

**National Peace Corps Association
Request for Proposals: Diversity, Equity, and Inclusion Technical Assistance
February 2021**

Frequently Asked Questions:

What is the budget for this scope of work?

Answer: Budget range is \$10,000-\$15,000.

What would also be helpful is to know who you'd like to invite to the DEI foundational training--Board, staff, chapter leaders, others? And how large a group you're anticipating.

Answer: We would like to invite all full time staff, part time staff, individual consultants, and some Board members to the training. We estimate that this will be 30-40 people.

What is the total number of NPCA board members?

Answer: 18

Will all correspondence occur via teleconference or virtual platforms such as GoToMeeting, Zoom, or other acceptable online meeting platforms? Can some of the non-training sessions occur via teleconference?

Answer: Yes, all correspondences and training will occur virtually. NPCA prefers the use of the Zoom platform for trainings, as that is the virtual platform we have used as an organization. The non-training sessions can also be conducted via phone calls or teleconferencing, video conferencing is not essential.

Some key requirements are clearly pre-COVID and therefore no longer doable, like the 1-2 day training.

Answer: We feel strongly that a virtual training is doable. We are flexible in how the training is conducted and open to different approaches. Our expectation is that training is at least 8-16 hours, but they do not need to be consecutive and/or can be split over several sessions.

It's recommended a maximum virtual training time of 4 hours.

Response: We agree that a max 4 hour training is appropriate for one session; we would anticipate between 2-4 sessions with this setup.

How many hours a month do you propose meeting with the DEI consultant to align goals for internal DEI training needs? If there is currently no monthly time estimate, I will provide a suggested hourly monthly commitment.

Answer: We do not have a proposed amount of time that we anticipate meeting with a DEI consultant. Please recommend and suggest hourly monthly commitment.

Relative to the cultural audit, how many people would it cover? I see that you have a small staff and board. Do you envision the audit to cover the affiliate groups as well?

Answer: Our focus is internal at this time. This audit should focus on NPCA FT and PT staff (19) and Board (18). We do recognize that our internal culture at NPCA does impact how we work and support our Affiliate Group Network. We anticipate that learnings from internal DE&I activities will influence how we work with our Affiliate Groups and resources and support we provide them in the future. In the future we may also seek to replicate the DEI assessment and strengthening with our affiliate groups.

A DEI assessment includes needs, capacity, and infrastructure and it is up to us to identify what is important.

Response: We are open to more conversation on what is possible for an assessment within budget and capacity limitations. We are unsure of what to ask for, but would like our infrastructure, policy, procedures and capacity assessed in order for us to understand our strengths and weaknesses as an organization to be more diverse, equitable, and inclusive, both as a work environment, and in our services/programming for our members.

Can you clarify the importance of the HR aspect to the RFP?

Answer: NPCA does not have a full time HR staff person who leads our hiring process or facilitates creating an inclusive and equitable work environment. Our staff all play a role in the hiring process, depending on the position we are hiring for, and we, as a staff, create and monitor the work environment. Because of this, we find this need essential for moving forward to create an inclusive and equitable workplace that is welcoming and supportive of diversity.

Can you provide information on any DEI training the organization previously received? For example, Implicit Bias, LGBTQIA+ workplace integration, or Cultural Competency training?

Answer: NPCA has seen a lot of change in staffing (both in growth and in turnover), so for the current staff as a whole, there has not been a formal training through NPCA. In the past there have been some DE&I training/discussions through conferences or annual meetings.

However, NPCA staff were surveyed in August of 2020 and individuals reported having participated in previous trainings/workshops (outside of NPCA) on the following topics:

- Gender equity
- Cross-cultural competence
- Diversity in demographic reporting
- Unconscious bias
- Bystander training
- How to be an ally
- Inclusive hiring practices and avoiding bias in hiring
- Dismantling racism
- Inclusive team building
- Racial equity in the workplace

- **DEI assessment tools and evaluation practices**

The RFP states that “Continuum-type support for strategic plan development, in addition to ongoing implementation, monitoring, and organizational routinization”- Can you please clarify if it is a retainer for a period of time and if so, how long?

Answer: Our expectation is, that after an assessment, the firm hired will provide recommendations of possible continuation-type support. We expect that such recommendations, or proposals, will be provided with specific services, time commitments, and budget for consideration. A few key areas we have identified as possibly areas that will need further support are: strategic plan development, monitoring, and organization routinization to ensure that DE&I practices are being implemented sustainably and effectively.

Can you provide a monthly maximum hourly cap on committed logged hours for Implementation of Continuum-type support July–December 2021?

Answer: We don't have a monthly amount specifically identified, and we don't necessarily expect every month to require equal amounts of support. Some months will be busier programmatically so staff capacity will be more limited. We encourage firms to submit proposals for continuum-type support, and correlate budgets, based on findings from the audit and initial training.

What is the role of racism in NPCA's internal systems?

Answer: As National Peace Corps Association (NPCA) is a non-governmental non-profit organization, we are separate and cannot speak with certainty and full knowledge of the history of Peace Corps and its ability and shortcomings in combating racism. In NPCA's more than 40 year history, we have continually struggled - in hiring, board service and within active membership - to succeed in advancing diversity, equity and inclusion that mirrors the broad demographics of our community. An example of this came in 2016 when during our 55th anniversary national conference, a Peace Corps organized parallel conference for Black RPCVs indicated concern that the general conference was not inclusive enough or included sufficient content to address particular needs. Key leadership attended the parallel conference and has worked on addressing this chasm. However, we still have much more work to do.