

REQUEST FOR PROPOSALS

1. BACKGROUND AND PURPOSE

All Faiths Children's Advocacy Center (AFCAC) is a statewide behavioral health and social service provider in New Mexico, whose mission is to advocate for children and families affected by trauma. The headquarter of the agency is in Albuquerque with most services provided in that metropolitan area. Some programs have a statewide presence, while the majority of clients and staff are centered in the four counties around Albuquerque. Over the past few years, the agency has added new programs and its budget has grown steadily and tripled in size. The agency's current strategic plan includes initiatives to address increasing advocacy skills across the organization, continuing to evaluate programs/services that fit the mission and contribute to a financially sustainable model, achieving and maintaining agency financial sustainability, improving and streamlining internal processes, and developing a marketing / communications / development plan. With the recent shifts in our society, the hardships felt because of COVID-19, the Black Lives Matter movement and the increasingly louder call for social justice, our agency is now committed to implementing a Diversity, Equity and Inclusion (DEI) program.

As we approach our 65th anniversary in 2021, we are launching a strategic planning process to cultivate a strong, diverse and equity-minded organization that will center around the nearly 3,000 children and families we see annually, most of whom come from minority populations. Starting with this process, we will engage in honest conversations about our role in the social justice field and how our approach to the work and our theories of change must adapt to accurately reflect the needs of our rapidly changing communities.

As a leading behavioral health agency, we would also like to become a model for other organizations that are grappling with the best ways to incorporate the values of diversity, equity, and inclusion into their internal workplace cultures. To that end, our agency's leadership (including the Board's executive committee) has engaged in DEI discussions to identify and develop a broad and comprehensive program that addresses internal practices, staffing and all of our other stakeholders.

To do this work honestly and with integrity, we must hold ourselves to the highest standards. AFCAC has begun the hard work of identifying and eradicating white supremacist, heteronormative, and misogynistic culture within the organization. We recognize that we are not alone on this journey nationally and are seeking the partnership of expert consultants to help us translate DEI values and principles into our daily practice.

Accordingly, we have initiated an RFP process to identify a qualified vendor to help us:

1. ***Transform our organizational culture.*** We must intentionally create spaces for formal and informal conversations and organizational work models that proactively address diversity, equity, inclusion and belonging, not as tertiary issues but as central to our work, given our organization's and our nation's history. We must be open to creative models that allow us to perform our work with new tools, structures and understanding.

2. *Create a common language.* We need to be “singing the same song at the same time” when it comes to actualizing the work of DEI. We mustn’t be afraid to acknowledge that there are different definitions and degrees of understanding of DEI throughout our organization. We need clarity moving forward and a shared statement of DEI values and principles that will be the lens through which we continuously improve our work.

3. *Create a continuous learning culture.* We want to create an environment in which continuous learning opportunities and feedback loops are the norm on a broad range of topics, and that our people are exposed to cutting-edge thought-leaders beyond their areas of expertise and comfort zones. We must lean into new and creative ways to measure our progress to ensure that we are living and practicing our DEI values and principles throughout our organization and our work.

2. WHO MAY RESPOND

AFCAC seeks a diversity of vendors, including but not limited to, businesses owned by women and people of color. In addition, we seek partners who have deep respect for and demonstrated expertise in:

- A. The diverse and complex communities we represent and serve;
- B. Advancing DEI principles and practices within communities and workplaces that are experiencing significant organizational and cultural changes;
- C. Working with social sector organizations;
- D. Addressing the dismantling of white supremacist culture;
- E. Offering a diverse and experienced team of facilitators for on- and off-site trainings who are patient with people that have different learning styles; and
- F. Offering an inclusive, welcoming and expansive definition of diversity that addresses the intersections of identity (e.g. intersectionality, etc.)

3. ABOUT ALL FAITHS CHILDREN’S ADVOCACY CENTER

Founded in 1956, AFCAC is a 501(c)(3) organization dedicated to being the trusted advocates for children and families affected by trauma. We perform our work through our behavioral/mental health programs and our forensic services:

- A. **Family Wellness:** We offer behavioral health services to support the healing and recovery of children and their families from trauma. Family Wellness services include Adult Caregiver Therapy and Parenting Support, Child-Parent Psychotherapy, Children’s Therapy, Case Management, Comprehensive Community Support Services, and High-Fidelity Wraparound.
- B. **Forensic services:** Each year the **Children’s Safehouse** forensic program provides age-appropriate, legally defensible forensic interviews to over 1,600 children (ages 2-18) and developmentally delayed adults who have been the alleged victim of physical and/or sexual abuse, or who have witnessed a violent crime. Safehouse advocates work closely with the alleged victim’s guardian to ensure that they are linked to resources and follow-up care, such as medical attention and counseling.

- C. *Placement/Adoption program*: provides comprehensive services that advocate for and support the placement of children in safe, supportive and nurturing families. Placement Services includes pregnancy counseling, adoption services, home studies for potential foster families and post-adoption supportive care to adoptive families.

