



Response to Request for Proposals: Racial Equity Analysis for Lexington's Homeless System

RFP #37-2021

Submitted on: 01/20/2022

Submitted by:

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Submitted to:

Electronically via Ionwave
Lexington-Fayette Urban County Government
Office

Women-Owned Small Business (WOSB)

DUNS: 602539111

NAICS Code: 541611

Professional Services Schedule Contract Number: GS10F0218U

Tax Identification Number: 26-0121775

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20 January 2022

Lexington-Fayette Urban County Government Office

To whom it may concern,

Cloudburst Consulting Group, Inc. (Cloudburst), a mission-driven Women-Owned Small Business (WOSB), in partnership with nationally recognized homeless service leader and U.S. Navy Veteran Donald Whitehead, present our qualifications and staff expertise to develop a Race Equity Analysis to support Lexington-Fayette County in achieving equitable homeless service outcomes. As detailed below, our collective commitment to preventing and ending homelessness and our deep history working at the federal, state, and local levels offer Lexington-Fayette County unparalleled expertise to generate analysis and recommendations on operationalizing housing studies in accordance with best practices that promote equitable outcomes.

Founded in 2005 in Landover, Maryland, Cloudburst has a nationally recognized expert team of staff dedicated to working with communities throughout the country to prevent and end homelessness. Leveraging expertise gained from more than 15 years of working with U.S. Department of Housing and Urban Development homeless assistance programs and their grantees, Cloudburst can offer Lexington-Fayette County and its partners a tailored analysis plan that incorporates stakeholder-driven priority-setting, racial disparity analysis, system performance analysis, and actionable strategies to improve equity and end homelessness in Lexington-Fayette County. Our consultation is grounded in our experience building skills, knowledge, and capacity to implement and evaluate homeless and housing systems.

Cloudburst staff have experience leading municipal homeless services, with the proposed project manager, Scott Pruitt, local to Kentucky. She is supported by Rori Durham and Donald Whitehead, who both partner with communities to reduce racial disparities in housing outcomes. Support staff include current members of the HUD Coordinated Entry Equity Initiative, which enrolls communities across the country to reimagine their homeless systems with equity-centered service improvements.

Please find attached a proposed scope of work and budget. We are prepared to work with your team to modify the approach and budget to best meet your needs. If you have any questions, please do not hesitate to contact me at 202-253-2346 or michelle.hayes@cloudburstgroup.com.

Sincerely,

Michelle Hayes
President

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Cover Sheet

Organization or Lead Applicant Name and Authorized Representative

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Title of proposed project:

Racial Equity Analysis for Lexington's Homeless System, response to RFP #37-2021

Brief summary of proposed project:

This project will work to illuminate homeless system strengths and identify gaps that lead to racial disparities in Lexington-Fayette County, focusing on developing actionable, holistic strategies to improve homeless system outcomes for people of color and other marginalized groups. This engagement will be driven by robust stakeholder engagement from people with lived experience of homelessness, partner sectors (e.g., health systems), homeless service providers, and Continuum of Care (CoC) Program committee members. Drawing on listening sessions, interviews, and surveys, as well as HMIS and other administrative data, the analysis will highlight promising practices already in place and areas ripe for improvement. The Assessment Team, with ongoing coordination from the CoC, will produce a detailed final report with results and realistic recommendations for equitable system improvements.

Project Narrative

Section 1: Qualifications of the Firm and Key Personnel


This proposal is presented as a partnership between Cloudburst Consulting Group, Inc. (Cloudburst), a mission-driven Women-Owned Small Business (WOSB) well regarded for addressing inequities in homeless assistance systems, and Donald Whitehead, Jr., a veteran and nationally recognized leader committed to ending homelessness. For more than 15 years, Cloudburst has served as a leading technical assistance provider for the U.S. Department of Housing and Urban Development (HUD) as well as state and local communities to improve housing and service outcomes for low-income and vulnerable populations at the policy and program level, including designing and conducting equity analysis of housing programs. The Cloudburst Homeless Assistance Team is nationally recognized for its work in making measurable impacts on homelessness by helping communities make data-driven decisions, implement evidence-based best practices, and provide life-saving assistance to people experiencing homelessness. This includes supporting Continuums of Care (CoCs), Emergency Solutions Grants programs, and Homeless Management Information Systems (HMIS) data collection and analysis. Our team excels at using data to drive equitable system improvements through evaluation techniques and stakeholder facilitation.

Cloudburst experts are known for helping communities increase the efficacy of affordable housing programs and develop research-based policy and practice guidance on “promising practices” that promote cross-systems collaboration for equitable outcomes. Cloudburst staff have in-depth experience facilitating stakeholder groups and CoC Board meetings, complemented by experienced behavioral health and community engagement specialists who are skilled in equity analysis, homeless policy, housing, and health and human services. Our team’s expertise in


research and evaluation that bridges housing, homeless services, behavioral health, and social services complements the expert facilitation skills of Donald Whitehead, Jr., who specializes in integrating people with lived experience into the planning and governance structures in CoCs.

Together as the Clodburst Team, we are committed to leading with equity and offer Lexington-Fayette County the depth of experience needed to plan for equitable system improvements to reduce homelessness. Our team offers cultural competency to assess the current needs and gaps of Lexington-Fayette County programs and the impact they have on ending homelessness for people of color and other marginalized groups. You will see in Section 3, Past Performance, that our team is committed to leading with equity. Examples of our expertise include bringing together local homeless leaders and clients with lived experience to analyze homeless systems data for equitable outcomes as part of HUD’s Coordinated Entry Equity Demo; conducting analysis on local racial equity assessments submitted as part of the HUD CoC NOFA; and designing equitable rehousing strategies leveraging American Rescue Plan and CARES Act funding. The Clodburst Team proposes the following staff for this engagement, with level of effort provided in Section 3.2:

Table 1. Proposed Personnel

Role, Name, Education, Experience	Qualifications and Project Responsibilities
<p>Project Manager</p>  <p>Allison-Scott Pruitt, PhD (she/her) PhD, Sociology, University of Colorado at Boulder MA, Sociology, University of Louisville</p>	<p>Dr. Allison-Scott Pruitt brings more than 12 years of experience working on impact and performance evaluations with government, nonprofit, and private-sector clients on human services and housing initiatives, including previously serving as the Health and Human Services Research and Evaluation Manager in Contra County, CA, which included the local CoC. Dr. Pruitt is currently leading national efforts with the U.S. Department of Housing and Urban Development to support data analysis, data collection, and the design of data-driven improvement strategies for homeless Continuums of Care across the country. This includes the development of research design on racial equity in homeless services sectors, a toolkit to educate communities on how to design and evaluate efforts to improve homeless services systems outcomes, and implementing equity-focused Rapid Rehousing training for victim service agencies.</p> <p><i>Dr. Pruitt resides in Kentucky and will serve as the project manager and on-site support for this analysis.</i></p>

<p>Facilitation Lead</p>  <p>Donald Whitehead, Jr. (he/him) U.S. Navy Veteran University of Maryland Global Campus, African American Studies Masters Candidate Union Institute & University, Organizational Management</p>	<p>Mr. Donald Whitehead, Jr., has more than 25 years of experience working on the issues affecting marginalized communities. Mr. Whitehead has provided direct service and technical assistance on homeless services, veterans’ services, substance abuse services, racial equity, and poverty throughout his career. From 2001 to 2004 he served as executive director of the National Coalition for the Homeless. During his tenure at NCH, the organization led the effort to pass the Education for Homeless Children and Youth Act and introduced the Bring America Home Campaign, the most comprehensive legislation to end homeless in history.</p> <p>As a consultant, Mr. Whitehead has worked in communities throughout the United States and within federal agencies, including the Department of Housing and Urban Development, the Department of Veterans Affairs, the Centers for Disease Control and Prevention, and the Substance Abuse and Mental Health Services Administration, along with the states of Maryland, Minnesota, California, Oregon, Massachusetts, Florida, and Arizona, and the cities of Cincinnati, Baltimore, Washington, D.C., Orlando, St. Cloud. In 2005, Mr. Whitehead received a distinguished service award for his work on homelessness from the Congressional Black Caucus. He received a second award of Special Recognition from Congress in 2008. Recently, he has been focused on race equity stakeholder engagement, co-founding Race Equity Partners.</p> <p><i>Mr. Whitehead will lead stakeholder facilitation sessions.</i></p>
<p>Homeless Services Expert</p>  <p>Rori Knight Durham (she/her) Master of Divinity, Virginia Union University Samuel DeWitt Proctor School of Theology MSW, Howard University</p>	<p>Rori Knight Durham is a Senior Homeless Programs Technical Assistance Provider. In her role, Ms. Durham partners with communities to reduce racial disparities in housing outcomes and is energized by continuous learning collaborations. Ms. Durham is relentless about finding solutions and serving with dignity and respect. She possesses more than 20 years of service in the District of Columbia’s homeless continuum and has served with the Continuum of Care Lead Agency (The Community Partnership for the Prevention of Homelessness-TCP) as well as numerous community providers. In her most recent role, Ms. Durham worked with the District of Columbia’s Department of Human Services (DC DHS) and was instrumental in the closing of the largest family shelter, based in a former hospital. In this role, she led efforts to exit families into apartment homes utilizing Rapid Rehousing subsidies with a major landlord in the District of Columbia. Ms. Durham represented the DC DHS as a partner with the Calling All Sectors Initiative (CASI), a workgroup created to partner with other District government agencies to assess and close the gap in racial and economic disparities among pregnant persons throughout the District of Columbia.</p> <p><i>Ms. Durham will contribute to data collection, analysis, and strategy recommendations.</i></p>
<p>Data Analyst</p>  <p>Austen Smith (they/them) B.A., Communications, University of Louisville</p>	<p>Austen Smith has five years of experience in data management, research coordination, and technical support. Previously, they served as Research Coordinator for the Compassionate Schools Project, the largest comprehensive qualitative study on the subject of compassion in the United States. Additionally, Austen Smith has worked for behavioral health nonprofit organizations that serve populations living with developmental and intellectual disabilities to secure housing, employment, and living assistance. They are currently a data analyst with the HUD Coordinated Entry Equity Initiative.</p> <p><i>Austen Smith is a Kentucky native and will support data collection, analysis, and facilitation.</i></p>
<p>Research Assistant</p>  <p>Emmalee Jordan (she/her) B.A., Political Science, George Washington University</p>	<p>Emmalee Jordan is a Junior Analyst who works within the Cloudburst Group’s Housing and Community Development practice area. In her role, Ms. Jordan provides data analytic support and technical assistance to HUD grantees. Prior to her work at Cloudburst, she solicited grant opportunities for a nonprofit serving individuals with developmental disabilities and conducted research in housing policy with Marin County, California, which administers the local CoC. She also evaluated data privacy strategies and drafted qualitative reports analyzing global markets at an information technology think tank.</p> <p><i>Ms. Jordan will provide support in data analysis and collection.</i></p>

