



## **REQUEST FOR PROPOSAL**

### **Diversity, Equity, and Inclusion (DEI) Consultant and Training Services**

## **SAL Family and Community Services**

*Partners Together... Improving Lives*

SAL Family and Community Services  
4210 44<sup>th</sup> Avenue Moline, IL 61265  
[www.salfcs.org](http://www.salfcs.org)

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## Overview

SAL Family and Community Services is seeking submissions from consultants to provide professional services for a Diversity, Equity, and Inclusion assessment and training program.

Contact Person: Marcy Mendenhall, CEO  
[mmendenhall@salfcs.org](mailto:mmendenhall@salfcs.org)  
309.764.8110

Date of Issue: December 16, 2020

Due Date: January 6, 2021 at 5:00 pm CST

Submit to: Marcy Mendenhall, CEO  
[mmendenhall@salfcs.org](mailto:mmendenhall@salfcs.org)

Board of Directors: Karla Steele, Chair, Kent Pilcher, Dan Daly, John Bauersfeld, Sonia Berg, Gerry Bustos, Patrick Hartmann, Dan McConaghy, Alfred Ramirez, Melissa Pepper, Bill Stoermer, Leah White, and Jadiem Wilson

## General

1. Any changes to the RFP or addenda will be posted no later than Tuesday December 29, 2020 by 5:00 pm (CT) and will be sent to you via email.
2. All questions pertaining to the RFP must be in writing and received no later than Monday, December 28, 2020 at 5:00 pm (CT). Send questions via email, using the subject line *DEI Consultant Services RFP*, to Marcy Mendenhall at [mmendenhall@salfcs.org](mailto:mmendenhall@salfcs.org)
3. SAL Family and Community Services is not liable for any costs incurred by any organization or agent thereof in connection with this RFP. Expenses incurred by responding organizations and its agents are the sole responsibility of the organization and may not be billed or charged to the SAL Family and Community Services now or at any time in the future.
4. Please submit an electronic PDF copy of your proposal via email to Marcy Mendenhall at [mmendenhall@salfcs.org](mailto:mmendenhall@salfcs.org) no later than 5:00 pm (CT) on Monday January 6, 2021.
5. All submitted proposals are binding until March 1, 2021.

## RFP Purpose

SAL Family and Community Service (SALFCS) seeks a Diversity, Equity, and Inclusion (DEI) collaborator to help guide our team as we move our campaign from a white-led campaign towards a multi-racial, multi-generational campaign (staff) centered in active anti-racism practices and structures, with a specific emphasis on addressing and promoting inclusivity within the systems, structures, and processes of Early Care and Education. The goal of the DEI work is to provide training and coaching to our staff of teachers, assistants, community outreach workers, consultants, and administrators to better serve our diverse clientele of children, families, and customers. In addition, to educate our staff to understand the role of early care and education has on perpetuating systemic racism while offering concrete solutions forward. This work will be aligned with our strategic plan, rebranding initiatives, with outcomes attached to our annual climate survey to increase recruitment, retention, and engagement of our employees.

SALFCS CEO, Board, Director, and staff expect to collaborate actively with the selected firm in the work to ensure that the deliverables meet the SALFCS expectations and the needs of the agency.

