



Request for Proposal (RFP)

Diversity, Equity, and Inclusion (DEI) Training

Issue Date: Friday, March 22, 2024

Deadline for Questions & Accommodations: Friday, March 29, 2024

Response Date/Time: Monday, April 8, 2024 by 4:00 PM

Response Location: Electronic submissions to deia@kvcap.org

or hard copies through postal mail to

Kennebec Valley Community Action Program

RE: DEIA Training RFP

101 Water Street

Waterville, ME 04901

INTRODUCTION AND INTENT

Kennebec Valley Community Action Program (KVCAP or the Agency) is a non-profit community action program which has been providing services to the people of Kennebec and Somerset counties since 1965. We offer a variety of services geared towards helping our clients achieve economic and social self-sufficiency. Each year, thousands of residents access KVCAP services to assist them in their struggle to overcome the barriers of poverty. Many of our services are available to people of all income levels.

KVCAP's mission is to strengthen individuals, families and communities through direct services and community collaborations that create solutions to poverty. Our vision for the Kennebec Valley Region is thriving communities made up of individuals and families who are healthy, financially secure and able to reach their fullest potential.

Interested parties are encouraged to visit our website at <https://www.kvcap.org/> to learn more about our agency. By clicking on "About KVCAP", you will see a general overview of the agency's and a link to our directory of services. If you select "Board of Directors and Financial Information" from the drop down you will find impact infographics, annual reports, and plan and budgets that will provide a deeper understanding of KVCAP.

The intent of this RFP is to seek proposals from qualified and experienced organizations to provide diversity, equity, and inclusion (DEI) training and consultation. The purpose is to foster an inclusive and equitable environment in accordance with the Scope of Services specified in this Request for Proposal (RFP). An award will be made to the organization that meets the requirements of this RFP, demonstrates experience and expertise in designing and conducting the training, and proposes reasonable fees.

This contract will be awarded for the length of time it takes to train the entire KVCAP staff, which is to be determined and negotiated based on program design and scheduling.

SCOPE OF SERVICES

KVCAP's overall goal is to increase understanding of individual, institutional, and structural discrimination, and how all levels of discrimination impact social conditions. In order to achieve this goal, the successful respondent will:

1. Develop a training plan that will specifically address:
 - a. Systemic Racism – what is it and how to recognize it
 - b. Implicit/Unconscious Bias – how it shows up and how to recognize it
 - c. How to Start to Undo Bias
 - d. Micro-aggressions – how to recognize them and how to respond when encountering them
 - e. Cultural Awareness & Inclusion
 - f. Community Interaction & Awareness
 - g. Leaderships responsibility to promote DEI and prepare them to hold courageous conversations across lines of difference and share best practices with their teams
2. Provide materials that support the training plan as described above.
3. Conduct training sessions for the Agency's stakeholders that include:

- a. *Board of Directors*: Training to include an introductory DEI overview lasting approximately 45 minutes – 1 hour, delivered to 15-20 board members and senior staff members.
 - b. *Leadership-Level Employees*: Training to include an introductory overview of DEI concepts in addition to a mix of practical skills and practices designed to foster an understanding of the basic concepts of DEI work, along with the “why” – how it impacts KVCAP clients and other coworkers. Training must include specific focus on interventions and modeling. This will be delivered to all employees of KVCAP who supervise other employees at any level. The training design should accommodate approximately 50-60 employees, over multiple trainings to accommodate size and availability.
 - c. *All Other Employees*: Training to include an introductory overview of DEI concepts in addition to a mix of practical skills and practices designed to foster an understanding of the basic concepts of DEI work. The training design should accommodate approximately 250 employees, over multiple trainings to accommodate size and availability.
4. Engage with KVCAP’s DEIA Committee to design a follow up plan to the training provided and how best to keep the conversation going.

QUALIFICATIONS

The following minimum qualifications must be present for a respondent to be considered for award of a contract under this RFP:

1. All required licensures, registrations, and certifications to do business in the State of Maine
2. Experience providing DEI training services to Maine-based companies, preferably in the non-profit sector
3. Key personnel assigned to the contract must have a minimum of 3-5 years experience providing DEI training services

Additional qualifications:

1. Experience developing and conducting training and presentations on DEI for different stakeholders.
2. Ability to provide examples of previous DEI trainings that have been successfully developed and implemented in comparable organizations of size and/or scope
3. Staff, managerial, and fiscal resources to complete all elements of the project in accordance with the required timeline.
4. Experience, aptitude, and strategies for developing and implementing cost-effective and impactful training and methods to evaluate its efficacy

QUESTIONS & ACCOMMODATIONS

All questions regarding this RFP should be directed to deia@kvcap.org by March 22, 2024. Questions will be gathered and responded to all interested parties to within 1-2 business days of the deadline.

KVCAP may provide reasonable accommodations, including the provision of informational material in an alternative format, for qualified prospective respondents with a disability. Prospective respondents requiring accommodation shall submit requests in writing, with supporting documentation justifying the accommodation, to the DEIA Training Subcommittee at KVCAP electronically at deia@kvcap.org or with

hard copy at the following address:

Kennebec Valley Community Action Program
RE: DEIA Training RFP
101 Water Street
Waterville, ME 04901

Requests for accommodation must be received by Friday, March 29, 2024. KVCAP reserves the right to grant or reject any request for accommodation.