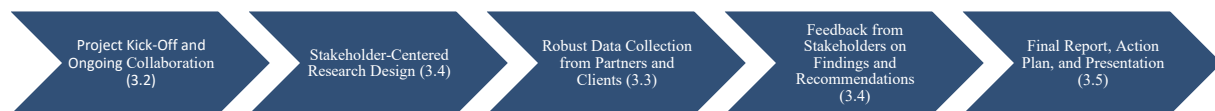
<p>Research Assistant</p>  <p>Faith Walker (she/her) B.S., International Relations, Georgia Institute of Technology</p>	<p>Faith Walker has experience working with state and local governments to improve public infrastructure and has worked with international community development programs to facilitate opportunities in education. She provides support for the development and implementation of technical assistance projects for federal (HUD-funded) programs and direct engagements with state and local government clients in the areas of community development, homeless assistance, affordable housing, grants management, compliance, reporting, and planning. Additionally, Ms. Walker is currently the coordinator for the HUD Coordinated Entry Equity Initiative, managing product development, facilitation schedules, and community progress tracking.</p> <p><i>Ms. Walker will provide support in data analysis and collection.</i></p>
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Section 2: Proposed Method to Accomplish the Scope of Work (RFP 3.1-3.5)

3.1 General Overview

The Assessment Team will work to illuminate homeless systems strengths and gaps in Lexington-Fayette County, focusing on developing actionable, holistic strategies to improve outcomes for people of color or other marginalized populations. Our team will apply proven methods conducting interviews with key stakeholders and those experiencing homelessness, as well as analyzing HMIS and other administrative data. The Assessment Team will work with the Lexington-Fayette County CoC to develop a robust and participatory stakeholder feedback process and proceed with data collection that will produce a detailed final report with results and realistic recommendations for an equitable system. Our proposed approach is detailed below.

Figure 1. Project Overview



3.2 Project Plan and Management

Approximately ten days following contract execution, the Assessment Team will collaborate with CoC staff and board members to develop a comprehensive Work Plan that highlights research questions to be examined, a summary of tasks and activities, deliverables, and a project timeline. The Assessment Team anticipates meeting monthly with the CoC’s Program Performance and Evaluation Committee to review progress and make modifications where

appropriate. To launch the engagement, the Assessment Team will conduct a remote kickoff meeting with County staff and other relevant stakeholders to review the proposed Work Plan and ensure timely execution. Agenda topics will include:

- Review and finalize the project timeline.
- Review and confirm roles and responsibilities of the Assessment Team and County staff.
- Identify key stakeholders that represent service providers, regional leadership, people currently or formerly experiencing homelessness, and other relevant partners.
- Discuss initial research questions (as introduced in Section 3.3 below).
- Identify and review existing data, policies/procedures, and other information to support a records review including protocols for accessing data from HMIS and other local systems.
- Agree upon a complete list of the information the Assessment Team will require to support information gathering, analysis, and consultation throughout the project.

The Work Plan will include timing for all deliverables as well as key personnel roles and responsibilities, lines of authority, a communications plan, a schedule of deliverables, and a quality control plan for deliverable submission and revision. The Work Plan will be updated with any findings from the initial stakeholder listening sessions (see Section 3.4), which will inform the research questions and data collection design.

Table 2. Proposed Timeline

Task	Month											
	1	2	3	4	5	6	7	8	9	10	11	
Ongoing collaboration and updates to CoC Committee (3.2)	■	■	■	■	■	■	■	■	■	■	■	■
Project kickoff and Work Plan development (3.2)	■											
Listening sessions with key stakeholders (3.4)		■	■									
Data analysis (3.3)			■	■								
Client focus groups and survey (3.3)				■	■	■						
Provider focus groups and survey (3.3)					■	■	■					
Preliminary presentation to CoC Board and public (3.3)								■				
Gather feedback on initial recommendations (3.4)								■	■			
Final report and presentation (3.5)										■	■	

Project staff will report progress to Dr. Pruitt, who as proposed Project Manager will be responsible for managing client communications and responding to requests. At least twice per

month, Dr. Pruitt will provide status updates inclusive of all activities, and report internally to Cloudburst operational staff who manage compliance with the requirements of 2 CFR 200.

3.3 Data Collection and Analysis

To center equity throughout the Lexington-Fayette County homeless system, Cloudburst proposes a multi-pronged approach to data collection that is driven by stakeholder engagement. Working with CoC staff and committees, this approach will review all components of the system, including perspectives from clients, staff, referral partners, and upstream agencies. All data collection and analysis will be informed by stakeholder input (see Section 3.4), incorporating an administrative data review, as well as client and provider data collection. Preliminary research questions that will be further revised after listening sessions described in Section 3.4 below include:

Table 3. Preliminary Research Questions

Research Question	Data Collection Method					
	Policy Documents	HMIS Data	Listening Sessions	Interviews/ Focus Groups	Surveys	System Mapping
How is the homeless system intersecting with other systems of care? How could system partnerships be improved for equitable outcomes?						
Are high-priority and marginalized populations being successfully referred and enrolled in available housing and supportive service interventions? How can assessment and prioritization be improved?						
Are people of color more likely to enter or exit the system from certain neighborhoods? Do these areas have sufficient access to services?						
Are system outcomes (e.g., exits, returns) similar among different racial groups or demographic characteristics? How could these be made more equitable?						
Do providers reflect the population they serve? What training/opportunities do providers need to promote equity and increase opportunities for staff of color?						
What strategies to increase equity are in place? What do we know about how they are working (or not)?						

What feedback mechanisms do clients currently have available? How can the CoC meaningfully incorporate people with lived experience into decision-making?						
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Administrative Data Review

The Assessment Team will begin an initial desk review of available data. This will include current assessment tools, policy and procedure documents (e.g., coordinated entry), workflow documents, and marketing and communication materials. Providers may also be asked to provide wait times for different housing subsidies, such as Rapid Rehousing, as well as the current capacity of these programs each year.

The Assessment Team will also request de-identified HMIS data. Cloudburst staff are experienced HMIS administrators and are familiar with applications and limitations of this data. HMIS data will be analyzed for clients’ prior living situations, service connections (if possible), outcomes, and other system performance indicators (e.g., first-time homeless). To conduct a thorough equity analysis, data will be disaggregated to conduct an equity analysis by race, ethnicity, and priority populations (e.g., chronic homeless). When location information is available, the analysis will include areas where disparities are more severe and determine whether people of color are more likely to enter homelessness from specific neighborhoods. Specific areas of investigation include disparities in:

- Pathways into homelessness
- Assessment and prioritization
- Outcomes such as exiting to housing and length of stay
- Program and service enrollment
- Returns to homelessness, including a profile of high utilizers.

Informed by the review of available data, the Assessment Team will conduct focus groups and administer surveys with local providers, people experiencing homelessness, and those recently housed. Cloudburst anticipates that the CoC will provide connections to both clients and providers, including phone numbers and a warm introduction explaining that they will be contacted for this

equity initiative, as well as space to conduct these focus groups. Cloudburst will provide a two-person team (Pruitt and Smith) for onsite focus groups.

Client Data Collection

Depending upon COVID surges, client focus groups may be conducted in-person or remotely, with a preference for in-person events, if possible, to ease coordination needs for service providers. If in-person groups are possible, client focus groups may be conducted in a facility that is readily accessible for clients, such as a shelter or other service provider where they will feel comfortable. It is anticipated that eight focus groups of four people each will be conducted to maintain a small group size and social distance standards. Focus groups will last approximately 90 minutes and take place over two days, with four groups planned for each day. All focus group participants will provide verbal informed consent for their participation. Data obtained from the focus group will be reported as confidential and anonymous. Clients will be compensated \$20 for their time, provided through a gift card. If in-person events are not safe at the time of the project, these will be converted into phone or Zoom interviews, and it is anticipated providers will refer clients and coordinate phone access.

To gather feedback from a broad array of current and former clients, a survey will also be available. Cloudburst will ask agencies to inform clients of the online survey through case managers, social media, and other communications to clients (e.g., newsletters). The link to the survey will be mobile compatible and case managers can text a link to clients. For those without phone or internet access, paper copies will be available at service locations. Cloudburst expects that responses to the paper survey will be scanned by agency staff and returned via a PDF file, with approximately 50 responses total. Survey respondents will not be compensated.

Areas of inquiry to consider for clients in surveys and focus groups include:

- Pathways into homelessness (and where it may have been prevented)
- Ease of access to services
- CES assessment and referral
- Ways to improve communication and outreach about services
- Overall experience within the homeless service system and suggestions for improvement.

Provider Data Collection

Cloudburst proposes two focus groups with 6-8 providers each that focus on system mapping. The Assessment Team will facilitate a mapping process that builds community partnerships and a vision for equitable system change in preventing and ending homelessness. In these focus groups, providers will work to build a map of the homeless service system, focusing on areas that disproportionately impact people of color and are ripe for additional support to strengthen client outcomes. The first focus group should include upstream system partners that influence risk factors for homelessness, such as the foster care system. The second focus group should include homeless services and related providers, such as victim service agencies. Cloudburst has developed standardized questions that have been utilized successfully in other communities (see Figure 2, below). To reduce exposure to COVID-19 while accommodating a larger group size, these sessions can be conducted remotely and incorporate interactive tools such as Jamboard for increased interactivity.

