

Request for Proposals Network for Public Health Law

1) Executive Summary

[The Network for Public Health Law](#) (Network) works to improve the health of communities across the United States by helping those who grapple with the legal complexities of modern public health. The Network provides research, analysis, strategic consultation and training in the use of law and policy to protect and promote health, and advance health equity. The Network comprises a National Office co-located with our Northern Region in Edina, Minnesota; an Eastern Region Office located at the University of Maryland, Carey School of Law; a Southeastern Region Office located at University of North Carolina, Gillings School of Global Health; a Mid-States Region Office located at the University of Michigan, School of Public Health; and a Western Region Office located at Sandra Day O'Connor College of Law at Arizona State University. We have 28 staff members, 19 of who are attorneys.

The Network seeks a highly competent, ethical, and experienced diversity, equity, and inclusion consultant to conduct an organizational assessment that provides a better understanding of current policies, culture, and practices with regard to diversity, equity, and inclusion. This assessment will 1) identify strengths and weaknesses, 2) recommend appropriate actions, and 3) inform staff dialogues regarding these issues. The ultimate objective of this work is to nurture an environment that is welcoming to a diverse staff.

2) Objectives and Scope

- a) Conduct an assessment of the Network's workplace culture, recruitment strategies, and efforts to increase diversity.
- b) Assessment should evaluate diversity, equity, and inclusion in all aspects of the Network's work.
- c) Assessment should include a strategy for recruiting a diverse workforce and building and retaining an inclusive workplace that will help retain staff.

3) Deliverables

- a) Establish clear definition of diversity, equity, and inclusion that receives broad organizational support, based on evaluation of organization, stakeholders, and external benchmarks.
- b) Create and/or administer staff-wide climate assessment to provide a foundation for future work and for organization.
- c) Identify areas of opportunity for ensuring staff retention and equity within the office.
- d) Review, summarize, and recommend national best practices regarding policies for Network.
- e) Provide resources and tools to support ongoing learning, development, and engagement.



- f) Develop an implementation plan tied to actions to enhance Network's diversity and inclusion performance. Include available resources for each element.
 - 1. Recruitment, development/staffing, training, and designing an organizational wide cultural competency.
 - 2. Recruitment tactics such as partnerships with other institutions, universities and organizations.
 - 3. Pathways of entry for diverse staff, including fellowships and internships.

Plan to be shared with Network staff and Diversity, Equity, and Inclusion committee.

4) Consultancy Response

Responses should include all items below. Proposals due by March 13, 2020 at 5:00 pm central standard time. Project commences mid-April. The Network will answer questions related to the RFP from now until March 12, 2020 at 5:00 central standard time.

- a) Work plan.
- b) Expectations, responsibility of Network, and necessary time commitment. Materials needed from the Network – time necessary for our staff to commit to the process.
- c) Project Timeline with key milestones: Work to begin April 20, 2020.
- d) Staffing: how many people would work on the project.
- e) Clearly outline expectations and responsibilities of the Network.
- f) Firm/Consultant profile and capabilities
 - 1. firm/consultant years of experience,
 - 2. areas of expertise,
 - 3. non-profit and for-profit experience
- g) Professional references.
- h) Name and emails of two former clients.
- i) Fees and expenses.

5) Evaluation Criteria

- a) Firm /Consultant experience and proven outcomes
- b) References
- c) Proposed work-plan
- d) Price

Proposals and Questions Should be Sent to:

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