



Request for Proposals

Diversity, Equity, Inclusion and Racial Justice (DEIRJ) Consultant

Requesting Organization:

Jackson Collaborative Network
100 East Michigan Ave
Jackson, MI 49201

Submission Deadlines:

Letters of Intent: January 19, 2022
Proposals: February 22, 2022

I. Requesting Entity

The [Jackson Collaborative Network](#) is a collective impact network of more than 500 organizations and individuals working together to positively impact the success and well-being of Jackson County residents. The Network brings partners together around [shared priorities](#) and provides valuable supports to assist them in their systems change efforts. These supports assist members to identify inequities that are present, determine root causes, and design and implement powerful strategies that result in improved outcomes for residents. Network services are focused on building the capacity of members to engage in and lead systems changes within their own organizations and collectively within the community.

Network backbone infrastructure includes a 30-member Council of organizational partners and community members that serve as the governance body for the network, and a 4-person team of network staff that provide backbone support for Jackson's collective impact work. Network infrastructure is collaboratively funded through a variety of partner contributions and grants.

Henry Ford Allegiance Health serves as primary fiduciary and employing entity for the network. The Jackson Community Foundation serves as fiduciary for some network partner revenue and grants. More information about the network can be found at: <https://www.jacksoncollaborativenetwork.org/>.

II. Project Background

The Jackson Collaborative Network is committed to applying shared values of Equity, Authentic Engagement, and Continuous Learning to all aspects of its work. Embedding equity and antiracist principles and practices throughout the network is a high priority for 2022 and beyond. Most recent recruitment and hiring practices resulted in a network staff team that does not represent the diversity of the Jackson community.

These results are an indicator of systems issues that are contributing to inequitable outcomes. The Network Council is seeking a consultant, or consultants, to conduct an in-depth assessment of network mindsets, connections, power dynamics, resources, policies, and practices, and develop an action plan to address changes that are needed.

III. Definitions

The following terms are used throughout this request for proposal. Definitions of these key terms are adapted from definitions provided by [Race Forward](#) and/or the [Annie E. Casey Foundation](#).

- ✓ **Diversity** is a quantitative measure of representation. Racial diversity is defined as having a variety of racial identities or characteristics present. Racial diversity is necessary, however not sufficient for inclusion and racial justice.
- ✓ **Equity** is the act of giving a person, or group of people, what they need. Equity focused actions meet people where they are with differentiated strategies to address different needs and produce just outcomes. Racial equity is a process of eliminating racial disparities through the intentional and continual practice of changing policies, practices, systems, and structures by prioritizing measurable change in the lives of people of color.
- ✓ **Inclusion** is a qualitative measure of representation and participation. Inclusion focuses on ensuring authentic representation, empowered participation, true belonging, and power sharing.
- ✓ **Racial Justice** is the systemic fair treatment of people of all races that results in equitable opportunities and outcomes for everyone. Racial justice is a measurable and a constant practice

to ensure all people are able to reach their full potential in life regardless of race, ethnicity, or community.

IV. Consultant Scope of Work

The Network seeks a contractor to work in close partnership as a consulting guide to Network Staff and the Network Council to lead the following activities:

- a. Review and provide recommended changes to network staff job descriptions
- b. Assess recruitment/hiring practices utilized by the network
- c. Identify network mindsets, connections, power dynamics, resources, and/or policies and practices that may be contributing to inequitable outcomes and develop an action plan to address them
- d. Provide coaching and consultation to support implementation of the action plan and recommend continuous learning opportunities for the network

V. Application Process

The application process consists of three steps: an initial Letter of Interest, a Proposal (by invitation), and an interview (by invitation) conducted by the adhoc review team.

Questions about the scope of the project and/or any part of the application process?

Potential applicants are invited to join one of two optional Q & A sessions that will be held in January. The sessions will be held virtually through Zoom on January 5th from 10-11 a.m. and on January 6th from 6-7 p.m. All questions that are addressed through these live sessions will be compiled in a Frequently Asked Questions document that will be available on the network website.

- a. Letter of Interest:

Individuals and/or organizations that are interested in submitting a proposal are asked to first submit a Letter of Interest by 5:00 p.m. on January 19, 2022. Use of the letter template provided is optional. Letters of Interest should be no more than two pages and include the following:

 - Applicant's (organization if applicable) vision and mission
 - Description of the applicant's (organization if applicable) explicit commitment to equity, diversity, inclusion, and racial justice
 - Description of the diversity of the applicant's (organization if applicable) leaders/owners and team members providing services under this agreement
 - Brief summary description of the applicant's experience doing similar equity-based work.
 - Links to applicant's social media and online platforms as applicable. May include things like Instagram, Facebook, LinkedIn, online blog, and/or website.

Letters of Interest should be submitted to Sheri Butters, Network Manager, via email at Sbutter2@hfhs.org by 5 p.m. on January 19, 2022. Letters of interest submitted by the deadline will be reviewed by an adhoc review team convened by the Network Council.

