

**Recommendations and best practices to address community needs for achieving greater accessibility, equity, and transparency in the department-level design and implementation of Measure X programs**

- Ensure RFPs adhere to the County's legal, fiduciary, and other guidelines while prioritizing simplicity, accessibility, and equity. This includes providing clear and transparent instructions and minimizing onerous requirements, e.g., excessive attachments, additional forms, etc. It is essential that staff implementation is consistent from the initial consultation, review, determination of grantees and oversight.
- Invite community members with lived and/or professional experience and/or subject matter expertise to serve on RFP development and evaluation panel
- Communicate and incorporate MXCAB's core values of equity, justice, inclusion, and compassion and [MXCAB Operating Principles](#) (revised 4/28/2021) into the RFP, including in the metrics, which should be reflected in qualitative outcomes, e.g., more trust in systems, improved relationships.
- Develop and communicate transparent and equity-informed rubrics that clearly identify evaluation criteria to applicants. Co-Creation of rubrics with community members is encouraged.
- Provide technical assistance early on during the open application period, including office hours where people can access 1:1 support and coaching (the County might contract with a third party for this assistance, and it may vary by department).
- Conduct intentional and sustained outreach to a wider base of service providers with deep community relationships.
- Distribute and promote the RFP beyond inner circles and familiar faces; think dynamically and innovatively about how to attract new bidders and smaller organizations into the county procurement pipeline who might be better

positioned to address the county's equity goals and/or resonate with or come from historically and/or currently underserved or underrepresented communities.

- Consider using plain-language in all communications, offering alternative modes of proposal submission (e.g., videos), and other forms of documentation and presentation that are more inclusive and welcoming of people with different backgrounds.
- Publicize RFPs so they are accessible to the public without having to log in and create a profile on the county's procurement portal.
- Revisit the BidSync procurement platform and assess its effectiveness and appropriateness for procurement of community-based programming services, especially when such programs/services target hard-to-reach, vulnerable, and/or underserved communities and require service providers that specialize in engaging and serving those communities.