



**Equity, Diversity and Inclusion**

**Training, Facilitation and Strategic Planning**

**REQUEST FOR PROPOSALS**

1300 17<sup>th</sup> Street North, Suite 340  
Arlington, VA 22209

## INTRODUCTION

The American Public Human Services Association (APHSA) requests a proposal to provide learning and facilitated planning to advance our internal culture of racial equity and racial justice. APHSA's goal is to develop a strategic roadmap that will guide our work in these areas for the next 3-5 years.

The ideal consultant will be experienced in overall organizational development and change management with a focus on racial equity training for leaders and teams. The consultant will have experience working with leaders of varied racial/ethnic backgrounds who have differing levels of knowledge and experience with these topics. We seek a partner who can provide content on anti-racism and racist structures and their impacts, exhibits multi-cultural competency, expert facilitation and coaching techniques, and the capacity needed to ensure sustainable change management strategies and organizational goals are met.

As many of our team members work remotely from various cities across the country, it will be important that the selected organization can provide rich facilitation and promote a safe learning space through a virtual platform.

### *About APHSA's Call to Action:*

APHSA is working to *influence* policies and practices that address structural bias and inequity, *connect* our members to resources, organizations, and best practices to apply a race equity lens, and *build* capacity within public human services to promote social and economic mobility and health and well-being for all races. In the coming months, we will work in alignment with state and local human services leaders to access the policy levers that move human services towards building an environment in which one's race identity has no influence on how one fares in society.

No matter where we come from or what our life experiences have been, we share a common desire to be healthy and live well. Our ability to pursue these goals is lifted up by opportunities available to us; where we live, learn, work, and connect are fundamental to our growth and development. These factors, which we refer to as the social determinants of health and well-being, create the enabling conditions for people to thrive. Across these determinants, national data show that people of color are more likely to face structural barriers within the systems we all rely on to reach our full potential. These persistent barriers are a call to action for human services organizations to address the root causes of racial disparities through policy and practice to enhance well-being for all people.

[Read more about APHSA's Call to Action.](#)

## **a) ORGANIZATIONAL BACKGROUND**

Founded in 1935, APHSA is a national membership association representing the cabinet-level leadership of state and local health and human services agencies, and the subject matter experts that help execute their mission to improve outcomes for people nationwide. Building on long-standing relationships across the human services field and direct connection to the in-depth knowledge of leaders who administer them, APHSA focuses on generating pragmatic, community-wide solutions that advance well-being.

APHSA connects its members to national policymakers and human-serving organizations across a wide circle of stakeholders in the health and human services sector, as well as key partners in education, housing, employment, and others. APHSA also helps members build more capacity for their teams through access to our [professional education and development conferences](#), technical expertise, [publications](#), and our [Organizational Effectiveness](#) practice.

APHSA currently consists of approximately 30 full-time employees and includes staff that reside outside of the DC metro area. It is anticipated that most of the training and planning sessions will be held virtually, making it imperative that the facilitator(s) gather information and provide content and structure from a virtual platform.

**APHSA's Mission** – APHSA advances the well-being of all people by *influencing* modern approaches to sound policy, *building* the capacity of public agencies to enable healthy families and communities, and *connecting* leaders to accelerate learning and generate practical solutions together.

**APHSA's Vision** – Thriving Communities *BUILT* on Human Potential

## **b) STRATEGIC VISION & GUIDING PRINCIPLES**

The [APHSA Strategic Playbook](#) - as approved by the APHSA Executive Governing Board of Directors - serves as guidance for our members, volunteer leaders, key partners, and staff. It is intended to keep our focus on the core mission of the Association, assure our work is aligned with the desired future state of the health and human services field, connect us through common tools and language, and provide clear direction as to how each of us—in our respective and collective roles—can best contribute.

The Playbook is intended to be a living document that is adaptable to current contextual factors that is regularly updated based on our commitment to continuous learning.

## **APHSA's Guiding Principles**

Serving as a compass that keeps our work rooted in our mission and vision, APHSA's Guiding Principles include:

- A relentless pursuit of the limitless possibilities of human potential
- A recognition that involving people in planning their own future is essential to their economic and social success
- A commitment to tackling and dismantling structural inequities, biases, and harms—applying a race equity lens in all we do
- A focus on using data to identify and address root causes
- A commitment to evidence and to outcomes rather than ideologies
- A commitment to supporting the human services field in developing a modern workforce that is healthy and well
- An unwavering belief that public service is crucial to American society and the economy

### **c) FORMAT OF YOUR PROPOSAL**

Based upon the specifications provided at the end of this RFP, it is expected that you will provide the following information:

- A. An introductory statement which reflects your understanding of this project.
- B. A statement detailing the availability of services and fees that will be in effect during the APHSA event(s).
- C. A list of assigned staff from your organization that would work on our project; if sub-contracted, please indicate.
- E. A list of no less than three (3) professional references; organizations who have used your services within the last twelve (12) months.
- F. Capacity and credentials of your organization, including relevant experience in similar roles.
- G. A detailed plan of how you can meet the below scope of work:

#### **Development of a Strategic Action Plan**

Facilitate staff planning sessions to develop a racial equity strategic action plan that supports APHSA's commitment to racial equity, assess the strengths and needs of the current agency staff and determines an appropriate training plan related to developing a culture of racial equity.

#### **Development of a Customized Training Plan**

Create a comprehensive training plan/curriculum that can be used for ongoing staff trainings on racial equity and inclusion best practices.

#### **All Staff Training**

Implement trainings workshops and discussion groups for staff to support the adoption of a shared vocabulary and knowledge in key concepts for racial equity.

### **Customized Virtual Facilitation**

Utilize virtual facilitation that engages staff in learning and discussion for the area of racial equity and inclusion.

### **Implementation of Tools**

Develop and implement appropriate racial equity analysis tools that can be used to integrate a racial equity lens into routine decision making, programs, policies, and initiatives. These tools may be included or addressed through the Awake to Woke to Work framework.

### **Performance Measures and Evaluation**

Utilize the Awake to Woke to Work accountability framework to identify and create performance measures that assess progress on the adoption and impact on racial equity practices.

*Expenses related to the preparation and completion of a response to this RFP are the sole responsibility of the organization.*

## **d) PROCESS TIMELINE**

RFP Release Date:	January 8, 2021
Proposal Due Date:	January 27, 2021
Decision Date:	February 5, 2021
Contracted:	As soon as an agreement to contract can be produced

## **e) EVALUATION CRITERIA**

Proposals will be evaluated per the following criteria:

- Responsiveness to the items listed in the RFP
- Capability of the service providing organization
- Credentials of the service providing organization
- Samples of work you have completed in other organizations
- Proposed cost for engagement

## **f) CONTRACT INFORMATION**

**Contracting Agency:** American Public Human Services Association (APHSA)

**Direct proposals and questions to:**

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American Public Human Services Association (APHSA)

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