Request for Proposal (RFP) – Comprehensive Reparations Harm Report.

EVENT 1627

City of Saint Paul

Release Date: Monday, August 18, 2025

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1. Summary and Background

The City of Saint Paul invites proposals from qualified research organizations to produce a comprehensive Reparations Harm Report. This report will document historic and ongoing harms against American Descendants of Chattel Slavery (ADoCS), caused by government policies and practices. This report will guide and inform future reparative initiatives by the City, as well as policy recommendations developed by the Saint Paul Recovery Act Community Reparations Commission (SPRCOR).

SPRCOR was established in 2023 as a permanent advisory body to the Saint Paul City Council and Mayor. Its mission is to address the legacy of systemic racism through community-led analysis, healing, and policy transformation. The Harm Report will become a cornerstone document in this process, helping the City to fulfill its commitment to racial equity and justice.

The purpose of this Request for Proposal (RFP) is to solicit proposals from various protentional vendors, conduct a fair and extensive evaluation based on criteria listed herein, and select the candidate(s) who best represents the direction SPRCOR wishes to go. For more information about the Commission visit our website**:** **City Council - Saint Paul Recovery Act Community Reparations Commission | Saint Paul Minnesota**

2. Proposal Guidelines

Respondents should submit proposals that are clear, organized, and aligned with the scope and values outlined herein. Submissions must include the following tabs or sections:

Tab 1 – Executive Summary and Proposal Suitability: Overview of your approach and its relevance to the project goals.
Tab 2 – Budget (submitted as a separate file): Itemized costs including personnel, materials, and other relevant project expenses.
Tab 3 – Organizational Experience: History and capacity of your team to deliver on similar projects.
Tab 4 – Technical and Research Methodology: Proposed data collection, analysis, and reporting strategy.
Tab 5 – Community Engagement Approach: Demonstrated ability to work with the ADoCS community to gather input and share research findings.
Tab 6 – References: At least three clients for whom similar work was performed and submit a sample of the finished product produced for each client.

All proposals must be submitted electronically by **3:00 pm Friday, Sept. 19, 2025** via Supplier Portal via www.stpaulbids.com. Late submissions will not be considered.

3. Project Purpose and Description

The purpose of this project is to produce a Harm Report that thoroughly documents both historical and current harms committed by City of Saint Paul departments against ADoCS. This report will:

- Serve as a foundational guide for reparative policymaking and investment.

- Provide historical evidence and present-day analysis of structural inequities.

- Elevate the voices of ADoCS residents through qualitative data such as oral histories.

- Establish a data-supported rationale for implementing targeted reparations initiatives.

4. Project Scope

The selected organization(s) will be responsible for producing a Harm Report that addresses the components below. Respondents may submit proposals to complete one, several, or all components of the scope of work. If submitting for only a portion, clearly indicate which component(s) your proposal addresses and how your deliverables will align with the larger project goals. The selected organization will be responsible for:

- Historical Analysis: Examining archival materials, city policies, ordinances, and practices that facilitated racial disparities and systemic harm.
- Current State Review: Evaluating how current city functions or policies may perpetuate inequities.
- Stakeholder Engagement: Gathering lived experiences from ADoCS community members, using interviews and listening sessions.
- Data Collection and Analysis: Applying rigorous qualitative and quantitative methodologies, including comparative and statistical assessments.
- Recommendations Development: Proposing evidence-based strategies to guide reparative efforts.

<u>Key Deliverables:</u>

1. Comprehensive Harm Report including:
- Executive summary
- Historical and contemporary analyses
- Tables, charts, case studies, and appendices
- Recommendations for action

<u>2. Community-Facing Report:</u>

- A summarized, accessible version of the report suitable for public distribution. This version

should be accessible to a general audience, written in plain language, and made available in multiple languages as appropriate.

3. Presentations:

- Delivery of findings to SPRCOR, the Saint Paul City Council and Impacted Community in person or virtually.

