

- 1. Question: How many employees are there at ACLU-VA – managers versus non-managers?**

**Answer:** We currently have 21 employees. We will be hiring employees in the last quarter of our fiscal year, through March 31, 2021. We will have 25 employees by the end of the year.

- 2. Question: Please confirm the number of Board members – we notice that Gavin Grimm is a new Board member, but he is not listed on the website.**

**Answer:** Our board consists of 24 people divided into three classes of eight people. Currently, there is one unfilled vacancy in an unexpired term in the class of 2023 and one recent vacancy. We hold elections in April with new board members beginning their terms on June 1. This year it is likely there will be four new board members in the class of 2024. Gavin Grimm is a candidate for the national ACLU board, not our Virginia ACLU board. The list of our board members on our website is accurate.

- 3. Question: Approximately how many individuals comprise the Board equity working group and the staff EDIB team?**

**Answer:** The Board racial equity working group has nine members including the board president and the board equity officer.

The staff DEIB Team has seven members, five from functional teams and two elected at large, all for two-year terms. Right now, there are only six because we are holding one at large seat for election after our new staff members are on board.

- 4. Question: Since the ACLU of Virginia reserves the right to choose one or more consultants to complete the work in the RFP, should an offer's estimated cost breakdown be by deliverables (i.e. cultural assessment, facilitating dialogues, identifying tools and resources, policy analysis, and sustainability and action plans)?**

**Answer:** It would be helpful to have the offeror's cost breakdown by deliverables but not required.

- 5. Question: Does the ACLU of Virginia have an existing EDIB strategic plan? If so, can you please provide this plan to the consultants upon award?**

**Answer:** We do not have a comprehensive EDIB strategic plan at this time.

- 6. Question: Is this RFP a new requirement or an existing one?**

**Answer:** This is a new project which will bring the Board into the EDIB work and complement the work that the staff has been doing for the past year with other consultants.

- 7. Question: Does the ACLU of Virginia have a budget for this project, and if so, could that be shared?**

**Answer:** We have allocated what we believe to be a sum sufficient to undertake this project but would like offerors to base their proposals on what they believe is needed pending the possibility of some negotiation after proposals are received. This is not an invitation for bids where price would be determinative.

- 8. Question: Is ACLU VA open to facilitating board discussions virtually?**

**Answer:** Yes, certainly, while COVID-19 remains an issue, with the hope for at least some in-person work as that becomes safe.

- 9. Question: Will the climate assessment focus solely on the board or will the climate survey include the staff culture and climate?**

**Answer:** This climate assessment will focus solely on the board; we have completed a series of climate assessments involving the staff culture and climate. The focus here is on assessing evaluating the board climate and developing a plan to ensure that the board operates in a manner that is inclusive and creates a culture of belonging.

- 10. Question: Does the ACLU VA have a timeline in which they would like the project's various stages complete? If so, would you kindly share that with us?**

**Answer:** We would like the work to begin as soon as possible. We have asked offerors to include a timeline for completing the deliverables as a part of the proposal.

- 11. Question: How will the strategic action plans developed be incorporated into the organization's operational and strategic plans?**

**Answer:** The Board and staff will be initiating a new strategic planning process in January with a plan to take a proposal to the full board for approval in October 2021. Recommendations from the plans developed under this RFP and from the ongoing staff EDIB work will be considered and incorporated in that process.

**12. Question: How large is the staff of ACLU-VA?**

**Answer:** The staff currently has 21 members and will have 25 by the end of March 2021.

**13. Question: What will be the role of the staff EDIB Team in this project?**

**Answer:** The staff team has no direct role in this project, but it is expected that there will be opportunities for the Board Racial Equity Working Group and the staff EDIB Team to collaborate.

**14. Question: What is the relationship between the Board Equity Working Group and the staff EDIB Team?**

**Answer:** There is no direct relationship between the two although there is an expectation that there will be collaboration under the direction of the Chief Equity Officer, and the Affiliate Board Equity Officer going forward. The objective is to have synergy between the two groups on the foundational basis of creating an equitable, diverse, inclusive, and belonging environment across the entire organization.

**15. Question: What is the role of the Board in leading, promoting, and ensuring EDIB at the staff level, and is this project being pursued separately from that process?**

**Answer:** The Board sets the strategic direction for the affiliate and holds the Executive Director accountable for ensuring that the affiliate is operating in conformance with its direction in all areas including ensuring that the organizational climate is equitable, diverse, inclusive, and encouraging belonging. The current strategic direction document includes this capacity objective: The ACLU of Virginia will develop and implement staffing plans and policies that assure that we have the human capacity to achieve our goals, talented people in every position working in collaboration with one another in a workplace valued and held up as a model where diversity, inclusion, and equity matter and there is a culture built on trust, where employees don't shy from constructive conflict, demonstrate high accountability, and share a uniform commitment to the achievement of shared goals.