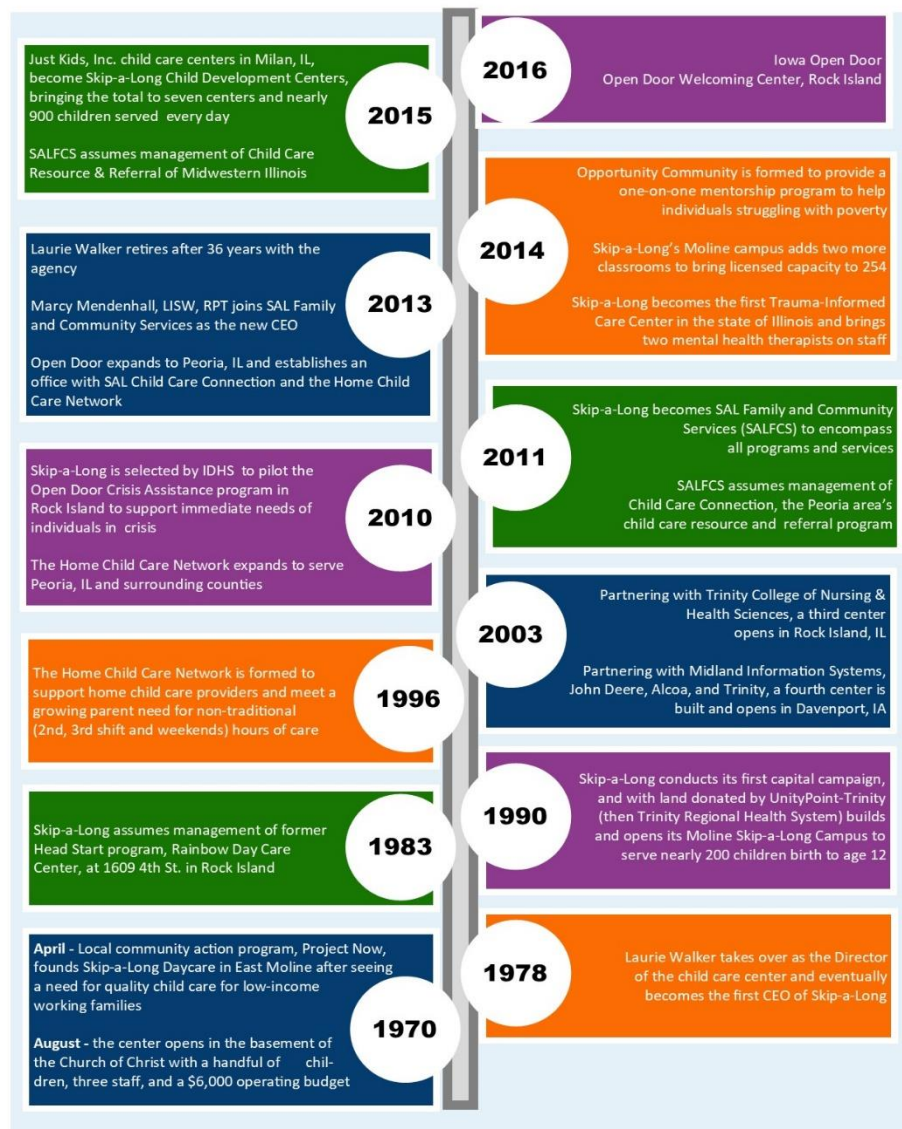
## SAL Family and Community Services: Company Overview

### *Mission:*

SAL Family and Community Services strengthens children, families, and individuals to build and enhance thriving communities.

### *History and Present State:*

SAL Family and Community Services is a 501(c)3 non-profit organization based out of Moline, IL and founded in 1970 as Skip-a-Long Day Care. It now manages five separate programs spanning thirteen counties through Western and Central Illinois along with Scott County in Iowa. Over 215 employees choose SALFCS to be their employer of choice that includes 190 full-time and 29 with a variable hour status. While there are many employees who have joined the organization within the most recent years as growth has occurred, it is not uncommon to find employees who have spanned their career of 30-plus years with SALFCS.



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## SAL Family and Community Services: Programs

SAL Family and Community Services (SALFCS) is the umbrella agency for five programs. SALFCS administration supports all SALFCS programs and includes Finance, Human Resources, Marketing, and Eligibility.

- Skip-a-Long Child Development Services
  - Four child care centers offer high-quality early care and education services for children 6 weeks—12 years old in the Quad Cities, a bi-state metropolitan area in Western Illinois and Eastern Iowa.
- Home Child Care Network (HCCN)
  - HCCN is a support network that assists qualified in-home child care providers with professional and administrative support and training to support quality child care in Western and Central Illinois spanning 12 counties.
- Open Door Crisis Assistance/Welcoming Center
  - Open Door assists Illinois and Iowa residents in crisis by connecting them to resources such as food, clothing, finding a safe home, transportation, and other immediate crisis needs. Welcoming Center specifically provides assistance services to immigrant, refugee, and non-English speaking families and individuals.
- Child Care Resource and Referral (CCR&R)
  - CCR&R helps families by locating child care that is tailored to meet their needs and determining if they qualify for the Child Care Assistance Program (CCAP). CCR&R also works with child care providers by providing training and consultation services, advocating for child care providers and families, and recruiting additional child care providers.
  - There are two CCR&R programs under the SALFCS umbrella: Child Care Resource and Referral of Midwestern Illinois (SDA 7) and SAL Child Care Connection (SDA 8) and serve 16 counties in Illinois.



## Scope of Work

SAL Family and Community Service (SALFCS) seeks a Diversity, Equity, and Inclusion (DEI) collaborator to help guide our team as we move our campaign from a white-led campaign towards a multi-racial, multi-generational campaign (staff) centered in active anti-racism practices and structures, with a specific emphasis on addressing and promoting inclusivity within the systems, structures, and processes of Early Care and Education. The goal of the DEI work is to provide training and coaching to our staff of teachers, assistants, community outreach workers, consultants, and administrators to better serve our diverse clientele of children, families, and customers. At this time, the Board will not make a public statement regarding the proposed project.

