

February 3, 2021

Tempe Community Council (TCC) invites your firm to submit a proposal for an equity, diversity and inclusion facilitator.

TCC, a 501(c)(3) non-profit, is committed to addressing immediate and long-term human service needs in Tempe. A nonpartisan organization, TCC serves as a means for individuals and organizations to work together to identify and plan for needed human service programs in our community. Our unique model of including residents to make decisions is an example of what makes Tempe a great city. Its mission is to connect those in need with those who care. TCC does this by convening community, conducting research, determining priorities, implementing effective programs and exemplifying prudent stewardship of resources.

The increased awareness of racial justice problems locally and nationally spurred our desire to ensure that our organizational culture is a solution maker and not a contributor to the problem. Our organization seeks to increase our collective understanding of equity, diversity and inclusion through education and discussions with the goal of determining our organizational gaps regarding this topic and identifying options for improvement in serving the community. More information about this can be found in the following pages, along with details regarding budget and selection criteria. Please submit your completed proposal no later than February 26, 2021.

Thank you for your consideration, and we look forward to reviewing your submission.

Sincerely,

Tammy Reed, Board Chair

About Tempe Community Council

Founded in 1972, Tempe Community Council (TCC) was formed to give Tempeans a central place to discuss needs for human services and ways the needs could be met. TCC incorporated and received its 501(c)(3) tax exemption in 1976 and became a United Way agency soon thereafter.

TCC is dedicated to working in partnership with the City of Tempe, community organizations, nonprofits and dedicated individuals to serve as planner, researcher, advocate and resource to advance the human services in Tempe for all our residents.

Project Summary

Currently, TCC's Mission—Connecting those in need with those who care—is fulfilled by:

- convening community
- conducting research
- determining priorities
- implementing effective programs, and
- exemplifying prudent stewardship of resources

TCC wants to include everyone in the work that we undertake and influence our partners to do the same, so we can be a community that treats everyone in a fair and equitable way. To do that, we need to have collective understanding and collective internal engagement. As a result of local and national racial justice events and our ongoing commitment to continuous improvement we seek to:

- have a common definition and understanding of equity, diversity and inclusion
- understand the equity, diversity and inclusion gaps that currently exist within our organization
- identify what we are currently doing and what is missing
- determine what are we doing well
- understand how we can improve

To be completed by June 30, 2021

- Provide education and discussions about equity, diversity and inclusion
- Facilitate the incorporation of equity, diversity and inclusion in our culture and work
- Complete a data discovery of equity, diversity and inclusion gaps that exist within organizational practices and processes including potentially obtaining feedback from our partners with informed knowledge and experience around EDI
- Provide recommendations for integrating equity, diversity and inclusion in strategic plan and program services e.g. Agency Review grant applications

Our Budget \$12,000 - \$16,000

Our Project Goals:

1) Education

- Understand current organizational practices
- Develop common definitions

- Assess knowledge levels and provide learning opportunities
- Provide recommendations for continued education

2) Implementation

- Guidance on updating board documents to memorialize board commitment to equity, diversity and inclusion
- Recommendations for providing programs through an equity lens
- Provide recommendations for communicating our commitment to EDI to stakeholders

3) Ongoing Counsel (*optional service*)

- Provide ongoing counsel to the executive director and board during transition and moving forward regarding operating practices.

Selection Criteria

During the review process, we will focus on the following areas, which are considered as pivotal to the success of the project and your company's partnership with Tempe Community Council.

- Understanding of project goals as demonstrated in proposal
- Experience
- Client testimonials
- Flexibility and Availability
- Cost
- Confidentiality

Proposal Requirements

A completed proposal should be included in the following documentation. Only complete proposals will be considered.

- Cover letter
- Company overview
- Executive summary
- Detailed proposal
- Cost inventory
- Proposed timeline
- Client testimonials/references
- Other documentation

Completed proposals should be submitted to octavia_harris@tempe.gov. All attachments must be in .pdf or .doc or docx file format.

Timeline

Send out SOW/Request bids	2.3.2021	Staff
Proposals Due to TCC office	2.17.2021 at 6pm	Consulting firms
Review Proposals & Final Decision	3.3.2021	All
Deliverables due	6.30.2021	Consultant, Board, Staff

Contact Information

Questions regarding this request for proposal and any information outlined herein should be directed to:

Octavia Harris
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480.858.2300