To supplement this data, the Assessment Team will develop an electronic provider survey based on stakeholder feedback and focus group themes, and

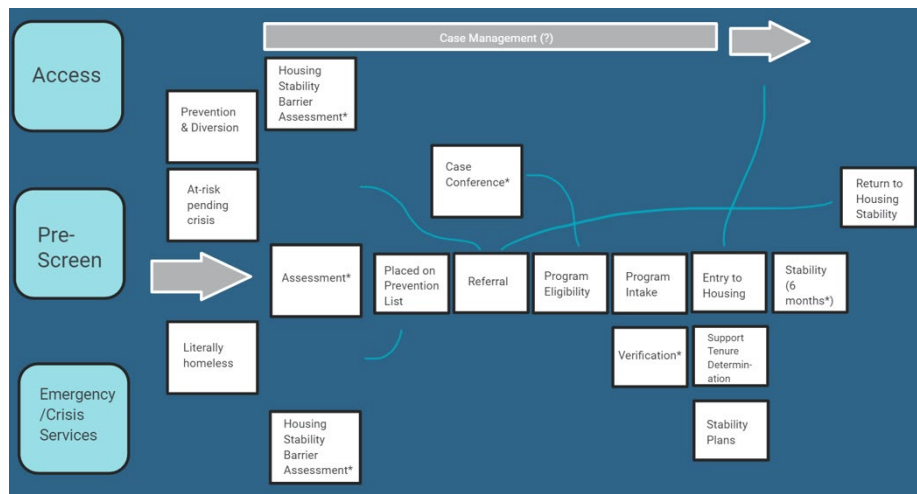


Figure 2: System Mapping Exercise in Jamboard Sample

distribute it via email to the local CoC planning body, other CoC committees, and providers (regardless of their level of participation in the CoC). Cloudburst anticipates that the CoC will have at least one primary email contact for each committee and provider, and Cloudburst will also conduct online research to locate additional contacts. Providers and committees will also be asked to forward the survey to relevant stakeholders who should also participate. The survey will be confidential.

Areas of inquiry to consider for providers in surveys and focus groups include:

- Provider demographics and equity within service provider organizations
- Satisfaction with overall coordination
- Capacity building needs
- Common client needs and barriers to addressing them, focusing on equity issues.

Data Analysis

Cloudburst's practice is for data analysis to be undertaken by the same team members who facilitate and participate in the focus groups. This practice ensures the full and seamless integration of additional contextual information (e.g., body language, etc.) into the notes. Focus groups will be conducted as open discussions, lasting no more than 90 minutes. Each of the focus groups will be audio-taped and a de-identified synopsis of each group will be produced to facilitate analysis.

Cloudburst will aggregate and synthesize the data through careful reviews of these notes, using standard procedures for analyzing qualitative focus group data. Analysis will involve carefully coding and grouping responses in a consistent manner according to similar or related pieces of information presented, allowing comparison of responses and identification of common themes and trends. Survey data will be analyzed in aggregate, noting themes consistent between the focus groups and survey responses. The initial findings will be presented to the CoC Board and public remotely, with an opportunity for input prior to the final report, which will include a full report of survey responses.

3.4 Development and Facilitation of a Robust Customer and Stakeholder Engagement Process

To ensure the research reflects the concerns of the community, Cloudburst will launch the project with four remote roundtable listening sessions, each with six to eight key partners. Facilitation will be led by nationally recognized homeless expert Donald Whitehead, Jr. Each listening session will have a different audience:

- 1) Clients of the homeless service system
- 2) CoC leadership and other decision-makers
- 3) Front-line providers, including partners such as behavioral health
- 4) Advocates and engaged members of the public.

These meetings will be conducted via a remote meeting platform (e.g., Zoom) and will not be recorded to encourage candid feedback. If technology poses limitations for current clients of the system, that session may be conducted in-person assuming COVID safety and observing proper social distancing protocols. The purpose of these initial listening sessions will be to glean a deeper understanding of topics and research questions as outlined above, to inform the development of the client and provider survey and focus group data collection instruments.

From the listening session, Cloudburst will highlight themes and emphasize current approaches to racial equity and policies (including what is working and what is not to increase equity), unique barriers for specific subgroups (e.g., youth in the child welfare system), and current partnerships between sectors. The result will be custom survey and focus group tools that reflect the unique needs of Lexington-Fayette County.

We anticipate the CoC will have existing relationships with stakeholders and can provide prefacing introductions. Once the listening sessions are complete, Cloudburst will review notes to synthesize themes and emphasis to be threaded into the research Work Plan. Any information gleaned from the roundtables will be de-identified and handled in a confidential manner.

The data collection process (outlined in Section 3.3) will include interviews, focus groups, and survey feedback from key stakeholders. After the data is analyzed, Cloudburst will develop draft recommendations to increase racial equity, focusing on key partners and system components that could be redesigned to improve outcomes for people of color and other vulnerable populations.

These recommendations will form the basis for a second round of stakeholder engagement, with the opportunity for clients and key partners to provide input on the final set of recommendations. Four additional listening sessions (following the same grouping as above) will be convened to present the draft recommendations and incorporate stakeholder feedback. These final recommendations will also include feedback from ongoing engagement with the CoC Program Performance and Evaluation Committee (outlined in Section 3.2) and Board presentation (described in Section 3.3) and form the basis of the final report.

3.5 Incorporate Feedback and Draft Recommendation Actions

Cloudburst will finalize the report and action plan and submit it to the CoC within approximately four weeks of the conclusion of the focus groups. Cloudburst has an in-house professional communications team that will format and brand the report into a publishable, final report of approximately 20-25 pages.

Deliverables and materials to be included in the final report are:

1. An executive summary of the process and findings
2. A summary of the data collection process
3. Results of the listening session and rationale for the direction of the project
4. Key themes from client focus groups and surveys, including accessibility and experiences within the homeless service system
5. A system map with suggestions for potential redesign to promote equity, noting where other systems of care intersect with pathways into and out of homelessness
6. Results of the provider survey, including a provider demographic analysis
7. Results of the HMIS data analysis, including a race equity analysis of barriers to housing, current system outcomes, and an analysis of returning clients
8. Recommendations for improved system policies, focusing on promoting equity
9. Recommendations for accessible and representative communications materials
10. Suggestions for planning an annual race equity analysis and action plan for the NOFA

A presentation of key findings, delivered remotely, with the opportunity to ask clarifying questions of the Assessment Team, will be scheduled with report delivery.

3.6 Level of Effort

The matrix below provides details on personnel assigned to activities, including the anticipated level of effort for each proposed team member.

Table 4. Level of Effort

Task Description	Scott Pruitt	Faith Walker	Rori Durham	Austen Smith	Emma Jordan	Donald Whitehead	Miyah Powe	Total Hours
Task 1 - Project Plan and Management								
a Kick-off meeting	5	5	5	5				20
b Work plan development	15	5	5	5		2		32
c Ongoing coordination with CoC	11	5	5	5				26
TOTAL	31	15	15	15	0	2		78
Task 2 - Data Collection and Analysis								
a Administrative data review	30	30		30	30			120
b Client data collection (survey and focus groups)	42			42	25			109
c Provider data collection (survey and system map)	10	40	25					75
d Preliminary presentation to CoC	10		10					20
TOTAL	92	70	35	72	55	0		324
Task 3 - Customer and Stakeholder Engagement								
a Listening Sessions		40				40		80
TOTAL	0	40	0	0	0	40		80
Task 4 - Draft Recommendations								
a Final report and action plan	40	20	20	40	10	20	10	160
b Final presentation	10	10	10	10	5	10		55
TOTAL	50	30	30	50	15	30	10	215
GRAND TOTAL	173	155	80	137	70	72	10	697

Section 3: Staff Availability and Past Performance

As established program evaluators with experience designing and conducting racial equity analysis in homeless systems, Cloudburst has proven to be a valued partner and confirms the availability of proposed staff, offering the following sampling of projects as past performance.

Table 5. Past Performance

Project Name, Client, Period of Performance, and Key Staff	Project Description	Project Point of Contact
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<p>Coordinated Entry Equity Initiative U.S. Dept of Housing and Urban Development Cohort One: 12/2020- 5/2021 Cohort Two: 6/2021- present Scott Pruitt, Cohort One PM/Eval Lead Austen Smith, Cohort Two Data Coach Faith Walker, Cohort Two Coordinator</p>	<p>The project enrolled communities across the country to bring together homeless service leaders and clients with lived experience of homelessness to analyze homeless system data for equitable outcomes. The communities in the project began to retool their client assessment and prioritization criteria to reach the most vulnerable community residents, create standing forums for stakeholder input, and reimagine their service systems to promote both equity and efficiency.</p>	<p>Lisa Coffman, Senior Advisor in the Office of the Deputy Assistant Secretary for Special Needs U.S. Dept of Housing and Urban Development Lisa.R.Coffman@hud.gov</p>
<p>Clallam County Needs and Gaps Analysis (link to final report) Clallam County, Washington Health and Human Services 2/2020-7/2020 Scott Pruitt, Project Manager</p>	<p>For Clallam County Washington Health and Human Services, Cloudburst conducted a Homeless Needs and Gaps Assessment. This included a complete analysis of local HMIS data, interviews with current homeless system clients, a client survey that included all homeless system partners, and in-depth discussions with provider agencies. The project applied an equity lens to the mix of services currently being funded by the county, identifying gaps for specific subgroups, including people with a disability, and disparate outcomes for people of color. The report, which was presented to the Board of Health and Homeless Task Force, identified model programs and specific recommendations for the county to close service gaps, improve coordination, and create equitable outcomes for all individuals experiencing a housing crisis in the county.</p>	<p>Jenny Oppelt, Behavioral Health & Homelessness Program Coordinator Clallam County Health & Human Services 360-417-2431 joppelt@co.clallam.wa.us</p>
<p>CoC NOFA Race Equity Analysis U.S. Dept of Housing and Urban Development 1/2020-6/2020 Scott Pruitt, Project Manager and Evaluation Lead</p>	<p>For example, for a recent study for HUD’s SNAPS Office, Cloudburst integrated more than 40 million records (HUD CoC and ESG data, shelter administrative and count data, National Homeless Point-inTime (PIT) count data, etc.) along with demographic and market data for the first time in a massive exploratory data analysis on the determinants of homelessness. Another component of this project was analyzing local racial equity assessments completed as part of the HUD CoC Notice of Funding Availability award process. Using NVIVO qualitative analysis software, Cloudburst staff reviewed over 600 racial equity assessments, including an analysis of the actions being taken in localities to reduce racial disparities in homeless service systems. The final report described the nature and extent of racial inequity in homeless service systems, as well as the steps being taken to resolve them.</p>	<p>William Snow, Senior Program Specialist U.S. Department of Housing and Urban Development 202-402-4541 William.Snow@hud.gov</p>
<p>HUD Community Workshops (link to Toolkit) U.S. Department of Housing and Urban Development 6/2020-present Austen Smith, Workshop Facilitator Scott Pruitt, Workshop Facilitator and Curriculum Designer</p>	<p>Cloudburst staff currently facilitate the HUD Coordinated Entry (CE) and System Performance Improvement Community Workshops. The CE workshop combines peer support, guided training, and dedicated technical assistance to support communities in evaluating the core pillars of a successful CE system: leadership, equity, and data. The work focuses on prioritization and assessment, helping communities design equitable yet simple prioritization criteria and assessment tools. The System Performance workshop helps grantees quickly develop and implement data-informed improvement strategies focusing on equitable system redesign. The workshop lasted for five weeks, with every community that attended having designed at least one data-informed strategy and many having begun implementation. The workshop ran for three cycles, enrolling approximately 30 CARES Act grantee communities. This workshop was redeveloped for a National Human Services Data Consortium conference presentation focused on equitable data collection and will run as a 12-week series beginning in March 2022.</p>	<p>Caitlin Morath Senior Confidential Advisor U.S. Department of Housing and Urban Development Caitlin.M.Morath@hud.gov 202-402-6933</p>

