



## REQUEST FOR PROPOSAL

### Colorado Nonprofit Development Center

### Diversity, Equity, and Inclusion Audit and Plan

Colorado Nonprofit Development Center (CNDC) is requesting proposals from qualified individuals or firms for a diversity, equity, and inclusion audit and plan. For more information on CNDC, please visit our website at [www.cndc.org](http://www.cndc.org).

Deliverable	Date
Release of RFP	04/08/2020
Written Questions Due (email to <a href="mailto:applications@cndc.org">applications@cndc.org</a> )	04/22/2020
Responses to Questions	05/01/2020
<b>Proposal Due Date</b>	<b>05/27/2020</b>
Selection and Award	By 06/17/2020

Proposals should be emailed to [applications@cndc.org](mailto:applications@cndc.org) and will be accepted until 5:00 p.m. MDT on May 27<sup>th</sup>, 2020. Only proposals received by the deadline will be accepted.

CNDC will award the contract based on the evaluation criteria contained in the RFP. CNDC reserves the right to accept or reject any or all proposals. CNDC also reserves the right to award the contract as it deems will best serve its interests.

#### CNDC Overview

Colorado Nonprofit Development Center (CNDC) was formed in 1999 by a group of community leaders and foundations looking for a mechanism to reduce the risk of investing in charitable projects while encouraging innovation in social enterprises. Over the years, CNDC's fiscal sponsor services have proven to benefit hundreds of emerging and established charitable ventures, as well as the funders and supporters who have given nearly \$200 million for the benefit of our fiscally-sponsored Projects (Projects).

In 2005, CNDC extended its expertise in nonprofit financial management to existing 501(c)(3) organizations through our Nonprofit Accounting Services (NAS). NAS clients outsource their accounting to CNDC and receive hands-on support in financial management.

Today, CNDC is considered an essential part of the nonprofit sector infrastructure in Colorado. CNDC creates efficiencies, fosters innovation and improves the implementation of nonprofit best practices. CNDC has also become a national leader in promoting fiscal sponsorship best practices as a founding organization of the National Network of Fiscal Sponsors.

## Current Environment

In 2019, CNDC revised its mission statement to 'CNDC maximizes the impact of nonprofits through fiscal sponsorship to enable all Colorado communities to thrive'. In February of 2020, CNDC's board of directors approved a strategic plan through 2022 in support of the new mission. As part of that plan, the board recognized that as one of the most influential nonprofit organizations in the state, CNDC has an opportunity and obligation to ensure that it implements exemplary diversity, equity, and inclusion policies and practices. CNDC is committed to fostering an organizational community that is welcoming to a diverse portfolio of Projects as well as staff and board members.

With over 200 employees (20 in CNDC's administrative office), hundreds of contractors, almost \$20 million in revenue, and almost 70 fiscally-sponsored Projects, CNDC is uniquely situated to be a leader in this work. A focus on diversity, equity, and inclusion will enable us to move closer to fulfilling our vision of thriving, compassionate communities for all Coloradans.

## Diversity, Equity, and Inclusion Audit Requirements

CNDC is looking for an individual or firm to conduct a diversity, equity, and inclusion audit that will result in a plan to implement changes to policy or practice suggested by the auditor. Specifically, the firm will:

Conduct a diversity, equity, and inclusion audit that includes:

- A review of the demographics of stakeholders including staff, board, Project leadership, Project staff, and populations our Projects serve in order to identify patterns and gaps
- A review of organizational processes, including, but not limited to:
  - Project recruitment, selection, and retention
  - Employee recruitment, hiring, and retention
- A review of organization culture, language, training, decision-making, rituals, and routines and an assessment of their impact on diversity, equity, and inclusion

Develop an action plan for improving diversity, equity, and inclusion, based on the outcomes of the audit.

- Solicit input from all key stakeholders including board, staff, and Project leaders.
- Document actionable steps to be taken and a timeline for implementation.
- Create milestones to assess progress and mechanisms for ensuring accountability.

A committee of board and staff members will work with the selected contractor. CNDC's Chief Operating Officer will be the main point of contact for the selected contractor.

## Selection Criteria

CNDC will use multiple criteria to select the most appropriate partner. The following list summarizes the major qualitative areas that will be evaluated.

- Industry expertise and experience of both firm and team within firm with whom CNDC would directly work.
- Depth and breadth of previous nonprofit clients
- Firm strength and stability

- Financial considerations

Selection will be based on responses to the questions posed in the Vendor Response section, as well as phone and in-person interviews.

People of Color or Women-Led firms are encouraged to submit a proposal.

## **Vendor Response**

Respondents should respond to all sections below. If additional materials are required for one or more questions, please label attachments clearly and reference them in your response. Responses received under this RFP that fail to address each of the sections, in adequate and complete detail, will be deemed as non-responsive and will not be considered for selection. Note that responses of “to be provided upon request” or “to be determined” or the like, or that do not otherwise provide the information requested (e.g. left blank) are not acceptable.

For the purposes of understanding more about your company and your ability to successfully fulfill the requirements, please provide the information below as part of your response, clearly referencing each specific question.

### **1. Background Information**

- Give a brief overview of your organization’s experience in providing diversity, equity, and inclusion audits and plans.
- How long has the organization been in this business?
- In what cities do you maintain offices?
- What is your experience working with nonprofit organizations?
- What differentiates your organization from your competitors?
- Will you subcontract any components of the proposed solution to third-party organizations? If so, please describe the components to be subcontracted and provide details of any agreement in place with the subcontracted firm/individuals as well as a summary of past work that you have successfully completed together.
- Please provide details of three current clients that are similar in scope and requirements to those of CNDC.

### **2. Proposed Approach and Solution**

- Please provide a proposed work plan for the services described above. Be sure to include:
  - Key activities
  - Timing
  - Deliverables
  - Key milestones, checkpoints, and other decision points
- If we elect to move forward with your organization, what CNDC resources would you require?
- Identify the team that will be assigned to the account and describe how you plan to interact with CNDC team members.

### **3. Business References**

- Provide a list of three verifiable client references.

#### 4. Financials

- Describe the proposed schedule of fees including how fees are structured.

#### 5. Conflicts of Interest

- Describe any known facts which would or could create a conflict of interest if you were awarded a contract.