

**August 3, 2020**

**Request for Proposal**

Consultant to guide and support The HOPE Program's (HOPE) FY 2021 Diversity, Equity, Inclusion & Accessibility (DEIA) Initiative

**Requestor**

Jennifer Mitchell, Executive Director, The HOPE Program, [jmitchell@thehopeprogram.org](mailto:jmitchell@thehopeprogram.org) and HOPE DEIA Selection Committee

**Background**

The HOPE Program has a 35+ year track record of successfully transforming lives by empowering New Yorkers to build sustainable futures through comprehensive training, jobs, advancement and lifelong career support. HOPE is an outcomes-focused organization. Our student-centered approach, wide range of wraparound services, and unconditional commitment to lifelong support yields strong results, notably a job placement rate of 75% and retention rates of 93% at 90 days and 81% at one year among clients served over the past three years. Further, we maintain a commitment to environmental sustainability through green jobs training and community greening in low-income neighborhoods across the city.

Based in Downtown Brooklyn and the Hunts Point section of the Bronx, HOPE operates with approximately 45 full-time staff and numerous part-time staff, interns, and volunteers. Our FY'21 operating budget is approximately \$6 million. At HOPE, we are focused on expanding our impact while continuing to enhance the quality of our services, build upon our successful outcomes, and meet the rapidly evolving employment, financial, and wellness needs of the populations we serve.

HOPE is committed to building and maintaining a welcoming and inclusive workplace with a strong focus on diversity, equity, inclusion, and accessibility.

One of HOPE's priorities over the next several months is to create a Diversity, Equity, Inclusion & Accessibility (DEIA) group guided by an external facilitator to reflect deeply on how HOPE can do better in these areas and make concrete recommendations on the path forward. HOPE is currently seeking a consultant/facilitator to help refine, strengthen, and provide implementation

The main goals of this engagement are:

1. Provide foundational DEIA training to all staff to ensure that everyone is operating with a similar baseline understanding of racism and its many forms (e.g. interpersonal, systemic) and engaging in actively anti-racist work.
2. Support the formation of a DEIA staff group and a DEIA board group (possibly including members of newly formed Associate Board as well).
3. Facilitate the staff DEIA group to complete a holistic review/assessment of current practices, policies, culture and systems and to develop a set of recommendations/strategic plan re: how to best create and implement and organization DEIA initiatives.
4. Facilitate the board DEIA group to complete a holistic review/assessment of current practices, policies, culture and systems and to develop a set of recommendations/strategic plan to make sure that DEIA is being prioritized at a board level.
5. Support development of a HOPE statement of DEIA.
6. Assist with the quantitative and qualitative implementation of DEIA recommendations/strategic plan that comes out of groups, potentially including further trainings.
7. Identify practices that are validated by research and data and effectively integrate DEIA metrics so that we can measure our progress and regularly reflect on it and make adjustments thereby sustaining our focus on DEIA.
8. Framework to adapt/work from in the future.
9. All of the above assumes thought partnership and best practice sharing.
10. Reflect all stakeholders - from students and grads, to employer partners and funders.
11. Integrate board and staff groups at key points in the process, especially where board and staff work intersects.

### **Additional Expectations**

- Provide updates (at least monthly) that would go out to all staff and solicit feedback.
- Make a final presentation of findings and recommendations/strategic plan HOPE's leadership and board at the end of the engagement.

