

Diversity, Equity, and Inclusion Staff Training

Request for Proposals

Contact

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Responses Due 4:00 p.m.(CT) October 16, 2020



NATIONAL
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RESOURCE CENTER

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PURPOSE

The National Rural Health Resource Center (The Center) seeks a sub-contractor to provide training on the topic of Diversity, Equity and Inclusion as it relates to both the Workplace, as well as its connection to Health Equity.

BACKGROUND

The Center is a nonprofit organization dedicated to sustaining and improving health care in rural communities. The Center provides technical assistance, information, tools and resources for the improvement of rural health care. It serves as a national rural health knowledge center and strives to build state and local capacity. The Center operates at a \$11.8 million annual budget with 30 staff.

As the nation's leading technical assistance and knowledge center in rural health, The Center focuses on five core areas:

- Transition to Value and Population Health
- Collaboration and Partnership
- Performance Improvement
- Health Information Technology
- Workforce

The Diversity Equity and Inclusion Staff Training will help the Center create a diverse, equitable and inclusive workplace by eliminating the impact of racism and discrimination in all forms.

SCOPE OF WORK

Training Series on Diversity, Equity and Inclusion

Contractor sought to develop and deliver four virtual sessions with education and facilitation of discussion. Center staff are working remotely from multiple states. Ideally training sessions will delivered live in Zoom by December and be recorded to provide training with new staff during onboarding.

Through this training, Center staff will be able to:

- Understand diversity, equity and inclusion and the impact on Center Value's and Vision
- Define racism, structural racism, discrimination, health equity
- Identify ways to address racism as employees of The Center and as individuals
- Foster an inclusive workplace
- Increase confidence in creating diverse, equitable and inclusiveness in facilitations and group settings
- Operationalize strategies to eliminate racism and increase health equity in our organization and the organizations we serve

Part 1: Racism, Discrimination, and Bias Awareness (Required training for all staff)

- Concepts and Definitions
- Historical Information
- Data- specifically workplace/economic impacts as well as social/interpersonal impacts

Part 2: Application- Internal (Required training for all staff)

- Small Group Discussions
- What are we currently doing well as an organization?
- What could we do better?
- What else could we do?

Part 3: Health Equity- How racism and discrimination contribute (Required training for all staff)

- Social determinants of health; rural differences
- What is the tie between racism and health equity?
- Structural racism; creating inclusiveness

Part 4: Application- External (Primarily Program Staff)

- Small Group Discussions

- What are we currently doing well in our work/TA/facilitations?
- What could we do better?
- What else could we do? Or what resources do we need?
- Having/facilitating discussions about race
- Practical aspects- how do we address racism in an immediate way when it is presented in a group setting?

The above is not a required format but is meant to summarize our interest and goals.

Additional(optional) Services:

Proposals may include information about and pricing for:

- Annual Refresher Training with all staff
- Possible opportunities to serve as a consultant in our ongoing programs for technical assistance.

Note: The above Scope of Work is not a required format but is meant to illustrate the goals and learning objectives The Center would like to achieve.

PROPOSAL SUBMISSION REQUIREMENTS

Proposals are due 4:00 p.m. Central Time, October 16, 2020.

Proposal Format and Content

Proposers should address the content and sections presented below in a narrative format. Information should be as concise and direct as possible. Any supporting documentation submitted in conjunction with the proposal should be directly related to one or more of the content sections.

- Submit one electronic copy of the proposal
- Limit the proposal to 10 pages or less (not including attachments)
- For ease of reading, use 1.15 spacing, 1 inch margins and 11 point font size.
- Must contain a cover letter, experience and qualifications, the approach and fee structures.
- The cover letter should include:
 - Name – Legal name of the company or individual

- Address – Provide your agency or organization’s main office address
- Email address – of agency/individual submitting RFP
- Contact – provide name, phone number and email of who will serve as contact for this proposal
- A statement that the proposal remains valid for at least 90 days
- A declaration of any conflict of interest and if so, the nature of the conflict
- The complete contact information for the person responsible for submitting the proposal
- The signature of a company officer or individual who can bind the proposer to the provisions of the RFP and any agreements awarded pursuant to it

Experience and Qualifications

- A brief descriptive statement indicating the proposer’s credentials to be delivered under this RFP
- A brief description of the proposer’s background and organizational history
- Number of years in business as consultant
- Location of offices
- A listing of key personnel who will be assigned to this contract if awarded, including resumes
- Three references from clients for whom you have performed similar work: including contact name, company name, address, telephone number and email address
- A brief description of the proposer’s plan for working with The Center to ensure maximum implementation of The Center’s goals and objectives
- Attest that organization and employees that will work on this project are not debarred, suspended, or proposed for debarment by the Federal government and consents to a search of the Excluded Parties List System (FAR 9.404) to verify the contractor’s written acknowledgement that the contractor, or its principals, is not debarred, suspended, or proposed for debarment by the Federal Government (FAR 52.209-6).

Approach and Cost

The proposer will describe plans and the approach for accomplishing the services requested as well as an approximate timeline. The information provided should be in enough detail **so as to** enable The Center to determine whether the proposer understands the effort to be accomplished. It should outline the steps for services to be provided, including a narrative entitled “Approach” that clearly illustrates how the proposer will complete the scope

and services indicated in the RFP and include a budgetary estimate to implement the approach.

Questions regarding this RFP may be directed to Shannon Jorgenson by email to sjorgenson@ruralcenter.org.

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Minority Owned, Service-Disabled Veteran Owned, or Woman Owned Small Business concerns are encouraged to respond.

Submit proposals to Shannon Jorgenson at sjorgenson@ruralcenter.org.