<p>Domestic Violence Rapid Rehousing Indiana Housing and Community Development Authority (IHCDA), through HUD 7/2021-1/2022 Scott Pruitt, Project Lead Rori Knight Durham, Training Facilitator</p>	<p>Cloudburst was tasked by HUD to assist the Indiana Balance of State with unspent Domestic Violence Rapid Rehousing (RRH) funds. Cloudburst identified causes of slow spending related to policy and program implementation of the DV bonus. The team coordinated with IHCDA staff to release a capacity building RFP, focused on bringing new grassroots organizations into the DV program to increase spending, provider equity, and client access to housing programs through organizations that served people of color and other marginalized groups. Once the RFP was closed, the newly funded organizations participated in a three-session RRH training organized by Cloudburst.</p>	<p>Kristin Garvey, Grants Manager, Community Services Indiana Housing and Community Development Authority KriGarvey@ihcda.in.gov</p>
<p>Shallow Subsidy Evaluation Los Angeles Homeless Services Authority (LAHSA) 08/2019- present Faith Walker, Research Assistant</p>	<p>Cloudburst designed and is implementing an impact evaluation to understand the impact of LAHSA’s Shallow Subsidy for Rapid Re-Housing (SS-RRH) program on housing status and long-term housing stability. The program is designed to provide extended assistance to RRH and Homelessness Prevention clients who still need time to build economic security but could do so with lower levels of assistance. The SS-RRH program provides an extended safety net of housing assistance for households exiting from RRH (including transition age youth), and for individuals 62 years and older who are currently receiving Prevention assistance. The evaluation focuses on the first two years of SS-RRH implementation, documenting the impact of the SS-RRH program on housing stability for families, youth, adults, and seniors exiting RRH or Prevention programs. Focus group discussions with implementing staff, RRH and Prevention providers, and program participants supplement this administrative quantitative data.</p>	<p>Michael Loller, MPA, Contracts Specialist Los Angeles Homeless Services Authority mloller@lahsa.org</p>
<p>Racial Equity Initiative Maricopa County 02/2020-Present Donald Whitehead, Jr., Project Lead</p>	<p>In March 2020, the Maricopa Regional Continuum of Care (CoC) launched an initiative to examine racial disparities in homelessness in Maricopa County. As in communities across the United States, people of color are more likely than their white counterparts to experience homelessness. While advocates in Maricopa County have been drawing attention to this fact for years, the CoC’s concerted community-wide effort provided energy and resources to understand the intersection of race and homelessness and develop a plan to advance racial equity in the county’s homelessness response. To understand the intersection of racism and homelessness in Maricopa County, the team conducted a series of assessment activities designed to provide information about where and how the CoC and its partners can implement equity-based solutions. They worked closely with the Maricopa Regional Continuum of Care Homelessness Management Information System (HMIS) team to examine existing datasets.</p>	<p>Julie Montoya, MSW Human Services Planner II jmontoya@azmag.gov 602.900.4811</p>
<p>Persons with Lived Experience Working Group U.S. Department of Housing and Urban Development 07/2020 – present Donald Whitehead, Jr., Project Lead</p>	<p>Donald Whitehead recruited and facilitated the creation of 24 formerly homeless TA provider teams. The National Coalition for the Homeless, subcontracted with Abt Associates, assisted in the ESG-CV Stimulus Response TA effort to help communities develop large-scale rehousing activities that limit the spread of the coronavirus and facilitate assistance to economically impacted households. The Coalition works with a small team of TA providers to ensure the ESG-CV TA strategy and related products are informed by expertise gained through lived experience of homelessness and help communities similarly elevate people with lived expertise in their decision-making through more inclusive, representative planning and service delivery processes. This work includes participation in HUD’s Equity Team, participation as HUD’s Lead for the Meaningful Incorporation of Persons with Lived Experience Group, coordination and consultation with HUD and TA providers, and product development.</p>	<p>Lisa Coffman, Senior Advisor in the Office of the Deputy Assistant Secretary for Special Needs U.S. Dept of Housing and Urban Development Lisa.R.Coffman@hud.gov</p>

Cost Proposal and Budget Narrative

Cloudburst has developed a budget total of \$87,385 for the project. Based on Lexington-Fayette County’s preferences, this project can be operated as a Time and Materials (T&M) project with monthly invoices based on labor hours and other direct costs expended, or as a Firm-Fixed Price (FFP) project with payments based on milestone completion of deliverables.

Table 6. Budget

PROPOSAL NAME: Lexington-Fayette Urban County												
			Task 1 - Project Plan and Management		Task 2 - Data Collection and Analysis		Task 3 - Customer and Stakeholder Engagement		Task 4 - Draft Recommendations		TOTAL	
Team Member	Role	Rate	Hours	Subtotal	Hours	Subtotal	Hours	Subtotal	Hours	Subtotal	Hours	Dollars
Scott Pruitt	Project Manager	\$ 144	31	\$ 4,464	92	\$ 13,248	0	\$ -	50	\$ 7,200	173	\$ 24,912
Faith Walker	Research Assistant	\$ 76	15	\$ 1,140	70	\$ 5,320	40	\$ 3,040	30	\$ 2,280	155	\$ 11,780
Rori Durham	Homelessness SME	\$ 153	15	\$ 2,295	35	\$ 5,355	0	\$ -	30	\$ 4,590	80	\$ 12,240
Austen Smith	Data Analyst	\$ 85	15	\$ 1,275	72	\$ 6,120	0	\$ -	50	\$ 4,250	137	\$ 11,645
Miyah Powe	Copyedit and Formatting	\$ 67	0	\$ -	0	\$ -	0	\$ -	10	\$ 670	10	\$ 670
Emma Jordan	Research Facilitator	\$ 67	0	\$ -	55	\$ 3,685	0	\$ -	15	\$ 1,005	70	\$ 4,690
Donald Whitehead	Engagement Lead	\$ 227	2	\$ 454	0	\$ -	40	\$ 9,080	30	\$ 6,810	72	\$ 16,344
LABOR TOTAL			78	\$ 9,628	324	\$ 33,728	80	\$ 12,120	215	\$ 26,805	697	\$ 82,281
Travel and incentives				\$ -		\$ 2,635		\$ -		\$ -		\$ 2,635
Reproduction/Materials/Teleconference				\$ 289		\$ 1,012		\$ 364		\$ 804		\$ 2,469
TOTAL				\$ 9,917		\$ 37,375		\$ 12,484		\$ 27,609	697	\$ 87,385

In line with Lexington-Fayette Urban County Government “Notice of Requirement for Affirmative Action to Ensure Equal Employment Opportunities and DBE Contract Participation,” this proposal exceeds the minimum requirements established that not less than ten percent (10%) be subcontracted to Disadvantaged Business Enterprises (MBE, WBE) and that three (3%) of the total value of this contract be subcontracted to veteran-owned small businesses.

The total budget above reflects:

Cloudburst Consulting Group (WOSB/WBE) 82%

Donald Whitehead, Jr. (MBE/Veteran-owned small business) 18%

Budget Assumptions:

1. Lexington-Fayette County will provide timely access to reports and information regarding homeless system operations, as well as facilitate access to HMIS data.
2. Lexington-Fayette County will be available to facilitate introductions to providers and key stakeholders; providers in the county will facilitate introductions to people experiencing homelessness or recently housed through their services.
3. Up to eight focus groups of 32 total clients; two focus groups of 6-8 providers; Lexington-Fayette County and partners will provide introductions to participants. Cloudburst will procure and disseminate \$20 gift cards for each participant.
4. Subject to COVID restrictions, Cloudburst staff will travel onsite for one trip to support this activity. If COVID restrictions do not permit travel and in-person meetings, travel costs will be applied to interview logistics and transcription.
5. A provider survey will be disseminated electronically, anticipating approximately 50 responses. Lexington-Fayette County will support dissemination and reminders for completion.
6. A client survey will be disseminated by providers, anticipating approximately 50 responses. It is expected that any paper responses will be provided to Cloudburst via PDF scan facilitated by Lexington-Fayette County or partner staff. Lexington-Fayette County will support dissemination and reminders for completion.
7. Depending upon COVID restrictions, physical meeting space for onsite focus groups will be provided by stakeholders at no cost to the contract.
8. One set of consolidated community comments will be provided in the draft report.
9. Cloudburst will prepare and deliver a final report of approximately 20-25 pages. The report will be copyedited and professionally formatted by Cloudburst's communications team.
10. The final presentation will be remote; onsite travel is estimated at standard GSA rates.
11. Cloudburst staff will submit a progress report to Lexington-Fayette County once per month.

AFFIDAVIT

Comes the Affiant, Michelle Hayes, and after being first duly sworn, states under penalty of perjury as follows.

1. His/her name is Michelle L. Hayes and he/she is the individual submitting the proposal or is the authorized representative of Cloudburst Consulting Group, Inc., the entity submitting the proposal (hereinafter referred to as "Proposer").
2. Proposer will pay all taxes and fees, which are owed to the Lexington-Fayette Urban County Government at the time the proposal is submitted, prior to award of the contract and will maintain a "current" status in regard to those taxes and fees during the life of the contract.
3. Proposer will obtain a Lexington-Fayette Urban County Government business license, if applicable, prior to award of the contract.
4. Proposer has authorized the Division of Central Purchasing to verify the above-mentioned information with the Division of Revenue and to disclose to the Urban County Council that taxes and/or fees are delinquent or that a business license has not been obtained.
5. Proposer has not knowingly violated any provision of the campaign finance laws of the Commonwealth of Kentucky within the past five (5) years and the award of a contract to the Proposer will not violate any provision of the campaign finance laws of the Commonwealth.
6. Proposer has not knowingly violated any provision of Chapter 25 of the Lexington-Fayette Urban County Government Code of Ordinances, known as "Ethics Act."

Continued on next page

7. Proposer acknowledges that "knowingly" for purposes of this Affidavit means, with respect to conduct or to circumstances described by a statute or ordinance defining an offense, that a person is aware or should have been aware that his conduct is of that nature or that the circumstance exists.

