



## **REQUEST FOR PROPOSALS**

**For**

**Diversity, Equity, Inclusion and Accessibility  
Training Services**

**issued by**

**PUBLIC JUSTICE**  
www.publicjustice.net

**Date of Issue:  
March 18, 2024**

**Applications must be received no later than  
April 29, 2024**

All questions related to this RFP should be submitted via e-mail to Michelle Mediavilla, Senior Manager, Human Resources, People and Culture at [mmediavilla@publicjustice.net](mailto:mmediavilla@publicjustice.net)

**EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER – WOMEN,  
MINORITY INDIVIDUALS AND PEOPLE WITH DISABILITIES ARE  
ENCOURAGED TO RESPOND**

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## **1. Project Overview**

### **1.1. Introduction/Statement of Purpose**

Public Justice, a national advocacy non-profit organization is issuing this Request for Proposals (RFP) to contract with a qualified, independent vendor who specializes in Diversity, Equity, Inclusion and Accessibility (DEIA) Consultation and Training Services. It is the intent of this RFP to solicit proposals from all interested vendors possessing expertise in building DEIA infrastructure and training organizations like Public Justice in matters of diversity, equity, inclusion, accessibility and cultural competency in the workplace within the guidelines established within this RFP. The Human Resources Department of Public Justice Operations Division will be managing the contract.

### **1.2. Project Background**

The purpose of this RFP is to solicit proposals from interested vendors with documented expertise in creating and conducting a broad array of business, analytical and training services within diversity, equity, inclusion and accessibility. All the requirements are specified in the scope of work section of this RFP.

### **1.3. Request for Proposals**

Public Justice anticipates selecting one vendor to provide all the services specified in this RFP.

### **1.4. General Disclaimer**

This RFP does not commit Public Justice to award a contract. This RFP and the process it describes are proprietary and are for the sole and exclusive benefit of Public Justice. No other party, including any Applicant, is intended to be granted any rights hereunder. Any response, including written documents and verbal communication, by any Applicant to this RFP, shall become the property of Public Justice and may be subject to public disclosure by Public Justice.

## **2. Scope of Work**

### **2.1. Project Details**

The overall objective of this RFP is to identify a qualified vendor who can develop and administer the below-detailed cultural competency, diversity, and inclusion courses, can conduct measured quantitative and qualitative analysis (organizational climate survey) by using statistically backed systems and appropriate methodology, and who can use innovative technology tools to create a DEIA user-friendly framework for Public Justice staff.

### **2.2. Services to be Provided/Required Tasks**

More specifically, Public Justice is seeking a vendor to provide the following services/project deliverables:

- Create and curate tailored training topics/sessions to provide foundational information on the importance of understanding culture and how culture impacts a person's perspective on

life and their behavior (Cultural Competency). This Cultural Competency training should provide individuals who are from different backgrounds the tools to empathize with each other and will be the foundation to the program.

- Provide, at minimum, bi-monthly support to the Executive Management Team and staff in the form of modes such as listening sessions, town halls, training workshops, and other dynamic delivery models via selected online platforms (i.e., Zoom, WebEx, MS Teams, etc.).
- Create and develop DEIA workshop series. Workshops should offer additional scope of increased complexity for equipping staff with action-oriented models for systemic change.
- Provide effective learning platforms for trainings and workshops delivered throughout the year, beginning within 3 months of the initial engagement of services.
- Further education, training, and analytical feedback: Facilitate the additional courses, as identified, during various periods throughout the year.
- Develop an innovative, technology-driven DEIA portal or other agreed-upon delivery platform that will serve as a platform for resources, reference information, staff engagement and communication tools, and a variety of learning and development tools, to be housed by/within Public Justice.
- Design a framework for culture and celebratory events that foster: Diversity, Equity, Inclusion, and Accessibility.
- Provide direction and collaboration on erecting and supporting the Staff DEIA Committee.
- Create approach for developing short and long-term evaluation process, metrics and report card designed for all organizational levels.
- Develop organizational climate survey tool to assess organizational strengths and challenge areas. Survey tool should be complex in design and include both quantitative and qualitative-based development methods. Analytic reports should offer multiple views to appropriately engage various audiences throughout the organization. Methodology should account for statistically significant findings while also allowing for various modes of identification for outliers and anecdotal information.
- Provide regular consultation and support to varying levels of the organization, as needed. Additional targets should include review, analysis and action plan for: DEIA-focused Talent Acquisition processes (employee recruitment and hiring), employee incentives programs, retention (Human Resources), business strategy development, communications (Public Affairs), community impact (Membership Services), administrative processes (Operations) and cultural fluency.
- Provide insight and knowledge of DEIA best practices in the field with particular focus on non-profit, public advocacy organizations.
- Develop framework and shared language for both internal and external communications that enhances the organization's mission, operations, and strategic direction.
- Develop recommendations for various stages of strategy mapping through the organization's four DEIA roadmap stages: Listening, Learning, Leading and Sustaining.

### **2.3. Monitoring**

The Human Resources Department of the Public Justice Operations Division will be managing the contract. The Senior Manager, Human Resources, People and Culture will be the point person for

the work to be conducted under the awarded contract and will monitor those activities for the duration of the contract in consultation with the Public Justice executive management team.

