

## REQUEST FOR PROPOSALS

### Boston Foundation

#### Landscape Scan for Diversity, Equity, and Inclusion Consultants & Programs

#### Summary of request:

The Boston Foundation requests an experienced consultant to conduct a landscape scan of local consultants and programs that support organizational diversity, equity, and inclusion efforts within Greater Boston nonprofits.

#### Project Goals:

The goals of this project are to:

- Broaden TBF's general understanding of the field of DEI consultants and programs within Greater Boston
- Provide the Greater Boston nonprofit community with a comprehensive list of local consultants and programs that support nonprofits to address diversity, equity and inclusion

The consultant will be expected to identify and interview local consultants and programs that focus on nonprofit diversity, equity and inclusion and to recommend and produce an updatable final product that includes a list of recommended DEI consultants and programs. The consultant will also be expected to create a gap analysis report that includes the findings of the landscape scan. Preference will be given to candidates who have an in-depth knowledge and connection to DEI consulting and programming within Greater Boston. Preference will also be given to those who can complete this process in the desired timeframe.

#### Background:

As Greater Boston's community foundation, the Boston Foundation devotes its resources to building and sustaining a vital, prosperous city and region, where justice and opportunity are extended to everyone. We fulfill this mission in three principal ways:

- Making grants to nonprofit organizations and designing special funding initiatives to address this community's critical challenges;
- Working in partnership with donors and other funders to achieve high-impact philanthropy; and
- Serving as a civic hub and center of information, where ideas are shared, levers for change are identified, and common agendas for the future are developed.

#### Project Deliverables:

- An updatable final product that includes:
  - A list of DEI consultants focused on advancing DEI within Greater Boston nonprofits. List must be inclusive of consultants of color and each contact must employ an explicit racial equity lens in their own work.
  - A list of programs focused on advancing DEI within Greater Boston nonprofits. List must include programs with service teams that are racially diverse (e.g. 40-50% people of color on staff) and programming must employ an explicit racial equity lens.
  - References for each consultant or program listed

- Gap analysis report including trends, challenges, and opportunities to strengthen the field

**Schedule of Activities:**

TBF will make a good faith effort to follow the timeline outlined below for evaluating, negotiating and selecting a consultant for this process.

Proposals Deadline	November 16 <sup>th</sup>
Final candidates interviewed	December 14 <sup>th</sup>
Decision finalized	January 4 <sup>th</sup>

**Criteria for Evaluation:**

Evaluation of proposals and selection of the consultant will be based upon:

- Rate for services (estimated budget for project: \$15,000-25,000)
- Demonstrated ability to fulfill current and predicted needs
- Proposer's experience consulting on broad range of diversity and inclusion challenges within the nonprofit sector and deep knowledge of existing DEI Consultants and programs within the nonprofit sector
- Proposer's ability to meet specific timelines
- Proposer's approachability and willingness to work collaboratively with TBF

**Timeline for project:**

The outlined deliverables should be completed by **June 2019**

**Proposal submission:**

Please submit a proposal or any questions to Andrea Madu at [andrea.madu@tbf.org](mailto:andrea.madu@tbf.org) or 617-338-2608.

We are committed to supporting communities and individuals historically excluded from institutional philanthropy – including, but not limited to, people of color, LGBTQIA people, immigrants and refugees, people with disabilities, and poor or low-income people. As such, we strongly encourage applications from individuals who identify with these groups or other marginalized communities.