Further, Affiant sayeth naught.

STATE OF Massachusetts
COUNTY OF Essex

The foregoing instrument was subscribed, sworn to and acknowledged before me
by Michelle Hayes on this the 18 day
of January, 2022

My Commission expires: 08/30/2024


JOSEPH FOWLER
NOTARY PUBLIC
COMMONWEALTH OF MASSACHUSETTS
MY COMMISSION EXPIRES 08/30/2024
NOTARY PUBLIC, STATE AT LARGE



EQUAL OPPORTUNITY AGREEMENT

Standard Title VI Assurance

The Lexington Fayette-Urban County Government, (hereinafter referred to as the "Recipient") hereby agrees that as a condition to receiving any Federal financial assistance from the U.S. Department of Transportation, it will comply with Title VI of the Civil Rights Act of 1964, 78Stat.252, 42 U.S.C. 2000d-4 (hereinafter referred to as the "Act"), and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, (49 CFR, Part 21) Nondiscrimination in Federally Assisted Program of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964 (hereinafter referred to as the "Regulations") and other pertinent directives, no person in the United States shall, on the grounds of race, color, national origin, sex, age (over 40), religion, sexual orientation, gender identity, veteran status, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Recipient receives Federal financial assistance from the U.S. Department of Transportation, including the Federal Highway Administration, and hereby gives assurance that will promptly take any necessary measures to effectuate this agreement. This assurance is required by subsection 21.7(a) (1) of the Regulations.

The Law

- Title VII of the Civil Rights Act of 1964 (amended 1972) states that it is unlawful for an employer to discriminate in employment because of race, color, religion, sex, age (40-70 years) or national origin.
- Executive Order No. 11246 on Nondiscrimination under Federal contract prohibits employment discrimination by contractor and sub-contractor doing business with the Federal Government or recipients of Federal funds. This order was later amended by Executive Order No. 11375 to prohibit discrimination on the basis of sex.
- Section 503 of the Rehabilitation Act of 1973 states:

The Contractor will not discriminate against any employee or applicant for employment because of physical or mental handicap.

- Section 2012 of the Vietnam Era Veterans Readjustment Act of 1973 requires Affirmative Action on behalf of disabled veterans and veterans of the Vietnam Era by contractors having Federal contracts.
- Section 206(A) of Executive Order 12086, Consolidation of Contract Compliance Functions for Equal Employment Opportunity, states:

The Secretary of Labor may investigate the employment practices of any Government contractor or sub-contractor to determine whether or not the contractual provisions specified in Section 202 of this order have been violated.

The Lexington-Fayette Urban County Government practices Equal Opportunity in recruiting, hiring and promoting. It is the Government's intent to affirmatively provide employment opportunities for those individuals who have previously not been allowed to enter into the mainstream of society. Because of its importance to the local Government, this policy carries the full endorsement of the Mayor, Commissioners, Directors and all supervisory personnel. In following this commitment to Equal Employment Opportunity and because the Government is the benefactor of the Federal funds, it is both against the Urban County Government policy and illegal for the Government to let contracts to companies which knowingly or unknowingly practice discrimination in their employment practices. Violation of the above mentioned ordinances may cause a contract to be canceled and the contractors may be declared ineligible for future consideration.

Please sign this statement in the appropriate space acknowledging that you have read and understand the provisions contained herein. Return this document as part of your application packet.

Bidders

I/We agree to comply with the Civil Rights Laws listed above that govern employment rights of minorities, women, Vietnam veterans, handicapped and aged persons.

Michelle L Hayes

Signature

Cloudburst Consulting Group, Inc.

Name of Business

WORKFORCE ANALYSIS FORM

Name of Organization: Cloudburst Consulting Group, Inc.

Categories	Total	White (Not Hispanic or Latino)		Hispanic or Latino		Black or African- American (Not Hispanic or Latino)		Native Hawaiian and Other Pacific Islander (Not Hispanic or Latino)		Asian (Not Hispanic or Latino)		American Indian or Alaskan Native (not Hispanic or Latino)		Two or more races (Not Hispanic or Latino)		Total	
		M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Administrators	3	1	2													1	2
Professionals	43	12	21	1		2	5			2						17	26
Superintendents																	
Supervisors																	
Foremen																	
Technicians	1			1												1	
Protective																	
Para-																	
Office/Clerical	19	3	5	3	1		4							1	2	7	12
Skilled Craft																	
Service/Maintena																	
Total:	66	16	28	5	1	2	9			2				1	2	26	40

Prepared by: Toni Laich, Employee Engagement Manager Date: 01 / 12 / 2022

(Name and Title)

Revised 2015-Dec-15

Firm Submitting Proposal: Cloudburst Consulting Group, Inc.

Complete Address: 8400 Corporate Drive, Suite 550 Landover, MD 20785
Street City Zip

Contact Name: Michelle L. Hayes Title: President

Telephone Number: 202-253-2346 Fax Number: 301-918-4900

Email address: michelle.hayes@cloudburstgroup.com



Bid/RFP/Quote Reference # RFP #37-2021

The MWDBE and/or veteran subcontractors listed have agreed to participate on this Bid/RFP/Quote. If any substitution is made or the total value of the work is changed prior to or after the job is in progress, it is understood that those substitutions must be submitted to Central Purchasing for approval immediately. **Failure to submit a completed form may cause rejection of the bid.**

MWDBE Company, Name, Address, Phone, Email	MBE WBE or DBE	Work to be Performed	Total Dollar Value of the Work	% Value of Total Contract
1. Donald H. Whitehead, Jr. 9629 Overton Dr. Laurel MD, 20723 (301) 275-7341 dhwhitehead@msn.com	Veteran	Engagement lead and facilitator	\$ 16,344	18%
2.				
3.				
4.				

The undersigned company representative submits the above list of MWDBE firms to be used in accomplishing the work contained in this Bid/RFP/Quote. Any misrepresentation may result in the termination of the contract and/or be subject to applicable Federal and State laws concerning false statements and false claims.

Cloudburst Consulting Group, Inc.

Company

1/18/2022

Date

Michelle L Hayes

Michelle Hayes

Company Representative

President

Title



Bid/RFP/Quote Reference # 37-2021

The undersigned acknowledges that the minority and/or veteran subcontractors listed on this form did submit a quote to participate on this project. Failure to submit this form may cause rejection of the bid.

Company Name Cloudburst Consulting Group, Inc.	Contact Person Michelle L. Hayes
Address/Phone/Email 8400 Corporate Drive, Suite 550, Landover, MD 20785 (202) 253-2346 michelle.hayes@cloudburstgroup.com	Bid Package / Bid Date 1/11/2022

MWDBE Company Address	Contact Person	Contact Information (work phone, Email, cell)	Date Contacted	Services to be performed	Method of Communication (email, phone meeting, ad, event etc)	Total dollars \$\$ Do Not Leave Blank (Attach Documentation)	MBE * AA HA AS NA Female	Veteran
9629 Overton Dr. Laurel MD, 20723	Donald H. Whitehead, Jr.	(301) 275-7341 dhwhitehead@msn.com	12/27/2021	Facilitator	email, phone	\$ 16,344	MBE	X

(MBE designation / AA=African American / HA= Hispanic American/AS = Asian American/Pacific Islander/ NA= Native American)

The undersigned acknowledges that all information is accurate. Any misrepresentation may result in termination of the contract and/or be subject to applicable Federal and State laws concerning false statements and claims.

Cloudburst Consulting Group, Inc.

Company

1/18/2022

Date

Michelle L. Hayes

Michelle L. Hayes

Company Representative

President

Title

GENERAL PROVISIONS

1. Each Respondent shall comply with all Federal, State & Local regulations concerning this type of service or good.

The Respondent agrees to comply with all statutes, rules, and regulations governing safe and healthful working conditions, including the Occupational Health and Safety Act of 1970, *29 U.S.C. 650 et. seq.*, as amended, and KRS Chapter 338. The Respondent also agrees to notify the LFUCG in writing immediately upon detection of any unsafe and/or unhealthful working conditions at the job site. The Respondent agrees to indemnify, defend and hold the LFUCG harmless from all penalties, fines or other expenses arising out of the alleged violation of said laws.

2. Failure to submit ALL forms and information required in this RFP may be grounds for disqualification.
3. Addenda: All addenda and IonWave Q&A, if any, shall be considered in making the proposal, and such addenda shall be made a part of this RFP. Before submitting a proposal, it is incumbent upon each proposer to be informed as to whether any addenda have been issued, and the failure to cover in the bid any such addenda may result in disqualification of that proposal.
4. Proposal Reservations: LFUCG reserves the right to reject any or all proposals, to award in whole or part, and to waive minor immaterial defects in proposals. LFUCG may consider any alternative proposal that meets its basic needs.
5. Liability: LFUCG is not responsible for any cost incurred by a Respondent in the preparation of proposals.
6. Changes/Alterations: Respondent may change or withdraw a proposal at any time prior to the opening; however, no oral modifications will be allowed. Only letters, or other formal written requests for modifications or corrections of a previously submitted proposal which is addressed in the same manner as the proposal, and received by LFUCG prior to the scheduled closing time for receipt of proposals, will be accepted. The proposal, when opened, will then be corrected in accordance with such written request(s), provided that the written request is contained in a sealed envelope which is plainly marked "modifications of proposal".
7. Clarification of Submittal: LFUCG reserves the right to obtain clarification of any point in a bid or to obtain additional information from a Respondent.
8. Bribery Clause: By his/her signature on the bid, Respondent certifies that no employee of his/hers, any affiliate or Subcontractor, has bribed or attempted to bribe an officer or employee of the LFUCG.

9. Additional Information: While not necessary, the Respondent may include any product brochures, software documentation, sample reports, or other documentation that may assist LFUCG in better understanding and evaluating the Respondent's response. Additional documentation shall not serve as a substitute for other documentation which is required by this RFP to be submitted with the proposal,
10. Ambiguity, Conflict or other Errors in RFP: If a Respondent discovers any ambiguity, conflict, discrepancy, omission or other error in the RFP, it shall immediately notify LFUCG of such error in writing and request modification or clarification of the document if allowable by the LFUCG.
11. Agreement to Bid Terms: In submitting this proposal, the Respondent agrees that it has carefully examined the specifications and all provisions relating to the work to be done attached hereto and made part of this proposal. By acceptance of a Contract under this RFP, proposer states that it understands the meaning, intent and requirements of the RFP and agrees to the same. The successful Respondent shall warrant that it is familiar with and understands all provisions herein and shall warrant that it can comply with them. No additional compensation to Respondent shall be authorized for services or expenses reasonably covered under these provisions that the proposer omits from its Proposal.
12. Cancellation: If the services to be performed hereunder by the Respondent are not performed in an acceptable manner to the LFUCG, the LFUCG may cancel this contract for cause by providing written notice to the proposer, giving at least thirty (30) days notice of the proposed cancellation and the reasons for same. During that time period, the proposer may seek to bring the performance of services hereunder to a level that is acceptable to the LFUCG, and the LFUCG may rescind the cancellation if such action is in its best interest.