#### **2.4. Reporting Requirements**

Written progress reports will be required on a mutually agreed upon, periodic basis to document the progress of the work to be performed but will be no less frequent than monthly. In addition, Public Justice may request additional reports over the course of the contract.

#### **2.5. Compensation/Reimbursement**

A cost proposal must be provided based upon the Applicant's best understanding of the scope of the project and the services to be delivered. This should be presented as the total cost, itemized by each phase of the project, and further by a detailed list of charges for services, including hourly personnel rates for all staff assigned to this project, subcontractor fees, reimbursable expenses, and other miscellaneous costs and fees. Services for the proposed project will be reimbursed as they are incurred through submission of invoices to Public Justice.

While Public Justice may award a contract based on the initial offer, an Applicant should make its initial offer on the most favorable terms available. Public Justice reserves the right, however, to have discussions with those potential consultants falling within a competitive range and to request revised pricing offers from them and to make an award or conduct negotiations thereafter.

#### **2.6. Organization and Personnel Requirements**

Public Justice is seeking a vendor with the requisite skills and abilities to perform the work being sought through this RFP. The selected vendor must have been in operation for a minimum of two years by signing of contract and at no less than ten (10) years of combined professional staff experience creating, designing, and administering diversity and inclusion trainings and infrastructure of this type, or related work. Additionally, vendor must be proficient and operate at a high level with access to survey data collection tools and innovative programs for organizational survey design. Applicants should include any credentials from any certifying organization that attest to the capabilities of the organization or of any of the individuals employed by the organization that will be working on the proposed project.

#### **2.7. Technological Capabilities**

Applicants must have the technological capabilities required to perform the proposed activities in this RFP, including the expertise, technical design capabilities, and staff who can execute DEIA portal or other agreed-upon delivery platform discussed in Section 2.2 Services to be Provided/Required Tasks.

### **3. Proposal Format, Content, and Submission Requirements; Selection Process**

#### **3.1. A. Required Proposal Format**

##### **3.1.1. Format Structure**

### **3.1.1.1. Proposal Cover Sheet**

The cover sheet should be completed with the Applicant's information and included as the first page of the proposal.

### **3.1.1.2. Table of Contents**

A table of contents should be included as the second page of the proposal with each section of the proposal included and with a page number for the first page of each section.

### **3.1.1.3. Format Requirements**

Proposals must be prepared simply and economically, providing a straightforward, concise description of the Applicant's ability to meet the requirements of the RFP. Each proposal must provide all the information detailed in this RFP using the format described below. For each section where it is required, the Applicant must fully answer all the listed questions in the outline form in which they are presented in the RFP. Answers to each question must be numbered/lettered and correspond to the numbered/lettered questions in this RFP. Failure to number and letter the questions or to respond to all questions may result in the proposal's being considered non-responsive. Each attachment, appendix, or addendum must reference the corresponding section or subsection number.

Applicants are required to limit their narrative responses to 10 single-spaced pages. This page limit includes sections 3.1.2.1. to 3.1.2.5. below. There are no limitations for the cost proposal and organizational requirements, as cited in section 3.1.2.6. If you have responded to a requirement in another part of your proposal, refer to that section and do not repeat your response. Applicants whose narrative exceeds 10 single-spaced pages may have their proposals considered non-responsive and be disqualified.

## **3.1.2. Proposal Content**

The proposal should follow the format below. Information should be complete and demonstrate that the consultant can perform the required work in a professional manner.

### **3.1.2.1. Applicant Profile/Statement of Qualification/Relevant Experience**

Provide Applicant contact information, including how long you have been in business and the specific services you provide. Please provide a brief narrative description of the purpose, corporate status (profit or non-profit), and organizational structure of the company. Organizational charts may be used to support appropriate aspects of this narrative and may be included as an attachment to your proposal. Identify and briefly describe related work completed in the last three years. Describe only work related to the proposed effort and include any examples of similar work in non-profit, public interest or legal advocacy organizations. Include evidence of satisfactory and timely completion of similar work performed for past projects.

### **3.1.2.2. Project Understanding and Proposed Scope of Work**

Prepare a brief introduction including a general demonstration of your understanding of the scope and complexity of the required work. Provide a description of how the proposed services will be provided. Please include a description of each item identified in the scope of work section (Section 2.2.) and describe creative solutions and alternative approaches where feasible. Please describe how you would prefer work be developed, shared, mutually agreed upon, and assessed by Public Justice.

### **3.1.2.3. Personnel**

Identify key personnel who will be assigned to this project. Detail their experience in work related to the proposed assignment. Specify the Project Manager who will serve as a contact person. Provide resumes and job descriptions for Proprietors and DEIA practitioners who will be involved in the management of all projects. Provide copies of certifications of any individual whose job description requires a certification. In this section, also state the intention, if that is the case, to utilize subcontractors to perform any of the work for this project. For each subcontractor, provide the name and address of the subcontractor, a description of the work the subcontractor will provide, and whether the subcontractor will assist in fulfilling the goals for inclusion of minority, woman, or disabled owned businesses.

