



# National Peace Corps Association

REQUEST FOR PROPOSAL (RFP)

DIVERSITY, EQUITY, AND INCLUSION

TECHNICAL ASSISTANCE

National Peace Corps Association (NPCA)  
1825 Connecticut Ave NW, Suite 800  
Washington, District Of Columbia 20009

**RFP DATE: February 1, 2021**

**Prepared By: National Peace Corps Association**

**REQUEST FOR PROPOSAL**  
NATIONAL PEACE CORPS ASSOCIATION (NPCA)  
DIVERSITY, EQUITY, AND INCLUSION TECHNICAL ASSISTANCE  
Washington - District Of Columbia

**PROPOSAL SUBMISSION DEADLINE:** February 26, 2021, 6:00 PM

**QUESTION SUBMISSION DEADLINE:** February 15, 2021

**QUESTION RESPONSES POSTED:** February 19, 2021

Questions may be submitted in written form by email only. No phone calls, please.

**Contact Name:** Bethany Leech  
**Email Address:** bethany@peacecorpsconnect.org

**INTRODUCTION**

NPCA invites and welcomes proposals to develop an organizational Diversity, Equity, and Inclusion Approach. Please take the time to carefully read and become familiar with the proposal requirements. All proposals submitted for consideration must be received by the time specified above under the "PROPOSAL SUBMISSION DEADLINE."

*BIDDERS SHOULD NOTE THAT ANY AND ALL WORK INTENDED TO BE SUBCONTRACTED AS PART OF THE BID SUBMITTAL MUST BE ACCOMPANIED BY BACKGROUND MATERIALS AND REFERENCES FOR PROPOSED SUBCONTRACTOR(S).*

**PROJECT AND LOCATION**

The project associated with this RFP is or shall be remotely conducted.

**PROJECT OBJECTIVE**

The objective and ultimate goal for this project is to develop an organizational approach to diversity, equity, and inclusion for staff and Board of Directors at National Peace Corps Association. While the greater community of approximately 240,000 Returned Peace Corps Volunteers (RPCVs) and former Peace Corps Staff are not direct beneficiaries, this project will indirectly benefit them.

**PROJECT SCOPE AND SPECIFICATIONS**

National Peace Corps Association (NPCA), based in Washington, D.C., is a mission-driven social impact organization that supports a united and vibrant Peace Corps community. With approximately 15 full-time staff, four part-time staff, and varying numbers of consultants and interns, this private, nonprofit organization supports a network of approximately 180+ affiliate groups and over 80,000 individuals. Our goal is to reach the more than 240,000 Returned Peace Corps Volunteers and former agency staff with meaningful

opportunities to maintain and grow Peace Corps' core mission of service.

In these challenging times, it is imperative that the entire Peace Corps community take action to ensure an organizational culture where diversity, equity, and inclusion (DE&I) thrive, and which promotes racial justice in all aspects of programming. Part of NPCA's Operational Plan for 2021 prioritizes a focus on developing diversity and inclusion policy, plans and strategy. Our goal is to adopt policy and practices that affirm NPCA's commitment to creating an inclusive and diverse Peace Corps Community. The following activities will be conducted in 2021 to ensure we reach this goal:

- DE&I Audit/assessment conducted by an external service provider,
- Training for all NPCA staff and Board on DE&I concepts and practices by an external service provider,
- Devotion of resources to develop internal structure that will oversee, monitor and institutionalize DE&I initiatives,
- Integration of community-driven recommendations from the Peace Corps Connect report,
- Integration of DE&I board policy into operations plan and procedures,
- Development of foundational DE&I strategic plan, to be revisited annually as an organization.

The changes we will see as a result of these activities include a more diverse, inclusive, and welcoming NPCA workspace with a strong foundation of DE&I values.

**Requirements:** NPCA seeks a qualified consulting firm to provide support to staff and its Board of Directors to develop, maintain, and cultivate enduring policies, practices, strategic plans, and tools to ground all operations, activities, and management approaches in anti-racism principles. NPCA welcomes proposals that showcase the best approach to meet our goals.

**Key requirements:**

- Provide an initial DE&I assessment of NPCA policy, practice, and procedures. This should include an assessment of Board operations and cultural alignment with DE&I values and practices. An assessment will also identify NPCA's organizational strengths and weaknesses in creating an inclusive and equitable environment, both in culture and programming, that serves a diverse community.
- Informed by the initial assessment, a training for Staff and Board will be established. Training (8-16 hours) will include a focus on anti-racism, DE&I concepts, and goal setting on concrete actions the Board and staff can implement. We estimate 30–40 individuals will attend this training, composed of NPCA staff, interns, consultants, and Board members. Training does not need to be consecutive over an 8–16 hour period. Areas NPCA staff have identified interest in learning more about include:
  - Hiring for diversity, promoting inclusivity, and creating an equitable culture, acknowledging our organization does not have a full time HR staff member,
  - Combating systemic racism,
  - Identifying inherent racism within our internal system,
  - Intersectionality as it applies to DE&I approaches and practices,
  - Unconscious bias, and
  - Anti-racism in work planning and strategic plan development.