- b. Proposal:

Applicants that receive an invitation to apply will need to submit a brief proposal by 5:00 p.m. on February 22, 2022. Use of the proposal template provided is optional. Proposals should include the following:

 - Brief description of the applicant's current capacity for taking on this project

- Workplan or project plan that describes how the applicant would accomplish the scope of work. The workplan should include key activities, timelines, and deliverables.
- 2-3 letters of recommendation from clients and/or professional references pertaining to the applicant’s expertise related to this project.
- Describe any personal or professional interests or affiliations that could potentially compromise your ability to provide these services objectively and what steps would be taken to mitigate them.
- Provide a project budget that aligns with the activities noted in the workplan using the template provided.

Proposals should be submitted to Sheri Butters, Network Manager, via email at Sbutter2@hfhs.org by 5 p.m. on February 22, 2022.

All applicants that submit a proposal by the deadline will be invited to serve on the adhoc review team that is convened by the Network Council. Applicant participation in the review team is not a selection requirement.

c. Interview:

Applicants may be invited to participate in an interview with members of the review team to assist with the decision making process. Interviews will be scheduled at mutually agreed upon times from March 4 through March 10, 2022.

VI. RFP Timeline

Key dates specific to the application and selection process:

Date	Key Activity
January 3, 2022	Request for Proposal released
January 5, 2022	Q & A session for potential applicants 10 -11 a.m. <ul style="list-style-type: none"> • Link to join: https://us06web.zoom.us/j/85274439006?pwd=QVdNVFNITmQ4NHc5WGxLWUhgZmduQT09
January 6, 2022	Q & A session for potential applicants 6 – 7 p.m. <ul style="list-style-type: none"> • Link to join: https://us06web.zoom.us/j/81940976284?pwd=TnlLVXFqUVh1ZWtwajBQUG5hQldiZz09
January 19, 2022	Letters of Interest due by 5 p.m.
January 20 – 21, 2022	Letters of Interest reviewed by an adhoc review team appointed by the Network Council
January 24 - 25, 2022	Notifications sent to all applicants in follow up to Letters of Interest
February 22, 2022	Completed proposals due by 5 p.m. (by invitation only)
February 24 – March 2, 2022	Proposals reviewed by adhoc review team*
March 4 – 10, 2022	Interviews with applicants conducted by adhoc review team
March 14, 2022	Notifications sent to applicants

**all applicants that submit a proposal by the deadline will be invited to join the adhoc review team*

VII. Rubric

Following completion of the application process, an adhoc review team will review and score all information gathered using the rubric below. All applicants that submit a proposal will be invited to serve on the review team.

The review team will factor in all information gathered through the letter of interest, proposal, and interview to inform scoring.

Consultant/Organization Description and Background			
Information is missing or incomplete. Proposal does not demonstrate explicit commitment to diversity, equity, inclusion, and racial justice. 0 pts	Explicit commitment to diversity, equity, inclusion, and racial justice but lack of leadership/team diversity 5 pts	Explicit commitment to diversity, equity, inclusion, and racial justice AND diversity of team available to serve on this project 10 pts	Strong commitment to diversity, equity, inclusion, and racial justice, diversity of consulting team AND applicant is (or applicant organization is owned/led by) an individual from an underrepresented racial group 20 pts
Previous Experience/Capacity			
Information is missing or incomplete and/or no experience doing equity-based work 0 pts	Lack of capacity to take on project 2 pts	Some experience doing similar equity-based work and capacity to take on project 5 pts	Strong experience and capacity to take on project 10 pts
Workplan			
Workplan is missing or incomplete 0 pts	Workplan does not clearly demonstrate how each scope of work item will be accomplished by the deadlines provided 2 pts	Workplan somewhat demonstrates how each item of the scope of work will be accomplished 5 pts	Workplan clearly demonstrates how each scope of work item will be accomplished 10 pts
Budget			
Budget is missing or incomplete 0 pts	Budget is not aligned with workplan activities 1 pts	Budget reflects some alignment with workplan activities 2 pts	Budget reflects clear alignment with workplan activities 5 pts

Questions?

- Join one of two Q & A sessions:
 - January 5, 2022 from 10 11 a.m.
 - Link to join: <https://us06web.zoom.us/j/85274439006?pwd=QVdNVFNITmQ4NHc5WGxLWUhgZmduQT09>.
 - January 6, 2022 from 6-7 p.m.
 - Link to join: <https://us06web.zoom.us/j/81940976284?pwd=TnlLVXFqUVh1ZWtwajBQUg5hQldiZz09>
- Submit questions about the RFP and scope of work to Sbutter2@hfhs.org. Questions received will be compiled and responded to in a written Frequently Asked Questions document located on the network website. Please allow up to one business day for a response.