



# The Enrichment Center

*It's About Life, Not Limitations.*

Request for Proposal (RFP)

Development of Diversity, Equity, & Inclusion (DEI) Plan for TEC

Date of Issue: January 10, 2023

Deadline: February 12, 2023, by 5:00 PM Eastern Time

### Overview:

The Enrichment Center (TEC) is soliciting proposals for the services of one Diversity, Equity and Inclusion (DEI) Consultant.

The Enrichment Center helps adults with intellectual and developmental disabilities reach their full potential and achieve their best life. Through art classes, life skills training, community activities and job placement, individuals build on their abilities and connect to the broader community. These efforts enrich their lives, and the life of our community through their inclusion. Many individuals progress to a level of independence and success that would otherwise be unimaginable.

Founded in 1983 by a group of concerned parents to create a continuous learning environment for their adult children with life-long intellectual and developmental disabilities, The Enrichment Center is an affiliated chapter of The Arc. Currently, The Enrichment Center serves more than 200 local individuals and their families, empowering them through art, education and employment.

In our Day Program, Community Services and Employment Gateway, The Enrichment Center provides the following Innovations Waiver and B3 Waiver services: Day Supports (individual and group), Community Living Supports, Community Networking, Respite Care (individual and group), Supported Employment, Long Term Vocational Supports, Human Resource Development and services contracted with Vocational Rehabilitation such as job development and job coaching.

### Mission

Our mission is to empower and enrich adults with intellectual and developmental disabilities enabling them to grow as individuals, live with dignity and have choices in how they fulfill their lives.

### Vision

Our vision is to see every person with an Intellectual/Developmental disability in our community live the best life for them.

### Core Values

#### **People First**

We believe that people with intellectual and developmental disabilities are defined by their own strengths, abilities, and inherent value – not by their disability.

#### **Equity**

We believe that people with intellectual and developmental disabilities are entitled to the respect, dignity, equality, safety, and securities accorded to other members of society and are equal before the law.

#### **Community**

We believe that people with intellectual and developmental disabilities belong in the community and have fundamental moral, civil and constitutional rights to be fully included and actively participate in all aspects of society.

### **Self-determination**

We believe in self-determination and self-advocacy. People with intellectual and developmental disabilities, with appropriate resources and supports, can make decisions about their own lives and must be heard on issues that affect their well-being.

### **Diversity**

We believe that society benefits from the contributions of people with diverse personal characteristics (including but not limited to race, ethnicity, religion, age, geographic location, sexual orientation, gender and type of disability).

TEC has a Strategic Plan that has incorporated goals around DEI for the coming three (3) years and needs the assistance of a DEI consultant to help move forward. Additional steps have been made to lay the foundation necessary to integrate DEI Principles and best practices into our culture, operations and practices. Steps taken:

1. Applying for a DEI Grant through Winston-Salem Foundation. Grant awarded December 2022.
2. Recruitment of a more diverse leadership and management team at TEC.
3. Development of overall DEI goals in the Strategic Plan.
4. Assign the QA Director as point person for working with the DEI consultant.
5. Development of the DEI RFP.

### **Scope:**

TEC is seeking a consultant that we anticipate will work with us for a minimum of 12 months, in which the consultant will review current practices, meet with senior leadership & the Board of Directors, and facilitate internal discussion between and across all staff. Through partnership with TEC leaders, and the Director of HR & QA over DEI initiatives, the consultant will facilitate a comprehensive DEI plan to help us best engender a culture of diversity, equity, and inclusion, and guide the integration of DEI principles into our culture and operations.

The Consultant will:

- Conduct an equity-centered assessment of staff, BOD, participants and families to identify any current behaviors, processes, procedures, and practices that may be barriers to an inclusive and equitable workplace. In follow-up, design, develop, and collaborate with an identified TEC team to develop a comprehensive workplan aimed at improving employee engagement and cultural awareness. Must include metrics to monitor progression in response to this work.
- Lead collaborative process to design DEI-centered value statements – or similar concepts – to serve as the foundation of DEI plan.
- In response to the equity-centered assessment and the collaborative processes described above, the consultant will identify and/or facilitate educational and training opportunities/discussion organization-wide. Discussion and engagement opportunities should be aimed at centering all levels of TEC staff (i.e., management, leadership, and BOD)
- Meet with the identified TEC DEI team no less than a monthly basis to monitor and track progress

### **Consultant Qualifications:**

The consultant must have relevant and impactful experience working with public agencies and nonprofit sector organizations, developing DEI plans that respond effectively to internal, environmental, and political realities. Experience working with agencies that deliver impactful services in the areas of IDD and nonprofit is highly preferred. Additionally:

- Must have at least 5 years of experience with work centered on bridging gaps in communication, building transparency, and inclusive decision making.
- Focused experience diving into tough DEI subjects targeting intersectionality including generational differences, race/ethnicity, class, neurodiversity, etc.
- MWBE owned/operated organization or consultant highly preferred

### **RFP Submission Requirements:**

Submissions should include the following details:

- Fees – Include itemized cost estimates for the deliverables indicated above, including information about any hourly rates, stipends, or contract amount for the proposed consultants and any applicable fees. Also include a sample contract.
- A description of your experience and approach of providing DEI planning services to similar agencies—a CV or resume would suffice
- A description of your proposed process, including methods, procedures, and timeline for providing these services to TEC. Include a work schedule or timeline that identifies meetings, time frames for major work elements, target timeframes for key milestones and expectations for completion of a draft and final plan.
- On a separate sheet, please provide the names and contact information for up three (3) references, preferably agencies or organizations for which you have recently provided similar services.
- While TEC expects that there will be several forms of engagement including surveys and focus groups, TEC is looking for a proposed assessment structure within the proposal (be specific on the details).
- Interested consultants will be required to submit their proposal incorporating all the requirements stated herein, along with any appendices, via email to [jmondragon@enrichmentarc.org](mailto:jmondragon@enrichmentarc.org)

### **Submission Deadline:**

**Submissions are due by 5:00 pm on February 12<sup>th</sup>, 2023. Selection and notification of award will be done by March 1, 2023.**

Submit RFP response and questions via email to Jose Mondragon, Quality and Training Director, at [jmondragon@enrichmentarc.org](mailto:jmondragon@enrichmentarc.org).

*Note: TEC will not pay any costs associated with preparing proposals in response to this RFP.*