A. Termination for Cause

- (1) LFUCG may terminate a contract because of the contractor's failure to perform its contractual duties
- (2) If a contractor is determined to be in default, LFUCG shall notify the contractor of the determination in writing, and may include a specified date by which the contractor shall cure the identified deficiencies. LFUCG may proceed with termination if the contractor fails to cure the deficiencies within the specified time.
- (3) A default in performance by a contractor for which a contract may be terminated shall include, but shall not necessarily be limited to:
 - (a) Failure to perform the contract according to its terms, conditions and specifications;
 - (b) Failure to make delivery within the time specified or according

- to a delivery schedule fixed by the contract;
- (c) Late payment or nonpayment of bills for labor, materials, supplies, or equipment furnished in connection with a contract for construction services as evidenced by mechanics' liens filed pursuant to the provisions of KRS Chapter 376, or letters of indebtedness received from creditors by the purchasing agency;
 - (d) Failure to diligently advance the work under a contract for construction services;
 - (e) The filing of a bankruptcy petition by or against the contractor; or
 - (f) Actions that endanger the health, safety or welfare of the LFUCG or its citizens.

B. At Will Termination

Notwithstanding the above provisions, the LFUCG may terminate this contract at will in accordance with the law upon providing thirty (30) days written notice of that intent, Payment for services or goods received prior to termination shall be made by the LFUCG provided these goods or services were provided in a manner acceptable to the LFUCG. Payment for those goods and services shall not be unreasonably withheld.

13. **Assignment of Contract:** The contractor shall not assign or subcontract any portion of the Contract without the express written consent of LFUCG. Any purported assignment or subcontract in violation hereof shall be void. It is expressly acknowledged that LFUCG shall never be required or obligated to consent to any request for assignment or subcontract; and further that such refusal to consent can be for any or no reason, fully within the sole discretion of LFUCG.
14. **No Waiver:** No failure or delay by LFUCG in exercising any right, remedy, power or privilege hereunder, nor any single or partial exercise thereof, nor the exercise of any other right, remedy, power or privilege shall operate as a waiver hereof or thereof. No failure or delay by LFUCG in exercising any right, remedy, power or privilege under or in respect of this Contract shall affect the rights, remedies, powers or privileges of LFUCG hereunder or shall operate as a waiver thereof.
15. **Authority to do Business:** The Respondent must be a duly organized and authorized to do business under the laws of Kentucky. Respondent must be in good standing and have full legal capacity to provide the services specified under this Contract. The Respondent must have all necessary right and lawful authority to enter into this Contract for the full term hereof and that proper corporate or other action has been duly taken authorizing the Respondent to enter into this Contract. The Respondent will provide LFUCG with a copy of a corporate resolution authorizing this action and a letter from an attorney confirming that the proposer is authorized to do business in the State of Kentucky if requested. All proposals must

be signed by a duly authorized officer, agent or employee of the Respondent.

16. **Governing Law:** This Contract shall be governed by and construed in accordance with the laws of the Commonwealth of Kentucky. In the event of any proceedings regarding this Contract, the Parties agree that the venue shall be the Fayette County Circuit Court or the U.S. District Court for the Eastern District of Kentucky, Lexington Division. All parties expressly consent to personal jurisdiction and venue in such Court for the limited and sole purpose of proceedings relating to this Contract or any rights or obligations arising thereunder. Service of process may be accomplished by following the procedures prescribed by law.
17. **Ability to Meet Obligations:** Respondent affirmatively states that there are no actions, suits or proceedings of any kind pending against Respondent or, to the knowledge of the Respondent, threatened against the Respondent before or by any court, governmental body or agency or other tribunal or authority which would, if adversely determined, have a materially adverse effect on the authority or ability of Respondent to perform its obligations under this Contract, or which question the legality, validity or enforceability hereof or thereof.
18. Contractor understands and agrees that its employees, agents, or subcontractors are not employees of LFUCG for any purpose whatsoever. Contractor is an independent contractor at all times during the performance of the services specified.
19. If any term or provision of this Contract shall be found to be illegal or unenforceable, the remainder of the contract shall remain in full force and such term or provision shall be deemed stricken.
20. Contractor [or Vendor or Vendor's Employees] will not appropriate or make use of the Lexington-Fayette Urban County Government (LFUCG) name or any of its trade or service marks or property (including but not limited to any logo or seal), in any promotion, endorsement, advertisement, testimonial or similar use without the prior written consent of the government. If such consent is granted LFUCG reserves the unilateral right, in its sole discretion, to immediately terminate and revoke such use for any reason whatsoever. Contractor agrees that it shall cease and desist from any unauthorized use immediately upon being notified by LFUCG.



Signature

1/14/2022

Date



**Affirmative Action Program
for
Minorities and Women**

**July 1, 2021 through June 30, 2022
Plan Year**

CONFIDENTIAL, TRADE SECRET, and PRIVATE MATERIAL

This Affirmative Action Plan contains confidential, trade secret, commercial, and private information of Cloudburst Group which is protected from disclosure by the Office of Federal Contract Compliance Programs pursuant to the Trade Secrets Act, 18 U.S.C. § 1905. The release of this information could cause substantial harm to Cloudburst Group or its employees within the meaning of the Freedom of Information Act ("FOIA"), 5 U.S.C. §§ 552 (b)(3), (4), (6), and (7) and the Trade Secrets Act. FOIA protects information in this document from mandatory disclosure to FOIA requestors. See, e.g., *Chrysler v. Brown*, 441 U.S. 281 (1979). Furthermore, release of any trade secret, confidential statistical, or commercial information would be arbitrary and capricious in violation of the Administrative Procedure Act. See, e.g., *CNA Financial Corp. v. Donovan*, 830 F.2d 1132, 1144 (D.C. Cir.), cert. denied, 485 U.S. 977 (1988).

**The Cloudburst Group
Landover, MD**

**AFFIRMATIVE ACTION PROGRAM
FOR
MINORITIES AND WOMEN**

**July 1, 2021 through June 30, 2022
Plan Year**

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Introduction

The Cloudburst Group (Cloudburst Group) has prepared this Affirmative Action Program (AAP) for the period of July 1, 2021 through June 30, 2022, reaffirming its commitment to the letter and spirit of affirmative action law, including those administered by the U. S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP). Through the implementation of this AAP, Cloudburst Group continues its efforts to comply with appropriate government regulations and to make the best possible use of personnel while contributing to the betterment of society and the community.

In developing this AAP Cloudburst Group recognizes its duty to ensure equal employment opportunity. The following statement of policy reinforces that belief.

Reaffirming Commitment to Equal Employment Opportunity

In setting forth this AAP Cloudburst Group reaffirms its belief in equal employment opportunity for all employees and applicants for employment in all terms and conditions of employment.

Michelle Hayes, President of Cloudburst Group, designated Toni Laich as the Equal Employment Opportunity Administrator (EEO Administrator). Toni Laich oversees the AAP development, modification, implementation, and reporting requirements and conducts management updates. The EEO Administrator also analyzes Cloudburst Group's selection process to further the principles of equal employment opportunity.

As part of Cloudburst Group's commitment to this overall process, it will seek to ensure affirmative action to provide equality of opportunity in all aspects of employment, and that all personnel activities, such as the recruitment, selection, training, compensation, benefits, discipline, promotion, transfer, layoff, and termination processes remain free of illegal discrimination and harassment based upon race, color, religion, sex, sexual orientation, gender identity, and national origin. Regular review by Cloudburst Group, as described in this AAP, helps ensure compliance with this policy.

Internal Dissemination of EEO Policy

41 C.F.R. § 60-1.42

Cloudburst Group posts copies of the equal employment opportunity notices that comply with 41 C.F.R. § 60-1.42(a) in conspicuous places (including, where applicable, electronic websites) available to employees, applicants for employment, and (if applicable) representatives of each labor union or other organization representing its employees with which Cloudburst Group has a collective-bargaining agreement or other contract or understanding. The following exemplify the methods and locations Cloudburst Group may use in its ongoing efforts to ensure continuing dissemination of its policy and AAP, although Cloudburst Group may not always use each or any of the below methods, and it may use other methods not listed below:

1. Internal employee manuals contain the policy statement.
2. The policy statement is posted on bulletin boards accessible to employees.
3. Cloudburst Group references the policy and progress in its annual report, newspaper, magazine, and other publications.
4. Orientation meetings for new employees and in-house employment-related training include references to Cloudburst Group's policy.
5. Cloudburst Group publications, if any, including those with photographs, generally feature individuals of diverse gender, race, color, and national origin, where feasible.
6. Pertinent portions of Cloudburst Group's Affirmative Action Program are available during regular business hours for inspection by employees and applicants for employment.

External Dissemination of EEO Policy

41 C.F.R. § 60-1.41; 41 C.F.R. § 60-1.5

1. In solicitations or advertisements for employees placed by or on its behalf, Cloudburst Group complies with at least one of the following methods regarding the dissemination of its equal employment opportunity clause:
 - a. Cloudburst Group states expressly in the solicitations or advertising that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin. 41 C.F.R. § 1.41(a).
 - b. Cloudburst Group uses a single advertisement, and the advertisement is grouped with other advertisements under a caption which clearly states that all employers in the group assure all qualified applicants equal consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin. 41 C.F.R. § 1.41(c).

- c. Cloudburst Group uses a single advertisement in which appears in clearly-distinguishable type the phrase “an equal employment opportunity employer.” 41 C.F.R. § 1.41(d). When pictures are included in these media, where feasible, efforts will be made to include pictures of individuals of diverse gender, race, and national origin.
2. The following exemplify the methods and locations Cloudburst Group may use in its ongoing efforts to ensure continuing dissemination of its policy and AAP, although Cloudburst Group may not always use all of the below methods, and it may use other methods not listed below:
 - a. Cloudburst Group notifies subcontractors, suppliers, and vendors of the policy about both its obligations to equal employment opportunity and about Cloudburst Group’s AAP.
 - b. Cloudburst Group advises recruitment sources, minority and female organizations, community agencies, and colleges of its commitment to this policy and AAP. Cloudburst Group informs these sources that job applicants will be treated fairly without regard to their race, color, religion, sex, sexual orientation, gender identity, and national origin.
 - c. Cloudburst Group communicates with the state employment security office regarding its commitment to the policy.
3. In addition, Cloudburst Group incorporates by reference the equal employment opportunity and affirmative action clauses into each of its covered federal contracts and subcontracts, including federal agency bills of lading, transportation requests, and such other covered contracts and covered subcontracts as required by law, purchase orders, lease agreements, Government contracts, and other covered contracts (and modifications thereof if not included in the original contract) in accordance with 41. C.F.R. § 60-1.4 (a) – (c) (unless exempted under 41 C.F.R. § 60-1.5).

