City of Stoughton DEI Task Force: Project Management and Plan Development

Prepared By:
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About Mosaic

Mosaic LLC is a community-based consulting company founded by Abha Thakkar, a community organizer, facilitator and nonprofit administrator with 20+ years of local leadership experience.

Mosaic brings a unique combination of skills, experience and relationships to each project. Our expertise includes grassroots leadership development, collective action, non-extractive public engagement, trauma-informed care, food systems resilience, community journalism, solidarity economics, restorative justice and nonprofit operations, including fiscal management and policy and process development through an antiracist lens.

As an organization led by an Indian American woman, Mosaic has deep ties to municipal and county government, dozens of nonprofits, local businesses and communities of color and often works through subcontracts with other leaders of color to ensure authentic and non-extractive processes that center people with lived experience.

Mosaic's portfolio of work includes multiple cross-sector collective impact initiatives in violence prevention, early childhood, worker-owned cooperative development, mental health, and neighborhood-based health, which engage extensive networks of expertise among leaders of color and people with lived experience.

Finally, Mosaic's approach of building trust and shared power among its partners plays a critical role in ensuring that our work is broadly representative and, in the long-run, restorative and generative for those involved and impacted.

Project Summary

The **City of Stoughton DEI Task Force** is seeking project management and facilitation services on behalf of the **City of Stoughton's City Council and municipal government** to develop a plan to address the goals outlined in the June 9, 2020 City Council Resolution R-101-2020:

1. The Community Affairs/Council Policy Committee pledges to develop strategies in working with City Leadership and members of the community to end racial disparities in Stoughton; and

2. The principles of inclusiveness and respect are values that can create a healthier and welcoming community, propagate a more productive workplace and cultivate policies and outcomes that benefit the entire City and all its citizens.

Scope of Services:

Mosaic LLC will create and facilitate a process that supports the DEI Task Force in:

- Developing a shared vocabulary and understanding of DEI issues;
- Finding clarity and alignment around the scope, goals and timeline of a DEI plan;
- Identifying and engaging stakeholders to conduct an environmental scan and gather feedback based on that scope; and
- Transforming that input into an actionable plan that will help the City of Stoughton achieve the values it aspires to in R-101-2020.

Anticipated Outcomes:

A DEI Plan for the City of Stoughton co-created by its residents and leaders that articulates the values, goals and actionable work needed to foster a more equitable, inclusive and just community, as articulated in R-101-2020.

Project Timeline & Budget

Project Tasks	Timeframe	Estimated Hours	Cost
Establishing Healthy Group Process	February 2023	6	$900
Community Training Workshops on various DEI topics to help develop a shared vocabulary and framework for plan development. Topics will include but are not limited to: the history, attributes and impact of Cultures of Dominance and Division and the transition to Cultures of Interconnectedness and Liberation; levels of impact: from individual to relational to institutional to systems change; and the roles of power, intersectionality, trauma, and restorative and transformative justice in DEI work.	March-June 2023	24	$3600
Developing alignment on Values, Vision, Goals & Scope of DEI plan, including a survey of plans from comparable communities.	July - September 2023	12	$1800
Environmental Scan	September - October 2023 (TBD by the established scope of plan)	3 - 15 hours	$450 - $2250
Stakeholder Engagement	September - October 2023 (TBD by the established scope of plan)	3 - 15 hours	$450 - $2250
Compile & Analyze Feedback	November - December, 2023	12 - 20 hours	$1800 - $3000
Develop & Write Plan	December 2023 - January 2024	12 hours	$1800
Share with stakeholders for final round of feedback	January - February 2024 (TBD - could be conducted by group)	6 - 12 hours	$900 - $1800
Submit Plan for Approval	March 2024	6 hours	$900
	TOTAL	**84 - 122 hours**	**$12,600 - $18,300****

**** The final cost will fall within this range but will be dependent on how much time the DEI Task Force would like to engage Mosaic LLC for the environmental scan, stakeholder engagement, and data transcribing beyond assisting the task force in designing those processes.**

Mosaic's Rate: $150 per billable hour

- Mosaic charges a consulting fee of $150 per billable hour, invoiced and paid on a monthly or quarterly basis. This includes any direct service time and planning time that is specific to a client's project. We do not charge for time spent in ongoing model refinement, research and consultant professional development, even when it directly benefits a specific client.
- Our fee includes training in and use of all of our paid digital tools, at the interest and consent of the client, with the option for clients to continue using any of those tools at a reduced subscription fee once our contracted work is complete.
- Our fee also includes administrative costs and costs related to any subcontracting relationships we establish to provide needed support. We strive to make our services transparent and accessible while providing fair and equitable wages to any subcontractor we engage. Mosaic will disclose the existence of any such relationships to the client before work has been delegated.
- Finally, as part of our antiracist business model, we offer fees on a sliding scale to ensure that we can support low-wealth communities and organizations in building capacity and sustainability. We count on those who can afford to pay market rates to do so, so we can offer reduced costs to those who cannot.

Notes on Project Timeline

Mosaic LLC has attempted to outline a reasonable process and timeline to accomplish this work. And in order for it to be truly reflective and inclusive of your community and responsive to its interests and needs, this timeline may need to be adapted. The timeline and costs, as mentioned on page four, will also be dependent on how much time and capacity the DEI Task Force and the City of Stoughton is able to leverage to conduct the environmental scan, stakeholder engagement and data transcription.

Ultimately, in order to have true legitimacy and buy-in, a DEI plan has to include the voices of people impacted at all levels. Our goal is to create something that the community is invested in and committed to. This project, even more so than most, will be a balancing act between the efficient use of time and resources and its eventual efficacy and impact. We hope to strike a reasonable balance. This proposal reflects our best estimates, knowing that this process will likely be an organic one as we together explore these issues and learn more about your community's needs.