



Request for Proposals

Organizational Justice, Equity, Diversity, Inclusion (JEDI) Consultant

A. PURPOSE

New Jersey Future (NJF) is accepting proposals from qualified individuals or firms to build upon and help facilitate NJF's commitment to integrating justice, equity, diversity, and inclusion (JEDI) in all facets of the organization, both internal and external. This is a two-year contract beginning April 2021-April 2023.

B. INTRODUCTION AND CONTEXT

Founded in 1987, New Jersey Future is a nonprofit, nonpartisan organization that promotes sensible growth, redevelopment, and infrastructure investments to foster vibrant cities and towns, protect natural lands and waterways, enhance transportation choices, provide access to safe, affordable and aging-friendly neighborhoods, and fuel a strong economy. New Jersey Future does this through original research, innovative policy development, coalition-building, advocacy, and hands-on strategic assistance. Embracing differences and advancing fairness is central to New Jersey Future's mission and operations. New Jersey Future is firmly committed to pursuing greater justice, equity, diversity, and inclusion through its programs, internal operations, and external communications.

New Jersey Future began formally engaging in JEDI organizational change in 2018 when staff presented the rationale for pursuing JEDI work and proposed next steps at the Board of Trustees annual retreat. The board enthusiastically embraced the approach; creating a joint board/staff JEDI committee and giving it an initial charge to develop an organizational commitment statement about this work, which was vetted by staff and board and eventually adopted. It was recognized that a core component of sustainable development, smart growth, and conservation is equity and that we are at a time and place where equity needs to be elevated in our work and in our state. New Jersey is a very diverse, yet segregated state. We believe it is important to treat diversity as an asset and to reverse the systems that have worked against this goal. We recognized that to do this authentically and well requires making changes to our staff and board composition, the lens that we use to develop policy and programs, and the way we spend our time and resources.

Thus far, the board/staff committee went on to create a one-year JEDI work plan with internal, external, and programmatic goals. Staff members have participated in JEDI conferences, trainings, working groups, studies, and conversations. And in early 2020,

New Jersey Future was a pilot organization for the national Building Movement Project's (BMP) organizational race equity assessment. The assessment surveys staff and leadership on how the organization approaches practices that can promote race equity. Staff are using these lessons learned to engage with allied organizations, expand our equity work into collaboratives that we participate in, modify hiring practices and programmatic work, and support each other through the process.

While we have come a long way, we still have a long way to go. We want to be able to move the staff and board further along the white privilege learning curve; increase the diversity of our staff, board, and leadership; build strong and meaningful alliances with organizations and individuals pursuing racial and economic justice; and step into a greater leadership role on ending geographic segregation and systemic racism and classism.

C. SCOPE OF WORK

Working closely with New Jersey Future's staff JEDI Committee, the consultant will complete the following Scope of Work, which will include, but is not limited, to the following tasks:

- **Task 1:** Recommend and execute two to three introductory activities to assess, train, and seek feedback from staff and board. The staff JEDI committee brainstormed the following activities but welcomes recommendations from the consultant:
 - Conduct individual cultural competency self-assessments for all staff and board members to establish a baseline understanding of where the organization is individually and collectively. The assessment should augment the findings of BMP's assessment. Aggregated findings from the assessments will be presented via workshop by the consultant or another suggested approach agreed upon by New Jersey Future.
 - Conduct a visioning workshop with staff and board to outline a vision for an equitable New Jersey Future.
- **Task 2:** Conduct a comprehensive JEDI audit of New Jersey Future's internal and external functions, policies, practices, and programs and recommend strategies to better incorporate JEDI principles into the DNA of the organization.
- **Task 3:** Create a two-year JEDI strategic action plan and identify one to two priority actions from the plan for immediate execution.

D. EVALUATION CRITERIA

Successful respondents will have the following types of expertise:

- Relevant professional background, experience, and qualifications of the individual consultant(s) and firm.
- Expertise in the literary and historical foundations of JEDI, racism, white supremacy, and white privilege.
- Demonstrated successful track record of providing JEDI consulting services to small organizations with less than 50 employees; working with nonprofits is a plus.

- Experience conducting organizational assessments and audits and in-person and virtual JEDI trainings.
- Experience incorporating JEDI principles into organizational human resources functions and procedures.

New Jersey Future will also evaluate respondents based on their capacity to deliver on this RFP's scope of work, reference submissions, and financial proposal.

E. SUBMISSION REQUIREMENTS

All proposals should include:

1. A list of the individual's or firm's applicable staff and qualifications, including at a minimum:
 - a. Information regarding the individual's/firm's previous experience with similar or related projects, including a brief description of the project's work and staffing;
 - b. At least two client references, including the name, telephone, and email address of a contact person; the client project's start and end date; and a description of the project. References should be for similar or related projects on which proposed key staff members have worked;
2. A detailed approach to each task in the Scope of Work;
3. A management plan and schedule, demonstrating how the firm will manage its responsibilities and schedule its work to be performed;
4. A financial proposal that presents a separate cost for each task in the Scope of Work, including total work hours and hourly rate schedule for each team member to perform this work. If feasible, a statement describing flexibility in the rate schedule should be included, given the nonprofit nature of this work. The financial proposal should not exceed \$40,000 for the project term (April 2021-April 2023).

Interested consultants should respond to this RFP via email with the appropriate submission requirements to Michele Glassburg, Director of Development and Outreach, New Jersey Future at mglassburg@njfuture.org **by April 9, 2021, by 5:00 pm EST.**

Questions: Please contact Kandyce Perry (kperry@njfuture.org, 609-393-0008 x108) with any questions or requests for more information.

This request for proposals does not commit New Jersey Future to engage the services of any firm for any of the items either within or outside the outlined scope of work.

F. TECHNOLOGY AND INFORMATION MANAGEMENT

All work products shall become the property of New Jersey Future. Digital source files of all work products shall be provided to New Jersey Future upon project completion.

G. AWARD AND CONTRACT INFORMATION MANAGEMENT

All proposing firms shall expressly warrant to New Jersey Future that they have the ability and expertise to perform the proposed work and in doing so shall adhere to the highest professional standards.

The successful consultant will be required to enter into and sign a formal contract with New Jersey Future. This RFP and the response of the successful firm, with reasonable adjustments acceptable to New Jersey Future, will become part of the contract and will be in effect for the duration of the contract period.

H. TERMS AND CONDITIONS

The successful firm shall defend, indemnify, and hold harmless New Jersey Future and its trustees, officers, agents, and employees from any and all claims, demands, damages, costs, expenses, judgments, or liability arising out of this request for proposals or attempted performance of the provisions thereof.

New Jersey Future reserves the right to:

1. Amend this RFP at any time, for any reason;
2. Cancel the entire RFP;
3. Reject any submitted proposals at any time;
4. Approve or disapprove the use of particular subcontractors or suppliers;
5. Negotiate with any, all, or none of the proposing firms;
6. Accept other than the lowest-priced proposal; and
7. Waive any informalities or irregularities in any proposal, to the extent permitted by law.