



REQUEST FOR QUOTE: DIVERSITY, EQUITY, INCLUSION, AND JUSTICE (DEIJ) CONSULTANCY SERVICES

Background

The Public Health Foundation (PHF), a national, non-profit organization dedicated to improving the public's health by strengthening the quality and performance of public health practice, is seeking Diversity, Equity, Inclusion, and Justice (DEIJ) consultancy services to provide guidance on developing an organizational DEIJ Plan. We are committed to fostering a workplace environment that is diverse, equitable, inclusive, and just for all employees, partners, and the communities we serve.

PHF is governed by an eleven-member Board of Directors composed of two state health officials, two local public health officers, one local board of health member, and six individuals from academic, private sector, and other public health agency settings. Led by President/CEO Ron Bialek, PHF's mission is to advance the public health workforce to achieve organizational excellence. PHF's current strategic plan is buoyed by four strategic pillars, which include Public Health Workforce Solutions, Public Health Organizational Excellence, and PHF Operational Excellence. Each area is committed to championing diversity, equity, inclusion, and justice in its work, which represents the fourth pillar. PHF has 27 staff members and nine expert consultants working across four programmatic units, including the TRAIN Learning Network, Workforce Development, Public Health Systems Improvement, and Performance Improvement Consulting Services.

Brief Statement of Work

The selected DEIJ consultant will work closely with our DEIJ committee to develop an internal DEIJ plan tailored to our organization's needs. The scope of this project shall include:

1. Developing a DEIJ vision, mission, and goals in alignment with our organization's values and strategic goals.
2. Assessing current organizational policies and practices and staff perceptions of DEIJ to inform the development of the DEIJ plan.
3. Recommending training and workshops for staff and leadership to further develop our understanding and advance our DEIJ actions and practices.
4. Recommending actionable strategies, policies, and initiatives to promote diversity, equity, inclusion, and justice within the organization.
5. Recommending a monitoring and evaluation framework to assess the effectiveness of the DEIJ plan to be implemented by PHF.
6. Delivering a final DEIJ plan document with detailed recommendations and implementation steps.

Specifications

The period of consultancy shall include:

- Standard touchpoints: kickoff meeting, regularly scheduled update calls, written documentation of progress, etc., scheduled and led by the vendor on a mutually agreed upon cadence
- Timelines that meet the desired consultancy period completion date of **no later than April 30, 2025**
- Final written documentation provided to PHF

Requirements for RFQ Response:

- Describe your company's background and experience (past performance) in DEIJ consultancy services based in the United States of America, with descriptions of key staff who worked on the projects, specific non-profit examples are desired (if applicable)
- Approach and methodology for developing a customized DEIJ plan for our organization
- Price breakdown for services and deliverables. This should be a fixed-priced or not-to-exceed basis for the entire consultancy period. Include any identified reductions for non-profit organizations.
- Sample timelines and deliverables, with anticipated delivery dates
- PHF may request an interview with finalists before selecting a vendor no later than June 7, 2024

PHF encourages all small and minority-owned business concerns (including VOSMB, SDVOSM, HUBZone, SDB, and WOSM) to bid in this procurement.

Submit Proposals in PDF format via email to the following PHF staff no later than 5pm Eastern on Tuesday, May 21, 2024.

- Mayela Arana, Senior Program Manager, Workforce Development: marana@phf.org
- Sue Madden, Chief Operations Officer: smadden@phf.org

To: marana@phf.org

CC: smadden@phf.org

Subject: RFQ Response: DEIJ Consultancy Services

Detailed Expectations

Project Management

- Kickoff Meeting - A kickoff meeting shall be held by the vendor no later than 10 business days after the initial award is fully executed to discuss plans and timelines as well as clarify roles and responsibilities, to be held through web-conferencing technology.
- Work Plan - Following the kickoff meeting, the vendor shall develop a written work plan that will include all essential interim and final deliverables, key staff and their responsibilities, and a schedule of key deadlines for PHF's review and correction before acceptance. The work plan is due no later than 10 business days following the kickoff meeting for PHF approval. It may be revised during the project, pending PHF authorization, with the restriction that any changes must not impact the overall period of performance, scope, or specifications of the award. It is the responsibility of the vendor to fully understand what changes require PHF approval.
- Project Status - Updates on the specific deliverables as described in the work plan shall be discussed in status calls with the DEIJ Committee. Status call cadence will be determined during initial conversations with PHF.

Develop Draft DEIJ Plan

- Conduct interviews/meetings with PHF to understand the organization, its staff, values, and mission.
- Provide draft and final DEIJ plans to PHF for review. At a minimum, the plan should include:
 - Definitions and key principles in alignment with the PHF Mission, Vision, and Strategic Plan.
 - Objectives for the organization related to retention and recruitment.
 - Recommendations for the review of current policies and procedures.
 - A plan for continuous analysis and quality improvement. Note: the plan should establish a framework for collecting staff feedback, analyzing feedback, and implementing feedback accordingly to support the sustainability and longevity of the DEIJ plan as PHF continues to grow and adapt to future needs.
 - Suggested training and education for staff.