



Request for Proposal

Diversity, Equity & Inclusion Organizational Assessment & Training

Introduction

RVM vets, trains and supports both paid and volunteer mentors to mentor youth and caregivers in a trauma-informed, strength-based mentoring model. We are currently partnering with DHS, Talent-Phoenix SD, Medford SD, Southern OR Pediatrics, Familias Unidas Bike Builders, Youth Project+, SOESD migrant education and Eagle Point SD to provide services via virtual circles and one-to-one mentoring. Since its conception in 2005, Rogue Valley Mentoring has trained over 500 volunteers who have served over 2,000 youth in Jackson County. We have also trained over 400 individuals from other organizations who wish to utilize our communication model to impact their constituencies.

Mission: Transforming communities through the mentoring of youth

Value: Youth Empowerment

Value Statement: At Rogue Valley Mentoring we believe youth are the experts in their own lives.

Behavioural agreements:

1. We provide trauma-informed care through strength-based mentoring
2. We encourage youth voice and choice through the practice of active listening.
3. We commit to a continued practice of self awareness that allows us to stay open to meeting youth where they are at.

Value: Equity

Value Statement: At Rogue Valley Mentoring we prioritize the importance of adapting our organization and programs as needed to provide relevant services to diverse populations.

Behavioural Agreements:

1. Recognizing and acknowledging our own biases.
2. Listening and responding to the needs of the whole community.
3. Continued commitment to learning and growth.

Value: Building Community Resilience

Value Statement: Rogue Valley Mentoring provides programs and services that help to reveal participants strengths and inherent ability to face and overcome challenges.

Behavioural agreements:

1. We are committed to cultivating partnerships to strengthen the web of support for youth and families in the Rogue Valley.



2. We facilitate intergenerational connections.
3. We support youth through building resilient communities of RVM mentors, staff, board members, community partners and stakeholders.

Fast Facts:

- RVM staff: 10 current employees
- \$543,126 annual operating budget
- 5 board members
- Based in US Cellular Park Nature Center in Medford, Oregon
- For more information on our organization, please visit our website at www.rvmentoring.org.

Objectives for Consultant

- Perform a thorough assessment of all aspects of RVM culture and operations through a DEI lens.
- Share assessment and recommendations with staff and board members, providing a comprehensive framework and co-creating solutions for implementing a long term, strategic DEI plan throughout the organization
- Determine how the DEI plan should impact the development of RVM staff, board and volunteers, set clear areas of focus for the work (how and what areas we will put a plan around) and drive the future of the organization
- Facilitate a DEI training for RVM board, staff and volunteers which will include personal development elements as well as organizational-specific analysis and development elements.

Expected Start Date: July 2021

Project Scope

- Design and implement a comprehensive discovery phase with organizational staff to identify strengths, weaknesses and opportunities for RVM to accomplish its Objective
- Leverage external partners and stakeholders as needed
- Integrate existing RVM tools, resources, and insights
- Assess the culture, practices and policies in place at Rogue Valley Mentoring and identify impediments to integrating DEI principles and practices
- Identify the areas and define the approaches and guidelines on how to incorporate DEI principles and practices into all facets of RVM's organizational strategic plan which may include, but are not limited to:
 - ★ Hiring goals & processes



- ★ Workplace inclusion & organizational culture development
- ★ Accessibility of resources & assets
- ★ External relations & communications
- ★ Staff development
- ★ Board of Directors development
- ★ Volunteer development
- Develop an ongoing evaluation process and metrics for success (qualitative and quantitative), including a self-assessment process for RVM to measure performance and efficacy of the DEI plan. The process should be based on proven methods
- Create a vision for the plan that includes ways in which team members can contribute to achieving the overall goals and integrate into every aspect of work and culture
- Craft clear and concise language regarding DEI at RVM for external and internal usage
- The finished DEI plan will look at every aspect of our organization through the lens of the youth and communities we serve, with particular focus on the needs and experience of youth and families of color

Information Requirements & Format

Respondents should complete all sections of the RFP. If additional material is required for one or more questions, please label attachments clearly and reference them in your response.

Responses received under this RFP that fail to address each of the sections in adequate and complete detail, will be deemed as non-responsive and will not be considered for selection.

Note that responses of “to be provided upon request” or “to be determined” or the like, or that do not otherwise provide the information requested (e.g. left blank) are not acceptable.

For the purposes of understanding more about your business and your ability to successfully fulfill the requirements, please provide the information below as part of your response, clearly referencing each specific question.

1.1 Bidder’s Background

- Bidder’s Name(s), Physical Address, Email Address, Phone Number and preferred method of communication
- Type of Legal Entity
- How long has the business been providing DEI services?
- Office Location (s)
- Description of Bidder’s business (size, services offered, etc.) and its principal officers
- Give a brief overview of your organization’s involvement in providing DEI value added services in the state of Oregon
- Evidence of established track record for providing services and/or deliverables that are the subject of this proposal



- Experience and understanding in engaging with people from under-represented and diverse backgrounds
- Demonstrated commitment to DEI through professional and personal networks and community involvement
- Please provide details of three client projects that are similar in scope and requirements to those of Rogue Valley Mentoring DEI RFP
- Submit a budget proposal for assessment & recommendations, project plan & training

1.2 Elements of the Proposal:

- Proposed process for designing the DEI Plan's "discovery phase"
- Approach for assessing and developing cultural competence among RVM leadership, staff, volunteers and Board
- Approach for developing a short-term and long-term evaluation process and metrics
- Proposed timeline for the discovery phase and DEI plan development, including time commitments and obligation of specific staff (leadership, individuals, allstaff, etc.) in a virtual/in-person setting
- Specific examples of past services showing how bidder developed and integrated comprehensive DEI practices throughout an organization. Suggested approach for maintaining regular and effective communications between consultant and TreeHouse

1.3 Financials

- A detailed proposal for pricing based on the project scope outlined in this RFP
- Summary and explanation of any other contributing expenses to the total cost

Submission Requirements

Applicants are required to submit proposals electronically via email to **Sarah Kreisman at sarah@rvmentoring.org**. Submission must be completed by the date and time specified in this RFP. The deadlines will be strictly enforced. It is the responsibility of the applicant to ensure that the application process is completed by the deadline. Hard copies and late submissions will not be accepted. Furthermore, RVM reserves the right, at its sole and absolute discretion, to amend or modify any provision of this RFP, or to withdraw this RFP at any time prior to contract award. RVM shall not be bound by or liable under this RFP and/or any response thereto until a final written contract has been executed by RVM and the grantee incorporating the terms and conditions of the award.



Review & Selection Criteria

RVM will use multiple criteria to select the most appropriate partner. Respondents are encouraged to be as aggressive and creative as possible in their proposals. The following list summarizes the major qualitative areas that will be evaluated:

- Industry expertise and experience
- Best accommodates the project requirements
- Previous relevant experience
- Bidder organization's strength and stability
- Financial considerations

Announcement

Selection decisions are expected to be announced by July 1st, 2021. All respondents will receive written notice as to whether or not their organization was selected for this opportunity.

Contract Terms

Contract Term: 90 days (negotiable) from date of contract effective date

Key Dates

- **Deadline to submit proposals June 1, 2021**
- Bidder interviews June 2021
- Selection notification July 1st, 2021
- Contract start date July 15th, 2021

General Terms & Conditions

The submission of a proposal does not, in any way, guarantee a selection. RVM is not responsible for any costs incurred related to the preparation of a proposal in response to this RFP. RVM reserves the right to withdraw a selection prior to execution of a contract with a vendor at RVM's sole and absolute discretion.