



**CONSORTIUM FOR CITIZENS
WITH DISABILITIES**

Request for Proposals / Proposals for Anti-Racism Consultant for CCD

Due Date: December 2, 2020

Contact: Heather Ansley, Board Chair, CCD (HeatherA@pva.org)

SUMMARY AND BACKGROUND

The Consortium for Citizens with Disabilities (CCD) is initiating this Request for Proposal (RFP) to solicit proposals from firms to lend professional expertise in the area of anti-racism, racial justice, diversity, equity, and inclusion. CCD is the nation's largest coalition (consisting of over 100 national organizations) working to advocate for federal public policy – with Congress, the White House, and federal agencies-- that supports, safeguards, and expands the rights and resources available to children and adults with disabilities in all aspects of society. The CCD Board and leadership recognize that the perspectives, participation and leadership of Black, Indigenous and other people of color (BIPOC) are necessary to ensure the efficacy and value of our policy work. We seek to instill anti-racism and improve racial equity within CCD's activities, leadership, and membership, while acknowledging that we do not have control over the internal practices of CCD members.

CCD leadership also wishes to cultivate a culture that prioritizes the dignity, humanity, and participation of BIPOC and other marginalized members. We have started the work by drafting an anti-oppression and anti-racism statement and a feedback process for members. Other activities are currently under development. CCD has not formally addressed racism or other forms of oppression in its by-laws or membership documents in the past.

Current CCD Vision

CCD envisions an American society in which all individuals, aided by an enabling government, have the freedom and opportunity to exercise individual decisions concerning their own lives, welfare and personal dignity.

CCD envisions a society in which communities are fully accessible to all individuals with disabilities and their families, where they are included and fully participate in all aspects of community life.

In CCD's vision of society, individuals with disabilities exercise their full rights and responsibilities.

Current CCD Mission

To achieve this vision, CCD engages in advocacy efforts for national public policy that:

- Ensure the self-determination, independence, empowerment, integration and inclusion of children and adults with disabilities in all aspects of society
- Enhance the civil rights and quality of life of all people with disabilities and their families
- Reflect the values of the Americans with Disabilities Act

CCD seeks a consultant/agency to conduct an assessment to identify organizational strengths, weaknesses, and gaps; develop a plan of action that includes recommendations on how to improve and expand current strategies and activities that will enable CCD to address racism, oppression and inequity internally and with our members; facilitate implementation of this plan to ensure recommended strategies are carried out to completion; and lead training sessions and/or identify other professionals who could do so.

PROJECT PURPOSE AND DESCRIPTION

We are seeking an external consultant to undertake four primary activities: conduct an assessment, develop a plan of action with recommendations, facilitate implementation of the action plan and assist with providing and identifying training. Each of these activities will include specific deliverables that will enhance CCD's anti-racism and anti-oppression activities.

The assessment will include an examination of the anti-racism, diversity, equity and inclusion practices at CCD. It will be used to develop recommendations for the action plan that will be rooted in best practices, current research and literature, and hands-on experiences leading similar initiatives. The assessment should also include a review of existing activities. The consultant will then assist CCD to refine and implement the recommended steps in the proposed action plan within specified timelines. Finally, the consultant will help identify recommended anti-racism and anti-oppression training resources and assist in providing training to CCD members.

PROJECT SCOPE

Discrete deliverables for each of the four primary activities are described below. CCD anticipates that some of these deliverables will be completed before the end of 2020; others in 2021. The key objectives and scope of this work include the following:

1. Assessment—
 - Review of work and lists of recommended anti-racism activities conducted to date as well as documents, policies, procedures, and survey or focus group of members;
 - Assess CCD member perception of diversity, equity, and inclusion within the coalition;
 - Review CCD policies and procedures and provide recommended changes that foster inclusion and anti-racism;
 - Identify gaps and weaknesses, CCD member needs, and opportunities for growth;

