



REQUEST FOR PROPOSAL

Diversity, Equity and Inclusion Consulting Services

Proposals will be received until Thursday, August 11, 2022 5:00 PM CDT

RFP Released Thursday, July 28, 2022

This RFP is also available at our website:

<https://mnachc.org/rfps/>



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1. General Information

1. Purpose – This request for proposal (RFP) is to solicit consulting services (individuals or entities) for the Minnesota Association of Community Health Centers (MNACHC) Justice, Equity, Diversity & Inclusion (JEDI) Initiative. The ideal candidate will develop strategies, ideas and tactics for advancing MNACHC’s JEDI initiative and inform next steps. The candidate will work under direction and guidance from MNACHC’s full staff of 6.0 FTE individuals, with input from key MNACHC staff.
2. Issuing Organization - Minnesota Association of Community Health Centers, a 501(c)(4), not-for-profit organization that represents the interests of Minnesota’s federally qualified health centers (FQHCs), also commonly referred to as, “Community Health Centers.”
3. RFP Issued – July 28, 2022
4. Due Date for Proposals – August 11, 2022
5. Description of Entity – MNACHC (or “the Association”) is a not-for-profit association incorporated in 1980 and located in Minneapolis, Minnesota. The Association supports Minnesota’s Community Health Center network and its members in improving and maintaining the health and wellness of the state’s local communities. The Community Health Centers that comprise this network are located in medically underserved areas throughout the state and function as part of the health care safety net, providing comprehensive primary and preventive care to people who would otherwise lack access to these services. The Association consists of all 17 Community Health Centers in Minnesota that collectively serve nearly 200,000 low-income Minnesotans on an annual basis.

MNACHC provides the following services to its member Community Health Centers: training and technical assistance for Health Centers in the areas of quality improvement, operations/finance, and regulatory compliance; representing member interests in state and national discussions related to



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health care reform; and advocating for state and national policies in the interest of Health Centers.

MNACHC is governed by 17 Board members who are the Chief Executive Officers/Executive Directors of the member Community Health Centers. MNACHC employs 7 people and we are located at 2829 University Ave., SE, Minneapolis, MN 55414.

Health Centers are governed in federal statute under Section 330 of the Public Health Services Act (42 U.S.C. §245b).

6. Services Desired – MNACHC is seeking Diversity, Equity & Inclusion (DEI) consulting services to advance MNACHCs mission to incorporate a DEI lens throughout all aspects of the organization. This includes but is not limited to:
 - a. Development of an organization DEI value statement
 - b. Policy, procedures & practices review
 - c. Workplace DEI Assessment
 - d. Next steps & guidance
7. Who may respond – Agencies or individual contractors with expertise in DEI organizational change, DEI focused strategic planning, DEI training & coaching should respond to this RFP. Agencies certified as a small-owned business, Woman Owned Business, or Minority Owned Business will be preferred applicants.
8. Contact for further information - Sara Bolnick, Director of Communications & Partnerships sara.bolnick@mnachc.org

2. Summary

The Minnesota Association of Community Health Centers (MNACHC) is seeking Diversity, Equity & Inclusion (DEI) consulting services to advance the Minnesota Association of Community Health Centers (MNACHC) Justice, Equity, Diversity & Inclusion (JEDI) Initiative.

3. Scope of Services



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MNACHC is seeking an individual or entity to assist the organization in further implementation of its JEDI initiative.

The “Services” consist of, and the successful consultant shall provide, the following:

1. **DEI Value Statement:** Assistance in the development of a MNACHC JEDI focused values statement. MNACHC began its JEDI initiative in Fall 2021 and identified the need to craft a values statement that infused its commitment to this initiative.
2. **DEI Workplace Guidance:** Guide MNACHC staff through a JEDI focused workplace assessment.
3. **DEI Policy, Procedures & Practices Review:** Provide a comprehensive review of MNACHC internal policy, procedures & hiring practices, etc and provide recommendations for next steps.

4. Deliverables

- Satisfy scope of work as outlined above.
- Stay within budget
- Provide detailed accounting of work performed under the terms of the contract

5. Timetable

July 28, 2022	RFP Issued
August 11, 2022	Proposals Due
August 15, 2022	Contract Award
September 1 - TBD	Contract Period

6. Selection Process

MNACHC staff, MNACHC Committees, and selected MNACHC Board members will review all proposals. In evaluating proposals, staff will consider the responses to the selection criteria outlined in Section 9 of this RFP. In general, the criteria



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includes, but is not limited to, the following factors: experience leading multi faceted organizations through a DEI initiative that leads to both short and long-term positive change. Experience working with community non-profit organizations and the healthcare industry is a plus. Section 9 of this RFP outlines the evaluation scoring methodology.

7. Travel Budget – Please note that there is no travel budget for this engagement. Should travel become necessary, the agency shall submit a request to MNACHC.

8. Information Required by Respondents

In responding to this RFP, please use the following format or address these sections in a similar format. Responses should be no more than fifteen (15) pages in length.

Section 1 | Applicant Information

Provide a point of contact and the name of your organization. Please indicate if you are an independent contractor or a multi-individual or corporate applicant.

Section 2 | Capability Statement

Provide a statement that demonstrates your (or your organization's) ability to deliver services outlined in #3 (Scope of Services) above. Specifically: demonstrated ability to assist MNACHC in its JEDI initiative through the development of a values statement, workplace guide and policy, procedures and practices review.

Section 3 | Staffing Plan & Resumes

Identify the person or persons who will work on the project, their role, and attach their current resume/Curriculum Vitae (CV).

Section 4 | Budget

Proposals shall clearly state all fees and expenses to be charged in the performance of all services:

- a. If based on an hourly rate, provide the hourly rates to be charged for each individual who would be assigned projects and a general description of how



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- billable hours will be allocated among key personnel. Or provide a blended rate for the delivery of all services. Also, please indicate if this hourly amount incorporates any discount from standard rates.
- b. Provide an explanation if fees will be calculated on any other basis (project-based). Itemize the type of expenses (other than fees) for which you would seek reimbursement.
 - c. It is anticipated that a maximum not to exceed the amount will be established for these services.

Section 6 / References

Please provide the names of two references for whom you have worked on similar projects. Include the current contact information for each reference.

9. Evaluation Criteria

Selection Domain	Criteria To earn full points in each domain, applicant must demonstrate:	Points
Capability Statement	Statement that demonstrates your (or your organization's) ability to deliver services outlined in #3 (Scope of Services) above.	30
Experience & Education	Resumes/CV demonstrates tenure, professional experience and/or education that reflect knowledge and ability to provide DEI specific consulting services.	10
References	Demonstrated success developing DEI initiatives within organizations.	20
Number of Hours	Indicate how many hours of time devoted to MNACHC for this scope and budget.	10
Face-to-Face Meeting	Evaluation of face-to-face meeting with MNACHC staff and Executive Committee	10



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Equity Statement	Certified as a Small business, Women Owned Business (WOB) or Minority Owned Business (MOB).	20
	TOTAL	100

10. Proposal Submission

Questions regarding this RFP shall be e-mailed to Sara Bolnick, Director of Communications and Partnerships at sara.bolnick@mnachc.org or Jonathan Watson, CEO, at jonathan.watson@mnachc.org.

Submissions shall be e-mailed to **BOTH**:

Jonathan Watson jonathan.watson@mnachc.org

Sara Bolnick sara.bolnick@mnachc.org

Subject Line: MNACHC DEI Consulting services RFP

11. Additional Information

Respondents may provide additional information, beyond the 15-page limit, if they feel it will assist MNACHC in the selection process.