



REQUEST FOR PROPOSALS – SOCIAL JUSTICE AND SYSTEMS-CHANGE CONSULTANT

RISE seeks a consultant with proven expertise in the following areas: accessibility and cultural responsiveness in the non-profit service sector, organizational development and collaborative systems-change, and group training/facilitation to advance social justice.

RISE is a non-profit 501(c)(3) organization that provides crisis intervention and treatment services to survivors of sexual and intimate partner violence and their loved ones. All services are provided confidentially, at low or no cost, to anyone regardless of age, ethnicity, gender, sexual orientation, religion, or ability. All client services are available in Spanish and English.

Questions regarding this RFP should be directed to Associate Director Jane Pomeroy at jpomeroy@riseslo.org or (805) 226-5400 x309. Electronic submissions of the proposals are preferred and should be submitted to jpomeroy@riseslo.org with "Proposal for Consultant Services" in the subject line by **5:00 pm, March 15**. If submitting a hardcopy proposal, 3 copies must be delivered by the proposal deadline to: RISE, P.O. Box 630, Paso Robles, CA 93447-0630.

PROJECT DESCRIPTION

The selected consultant will work in close collaboration with and in support of the agency's staff, board of directors, and stakeholders in the development of culturally responsive programs and services. We seek a partner with experience in social justice work and a proven track record in non-profit systems-change. The consultant will assist RISE in 1) reviewing existing policies, practices, and protocols that lend themselves to cultural responsiveness and inclusivity; 2) examining organizational gaps in cultural responsiveness and institutional barriers to service access; and 3) developing and engaging staff and board members, clients, and community group representatives in a steering committee charged with addressing those gaps.

Ultimately, RISE aims to gain knowledge and tools to routinely provide space for many and diverse voices, and avenues to allow those voices to shape our policies and programs.

SCOPE OF WORK

The selected consultant will work collaboratively with RISE staff, board of directors, and community stakeholders to:

1. Examine existing policies and protocols in order to identify what may be working well, and what could be improved in terms of service access. This process will include a thorough examination of personal and professional privilege, power, and implicit bias among staff and board members, attributes and behaviors that may lend themselves to exclusionary practices.

MAILING ADDRESS

P.O. Box 630
Paso Robles, CA 93447

SAN LUIS OBISPO LOCATION

51 Zaca Lane, Suite 100
San Luis Obispo, CA 93401

PASO ROBLES LOCATION

1030 Vine Street
Paso Robles, CA 93446



2. Develop a culturally responsive and accessible survey tool in order to analyze RISE’s ability to communicate with clients in their preferred language, meet diverse needs, and promote a welcoming, safe, and respectful environment.
3. Form a steering committee staffed by recruits from RISE staff and board, clients, and representatives from community groups. Consultant will work with the steering committee to explore existing tools and resources utilized by other service and community-based agencies to promote cultural responsiveness, and will develop a short- and long-term plan to address gaps moving forward.

PROPOSAL REQUIREMENTS

Please include the following in your application:

- A resume and short biography.
- A 1-2 page proposal detailing your approach and process for facilitating organizational culture shifts and systems-change. Include a brief narrative describing your vision for RISE.
- A 1-2 page case study of similar consultation services you have provided in the past. Describe services provided and outcomes.
- References: Supply three (3) references that have used your professional services for a similar project. Include a contact name, address, and phone number.

PROJECT BUDGET

Funds will cover fees for service and travel expenses. RISE will cover the cost of supplies, printing needs, copier costs, and any other necessary materials during the training and implementation process up to \$1,500. Contractor is responsible for materials and supplies costs beyond \$1,500.

TOTAL BUDGET: \$12,000

MILESTONES AND DEADLINES

Proposals Due:	5:00 PM, March 15, 2017
Interview notifications (if needed):	March 17, 2017
Interviews (if needed):	March 29-30, 2017
Selection:	No later than March 31, 2017
Contract Start Date:	No later than April 3, 2017
Contract End Date:	September 29, 2017

PROPOSAL EVALUATION

Proposals are due by **5:00 pm on March 15**. Selection of the successful proposal will be made based upon the applicant’s:

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- Responsiveness to work scope and project needs (45%)
- Demonstrated project experience and expertise in the fields of social justice, systems-change, and/or non-profit service provision (45%)
- Resume and short bio: (10%)

CONTRACT TERMS

The proposed contract period for services is six months, through September 30, 2017. All materials produced, data collected, and reports generated by the subcontractor on behalf of RISE are confidential and become the exclusive property of the agency. The contractor may not share program materials, client data, or program contact information, etc. unless explicitly authorized by the agency to do so.

This RFP does not commit RISE to pay any costs incurred in the preparation of a proposal. RISE reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with all qualified bidders, and to cancel the RFP, in part or in its entirety at its sole discretion.

CONTACT INFORMATION

Questions regarding this RFP should be emailed to RISE Associate Director Jane Pomeroy at jpomeroy@riseslo.org.

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