4. Accessibility

All deliverables must meet basic accessibility standards, including use of plain language and formats accessible to people with disabilities

5. Request for Proposal and Project Timeline

RFP Release: Monday, August 18, 2025
Optional pre-proposal information session: Monday, August 25, 2025, at 11:00 AM CST.
Please dial 612-315-7905 with Conference ID: 786 639 684#
Meeting ID: 232 702 613 521 0 Passcode: fy7hG2zQ
https://www.microsoft.com/en-us/microsoft-teams/join-a-meeting?rtc=1.
Proposal Submission Deadline: Friday, September 19, 2025, at 3:00 PM CST.
Award Notification: October 2025
Kick-Off Meeting: October/November 2025
Draft Report Submission: End of 2026
Final Report Due: End of 2026

6. Budget

Please include an itemized budget indicating both non-recurring (NRC) and recurring (MRC) costs, where applicable. Break down your budget to show:

- Staff compensation (with roles and hourly rates)
- Travel and community engagement costs
- Data analysis tools and software
- Administrative or indirect costs
- Any subcontractor costs
- Other relevant project costs

7. Responder Qualifications

Applicants should provide the following:

- Evidence of expertise in historical research, racial equity, and reparative justice.

- Documented experience working with ADoCS populations.
- Examples of at least three relevant reports or initiatives.
- Team bios, roles, and resumes.
- Timeline with key project milestones.
- Project management strategy or methodology.

American Descendants of Chattel Slavery led organizations and entities are strongly encouraged to apply.

8. Proposal Evaluation Criteria

Proposals will be evaluated as follows:

Evaluation Criteria	Points
Proposal alignment with project goals	25
Research methodology and innovation	25
Experience with ADoCS community	20
Budget clarity and cost-effectiveness	15
Community engagement approach	10
References and past performance	5
Total Point	100
Interview (If needed)	15
Total Point (Possible)	115

Review and Selection Process:

A staff committee will review the proposals against the criteria in this RFP and score proposals. Following evaluation of proposals, the selection committee may conduct interviews.

The City requires that the project manager and any other key individual(s) for the project participate in any interview process. Proposers will be expected to pay for any costs they incur for the interview process along with any costs associated with preparing and transmitting proposals.

The City reserves the right to ask for additional information or clarification of the submission from any or all proposers.

The final contract award will be conditioned upon the successful proposer's complying with all terms and conditions, mutual agreement about the final work plan, and completion of a contract agreeable to all parties.

9. Public Information

Data submitted by a business to the City in response to a Request for Proposals are private or nonpublic until the responses are opened. Once the responses are opened, the name of the responder is read and becomes public. All other data in a responder's response to a Request for Proposals are private or nonpublic data until completion of the evaluation process. "Completion of the evaluation process" means that the City has completed negotiating the contract with the selected vendor. After the City has completed the evaluation process, all remaining data submitted by all responders are public with the exception of trade secret data as defined and classified in Minn. Stat.§ 13.37. A statement by a responder that submitted data are copyrighted or otherwise protected does not prevent public access to the data contained in the response. Proposals submitted in response to an RFP become the property of the City and will not be returned.

If all responses to a Request for Proposals are rejected prior to the completion of the evaluation process, all data, other than that made public at the response opening, remain private or nonpublic until a re-issuance of the Request for Proposals results in completion of the evaluation process or a determination is made to abandon the purchase. If the rejection occurs after the completion of the evaluation process, the data remains public. If a re-issuance of an RFP does not occur within one year of the proposal opening date, the remaining data become public.

10. Proposal Rejections

This Request for Proposal (RFP) does not obligate the City of Saint Paul to award a contract or complete the proposed project and each reserves the right to cancel this RFP if it is considered to be in its best interest. Proposals must be clear and concise. Proposals that are difficult to follow or that do not conform to the RFP format or binding specifications may be rejected. Responding Vendors must include the required information called for in this RFP. City of Saint Paul reserves the right to reject a proposal if required information is not provided or is not organized as directed.

The City of Saint Paul also reserves the right to waive minor informalities and reserves the right to:

1. Reject any and all proposals received in response to this RFP;
2. Select a proposal for contract negotiation other than the one with the lowest cost;
3. Negotiate any aspect of the proposal with any Vendor;
4. Terminate negotiations and select the next most responsive Vendor for contract negotiations;
5. Terminate negotiations and prepare and release a new RFP;
6. Terminate negotiations and take such action as deemed appropriate.

Any decision to cancel or reject any and all proposals is in The City of Saint Paul's sole discretion. The City of Saint Paul also reserves the right to change the evaluation criteria or any other provision in this RFP by posting notice of the change(s) on the www.stpaulbids.com.

Vendors should check the site daily for updates (e.g. amendments, responses to questions) and are expected to review information on the site carefully before submitting a final proposal. Such changes or updates above constitutes written notice to each Vendor.