



Request for Proposal Diversity, Equity and Inclusion Training and Work Plan

Center for Biological Diversity, Diversity Committee

Purpose: This RFP provides interested parties with sufficient information to enable them to prepare and submit proposals for consideration by the Center for Biological Diversity (Center) Diversity Committee to satisfy a need for the development and delivery of Diversity Awareness Training to Center employees, located throughout the U.S and Mexico.

Scope: This RFP contains instructions governing proposals to be submitted. The scope of work for this RFP is for a consultant to develop and submit a training plan on Diversity and Inclusion to the approximately 160 Center employees with on-line training and in-person training as described in the work statement.

Subcontracting: Any use of subcontractors is prohibited.

Work Statement: The Center operates and maintains offices in the following locations, with a number after indicating the approximate staff at each location:

- Tucson, Arizona (40)
- Oakland, California (30)
- Los Angeles, California (9)
- Portland, Oregon (16)
- Washington D.C (7)
- St. Petersburg, Florida (6)

In addition, the Center employs staff working from home offices, or small leased offices, in the following states: California, Nevada, Minnesota, Indiana, North Carolina, Alaska, Oregon, New Mexico, Wisconsin, Colorado, Washington, Texas, Virginia, Maryland, Hawaii, Massachusetts, Utah and New York.

The Diversity Committee is seeking a consultant to develop and deliver onsite training, as well as training materials for an online module. Employee training will be the same for management and non-management employees, and will be delivered regionally, based upon the locations of major Center offices. Training dates and locations will be coordinated by the Diversity Committee and the consultant

Work Objectives: The Diversity Committee seeks to train employees in the area of diversity, equity and inclusion.

The onsite training will occur at four locations in the US. The training sites will be paid for by the Center.

Online Training shall be developed to complement in-person training and is to be developed in an interactive format such as Power Point or web-based format to include audio and video.

Work Project Scope:

- Develop on-line training module materials for employees.
- Contract to be for one year with the potential to renew yearly, based upon our needs.
- In-person training for staff will be delivered in four locations: (1) the Center Tucson office (2) the Center Oakland office, (3) at one location (TBD) in the Washington DC area and (4) at one location (TBD) in the Portland, Oregon area.
- In-person training for the Diversity Committee will be delivered prior to the in-person staff training at a location TBD.
- In-person training shall include engaging, interactive activities
- The Diversity Committee anticipates one in-person training session, at each of the four sites annually, during June, July or August.
- It is the expectation that the contractor will provide the Center with the ability to fully maintain and modify, using Center in-house resources, any and all courseware and training materials developed under the contract after the project is completed. If your proposal would require additional costs to the Center, please state in the cost proposal.

Work Tasks:

- Create a blended learning solution (e-learning and in-person training)
- Each in-person training class will occur over a two day period, for a total of no less than 9 hours of training
- On-line training will consist of a condensed version of the in-person training and must not exceed 3 hours in length.
- Training must include the following components in the print materials and presentations:
 - o Socioeconomic status
 - o Implicit Bias
 - o Gender
 - o LGBTQIA
 - o Race
- Refresh and adapt materials as needed throughout the contracted period.
- Provide a final report that outlines issues revealed during training.

Final Report: A final report is due 30 days after the final training session and should include:

- A summary of findings, conclusions, and recommendations developed as a result of the training sessions.
- Include all supporting documentation, forms, questionnaires and evaluations.
- Present a long-term work plan for implementing additional or follow-up training.
- Two draft copies of the final report must be submitted to the Diversity Committee for review prior to issuance of the final report.