Establishment of Responsibility for Implementation of the AAP

41 C.F.R. § 60-2.17(a)

A. Identification and Responsibilities of EEO Administrator

Overall responsibility for Cloudburst Group's AAP rests with the EEO Administrator, Toni Laich. Toni Laich ensures the AAP complies with all applicable laws, orders, and regulations, including but not limited to Executive Orders 11246, 13496, and their progeny. Specifically, Toni Laich or the designated representative's duties include:

1. Developing, maintaining, and modifying, where appropriate, Cloudburst Group's AAP to ensure compliance with the EEO/AA law.
2. Developing and modifying, where appropriate procedures for effectively communicating the AAP and its elements both internally and externally.
3. Advising management on EEO/AA progress, reporting potential EEO/AA problem areas, and assisting management in finding equitable solutions, where feasible, to any identifiable EEO/AA problem areas.
4. Evaluating the effectiveness of Cloudburst Group's AAP on a regular basis and reporting to management.
5. Designing, implementing, and overseeing audit and reporting systems that periodically measure the effectiveness of the total affirmative action program. 41 C.F.R. § 2.17 (d)(1)-(4), identifying need for remedial action, and determining the degree to which objectives have been achieved.
6. Acting as Company representative and liaison with any government agencies regarding this AAP.
7. Monitoring Company policies and procedures with regard to terms and conditions of employment to attempt to ensure compliance with affirmative action obligations.
8. Auditing the content of Cloudburst Group's bulletin board and electronic policies, as appropriate, to ensure compliance information is posted and up to date.
9. Keeping management up to date on the latest developments in the areas of EEO and affirmative action.
10. Serving as a liaison between Cloudburst Group and organizations, such as minority organizations and women's organizations.
11. When necessary, developing sales and management training programs to increase protected-group participation.
12. Assisting in the investigation, handling, and disposition of employee harassment and discrimination complaints.

13. Discussing EEO/AA policies with all personnel, including management, to ensure Cloudburst Group's policies and the need for their support are understood at all levels.
14. Reviewing Cloudburst Group's AAP for qualified women and minorities with all managers and supervisors to ensure the policy is understood and followed in all personnel actions.
15. Conducting periodic reviews of offices to ensure compliance in the areas of proper display of posters and notices, comparable facilities for both sexes, and opportunity for participation in Company-sponsored recreational, educational, and social activities.
16. Auditing training programs, hiring, and promotion patterns.

B. Management Responsibilities

Line and upper management share responsibility for the AAP, including but not limited to the following:

1. Assisting in auditing AAP progress, including identifying problem areas, formulating solutions, establishing appropriate goals, and developing necessary training programs.
2. Reviewing the qualifications of applicants and employees to ensure qualified individuals are treated in a nondiscriminatory manner in hiring, promotion, transfers, and termination actions.
3. Making available career counseling, when appropriate.
4. Reviewing the job performance of each employee to assess whether personnel actions are justified based on the employee and his or her duties.
5. Reviewing position descriptions of the jobs in the manager's area or department to see that they adequately reflect the job to be performed.
6. Assisting subordinates and upper management in the prevention of harassment.

Identification of Areas for Discussion

41 C.F.R. § 60-2.17(b)

Cloudburst Group's commitment to fully implement this policy and AAP include periodic reviews of its total employment process to determine whether and where impediments to equal employment opportunity exist. These reviews include:

1. The workforce by organizational unit and job group of minority or female utilization and distribution;
2. Personnel activity to determine whether there are selection disparities;
3. Compensation systems to determine if there are gender-, race-, or ethnicity-based disparities;
4. Selection, recruitment, referral, and other personnel procedures to determine whether they result in employment or placement disparities of minorities or women; and,
5. Any other areas that might impact the success of the affirmative action program. 41 C.F.R. § 2.17 (b)(1)-(5), including, for example, Cloudburst Group's review of:
 - a. The workforce composition by race and sex to compare it to the availability of these groups;
 - b. Cloudburst Group's applicant flow compared to the availability for the protected groups;
 - c. A comparison of hires to applicants pertaining to minorities and women;
 - d. Selection forms, such as applications for employment, to ensure they comply with federal and state employment laws;
 - e. Processes to ensure there are no artificially-created barriers or restrictive seniority provisions; and,
 - f. Training opportunities to ensure they are available to minorities and women.

Identification of problem areas are discussed in the next section titled Narrative Discussion of Goals.

Narrative Discussion of Goals

The Cloudburst Group plan has 61 employees, including 19 minorities and 37 females. The following goals exist for minorities and/or women:

- 1.1 - Executives/Senior Level Officials and Managers - This group consists of 3 employees, of whom none are minorities and 2 are females. There is no need to set a placement goal at this time for minorities or females.
- 1.2 - First/Mid-Level Officials and Managers - This group consists of 9 employees, of whom 3 are minorities and 5 are females. There is no need to set a placement goal at this time for minorities or females.
- 2 - Professionals - This group consists of 33 employees, of whom 6 are minorities and 22 are females. There is a goal of 32% for minorities, but there is no need to set a placement goal at this time for females.
- 3 - Technicians - This group consists of 1 employee, of whom 1 is a minority and none are females. There is no need to set a placement goal at this time for minorities or females.
- 5 - Administrative Support Workers - This group consists of 15 employees, of whom 9 are minorities and 8 are females. There is no need to set a placement goal at this time for minorities or females.

Cloudburst Group will use alternate recruitment sources, when necessary, to attract more qualified external applicants. In those instances where statistical disparities are indicated, Cloudburst Group will take action as outlined in the Action-Oriented Programs Section to monitor and eliminate any problem areas, as well as other similar actions.

Development and Execution of Action-Oriented Programs

41 C.F.R. § 60-2.17(c)

Cloudburst Group has instituted action-oriented programs designed to eliminate any problem areas, should they exist, in accordance with § 60-2.17(b), and to help achieve specific affirmative action goals. Cloudburst Group will make good-faith efforts to remove identified barriers, expand employment opportunities, and produce measurable results. These programs may include items such as:

1. Conducting periodic reviews of job descriptions attempting to ensure they accurately reflect job-related duties and responsibilities.
2. Reviewing job qualifications by department and job title for job-relatedness, and using job performance criteria.
3. Making job descriptions and qualifications available to recruiting sources and to all members of management involved in the recruiting, screening, selection, and promotion processes.
4. Making good-faith efforts to select the most qualified candidates. Accordingly, Cloudburst Group evaluates its total selection process to ensure selections are made in a nondiscriminatory manner through:
 - a. Annual reviews of job applications and other pre-employment forms to ensure information requested is job-related;
 - b. Annual evaluations of selection methods that may result in statistical disparities to ensure they are non-discriminatory;
 - c. Annual provisions of assistance, such as training and guidance on proper interviewing techniques and EEO training, to employees, management, and supervisory staff, including, but not limited to, those who are involved in the recruitment, selection, discipline, and other related processes, so that personnel actions are made in a nondiscriminatory manner; and
 - d. Annual review of selection techniques and employment standards.
5. Cloudburst Group employs appropriate methods to attempt to improve recruitment and increase the flow of qualified minorities and women applicants in its recruiting process, including a number of the following actions:
 - a. Disseminating information on job opportunities to organizations representing minorities, women, and employment development agencies when job opportunities occur;
 - b. Encouraging all employees to refer qualified applicants;
 - c. Actively recruiting in colleges and universities with predominantly minority or female enrollments where underutilization exists in such areas, and

- d. Requesting employment agencies to refer qualified minorities and women.
 - e. Whenever feasible and appropriate, Cloudburst Group participates in job fairs, career days, youth-motivation programs, and other programs that foster exposure for qualified minorities and women.
 - f. Cloudburst Group encourages all employees to participate in Company-sponsored activities and programs.
 - g. Cloudburst Group utilizes various community organizations and schools as referral sources.
6. Cloudburst Group reviews promotion criteria and procedures so that job qualifications form the basis for the promotional decisions. Cloudburst Group monitors promotion rates for minorities and women and, when necessary, may employ one or more of the following procedures:
- a. Providing job training, job-related courses, or certificate programs.
 - b. Reviewing work specifications and job qualifications to ensure job-relatedness.
 - c. Conducting career counseling, where appropriate, during performance evaluations.
 - d. Informing employees about educational programs and other opportunities available to improve their employment prospects.
 - e. Reviewing Company-sponsored social and recreational activities to ensure non-discriminatory participation and availability.
 - f. Ensuring that all employees are given equal opportunity for promotion. This is achieved by:
 - 1. Generally posting or otherwise announcing promotional opportunities.
 - 2. Offering counseling to assist employees in identifying promotional opportunities, training and educational programs to enhance promotions and opportunities for job rotation or transfer; and
 - 3. Evaluating job requirements for promotion.

