

## **Request for Proposals**

### **Development of Diversity, Equity, Inclusion, and Belonging Plan**

#### **I. About PLAN, Inc.**

Pennsylvania Legal Aid Network, Inc. (PLAN, Inc.), a 501 (c) (3) non-corporate entity, provides funding, leadership, and support to fifteen legal aid programs that comprise the Pennsylvania Legal Aid Network. Our nine regional programs provide free legal services in every county of the state and our six specialty programs address specific legal issues like housing, health, utilities, workers' rights, and the rights of institutionalized individuals. PLAN, Inc. and its affiliated legal aid programs have provided vital civil legal services to Pennsylvanians since 1973.

#### **II. Project Overview**

PLAN, Inc. prioritizes and elevates the importance of Diversity, Equity, Inclusion and Belonging (DEIB) for our network of organizations that provide legal services to vulnerable communities. PLAN, Inc. seeks a consultant<sup>1</sup> to assist it in developing and implementing a DEIB Initiative that fosters a culture of belonging, inclusivity, equity, and diversity within the PLAN network of programs to improve how we do our work and how we provide services to our client community.

#### **III. Deliverables**

PLAN, Inc. seeks to have a consultant perform the following work:

- With input and support from PLAN, Inc., develop and distribute a network wide assessment survey designed to gauge the DEIB needs of the PLAN network;<sup>2</sup>
- Provide written analysis of survey results and draft recommended action steps (including specific broad or targeted trainings needed by the network, measurable outcomes and benchmarks) for an 18-month DEIB focus period;
- Test the draft action steps and training plan in 2 – 3 focus group conversations (e.g. member program executive directors);
- With guidance from PLAN, Inc., finalize the action plan and training plan tailored to the needs of the PLAN network.

PLAN, Inc. anticipates a separate “training phase” to follow development of this plan – an RFP to deliver the training needs identified in this consultancy subsequently will be issued

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<sup>1</sup> We use the word “consultant” to include either an individual, or a firm or organization that may provide the services required.

<sup>2</sup> The network includes staff and Board members at all 15 member programs.

by PLAN, Inc. for implementation. The consultant for the design phase will be invited but is not required to bid, or guaranteed to receive, on that RFP for delivery of services.

The PLAN, Inc. Director of DEIB will work closely with the consultant in all stages of project delivery.

PLAN will provide ongoing review of and feedback for the consultant's work to assure alignment between the consultant and PLAN, Inc. The consultant's work will help PLAN to implement strategies and trainings to promote diversity, equity, inclusion, and belonging within the PLAN network. PLAN has established an internal Advisory Committee as well as a team of representatives from each program to assist with these efforts.

#### **IV. Proposal Criteria**

PLAN, Inc. seeks a consultant that understands its needs as a nonprofit and legal services organization and is invested in our mission of equal access to justice for those who have nowhere else to turn. We encourage consultants to contact us (see below) if you are considering putting in a proposal, so that we can answer questions and help you target your proposal to our needs.

**We are looking for a simple proposal from you** – we want to make it convenient for qualified consultants to apply. From the proposals received PLAN, Inc. will select a small number of consultants to have a conversation with us, in which PLAN, Inc. can learn more about your proposal and you can learn more about PLAN, Inc.

Your proposal should include the following:

- General information about the consultant – what type of work you do, where you are located, other experience, etc.
- Proposed scope of services, approach, and budget:
  - How you would address the needs and deliverables we have outlined
  - Timeline
  - Budget proposal including breakdown of service costs and anticipated expenses (if any)
- Summary of relevant experience in this work
- Three references from different organizations that are included in your summary of relevant experience.
- Any other information you think might be of interest in evaluating your proposal.

PLAN, Inc. reserves the right to accept or reject any or all proposals. We also reserve the right to negotiate with all respondents to the RFP or discontinue this RFP process without obligation or liability to any respondent.

PLAN, Inc. will not pay any costs associated with preparing proposals in response to this RFP.

**V. Evaluation Criteria**

Proposals will be evaluated based on the following criteria:

- Contractor's responsiveness to the RFP;
- Demonstrated capability and experience;
- Costs, including reasonableness of the price;
- References; and
- Information gathered from interviews with consultants selected for consideration.

Award of the contract resulting from the RFP will be based upon the proposal that is most advantageous to PLAN, Inc. in terms of cost, functionality, experience, and quality of past work.

**VI. Inquiries/Contact Information**

Please direct all questions related to this RFP to Arlene Marshall-Hockensmith, PLAN, Inc. Director of DEIB at [amarshall-hockensmith@palegalaid.net](mailto:amarshall-hockensmith@palegalaid.net).

**VII. Timeline**

Issue RFP: 11/17/2022

Proposals Due to PLAN, Inc. Director of DEIB: 12/9/2022

Interviews: Week of 12/12/2022

Award of Contract: 12/19/2022

Project Implementation: 02/1/2023-5/31/2023

**VIII. Proposal Delivery and Due Date**

Proposals are due on or before 12/9/2022. Delivery of proposals should be made electronically to Arlene Marshall-Hockensmith, at [amarshall-hockensmith@palegalaid.net](mailto:amarshall-hockensmith@palegalaid.net) with "PLAN DEIB Consultant Proposal" in the subject line, PDF preferred. If you have file attachments that are 10MB or larger please provide a file sharing link with instructions for accessing the proposed materials.

*The Pennsylvania Legal Aid Network, Inc. is an equal opportunity employer. We seek to build diversity, equity, inclusion, and belonging within our organization, throughout our network, and in partnership and allyship with the communities we serve.*