### **3.1.2.4. References**

Please include references with contact information from at least three organizations that have used your organization's services in the past three years and have been clients for a minimum of 9 months.

### **3.1.2.5. Project Plan and Timeline**

Provide a description of the project plan and timeline for providing diversity and inclusion training development and delivery, and related services being sought through this RFP. Please note that the desired training timeframes are discussed in Section 2.2. Services to be Provided/Required Tasks.

### **3.1.2.6. Cost Proposal**

Please provide a cost proposal based upon your best understanding of the scope of the project and the services to be delivered. This cost proposal should include the total estimated cost for this project, itemized by the expected project deliverables detailed in section 2.2. This cost proposal should also include the provision of a detailed list of charges for services. The list of services should include, but not be limited to:

- a. Hourly personnel rates for all staff assigned to this project
- b. Fees for subcontractors
- c. Reimbursable rates for expenses such as printing, copies, etc.
- d. Other miscellaneous costs and fees



Final rates will be determined in negotiations with the qualified Applicant after the proposal submissions have been reviewed and contract negotiations have begun. Although Public Justice may begin contract negotiations based on the submitted proposal, Public Justice reserves the right to have discussions with those Applicant(s) falling within a competitive range and to request revised pricing offers from them and to make an award or conduct negotiations thereafter.

### **3.2. Selection Process**

A selection review committee will review all responses to this RFP. Based on the criteria detailed below, the committee will make recommendations to executive management concerning the submissions that are best able to meet the goals of the RFP.

Submissions will be reviewed based upon the merits of the written response to the RFP.

Specific scoring criteria upon which the review will be based include:

#### **3.2.1. Threshold Requirements**

Threshold requirements provide a baseline for all proposals, which means they provide basic information that all Applicants must meet. Failure to meet all the requirements may disqualify an Applicant from consideration through this RFP. Threshold requirements include timely submission of a complete application with all sections outlined in Section 3.1. completed. Threshold requirements include having the requisite experience and qualifications to implement the program.

Proposals may be rejected, if the Applicant has failed to provide all information required by this RFP; has been delinquent or unfaithful in the performance of any contract with Public Justice or others; is financially or technically incapable; or is otherwise not a responsible Applicant.

*Public Justice reserves the right to conduct investigations with regard to qualifications, and references without notice to the Applicant.*

#### **3.2.2. Scoring by Review Committee**

Applicants that do not meet all the threshold requirements may have their proposals disqualified. For Applicants meeting the threshold requirements, the scoring criteria for this RFP upon which the review will be based are as follows:

- Demonstrated qualifications and relevant experience **(25 pts.)**
- Demonstrated understanding of the project as indicated by a description of each item in the scope of work section **(25 pts.)**
- Appropriateness of project approach and effectiveness of proposed project plan and timetable **(25 pts.)**
- Appropriateness of staffing to complete the project **(10 pts.)**
- As stated in the cost proposal section, likelihood that the proposal will provide the best value compared to other submitted proposals **(15 pts.)**

## 4. Proposal Administration

### 4.1. Procurement Schedule

The anticipated procurement schedule is as follows:

<b>RFP Event</b>	<b>Deadline Date</b>
RFP Issued	March 18, 2024
Deadline to Submit Questions	April 1, 2024
<b>Application Submission Deadline</b>	<b>April 29, 2024, by 5:00 PM EST</b>
Applicants Identified for Final Review	May 27, 2024

Public Justice reserves the right to modify the schedule as circumstances warrant.

This RFP is issued on March 18, 2024. In order to be considered for selection, all applications must be delivered to the below e-mail address no later than 5:00 PM EST on May 27, 2024.

- Application e-mails should be titled “**Diversity, Equity, Inclusion and Accessibility Services RFP**”. Applications submitted by any means other than submission to the e-mail below will not be accepted.
- Applicants must submit an electronic version of the application prepared as a PDF document – please e-mail to [mmediavilla@publicjustice.net](mailto:mmediavilla@publicjustice.net)
- Applications submitted after the deadline date and time will be returned.
- The individual Applicant or an official of the submitting agency, authorized to bind the agency to all provisions noted in the application, must sign the cover sheet of the application.

### 4.2. Questions Relating to the RFP

All questions concerning this RFP must be submitted in writing via email to Michelle Mediavilla, Senior Manager, Human Resources, People and Culture at [mmediavilla@publicjustice.net](mailto:mmediavilla@publicjustice.net) by April 1, 2024. Public Justice will respond to questions it considers appropriate to the RFP and of interest to all Applicants, but reserves the right, in its discretion, not to respond to any question. No oral response to any Applicant question by any Public Justice employee or agent shall be binding on Public Justice or in any way considered to be a commitment by Public Justice. **Contact regarding this RFP with Public Justice or related staff other than the individual named above is not permitted and failure to comply with this restriction could result in disqualification.**

### 4.3. Interviews/Presentations

Applicants may be required to make an oral presentation concerning various aspects of their application to Public Justice. Such presentations provide an opportunity for Applicants to clarify their application to ensure a thorough and mutual understanding. Public Justice will schedule such presentations on an as-needed basis.