

REQUEST FOR PROPOSALS (RFP):
DIVERSITY, EQUITY, AND INCLUSION ORGANIZATIONAL ASSESSMENT

Proposal deadline: May 1, 2023

Introduction:

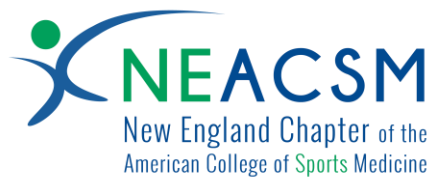
The New England Chapter of the American College of Sports Medicine (NEACSM) is seeking a qualified Diversity, Equity, and Inclusion (DEI) Consultant to conduct an assessment of our organization's DEI practices and make recommendations for improvements. NEACSM is committed to creating a more diverse, equitable, and inclusive professional organization where all members feel valued, respected, and empowered to contribute to the organization's success. NEACSM's current strategic plan includes an overarching theme of inclusion and diversity. Among our three pillars of service, growth, and professional development, we have made it our goal to ensure that we work to create a culture of inclusion and one that embraces and celebrates diversity. Several years ago, we formed a Diversity Committee which is currently chaired by a former NEACSM president. The Diversity Committee ensures access for and accountability of and to all members, providing members the opportunity to bring diversity, equity and inclusion related issues to the Executive Committee.

While we feel that we have made great strides to address diversity, equity, and inclusion, we are eager to gain the insight of an external consultant to ensure that we can address blind spots that may exist, to assist us in identifying opportunities for growth, and in revising current practices and policies.

Scope of Work:

The selected DEI Consultant will be responsible for conducting a comprehensive review of NEACSM's current DEI practices and policies, including but not limited to:

- Conducting interviews with key stakeholders, including chapter leadership, home office, committees, and members
- Reviewing current DEI policies and practices, membership policies and practices, chapter leadership recruitment and election practices, conference/educational event organization, training and development programs, scholarship application processes, and strategic planning documents
- Analyzing demographic data to assess the organization's current diversity and inclusion efforts
- Assessing the organization's culture and climate related to DEI
- Identifying gaps in DEI practices and policies and making recommendations for improvement
- Providing guidance on implementing best practices for DEI



Timeline:

- RFP open until May 1, 2023
- Selected consultant is notified by May 15, 2023
- June – August 2023: Consultant reviews NEACSM documents, procedures, practices, etc. and conducts interviews with key stakeholders.
- Late August 2023: Consultant meets with NEACSM Executive Leadership Team and Home Office to review findings; written report and presentation are completed.
- September 2023: Final report is delivered and oral presentation of finds are presented to the NEACSM Executive Committee.

Deliverables:

The selected DEI Consultant will provide a written report summarizing their findings and recommendations for improvement. Additionally, an abbreviated report will be delivered verbally to the NEACSM Leadership. The written report should include:

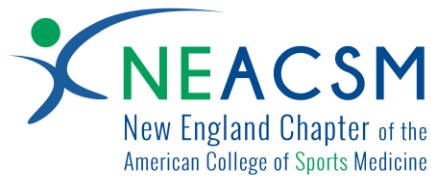
- An overview of the assessment process, including methodology, data sources, and analysis
- A summary of key findings and recommendations for improvement
- Specific, actionable recommendations for improving DEI practices and policies, including timelines for implementation
- A summary of best practices for DEI that could be implemented for NEACSM

Upon satisfactory completion of the work and all deliverables, as deemed by the NEACSM Executive Leadership Team, the consultant will receive \$4,000 for services rendered.

Proposal Submission:

Proposals should be submitted in electronic format no later than **May 1, 2023** to neacsm1@gmail.com, ATTN: Dr. Katie Burton. Proposals should include:

- A cover letter summarizing the proposer's qualifications and experience in conducting DEI assessments and making recommendations for improvement
- A detailed project plan, including the proposed methodology, data sources, analysis, and an assessment of the proposer's ability to meet the aforementioned timeline
- A list of at least three references who can speak to the proposer's experience in conducting DEI assessments



Evaluation Criteria:

Proposals will be evaluated based on the following criteria:

- Demonstrated experience and expertise in conducting DEI assessments and making recommendations for improvement
- Proposed methodology, data sources, analysis, and timeline
- Proposed budget and cost-effectiveness
- Quality and clarity of the proposed deliverables
- References from previous DEI assessment projects

Selection Process:

Proposals will be reviewed by a selection committee appointed by NEACSM. The committee may request additional information from proposers or schedule interviews with proposers as part of the evaluation process. The committee will recommend the most qualified proposer to the Executive Leadership Team for award of the contract.

Questions:

All questions regarding this RFP should be directed to Dr. Katie Burton, neacsm1@gmail.com .