- Continuum-type support for ongoing implementation, monitoring, and organizational routinization. Following the initial DE&I assessment and training for NPCA staff and Board, the hired firm may propose/recommend to NPCA additional services. Recommendations should be submitted in writing, with timelines and budgeting requirements included, and align with NPCA's DE&I goals for 2021.

## **SCHEDULED TIMELINE**

The following timeline has been established to ensure that our project objective is achieved; however, the following project timeline shall be subject to change when deemed necessary by management.

### **MILESTONES**

1. Consulting firm selection made
2. Initial DE&I assessment
3. Training (8–16 hours) for Staff and Board
4. Continuum-type support recommendations
5. Implementation of Continuum-type support

### **DATES (Approximate)**

March 15, 2021  
April 2021  
April–May 2021  
June 2021  
July–December 2021

# **PROPOSAL BIDDING REQUIREMENTS**

## **PROJECT PROPOSAL EXPECTATIONS**

NPCA shall award the contract to the proposal that best accommodates the various project requirements. NPCA reserves the right to: (i) award any contract prior to the proposal deadline or prior to the receipt of all proposals, (ii) award the contract to more than one Bidder, and (iii) refuse any proposal or contract.

## **DEADLINE TO SUBMIT PROPOSAL**

All proposals must be received by NPCA no later than 6:00 PM EST on February 26, 2021 for consideration in the project proposal selection process.

## **PROPOSAL SELECTION CRITERIA**

Only those proposals received by the stated deadline will be considered. All proposals, submitted by the deadline, will be reviewed and evaluated based upon information provided in the submitted proposal. In addition, consideration will be given to cost and performance projections. Furthermore, the following criteria will be given considerable weight in the proposal selection process:

1. Proposals received by the stipulated deadline must be in the correct format.
2. Bidder's alleged performance effectiveness of their proposal's solution.
3. Bidder's performance history and alleged ability to timely deliver proposed services.
4. Bidder's ability to provide and deliver qualified personnel having the knowledge and skills required to effectively and efficiently execute proposed services.
5. Overall cost effectiveness of the proposal.

NPCA reserves the right to cancel, suspend, and/or discontinue any proposal at any time, without obligation or notice to the proposing bidder.

## **PROPOSAL SUBMISSION FORMAT**

We encourage bidders to propose a program that best utilizes their expertise and strategic approach to meet our goals. The following is a list of information that the Bidder should include in their proposal submission:

### **Summary of Bidder Background**

1. Bidder's Name(s)
2. Bidder's Address
3. Bidder's Contact Information (and preferred method of communication)
4. Legal Formation of Bidder (e.g. sole proprietor, partnership, corporation)
5. Date Bidder's Company was formed
6. Description of Bidder's company in terms of size, range and types of services offered and clientele
7. Bidder's principal officers (e.g. President, Chairman, Vice President(s), Secretary, Chief Operating Officer, Chief Financial Officer, General Managers) and length of time each officer has performed in his/her field of expertise
8. Bidder's Federal Employee Identification Number (FEIN)
9. Evidence of legal authority to conduct business in (e.g. business license number)

10. Evidence of established track record for providing services and/or deliverables that are the subject of this proposal
11. Organization chart showing key personnel who would provide services to NPCA

**Financial Information**

- State whether the Bidder or its parent company (if any) has ever filed for bankruptcy or any form of reorganization under the bankruptcy code.
- State whether the Bidder or its parent company (if any) has ever received any sanctions or is currently under investigation by any regulatory or governmental body.

**Proposed Outcome**

- Summary of timeline and work to be completed.

**Equipment or Service**

- List any and all equipment or services required for this proposed project and the number of each.
- Detailed estimated cost for each piece of equipment or service.

**Cost Proposal Summary and Breakdown**

- A detailed list of any and all expected costs or expenses related to the proposed project.
- Summary and explanation of any other contributing expenses to the total cost.
- Brief summary of the total cost of the proposal.

**References**

- Provide 3 references

By submitting a proposal, Bidder agrees that NPCA may contact all submitted references to obtain any and all information regarding Bidder's performance.