



Request for Proposals:

Inclusion, Diversity, Equity, and Access (IDEA) Consultant for the Association of Fundraising Professionals Greater Austin Chapter

Project Description:

The Association of Fundraising Professionals Greater Austin Chapter (AFPGAC) seeks a skilled diversity, equity, and inclusion expert and consultant to support the chapter's efforts to infuse Inclusion, Diversity, Equity, and Access (IDEA) culture and practices into our everyday operations, infrastructure, and overall organizational strategy for success.

About AFPGAC:

The Association of Fundraising Professionals (AFP) is a global professional association of individuals responsible for generating philanthropic support for a wide variety of nonprofit, charitable organizations. Founded in 1960, AFP advances philanthropy through its more than 30,000 members in 190 chapters throughout the world through advocacy, research, education, and certification programs. For more than 40 years, AFP has been the standard-bearer for professionalism in fundraising.

The Greater Austin Chapter includes approximately 300 members throughout Central Texas. The Chapter hosts informational breakfast and luncheon meetings, educational programming, partner events and workshops, and fosters relationships and community among nonprofit fundraising professionals in the Austin area.

Project Goals and Scope of Work:

In the spring of 2021 AFPGAC approved a new three-year strategic plan outlining the organization's vision and goals for the chapter and its membership. The lead pillar in the new strategic plan is to promote IDEA initiatives. This pillar represents a commitment on behalf of our Board of Directors to ensure that our IDEA values and initiatives are intrinsic and embedded into all activities and actions of the chapter.

For the 2022 calendar year, AFPGAC seeks a skilled consultant to support AFPGAC through the following:

- An Organizational Assessment to determine where the chapter stands as it relates to DEI/IDEA work. The consultant will conduct an audit to gain data and a baseline on where AFPGAC currently falls on the DEI spectrum including a full review of key organizational functions such as Board Leadership, Membership, Marketing, Communications, Finance, and Administration.
- Develop and conduct appropriate engagement and training deliverables for AFPGAC Board Members to dismantle bias and foster belonging within the chapter. Trainings/workshops should reflect and address needs as determined by the organizational assessment.

Compensation:

AFPGAC has a budget of \$10,000 for this project - negotiation is possible.

Anticipated Selection Schedule:

The RFP timeline is as follows:

- RFP Release Date: 09/27/2021
- Deadline to Submit the RFP: 10/22/2021 by 5:00PM
- Evaluations of Proposals: 11/01/2021
- Tier 1 consultants may be asked to provide a presentation
- Selection of Consultant: 11/19/2021
- Partnership begins: 01/01/2022

How to Submit Your Proposal:

Interested applicants should submit a completed proposal via email in PDF format to:

Kristin Campbell, AFPGAC President and Heather Henry, AFPGAC Outreach Chair
president@afpaustin.org and outreach@afpaustin.org

Subject Line: AFPGAC Request for Proposal—IDEA Consultant

Consultant Qualifications:

The consultant should have relevant experience in working with nonprofit, public and private sector organizations to develop, assess, and audit organizational DEI practices that respond effectively to internal, environmental, political and fiscal realities. Additionally, the consultant should have relevant experience and expertise in conducting meaningful DEI trainings and workshops. Experience working with agencies that deliver impactful services or working with nonprofit administration professionals is preferred.

Request for Proposal Submission Requirements:

Submissions should include the following:

- Proposal should be no more than five (5) pages in length
- Describes you/your team, including qualifications
- Describes your experience and approach for providing DEI consulting services to similar agencies
- Explain your proposed process, including methods, procedures and number of meetings for providing these assessment and training services for AFPGAC
- Include a work schedule that identifies meeting dates, time frames for major work elements, target dates for key milestones and dates for completion of a draft and final plan
- A proposed detailed budget for these services.

Please provide a budget that includes the following:

- Number of estimated hours for each activity with a breakdown by person assigned
- Billing rate per person assigned
- Estimated out-of-pocket or travel expenses
- Method of billing

On a separate sheet (which will not count toward the five (5) page limit), please provide the names and contact information for at least two (2) references, preferably organizations for which you have recently provided similar services.

Evaluation Criteria:

Proposals must include the following information.

- Qualifications of Agency or Individual – professional resume is acceptable
- Qualifications of Personnel (if applicable)
- Detailed plan and methods on how you would conduct an organizational DEI assessment.
- List and descriptions of relevant trainings and workshops that consultant is qualified to lead.
- Related Experience in providing similar services.
- Completeness of Response in accordance with the RFP instructions.
- Detailed budget.

Organizational Assessment must be completed by April 2022, and ongoing trainings must be conducted between May-December 2022. 10% of the contracted costs will be retained until all services under the contract have been completed and approved by AFPGAC.