

**Issued: 9/11/2020**

## **Request for Proposals for Diversity, Equity and Inclusion in the Workplace**

### **I. INTRODUCTION**

#### **A. General Information**

Atlanta Habitat has empowered thousands of families through homeownership since 1983. It is one of the leading nonprofit, affordable single-family housing developers in the city and one of the largest affiliates in the Habitat for Humanity International network. Atlanta Habitat goes beyond-the-build to spur neighborhood revitalization and enable homeowners to pursue educational and professional goals that will positively impact families for generations. The organization desires to assess and implement organizational changes that will ensure that diversity, equity and inclusion are integral to the execution of our mission.

#### **B. Organization**

Atlanta Habitat employs a diverse team of 80-85 staff members who work across multiple lines of business in construction, logistics, real estate, site development, retail, resource development, neighborhood and community advocacy, family (client) support and education, finance, administration and leadership roles.

#### **C. Terms of Engagement**

The engagement will begin in October 2020 and will include the development and implementation of the plan over the next 12 months.

### **II. SCOPE OF WORK**

Atlanta Habitat and affiliates of the Habitat for Humanity International network have begun exploring how to assess and evaluate the organization's practices and policies to ensure diversity, equity, and inclusion in the workplace and engagement with our stakeholders (homeowners, volunteers, donors, vendors, Board and staff).

In Atlanta, the social and economic mobility gap is the lowest in the country. Today, zip codes determine job, education, health and many other outcomes of the largely African American neighborhoods with the lowest incomes. Given that the organization serves close to 90% of this population, we want to ensure that our policies, programs, and practices reflect equity and address systemic biases that may be inherent in the execution of the organization's work. The work should address systemic barriers inherent in the historic practice and policy of Atlanta Habitat and the Habitat affiliate network, including the racial composition and interaction of stakeholder groups.

#### **A. Definition of services to be provided:**

- Develop a strategy that encompasses an audit of current policies, values, programming and practices and recommendations that address diversity, equity

and inclusion approaches (new policies, training, engagement tactics, messaging, procedures, etc.) unique to the organization

- Engage with the Executive Team through regular meetings to gather insight, identify gaps and to provide training, guidance and support on the implementation of a strategy
- Understand and explore how to integrate this work with approaches and recommendations from Habitat International. Understand and recommend best practices that are being used by other affiliates in the Habitat network that can inform our work and strategy

**B. Deliverables:**

- Report assessing the policies, practices, and programs of Atlanta Habitat to determine gaps in diversity, equity, and inclusion
- Recommendations on training and engaging staff, Board and volunteers on issues related to diversity, equity and inclusion in the execution of the mission
- Establish proven approaches to address topics such as unconscious bias, systemic barriers to access and the impact of racial disparities on people of color that are targeted to specific audiences
- Identify opportunities and trends in the housing industry to address systemic barriers that can be addressed through our work
- A Work Plan to implement the recommendations, timeline, and a strategy for ongoing integration of the diversity, equity, and inclusion into the organization's lines of business, structure and culture

**III. EVALUATION PROCEDURE**

**A. Interview Committee**

Members of the Executive Team will review proposals and interview firms. Your response should include the following details:

1. Work experience with diversity, equity, and inclusion initiatives
2. Your role and approach to the scope of work, including key tasks and timelines
3. Content that you would recommend and the type of training
4. Examples of prior work and outcomes
5. Experience and knowledge of the team that will be handling the work

**B. Evaluation Criteria**

- Experience and proven outcomes
- References
- Cost of Engagement detailed by activity
- Timeline to complete various activities

**C. Selection Process**

We invite interested firms or consultants to submit a proposal to Atlanta Habitat for Humanity at [info@atlantahabitat.org](mailto:info@atlantahabitat.org) no later than **Monday, Oct. 12, 2020**.

Interviews will be scheduled to discuss proposals. **Please send questions to [info@atlantahabitat.org](mailto:info@atlantahabitat.org) by September 28, 2020**. All questions and responses will be posted on our website by September 30, 2020.