## **Submission Guidelines & Requirements**

The following submission guidelines & requirements apply to this Request for Proposal:

1. First and foremost, only qualified individuals or firms with prior experience on projects such as this should submit proposals in response to this Request for Proposal.
2. Bidders must list at least 3 projects that are substantially similar to this project as part of their response, including references for each. Examples of work should be provided as well.
3. A technical proposal must be provided that is not more than 5 pages. This technical proposal must provide an overview of the proposed solution as well as resumes of all key personnel performing the work. In addition, the technical proposal should provide a proposed schedule and milestones, as applicable.
4. A price proposal must be provided that is not more than 2 pages. This price proposal should indicate the overall fixed price for the project as well as hourly rates and an estimated total number of hours, should The HOPE Program decide to award a contract on an hourly rate basis.
5. Proposals must be signed by a representative that is authorized to commit bidder's company.
6. If you have a standard set of terms and conditions, please submit them with your proposal. All terms and conditions will be subject to negotiation.
7. Proposals must remain valid for a period of 60 days.
8. The HOPE Program anticipates selecting at least two individuals or firms to have more in-depth discussions with, and will make an award to one of these individuals or firms.

### **Proposal Components:**

Proposals should provide the following:

- Project approach and explanation of how your methodology and services relate to the scope of work
- A company profile that covers the following:
  - Core competencies
  - Length of time in business
  - Physical location of company
- List of references (3 minimum - 5 maximum)
- 3 Relevant examples of previous work
  - Examples should be as close to the service requested as possible.
- Name and resume for the individual who will serve as the primary point person(s)
- A list of the team that will provide the services:

- List each person's role
- Include a brief background summary for each team member
- Vendor and/or subcontracts that will be utilized (if applicable)
  - Please provide the work they will perform and the name, address, and EIN of the subcontractor(s).
- Budget, which must be clear, itemized, and detailed enough to show costs necessary to provide services listed in scope of work
  - The price you quote should be comprehensive. If your typical pricing excludes certain fees or charges, you must provide a detailed list of excluded fees with a complete explanation of the nature of those fees. Furthermore, please provide itemized pricing to the fullest extent possible. HOPE may consider modifying the scope of work based on itemized costs.

**Evaluation Factors**

The HOPE Program will rate proposals based on the following factors:

1. Responsiveness to the requirements set forth in this Request for Proposal
2. Relevant past performance/experience
3. Samples of work
4. Cost (The HOPE Program reserves the right to award to the bidder that presents the best value to The HOPE Program as determined solely by The HOPE Program in its absolute discretion.)

**Request for Proposal timeline**

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| Request for Proposal Issuance   | 8.3.2020        |
| Questions can be submitted to Jennifer Mitchell at <a href="mailto:jmitchell@thehopeprogram.org">jmitchell@thehopeprogram.org</a>   | 8.17.2020, 5 pm |
| Answers to questions will be distributed (the source of submitted questions will be anonymous)  | 8.21.2020       |
| Proposals can be submitted to Jennifer Mitchell at <a href="mailto:jmitchell@thehopeprogram.org">jmitchell@thehopeprogram.org</a><br>Proposal Due date<br>(Proposals received after that time will not be considered. If you include a link to a file online, please make sure that it is not broken, | 9.3.2020, 5 pm  |

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| since the deadline is non-negotiable. HOPE will not allow proposals to be replaced or appended to after the deadline.) |                 |
| Selection of Top Bidders / Notification to Unsuccessful Bidders  | 9.14.2020       |
| Virtual interviews for Top Bidders   | 9.15.-9.23.2020 |
| Contract Award / Notification to Unsuccessful Bidders  | 9.25.2020       |

**Additional notes**

- The objective of this Request for Proposal is to locate a source that will provide the best overall value to The HOPE Program. While price is a significant factor, other criteria will form the basis of our award decision.
- HOPE will not distribute a list of bidders, finalists or scores. That information is kept confidential and maintained for our use only in determining the source(s) that best fit our needs.
- The goal for project start is October 2020. Bidders may propose a date later, and will be evaluated accordingly. We have no preset vision on how long this engagement will be (our goal would be to be ready to move into implementation phase by May 2021 at the very latest), we look to bidders to propose ideal timeline.
- HOPE retains the right to utilize all aspects of the solicitation process including proposals, questions, interviews, outcomes of reference checks, and research.
- HOPE retains the right to terminate the review and selection process at any point.