Internal Audit and Reporting System

41 C.F.R. § 60-2.17(d)

- 1. Toni Laich, Cloudburst Group's EEO Administrator, maintains an internal audit system to attempt to oversee Cloudburst Group's Affirmative Action Program and assess progress. The

EEO Administrator is responsible for ensuring that the formal AAP documents are developed and prepared and for the effective AAP implementation; however, responsibility is likewise vested with each department manager and supervisor, depending upon the specific responsibility. The audit system is designed and implemented to measure the effectiveness of the total affirmative action program [41 C.F.R. § 2.17 (d)(1)-(4)], including:

- a. Monitoring records of all personnel activity, including referrals, placements, transfers, promotions, terminations, and compensation at all levels, to ensure the nondiscriminatory policy is carried out,
 - b. Requiring internal reporting on a scheduled basis as to the degree to which equal employment opportunity and organizational objectives are attained,
 - c. Reviewing reports at all levels of management; and
 - d. Advising top management of the program's effectiveness and submitting recommendations to improve unsatisfactory performance. 41 C.F.R. § 2.17 (d)(1)-(4).
2. Cloudburst Group reviews various employment decisions, such as job referrals, hiring decisions, transfers, promotions, and terminations. Cloudburst Group maintains summary data where necessary and feasible, and conducts regular reviews at least annually.
 3. There is no "de facto" (in practice without being officially established) segregation. Further, Cloudburst Group ensures that facilities, as broadly defined in 41 C.F.R. § 60-1.8, provided for employees are provided in such a manner that segregation on the basis of race, color, religion, sex, sexual orientation, gender identity, or national origin cannot result, provided that separate or single-user restrooms and necessary dressing or sleeping areas shall be provided to ensure privacy between the sexes.
 4. Cloudburst Group complies with required records retention provisions set forth in 41 C.F.R. §60-1.12 and elsewhere in the applicable OFCCP regulations, and maintains a) employment applications (generally for two years); b) summary data of applicant flow by identifying, at least, total applicants, total minority applicants, and total female applicants, where necessary and feasible, and conducts regular reviews at least annually; c) applicant flow showing the name, race, sex, date of application, job title, interview status, and the action taken for all individuals applying for job opportunities, and the relevant applicant/hire decisions; d) summary data of external job offers and hires, promotions, resignations, terminations, and layoffs by job group and by sex and minority group identification; and e) records pertaining to its compensation system.
 5. Provide needed reports to managers and supervisors regarding the results of the audit as well as Cloudburst Group's overall progress in the area of EEO/AA. Any recommended actions should be made as well. Reports shall be made to senior management on at least an annual basis.

Guidelines for Prevention of Sex Discrimination
41 C.F.R. § 60-20.1 et seq.

Cloudburst Group supports the promotion and ensuring of equal employment opportunity of its employees and applicants without regard to sex, and endorses and complies with the following policy statements:

1. Cloudburst Group does not discriminate against any employee or applicant for employment because of sex. The term sex includes, but is not limited to, pregnancy, childbirth, or related medical conditions; gender identity; transgender status; and sex stereotyping. 41 C.F.R. §60-20.2(a).
2. Cloudburst Group maintains gender-neutral personnel policies that expressly indicate that there shall be no unlawful discrimination against employees based on sex. Unless sex is a bona fide occupational qualification reasonably necessary to the normal operation of business, Cloudburst Group will not make any distinction based on sex in recruitment, hiring, firing, promotion, compensation, hours, job assignments, training, benefits, or other terms, conditions, or privileges of employment. The terms and conditions of any written collective bargaining agreements shall not be inconsistent with these guidelines. 41 C.F.R. §60-20.2(b).
3. Cloudburst Group will not make any distinction between married and unmarried persons of one sex that is not made between married and unmarried persons of the opposite sex; or deny employment to women with children unless it has the same exclusionary policies for men; or steer women into lower-paying or less desirable jobs on the basis of sex; or impose any differences in retirement age or other terms, conditions, or privileges of retirement on the basis of sex. 41 C.F.R. § 60.20.2(b).
4. Cloudburst Group does not maintain seniority lines and lists on the basis of sex. 41 C.F.R. § 60-20.2(b).
5. Cloudburst Group's employment advertisements do not express a sex preference nor does Cloudburst Group place advertisements in columns designated "males" or "females", unless sex is a bona fide occupational qualification reasonably necessary to the normal operation of business. 41 C.F.R. §60-20.2(b).
6. All employees at Cloudburst Group shall have an equal opportunity to any available job that he or she is qualified to perform, unless sex is a bona fide occupational qualification. 41 C.F.R. §60-20.2(b).
7. Cloudburst Group will not deny transgender employees access to the restrooms or similar facilities designated for use by the gender with which they identify. 41 C.F.R. §60-20.2(b).
8. Cloudburst Group will not treat employees or applicants adversely because they have received or are planning to receive transition-related medical services designed to facilitate the adoption of a sex or gender other than the individual's designated sex at birth. 41 C.F.R. §60-20.2(b).
9. Cloudburst Group does not hire or employ employees on the basis of sex unless sex is a bona fide occupational qualification reasonably necessary to the normal operation of business. 41 C.F.R. §60-20.3.

10. Cloudburst Group does not engage in any employment practice that discriminates in wages, benefits, or any other forms of compensation, or denies access to earnings opportunities, because of sex. 41 C.F.R §60-20.4.
11. All employees of Cloudburst Group have equal opportunity to obtain regular and/or overtime hours, commissions, pay increases, incentive compensation, or any other additions to regular earnings. 41 C.F.R §60-20.4.
12. Cloudburst Group's wage schedules are not related to or based on sex, but rather are based on job relatedness and are consistent with business necessity. 41 C.F.R §60-20.4.
13. Cloudburst Group does not discriminate on the basis of pregnancy, childbirth, or related medical conditions, including childbearing capacity. 41 C.F.R. § 60-20.5.
14. Any fringe benefits, which include but are not limited to medical, hospital, accident, life insurance and retirement benefits; profit-sharing and bonus plans; leave, etc. that are offered by Cloudburst Group, are not based on sex. 41 C.F.R. § 60-20.6.
15. Cloudburst Group does not make employment decisions on the basis of sex-based stereotypes, such as stereotypes about how males and/or females are expected to look, speak, or act. 41 C.F.R. § 60-20.7.
16. Cloudburst Group has a no tolerance policy regarding harassment and hostile work environments. Harassment on the basis of sex includes unwelcome sexual advances, requests for sexual favors, offensive remarks about a person's sex, and other verbal or physical conduct of a sexual nature. Harassment because of sex includes sexual harassment (including sexual harassment based on gender identity or transgender status); harassment based on pregnancy, childbirth, or related medical conditions; and harassment that is not sexual in nature but that is because of sex or sex-based stereotypes. 41 C.F.R. § 60-20.8.
17. When appropriate, Cloudburst Group makes affirmative efforts to increase the number and percentage of women in the workforce, including, but not limited to the following:
 - a. Cloudburst Group recruits women and encourages existing women employees to apply for positions historically labeled by society as "traditionally male".
 - b. Cloudburst Group guarantees equal, gender-neutral access to training and tuition reimbursement programs, including management training and other types of workplace training programs.
 - c. Cloudburst Group informs management of its affirmative action responsibilities.

Policy with Respect to Religion/National Origin

41 C.F.R. § 60-50.1 et seq.

Pursuant to the guidelines prohibiting discrimination on the basis of religion and/or national origin, 41 C.F.R. § 60-50.1, et seq., Cloudburst Group hereby reaffirms that it does not discriminate against employees, or applicants for employment, because of religion or national origin. Cloudburst Group takes affirmative action to seek to ensure that employees or applicants for employment are treated without regard to their religion or national origin in all aspects of the terms and conditions of employment, such as upgrading, demotion, transfer, recruitment, recruitment advertising, layoff, termination, rates of pay (or other forms of compensation), and selection for training.

Cloudburst Group has reviewed its employment practices and determined that its employees, including those who belong to religious or ethnic groups, have received fair consideration for job opportunities. Based upon its review, and depending upon the circumstances, Cloudburst Group will undertake appropriate actions, which may include one or more of the following activities:

1. Issuing a policy directive to employees reaffirming Cloudburst Group's obligation to provide equal employment opportunity without regard to religion or national origin. This policy will be communicated in such a manner as to foster understanding, acceptance, and support among executives, managers, supervisors, and other employees, and to encourage such persons to take the necessary action to aid Cloudburst Group in meeting its obligations.
2. Developing internal procedures to ensure Cloudburst Group's obligation to provide equal employment opportunity, without regard to religion or national origin, is fully implemented. Specifically, employment activities are reviewed by the EEO Administrator.
3. Informing management annually of its commitment to equal employment opportunity, without regard to religion or national origin.
4. Enlisting the assistance and support of recruitment sources for this commitment.

Cloudburst Group acknowledges its responsibility to make reasonable accommodations for the religious observances and practices of its existing or prospective employees under the terms of Title VII of the Civil Rights Act of 1964. An accommodation for religious purposes will be denied should Cloudburst Group determine that the company would have to suffer undue hardship. During this accommodation evaluation, the following factors will continue to be considered by Cloudburst Group:

1. Business necessity;
2. Financial costs and expenses; and
3. Resulting personnel problems.

Organizational Profile

Contractors and subcontractors are required to include in their AAPs an organizational profile of their workforce using either a “workforce analysis” or “organizational display” that provides detailed data reflecting staffing patterns within the establishment. 41 C.F.R. § 60-2.11. An organizational profile shows the staffing pattern within a contractor’s establishment. This profile assists an employer in identifying where, in the workforce of its site which is the subject of this AAP, women or minorities are underrepresented or concentrated. A workforce analysis is used in this AAP, which lists each job title from the lowest paid to the highest paid within each department or similar organizational unit.



LEXINGTON

RFP-37-2021

**Cloudburst Consulting Group, Inc.
Supplier Response**

Event Information

Number: RFP-37-2021
Title: Racial Equity Analysis for Lexington's Homeless System
Type: Request For Proposal
Issue Date: 12/6/2021
Deadline: 1/20/2022 02:00 PM (ET)
Notes: Only online submittals will be accepted through IonWave.

Contact Information

Contact: Sondra Stone
Address: Central Purchasing
Government Center Building
Room 338
200 East Main Street
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Phone: (859) 2583320
Fax: (859) 2583322
Email: sstone@lexingtonky.gov

Cloudburst Consulting Group, Inc. Information

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Fax: (301) 918-4900
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ONLY ONLINE BIDS WILL BE ACCEPTED! By submitting your response, you certify that you are authorized to represent and bind your company and that you agree to all bid terms and conditions as stated in the attached bid/RFP/RFQ/Quote/Auction documents.

Denise Lomuntad

Signature

Submitted at 1/20/2022 9:18:41 AM

denise.lomuntad@cloudburstgroup.com

Email

Response Attachments

Cloudburst Proposal - RFP #37-2021 Racial Equity Analysis for Lexington's Homeless System.pdf

Proposal

1 Lexington Affidavit Notorized (Cloudburst).pdf

Affidavit

2 Lexington Equal Opportunity Agreement (Cloudburst).pdf

Equal Opportunity Agreement

4 Lexington RFP p 13 (Cloudburst).pdf

RFP p. 13

5 Lexington MWDBE Participation Form (Cloudburst).pdf

MWDBE Participation Form

6 Lexington quote certification (Cloudburst).pdf

Quote certification

7 Lexington General Provisions (Cloudburst).pdf

General Provisions

8 AAP (Cloudburst).pdf

Affirmative Action Program

3 Lexington Workforce Analysis Form (Cloudburst).pdf

Workforce Analysis Form