEI in the AEC industry and beyond	Firm provides a partial response to advancing DEI in the AEC industry and beyond	Minimal to no activity demonstrated for advancing DEI in the AEC industry

Examples of Advancing Business Partner Responses

Question 3 – Firm Examples for advancing DEI in the AEC Industry

- Sponsorship of community organizations/business associations (e.g., COMTO, AMAC, HBCUs)
- Membership in, leadership of, and/or committee participation in community organizations and business associations
- Participation in relevant training and/or internship programs
- Attendance at AEC-related industry events (fewer points for attendance only)

Questions & Answers

