

**Equity, Diversity, & Inclusion Organizational Support Services
Contractor Role
Request for Proposals**

Submission Deadline: Tuesday, February 1st, 2022 at 5PM EST

I. GENERAL

Objective/Purpose

The purpose of this project is to support the momentum and growth of a three United Way partnership group in their journey to become anti-racist organizations.

At a high level, the scope of this work includes:

- the design and execution of an organizational Climate Survey
- the analysis of the survey's findings, the synthesis and presentation of recommendations based on the results
- provision of all staff engagement and education/training tailored based on results of survey (provided by vendor or sub-contracted by vendor).
- provision of executive leadership support.

Key Dates

Initial duration of contract will be for 9 months commencing March 1, 2022, and ending December 1, 2022, with possibility of extension through an additional contract.

II. BACKGROUND

History

The three United Ways at hand (United Way of the Battle Creek and Kalamazoo Region, Capital Area United Way, and United Way of Jackson County) have been on their equity journey for several years, with a recent acceleration of their work. Over the past several years, the organizations have partnered with several regional vendors and consultants, successfully completing several milestones including an organizational climate survey, an equity audit of internal and external policies, practices, and procedures, and extensive staff and board learning and engagement.

III. SERVICE/WORK REQUIREMENTS

Deliverables

- Within first three months of the contract, utilizing (and synthesizing as necessary) existing assessments, audits, and data from each partner organization, and designing and conducting new, complementary EDI climate survey.
- Analyzing results of survey and generating action step recommendations and all staff training plan for remainder of contract based on results.
- Provision of training/education of staff (not to exceed 12 contact hours).
- Participate in meetings with other internal staff committees or relevant parties and/or external stakeholder groups such as Board committees and leadership (not to exceed 14 total hours).
- Sharing the analyzed results, and action steps with any additional identified vendors based on a signed Data Sharing Agreement.
- Participating in an estimated 2 meetings per month with Executive Leaders (not to exceed 6 hours per month) to support application of equity lens in the organizational change management process (not to exceed 6 hours per month).
- At end of contract, provide UWBCR with a written report containing completed analysis, recommended priorities and strategies, and assessment of where progress was made during engagement.

Required Qualifications:

- Experience in organizational change management with a focus on racial equity.
- Proven experience in survey design, quantitative and qualitative analysis, and generating recommendations.

- Facilitation experience and/or ability to successfully navigate and manage conflict with a goal in reaching consensus.
- Experience in the provision of Equity trainings/education in both in person and virtual formats.
- Demonstrated expertise in principles of Anti-Racism, Equity, Diversity and Inclusion.

Budget:

This project has a maximum available budget of \$40,000.

IV. SUBMISSION GUIDELINES

Submit your proposal to the lead organization, United Way of the Battle Creek and Kalamazoo Region via email at communityimpact@uwbckr.org by **Tuesday, February 1, 2022 at 5PM EST**. Conversation with applications may ensue. Target date for decision is **Tuesday, February 15th**.

Please include the following in your submission:

- Overview of proposed work including methodology, desired goals and outcomes, preferred facilitation and change management tools, examples of relevant/similar work products, and any additional recommendations within the scope of the project's goal(s).
- Project Timeline including a breakdown of milestones for achievement and benchmark dates.
- Project Budget

LEAD ORGANIZATION & CONTACT INFORMATION

United Way of the Battle Creek and Kalamazoo Region

Main Contact: Natalie Saucedo, Senior Director of Strategy & Innovation, nsaucedo@uwbckr.org

If you have questions or would like to set up a meeting to further discuss, please reach out.

ABOUT UWBCKR

The United Way of the Battle Creek and Kalamazoo Region partners across all sectors year-round to achieve measurable progress towards specific community level goals in Education, Income, Health and Basic Needs. Our organization stands in the top five percent of United Way organizations nationwide in overall resource development results. Our impact locally is over \$10M with more than 4,000 volunteers engaged to help fuel the ongoing movement to change the story in communities throughout our region...one life at a time.

Vision Statement

A community in which every person is equitably supported and thriving.

Diversity, Equity, and Inclusion Statement

UWBCKR is dedicated to building capacity and accountability into our policies, practices, and partnerships through collective collaboration with communities most affected by inequities. UWBCKR is committed to dismantling systemic inequities that continue to cause harm for Black, Indigenous, and other People of Color (BIPOC), Lesbian, Gay, Bisexual, Transgender, and Queer (LGBTQ+) people, women, and people with disabilities.