



DELAWARE CENTER FOR THE INLAND BAYS

REQUEST FOR PROPOSALS TO PROVIDE DIVERSITY, EQUITY, INCLUSION, JUSTICE, AND/OR ACCESSIBILITY ASSESSMENT, PLANNING, AND TRAINING SERVICES

Date of Advertisement: August 17, 2023

Deadline for Receipt of Proposals: September 15, 2023

The Delaware Center for the Inland Bays (CIB) is requesting a proposal from qualified firms to: (1) Conduct an assessment of the organizations operations, both internal and external, as they relate to DEIJA; (2) Assist with the development of a DEIJA plan; and (3) Lead trainings on DEIJA topics for the Board of Directors and staff. The following RFP includes background information on CIB, our DEIJA efforts to date, details on required services, and specific requirements relating to the RFP process.

ORGANIZATION BACKGROUND

The Delaware Center for the Inland Bays (CIB) is a 501(c)(3) organization established by the Delaware General Assembly in 1994. It is also one of 28 National Estuary Programs established by the federal Clean Water Act to improve the environmental health of estuaries of national significance. It is the mission of the Center to preserve, protect, and restore Delaware's Inland Bays and their watershed. This is achieved through science-based: research, restoration, education, outreach, public policy, and advocacy.

PROJECT DESCRIPTION

While there has been some effort to address diversity-related elements within outreach and education programs, CIB does not currently have a formalized plan or goals for promoting Diversity, Equity, Inclusion, Environmental Justice, and Accessibility (DEIJA). Because CIB recognizes there is substantial room to grow in order to effectively engage all communities across the Inland Bays watershed and beyond, DEIJA efforts were identified as a priority and future focus area within the Center's FY2023-2025 Strategic Plan, which calls for the development of a DEIJA plan.

To satisfy this objective, the Center is seeking the expertise of a DEIJA consultant to conduct an assessment of the Center's internal operations and external activities as they relate to DEIJA. The assessment will identify gaps and recommend policies, best practices, programs, milestones, and organizational behaviors that would foster authentic and meaningful DEIJA engagements across the organization's functions.

In addition to the assessment, the consultant will provide training that increases board and staff understanding of DEIJA concepts so that they may confidently integrate social equity across operations and exhibit competence while working with diverse communities.

The newly created DEIJA Committee of the CIB Board of Directors will support development and implementation of the DEIJA efforts.

REQUIRED SERVICES

1. Assessment of organizational policies, procedures, and best practices to identify gaps and areas for improvement. Preferrably, this assessment will consider both internal and external operations.
2. Development of a plan to expand and enhance the CIB's DEIJA efforts based on the results of the assessment.
3. In-person trainings for the Center's Board of Directors and staff on DEIJA concepts.

CIB understands that consultants may have varying degrees of expertise across the DEIJA spectrum and may need to engage more than one consultant to achieve its objectives. For example, a consultant that specializes in Accessibility may not have the qualifications required to conduct DEIJA training. As such, consultants with experience in any area of the DEIJA spectrum are encouraged to apply.

BUDGET

\$25,000

SUBMITTAL AND SELECTION PROCESS

Interested firms shall submit their proposals on or before 5pm on September 15, 2023, to:

Anna Fagan
Deputy Director
Delaware Center for the Inland Bays
39375 Inlet Road
Rehoboth Beach, DE 19971
afagan@inlandbays.org

The proposals may be submitted through hard copy (3 copies of proposal required) or in digital (i.e., PDF) format. Digital format is preferred. Any proposals received after the stated time will be returned and not considered for review.

Responses shall include the following information that will be utilized to make selection:

- a) Key personnel expected to perform the services detailed above, including the qualifications and experience of each person involved in the engagement;
- b) Statement on background and experience in performing similar services for nonprofit clients;
- c) The size and organizational structure of the firm;
- d) Statement of the firm's understanding of work to be performed;
- e) Proposed timeline;
- f) Proposed fee structure;
- g) References and contact information from at least three current or previous nonprofit clients.

Selection of the consultant(s) is expected to be made by September 29, 2023. Selection will be based on proposed approach to fulfilling the required services, firm experience and personnel, and references from comparable clients.

Minority-owned businesses (MBEs), women-owned business (WBEs), and disadvantaged business enterprises (DBEs) are encouraged to apply and identify themselves as such in their applications.

The Center reserves the right to amend and/or reissue this RFP, and to award contracts to one or more firms or to no firms at all, without prejudice, as determined to be in its best interest. There is no expressed or implied obligation for the Center to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

The Center is considered a public body under state of Delaware law and thus is subject to Freedom of Information Act requests that might pertain to this procurement.

Prospective vendors must be registered in the federal government's Central Contractor Registration (CCR) system prior to the award of a contract or service agreement. Registration can be accomplished by visiting <https://www.bpn.gov/ccr/grantees.aspx>.

Contract is required to include the following language: "The contractor shall not discriminate on the basis of race, color, national origin or sex in the performance of this contract. The contractor shall carry out applicable requirements of 40 CFR part 33 in the award and administration of contracts awarded under EPA financial assistance agreements. Failure by the contractor to carry out these requirements is a material breach of this contract which may result in the termination of this contract or other legally available remedies."