Our team has collectively identified the following areas of focus for our internal DEI work:

1. Building and improving our racial equity internal culture. We have identified the need for a series of scaffolding working sessions— for supervision and management, cross-department and coworker relations, and all-staff training(s) to address themes such as tokenism, implicit bias, privilege, and American exceptionalism in our work culture internal and external to the early childhood system. In addition, developing meaningful metrics to demonstrate organization growth and competence.
2. Developing an audit system for our hiring, retention, overall workplace policies and procedures, and compensation policies, and assisting us in implementing a plan to revamp them. This work would include:
  - An audit of salaries through a racial equity lens; helping us put into place a system for changing our system based on the results of the audit; and transparently sharing the results and new plans with our full team.
  - Helping SALFCS create a system to review past exit interviews to see if there are specific elements related to racial justice (microaggressions, culturally competent management issues, lack of support or resources, etc.) that can be addressed moving forward.
  - Assisting our Management Team in evaluating and revamping hiring, onboarding, and retention practices to be centered in equity specifically to address:
    - Eliminating tokenism and bias in the interview process
    - Improving recruitment of staff of color
    - Identifying practices that are preferential to white people and help us eliminate them

- Structuring SALFCS so that people of various ages, backgrounds, abilities etc., are able to work here (ex: caregivers; job sharing, education and work history) and feel valued, accepted, and respected
3. Support and provide training/development tools and/or curriculum for our working groups as needed or as deemed necessary. Our working groups that might require support include:
- SALFCS Administration Team Managers (ATM)
  - SALFCS internal DEI Committee
  - Black staff working group

Additionally, we are asking for help to establish a sustainable DEI foundation from which staff can continue the work beyond the scope of the initial contract with a consultant.

4. The RFP is seeking proposals for timeline, project objectives, innovative solutions-especially during COVID training protocols, and a budget not exceeding \$25,000.00.

5. The agency/organization/individual who is awarded the RFP, will be included in a community grant to secure funds for our DEI project.



## Proposed Schedule

SALFCS is submitting a grant proposal to fund the services outlined in this RFP. If selected, your company will be notified, but contracts will not be signed until funding is secured. If funded, DEI work will begin in the spring of 2021.

### **\*RFP Process and Consultant Selection**

December 16: Release RFP for DEI Consultant

December 16 – January 6: RFP Completion time for applicants

January 6: Review of the submitted proposals

January 7: Selection of candidate

January 8: SALFCS will submit grant proposal for services outlined within

Spring 2021: (if funded) DEI Consultant services begin

## Evaluation Process and Criteria

The RFP will be sent to a select number of companies with relevant experience. SALFCS will select the company based on its professed ability to meet the overall expectations. The following criteria will be used in the selection process:

- Responsiveness and completeness of the response provided to the RFP.
- Experience and qualifications of consultant and management team
- Technical quality and methodology of consultant's approach to organizing and managing the project; ability to document information and recommendations clearly in written format.
- Ability of the consultant and management team to communicate and build consensus with board members, staff, and community residents, governmental entities, and others.
- Experience with projects in early childhood or similar systems
- Past and current projects.
- References and examples of completed consulting projects. Satisfaction of former clients with competency of completed work.
- Price and fee structure reasonable to services provided.

## Selection Process

SAL Family and Community Services CEO and staff will review and evaluate the written responses to the RFP.

SAL Family and Community Services CEO and staff will evaluate, check references, make the final decision, and enter into contract negotiations with the successful organization. If these negotiations fail, SALFCS will proceed with contract negotiations with the firm scoring second, and so on. Unsuccessful respondents will be notified as soon as possible.

SALFCS is under no obligation to make a selection under this RFP, and it reserves the right to make any selection it chooses. SALFCS reserves the right to reject any and all submissions at its sole discretion, accept a proposal based on considerations other than cost, and waive or modify any provision of this RFP.

## Submissions

Submit a pdf copy via email no later than 5:00 pm (CT), Wednesday January 6, 2021, to:

Marcy Mendenhall, CEO  
[mmendenhall@salfcs.org](mailto:mmendenhall@salfcs.org)

Late submissions will not be accepted. Proposals will not be opened in public, and proposal information will be kept confidential until an award is made. An acknowledgement will be sent for each proposal received.

The response must include the below listed required information in the stated order.

## Required information

The following should be included in the submission in the stated order:

1. Cover letter with firm's name, address, email, phone, and fax number.
2. Contact person's name, address, email, phone, and fax number.
3. Statement of philosophy.
4. A concise statement that demonstrates the organization's understanding of the project and scope of services sought by SALFCS.
5. General description of your approach, expertise, capabilities, and interest in the SOW outlined above.
6. Overview of how you work with clients, including how you staff your teams, descriptions of who will be assigned to us and what their roles will be, and how you would manage projects and our relationship, etc.
7. A few exemplary case studies of successful work that you have developed and managed for similar campaigns.
8. Proposal of scope of work for us, based on the information in the SOW.
9. Budgets and cost breakdown – including description of your fee structure and how we would be charged.
10. Two references including contact name, email, telephone number, services provided and length of service.