



Supporting APHSA's EDI Journey

REQUEST FOR PROPOSALS

Submitted by
Jennifer Kerr
Director of Organizational Effectiveness
American Public Human Services Association
jkerr@aphsa.org
www.aphsa.org

INTRODUCTION

The American Public Human Services Association (APHSA) requests proposals to provide leadership development, staff learning and facilitated discussions / coaching that continue to advance our culture of racial equity and racial justice. Over the past year, led by staff input, APHSA developed a strategic roadmap that will guide our work for the next 3-5 years.

The three key focus areas of our Roadmap include:

Organizational Culture and Staff Engagement

- APHSA's culture is one that is inclusive and committed to equity, diversity, inclusion and belonging. All employees are highly engaged and valued for their voices and their lived experience. Equity, diversity, inclusion, and belonging is at the center of all we do, and we are a model and leader to other organizations.

Organizational Processes and Policies

- Using inclusive and participatory methods, APHSA continuously refines our processes and policies to promote equity internally and to maximize our impact in the field.

Staff Learning and Development

- APHSA fosters ongoing learning through equity-focused professional development pathways and trainings, a culture of openness and psychological safety, and centering discussions on EDI in our work internally and externally. Our ongoing learning directly translates to our work and our leadership in the field.

The ideal consultant will be experienced in facilitating organizational development and change management with a proven focus on equity, diversity and inclusion 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 the impact of racist structures, exhibits multi-cultural competency, expert facilitation, and effective coaching techniques (for both staff and executives). The consultant will employ sustainable change management strategies and ensure 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 consultant can facilitate 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. Through our national network, we work with state and local human services leaders across the country to address the root causes of racial disparities, and advance race equity.

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

a) ORGANIZATIONAL BACKGROUND

Founded in 1930, The American Public Human Services Association (APHSA) is a bipartisan, nonprofit [membership](#) organization representing state and local health and human service agencies through their top-level leadership. Through our member network and three national [Collaborative Centers](#), APHSA seeks to influence modern policies and practices that support the health and well-being of all children and families and that lead to stronger communities.

APHSA's members are experts in administering, overseeing, and aligning programs that build resilience and bolster the well-being of people through access to food, health care, housing, employment, childcare, community support, and other key building blocks. Our members are also leading experts in performance measurement and data analysis, health and human services IT systems, workforce development and training, and the legal dimensions of the field.

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 38 full-time employees (and growing) both within the DC metro area and staff who outside of it.

The [APHSA Executive Governing Board](#) guides the strategic direction of the organization.

APHSA 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 Vision – Thriving Communities *BUILT* on Human Potential

b) STRATEGIC VISION and 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 and is regularly updated based on our commitment to continuous learning.

GUIDING PRINCIPLES

The following principles serve as a compass that keeps our work rooted in our mission and vision:

- 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 throughout the length of the contract.
- C. A list of assigned staff from your organization that would work on our project; if sub-contracted, please indicate.
 - Please include brief staff biographies as well
- E. A list of no less than three (3) professional references; organizations who have used your services within the last 2-3 years.
 - References should include the organization's name and point of contact including title and email address
- 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:

Scope of Work Criteria

Organizational Information

- A. When was your organization created?
- B. Who is the organization's main audience?

- C. How many people work at your organization?
 - a. Are you considered a small or minority-owned business?
- D. What would be the roles within your organization assigned to our project?
- E. Please share your organization's commitment to Equity, Diversity, Inclusion and Belonging within your team, your customers and as applicable with your community.

Coaching, Facilitation, Training and Leadership Development with an EDI Focus

- A. Implementation and monitoring of our organizational EDI Strategic Plan
- B. Leadership development (with an EDI focus), coaching and facilitation with our Coaches (Management) and Executive Teams as well as our Executive Governing Board
- C. Coaching, as identified, for our internal Race Equity Committee – a staff led workgroup who supports our staff learning opportunities
- D. All Staff training on identified topics, including Implicit Bias and Trauma-Informed Practice
 - a. Staff training should include Transfer of Learning activities to be facilitated within individual teams
- E. Identification of strategies to align our Portfolio Coaching (performance management) process with an EDI lens
- F. Support our team in development of tools, which aid our integration of a racial equity lens into routine decision-making, programs, policies, and initiatives internally and with our members

Organizational Self-Assessment:

On a scale of 1 to 4 with **1 being no experience and 4 being a great deal of experience**, please identify your organization's level of experience with the identified key areas:

- A. Familiarity with and use of the Awake to Woke to Work framework
- B. Working with member-based associations
- C. Facilitating leadership development activities with management teams
- D. Coaching executive teams through leadership development with an EDI lens
- E. Coaching governing boards through leadership development with an EDI lens
- F. Facilitation of virtual training sessions
- G. Creating a safe learning environment, meeting the needs of a diverse audience in a way that meets them where they are
- H. Emphasizing the need for not just racial equity, but also for racial justice in a way that centers the wants and needs of employees of color

References

- A. Please share three references of customers within the past 2-3 years, including their organization name and contact name, title, and email.

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

d) PROCESS TIMELINE

Proposal Due Date: October 14, 2022

Anticipated Decision Date: October 31, 2022

Contracted: As soon as an agreement to contract can be produced

e) EVALUATION CRITERIA

Proposals will be evaluated per the following criteria:

- Organizational alignment to APHSA's mission, values, and guiding principles
- Responsiveness to the items listed in the RFP
- Credentials of the consultant
- Proposed cost for project

f) CONTRACT INFORMATION

Contracting Agency: American Public Human Services Association (APHSA)

Please send PDF proposals and questions to:

Jennifer Kerr, Director of Organizational Effectiveness

jkerr@aphsa.org

American Public Human Services Association (APHSA)