Proposals: Proposal Content

Interested parties should submit the following:

- A proposal, not to exceed five pages and to include a proposed consulting/training plan.
- A list of past clients.
- Resumes for all relevant team members.
- Proposals should contain the following:
 - Contact information
 - Inclusiveness and diversity training expertise
 - Personnel information
 - Project description/approach
 - References, with contact information
 - Cost

Applicants must clearly demonstrate the following:

- At least five years of experience in the field of Diversity, Equity and Inclusion training.
- Proven knowledge of, and successful implementation of, inclusiveness and diversity training and creating a long term work plan for an organization of 150+ employees
- Ability to communicate effectively with diverse populations.
- Strong communication skills.
- Flexibility.
- **Preference will be given for proven experience working with environmental groups and/or non-profit organizations.**
- Delivery: E-mail proposal to Felicia Corbett, fcorbett@biologicaldiversity.org by May 15, 2018.
- Discussions for Clarification: Consultants who submit proposals may be required to make oral or written clarification to ensure a thorough mutual understanding.
- Proposal Contents: Proposals will be held in confidence and will not be discussed or revealed with competitors.

Budget

The budget for a consultant is \$45,000 to \$60,000.

Timeline

Consultant's work will begin June 18, 2018.

Contract Duration: One year with an opportunity for yearly renewal to total no more than three years.

The selected consultant will be notified in June 5, 2018.

Proposal Due Date: May 15, 2018

Contact Information

Any questions regarding this RFP should be directed to Felicia Corbett, Director of People Services, at 520-623-5252 X327 or fcorbett@biologicaldiversity.org.

OUR MISSION: SAVING LIFE ON EARTH

At the Center for Biological Diversity, we believe that the welfare of human beings is deeply linked to nature — to the existence in our world of a vast diversity of wild animals and plants. Because diversity has intrinsic value, and because its loss impoverishes society, we work to secure a future for all species, great and small, hovering on the brink of extinction. We do so through science, law and creative media, with a focus on protecting the lands, waters and climate that species need to survive.

We want those who come after us to inherit a world where the wild is still alive.

OUR COMMITMENT TO DIVERSITY

The Center for Biological Diversity believes that social, economic and environmental issues are interconnected and that it is necessary to promote and embrace diversity and justice to create the social change needed to protect the environment and all who depend on it.

The Center celebrates the diversity of our staff and the volunteers and partners with whom we work. We are committed to fostering a diverse pool of candidates for jobs, including as environmental organizers, scientists, attorneys, administrators, fundraisers and communications specialists, and supporting the development of up-and-coming environmental activists and professional staff through fellowships and internships. Internally we're committed to open and thoughtful dialogue that nurtures understanding across differences, and we provide training, mentoring and resources to encourage a workplace where all staff feel welcome and valued.

DIVERSITY, EQUITY AND INCLUSION STATEMENT

The Center for Biological Diversity deeply values, and is committed to sustaining and promoting, both biological and cultural diversity. We welcome, embrace and respect diversity of people, identities and cultures. We are committed to fostering an organizational culture of diversity and inclusion. The Center believes staff and board diversity is critical to saving life on Earth.

It is the policy of the Center to promote diversity in recruitment and hiring. The Center will provide an equal opportunity in recruitment and employment to all individuals and will consider candidates

without regard to race, ethnicity, gender, religion, sexual orientation and identity, national origin, age, military or veteran status, disability or any other legally protected status; and without discrimination based on socioeconomic, marital, parental or caregiving status, or any of the previously listed characteristics or statuses.

The Center values the diversity of its job candidates, staff and board. It rejects any form of harassment, discrimination, retaliation or oppression. We encourage and require respectful communication and cooperation. Our organization is dedicated to sustaining and promoting diversity with respect to recruitment, hiring, placement, promotion, training, provision of compensation and benefits, management of organizational activities and general treatment during employment.

THE CENTER'S DIVERSITY INITIATIVES

In 2014 a joint board-staff Diversity Committee formed to promote diversity and inclusion at the Center, starting with these objectives:

- Develop a hiring policy that promotes diversity.
- Identify concrete steps and sources for recruiting a diverse staff.
- Plan how to promote cultural inclusion and retention.

As part of our Diversity Committee's efforts, the Center surveyed staff to evaluate diversity and progress. In 2015 we joined the [Green 2.0](#) initiative, which calls on nonprofits to share their diversity data as part of a commitment to improve diversity at their institutions. The Center's demographic information can be found on [Guidestar](#). Our organization has adopted a formal diversity recruitment plan and has begun to implement it. We've also finalized a separate plan to promote equity and inclusion within the organization, which includes a mentoring program for new employees.