



## Diversity Consultant Request for Proposals

The American Civil Liberties Union of Virginia (ACLU-VA or ACLU of Virginia) is seeking a diversity consultant(s) to facilitate an organizational climate assessment and staff dialogues.

### Executive Summary

The ACLU of Virginia seeks to hire a highly competent, ethical and experienced diversity, equity, and inclusion consultant(s) to conduct a staff-wide climate assessment that provides a better understanding of the office's current policies, culture, and practices with regards to diversity, equity, and inclusion. An assessment of the organization's culture will identify strengths and weaknesses, recommend appropriate interventions, and inform staff dialogues regarding these issues.

### ACLU of Virginia Background

For nearly 50 years, the ACLU-VA has been the Commonwealth's guardian of liberty, working in courts, legislatures, and communities to defend and preserve the individual rights and liberties guaranteed by the Constitution, federal, and state laws for everyone in Virginia. The ACLU has filed more than 300 lawsuits in Virginia over the last 50 years to advance freedom and equality in the Commonwealth. In addition to the ACLU's robust litigation efforts, we also educate the public, inform the media, lobby legislators, organize grassroots activists, and disseminate information to the community through our membership and volunteers.

The Diversity, Equity & Inclusion (DEI) Committee is an internal working group at the ACLU of Virginia, comprised of current staff members from all departments within the agency. This committee is tasked with identifying opportunities to support an office culture where all staff feel welcome and valued, supported in their growth and professional development, and empowered to fulfill their duties and responsibilities to accomplish the ACLU's mission and goals.

### Statement of Purpose

The purpose of the consultant(s) is to assess diversity, equity, and inclusion among team members at the ACLU of Virginia. The consultant(s) will review current policies and make recommendations for engagement and advancement to ensure every individual has the opportunity to grow, contribute, and develop to their full potential.

Key objectives include:

1. Creating and/or administering staff-wide climate assessment to provide a foundation for future work and to guide staff dialogues.
2. Facilitate at least three staff dialogues based on areas of need identified through the climate assessment.
3. Review current policies and make recommendations to ACLU of Virginia's Personnel Handbook.
4. Provide goal recommendations, metrics for goal-setting, and suggested evaluation mechanisms to track progress towards those goals.
5. Identify areas of opportunity to improve staff retention and equity within the office.
6. Provide resources and tools to support ongoing learning, development, and engagement.

### Core Competencies



- Understand the ACLU-Virginia's mission and purpose, as well as how diversity, equity, and inclusion impact organizational cohesion and efficiency
- Connect diversity, equity, and inclusion back to work processes and work design
- Understand diversity, equity, and inclusion in the context of organizational and cultural change
- Understand systemic issues of discrimination, and apply a broad and expansive definition of diversity
- Be reliable and professional, communicate clearly, be reasonably available, respond to messages, and honor deadlines and commitments
- Possess a strong leadership ability and willing to work with DEI Committee, Executive Director, and other staff members throughout the process to formulate a plan specific to the ACLU of Virginia.
- Able to evaluate metrics, climates, data, etc. and make helpful recommendations, both in the short-term and in developing long-term goals and plans
- Understand key concepts within equal employment opportunity and affirmative action issues

## Scope of Work and Deliverables

### Climate Assessment

Conduct a thorough climate assessment in order to identify root problems, assess fit, and make appropriate recommendations, which will include all or some of the following:

- Assessment of cultural competency
- Diversity and inclusion climate surveys
- Focus groups
- One-on-one interviews
- Compiling and analyzing data
- Providing recommendations based on best practices
- Building a communication plan for disseminating the results
- Review Gallup survey and Pulse survey results

### Facilitating Dialogues

- Facilitate at least three dialogues for staff, including preparatory materials, day-of coordination, and feedback mechanisms
- Provide a forum for discussing personal experiences and office dynamics by providing the conceptual and linguistic support necessary to address complex issues related to diversity, such as emotional intelligence, unconscious bias, and related concepts

### Identifying Tools and Resources

- Develop or compile educational interventions resources to enhance organizational best practices, multicultural awareness, and enable continued discussion among team members
- Share resources and tools that will allow for ongoing learning, development, and engagement

### Policy Analysis

- Review ACLU's personnel policies and provide recommendations
- Provide examples of best practices for various policies such as recruitment, retainment, pay equity, and inclusion

### Sustainability and Action Plans

- Proposing strategic actions plans to achieve a sustainable climate of inclusion
- Suggesting a customized learning path or ongoing professional development goals for ACLU-VA supervisors
- Define metrics to assessing progress, ensuring accountability, sustaining and improving activity, and driving impact

## Proposal Contents



Successful proposal will include the following:

- Clear outline of work and timeline for completion
  - Climate assessment and policy analysis prior to October 30, 2019
  - Dialogue, resources, sustainability and action plans to begin by September 2019 and completed prior to March 30, 2020
- Costs and fees
- Professional references
- Examples of successful project or client work
- Dialogue proposal and facilitation strategy
- How you heard about this opportunity

Please note that the ACLU of Virginia reserves the right to choose one or more consultants to complete the work included in this request for proposals (RFP).

#### Submission Information

Proposals should be submitted via email by midnight on July 1 to:

Jess Powers  
Director of Finance and Administration  
[jpowers@acluva.org](mailto:jpowers@acluva.org)

Questions about this request for proposals should be sent to:

Zhue Azuaje  
Office Assistant  
[zazuaje@acluva.org](mailto:zazuaje@acluva.org)

AND

Ashna Khanna  
Legislative Director  
[akhanna@acluva.org](mailto:akhanna@acluva.org)

#### Process Schedule

Schedule for Evaluation Process	
RFP released publicly	<b>June 7</b>
Vendor question and answer period	<b>June 7 - July 19</b>
Deadline for full consideration of proposals	<b>July 19</b>