- D. *Training Institute*: Our Training Institute provides professional development to human service professionals, educators, law enforcement, and municipalities throughout New Mexico. Curriculum sessions focus on the effects of trauma on brain development and the long-term health consequences to unresolved trauma, as well as how to recognize signs of trauma in children

The aforementioned work is done in close collaboration with and supported by the following departments:

- Administration/Finance
- Human Resources
- Development/Marketing
- Continuous Quality Improvement
- Information Technology/Cyber Security

Our operating budget this fiscal year is approximately \$8 million. We have more than 140 staff across the state. Attached you will find an organizational chart (Appendix 1).

4. SCOPE OF WORK AND DELIVERABLES

We envision a thorough process that uses human-centered design principles and builds a shared DEI foundation for our organization at a moment of internal change. Underpinned by an anti-racism/anti-oppression framework, the proposal should include:

A. Description of Your Organization

1. Describe the general nature of your work and how the diversity of your team creates greater value, insights, and viewpoints in the work you produce for your clients.

2. Provide examples of similar work, along with contact information for organizations you have served.

3. Describe the qualifications and experience of staff who will be assigned to this project. Provide additional information on the proposed project manager/director, including their CV.

4. Tell us about a situation where you were failing to meet a client's expectations in developing a shared definition of racism, why that happened, what you learned, and how you were able to successfully change course.

B. Statement of Proposed Work

1. **Methodology:** Detail what your approach will be for gathering data on the current state of the SPLC and how you will continue to gather information once the contract is awarded.
2. **Work plan:** Propose how you would phase this project, propose a timeline, and estimate how many hours will be needed to complete this project.
3. **Budget and deliverables:** Provide a detailed budget, description of the specific deliverables that will be produced and estimated delivery dates.

Minimal deliverables AFCAC expects:

- Partner with the chief executive officer to create a new team and infrastructure of professional staff and systems to ensure DEI practices across our organization are implemented in close coordination with the Human Resources Department and our leadership team.
- Design and facilitate discussions across our organization to create a DEI framework, as well as a common language, that clearly articulates a set of values, principles and definitions that will guide our work internally and externally.
- Design and facilitate a set of organization-wide, continuous learning opportunities for all staff and board members that reflects a broad range of self-awareness, ranging from introductory level to advanced DEI trainings and train-the-trainer models that intentionally build leadership at all levels of our organization. Topics should include, and not be limited to: diversity, equity and inclusion; creating a racial equity lens in all of our work; and disrupting white supremacist, misogynistic and heteronormative cultures.
- Provide resources and develop analytic tools and dashboards, etc. to measure our progress quarterly and annually to continuously improve and to hold ourselves accountable for ongoing learning, training and engagement.
- Provide consultative services to staff, board and its committees to shape the development of our new organizational strategic plan and prioritized policies and procedures including, but not limited to hiring and promotion practices and wage and compensation structures.
- An assessment, one year after contract commencement, of how effectively AFCAC is meeting its DEI goals, and recommendations for course corrections.

The vendor will not be able to subcontract any of the work without the explicit, written pre-approval by AFCAC.

5. PROPOSAL EVALUATION CRITERIA AND TIMELINE FOR THIS RFP

Responses will be evaluated along several dimensions:

- A. Vendor qualifications;
- B. Understanding, expertise and practice of diversity, equity and inclusion;
- C. Work plan and methodology;
- D. Budget;
- E. References.

We may request one-hour phone and/or video interviews with the intended project manager and their proposed team for a limited number of semi-finalists. We will then invite finalists to make a Zoom presentation.

6. PROCESS AND TIMELINE FOR PROPOSAL SUBMISSIONS

- A. **Letter of interest.** Please submit an email to rreed@allfaiths.org by 5 p.m. MST on Tuesday, 1.19.21 indicating your company's interest in this project. Only those who submit an LOI will be able to submit proposals.
- B. **Pre-proposal questionnaire/inquiries.** Questions relating to our agency and this project need to be submitted by 5 p.m. MST on Wednesday, 1.20.21 to the following email: rreed@allfaiths.org.
- C. **Response to pre-proposal questionnaire/inquiries.** All Faiths CAC will publish our responses to these questions to all participants by 5 p.m. MST on Friday, 1.22.21.
- D. **Closing date.** Proposals are due by 5 p.m. MST on Wednesday, 2.3.21.
- E. **Conditions of the proposals.** All costs incurred in the preparation of a response to this RFP, including costs associated with in-person visits or interviews, are the sole responsibility of the bidder and will not be reimbursed by AFCAC.
- F. **Submission instructions.** Proposals must be a single PDF document, no longer than 10 pages, and the file name must include your organization's name. Email them to rreed@allfaiths.org. Hard copy, mail submissions will NOT be accepted.
- G. **Final selection.** AFCAC will select the finalist by 5 p.m. MST on Friday, 2.12.21 and sign contract following this date.

All Faiths Children's Advocacy Center Organizational Chart