PREPARING A RESPONSE

By submitting a response, respondents represent that they have thoroughly examined and become familiar with the scope of services outlined in this RFP and can perform the work to achieve the objectives.

All proposals must be received by KVCAP on or before Monday, April 8, 2024 by 4:00 PM EST at the addresses provided on the cover sheet. Early submissions will not receive early consideration.

Proposals must include:

1. Organization Information:
 - a. Brief history of your organization including years of existence, size and specialty areas. Indicate if appropriate, if your firm is a small or minority-owned business.
 - b. What is your organization's vision and mission statement?
 - c. Provide a representative list of your current non-profit clients with over 200 hundred employees.
 - d. Discuss your organization's resources and activities as they relate to knowledge of the social services and non-profit industry.
 - e. Describe what makes your organization uniquely qualified to provide the services described in this RFP. If possible, include specific examples of how your organization has successfully customized similar solutions to serve the unique needs of a non-profit organization
2. Project Team: Identify which office and account team would serve KVCAP. Describe the roles and responsibilities of each team member who will provide training.
3. References: Provide 2-3 references and/or testimonials from current or former clients.
4. Project Understanding and approach:
 - a. Describe in detail your understanding of the scope of services requested and your organization's ability to provide the full spectrum of services described.
 - b. Describe in detail your organization's approach to providing the desired services and highlight any relevant special services your organization provides that could be beneficial, particularly those that may not be offered by other organizations.
5. Fee Proposal: Submit a summary of your fee proposal based on the scope of work described in your project understanding response. Proposals should be complete and reflect your organization's most favorable terms. All proposals submitted shall be considered valid for at least one hundred and twenty (120) days from the opening date.
6. Proposal Certification: A signed certification, as attached to this RFP, must be included in order for a proposal to be considered for award.

RFP EVALUATION AND SELECTION PROCESS

Only proposals received by KVCAP by the date and time specified on the cover sheet of the RFP will be considered for award.

Proposals received by KVCAP will be evaluated by the Chief Executive Officer, Chief Administrative Officer, and select members of the Agency's DEIA Committee. The review process will take into account the responsiveness of the requirements outline in this RFP, small and minority/women owned businesses, and fee proposal, as well as that proposals were submitted by responsible organizations.

KVCAP reserves the right to award the contract without further discussion of the proposals submitted. Therefore, proposals should be complete and reflect the most favorable terms, from both technical and relevant qualifications/experience, that the respondent can propose.

The evaluation team may, at its discretion, request oral presentations by any number of the finalists for the purpose of clarification and amplification of the materials presented in any part of the proposals.

KVCAP reserves the right to negotiate project scope and fees with respondents. After negotiations have been conducted with the finalists so selected, KVCAP shall select the respondent which, in its opinion, has made the best proposal, and shall award the contract to that respondent if it so chooses.

GENERAL TERMS AND CONDITIONS

1. Ownership of Proposals: All proposals submitted in response to this RFP are to be the sole property of KVCAP. No additions or changes to the original proposal will be allowed after submittal.
2. Waiver of Informalities: KVCAP reserves the right to accept or reject any and all responses to this Request for Proposal, or any part thereof, and to waive any informalities and/or technicalities that are deemed to be in its best interest.
3. Assigning/ Transferring of Agreement: Any successful organization is prohibited from assigning, transferring, conveying, subletting, or otherwise disposing of the resulting agreement or its rights, title, or interest therein or its power to execute such an agreement to any other person, company or corporation without prior consent and approval in writing from KVCAP.
4. Termination: KVCAP may terminate any contract(s) or any part of any contract(s) resulting from this process at any time for: cause, default, or negligence on the part of the vendor; or if the vendor fails, in the opinion of the Agency, to meet the general terms and conditions of any resulting contract or to provide a level of service that is deemed to be in the best interest of the Agency.

**Request for Proposal
Organization Certification**

The Organization responding to this request for proposal certifies that they will keep any information received about KVCAP and its employees will be kept in strict confidence. The Organization agrees not to publish, reproduce, or otherwise divulge such information in whole or in part, in any manner or form, or authorize or permit others to do so, taking such reasonable measures as are necessary to restrict access to information.

The Organization responding to this request implicitly states that their proposal has not been made in connection with any other competing organization submitting a separate response to this Request for Proposal, is in all respects fair, and has been submitted without collusion or fraud. The Organization further certifies if did not participate in the RFP development process, had no knowledge of the specific contents of the RFP before its issuance, and that no employee of KVCAP either directly or indirectly assisted in the Organization’s proposal preparation.

The Organization maintains professional liability insurance and workers’ compensation, if applicable, to cover all its personnel engaged in the performance of the service herein described as well as damages arising as a result of the performance of such services.

Dated this _____ day of _____, 2024

(Organization’s Name)

(Signature of Authorized Representative)

(Printed Name and Title of Individual Signing)