- Assess CCD member perceptions of CCD’s commitment to racial justice with a primary focus on the experiences of marginalized identity groups; and
 - Conduct survey or focus groups of potential CCD members and other external stakeholders such as racial justice advocacy organizations.
2. Action Plan—
- Develop a concrete action plan that includes clear recommendations that are based on data from the assessment and activities identified by CCD;
 - Recommend actions with timelines on how best to build upon strengths and existing efforts to ensure CCD’s anti-racism goals are achieved;
 - Develop recommendations for the execution of goals, objections, and strategies that directly address needs related to anti-racism and racial justice, and
 - Work with the CCD Board and Anti-Racism Work Group to refine, modify as necessary, and identify clear timelines and milestones for each major component of the action plan.
3. Refine and Implement (Implementation of existing diversity, equity, inclusion, and anti-racism strategies)—
- Assist with the completion of the following deliverables:
 - i. Anti-oppression and anti-racism principles;
 - ii. A formal process for members to express their concerns regarding racism and inequity within CCD; and
 - iii. Strategies for recruiting racial justice and BIPOC organizations to join CCD and increase participation and retention of BIPOC CCD organization representatives in CCD activities, meetings, and governance.
 - Work with the CCD Board and Anti-Racism Work Group to specify necessary implementation activities and timelines for each component of the Action Plan;
 - Provide ongoing supports to the CCD Board and Anti-Racism Work Group to ensure successful implementation of specific components of the Action Plan within desired timelines; and
 - Monitor progress of implementation and report to the CCD Board and Anti-Racism Work Group.
4. Training—
- Recommend specific training resources for CCD leaders (e.g. Board and Task Force co-chairs) and members;
 - Propose and deliver specific training modules for CCD members; and
 - Assist CCD in identifying additional resources that would be beneficial to CCD in its efforts to pursue anti-racism and anti-oppression work.

PROPOSAL AND GUIDELINES

This Request for Proposal represents the requirement for an open and competitive process.

Proposals will be accepted until 4:00 p.m. EST on December 2, 2020. Contact Heather Ansley, CCD Board Chair at HeatherA@pva.org

If the individual or organization submitting a proposal outsources or contracts any work to meet the requirements, this should be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organization(s) being contracted.

All costs must be itemized to include an explanation of all fees and costs.

Proposals must include costs for each of the four activities individually (Assessment, Action Plan, Implementation, Training).

Proposals must be submitted electronically as an attachment to an e-mail to HeatherA@pva.org

In your proposal, include the following:

- Overview of your organization or for individuals your CV and links to any pertinent information.
- Overview of your work experience including specific examples of success, why you are interested in this consulting role, your experience working with the disability community and 1-2 references with contact information.
- Overview of your approach to producing the outlined activities for each area: assessment, action plan, implementation and training.
- Proposed budget and itemized expenses.
- Anticipated staff you will assign to this project (total number, role, title, experience), if any.
- Any additional supplemental information that supports your proposal.
- Any necessary accommodations.

RFP AND PROPOSED PROJECT TIMELINE

1. Issue Request for Proposals
2. Question & Answer Period
3. Proposals Due
4. Anti-Racism Work Group Evaluates Proposals
5. Finalist Zoom Meeting
6. Notification of Selected Contractor
7. Work to Begin

BUDGET

All proposals must include proposed costs to complete the tasks described in the

project scope. Costs should be stated as one-time or non-recurring costs or monthly recurring costs. All costs and fees must be clearly described in each proposal.

BIDDER QUALIFICATIONS

Minimum qualifications include:

- Experience helping organizations grow in equity and inclusion.
- Experience working with staff and constituents of various backgrounds and levels of competency in the area of diversity, equity, inclusion, social justice, and addressing forms of oppression and systemic injustices.
- Experience working with different learning and communication styles.
- Familiarity with the disability rights and disability justice movements.
- A plan that describes how your assessment will be administered.
- A timeframe for completion of the project.

The following qualifications are highly desired, but will not disqualify otherwise qualified applicants:

- Experience working with the disability community on racial justice issues.
- Experience, comfort, and skill in working with disabled people and organizations within the disability rights sphere.
- Ability to start project in December 2020, if selected.
- A minimum of five years of experience advising organizations on the development and implementation of diversity, equity and inclusion centered strategies.
- A minimum of five years of experience facilitating complex learning processes with small, medium and large groups.
- Strong communication and interpersonal skills, with the ability to develop strong written and analytic documents.
- Experience in coaching executives and other leaders in an organization.
- Experience working with public agencies that are at various stages in strategic plan development.
- Ability and experience in observing interpersonal dynamics and ensuring all voices are at the table.
- Experience working with coalitions.

DIVERSE BUSINESS INCLUSION PLAN

CCD prefers to contract with a diverse firm that is led by and/or employs BIPOC and people with disabilities. In your proposal please specify whether your firm is, or anticipates using, a Minority Business, Women's Business, Veteran Business, Small Business, or Disability-owned business and to what extent your firm employs marginalized groups to conduct this work.