

Diversity Equity & Inclusion Request for Proposals Questions and Answers (as of September 30, 2020)

The following questions were presented by firms who have requested more information from Atlanta Habitat:

1. Is the scope of the assessment focused internally on the AHH as an organization of 80-85 staff members and a review of AHH's policies, programs, and practices as they relate to DI&E in the AHH workplace?

ANSWER:

The scope focuses primarily on work with Atlanta Habitat s internal staff. It includes some work with external stakeholders identified in the RFP, including the Habitat for Humanity International affiliate network, vendors, donors, volunteers, Board Directors and Advisory Council.

2. Is the scope of the assessment broader to also include all of AHH's stakeholders, including specifically the Habitat for Humanity affiliate network, homeowners, volunteers, donors, vendors, and Board members, and cover not just workplace issues but the broader question of how AHH's policies, programs, and practices "reflect equity and address systemic bias in the execution of the organization's work."

ANSWER:

The scope focuses primarily on work with Atlanta Habitat s internal staff. It includes some work with external stakeholders identified in the RFP, including the Habitat for Humanity International affiliate network, vendors, donors, volunteers, Board Directors and Advisory Council.

3. To gain a clear understanding of the RFP work scope, [please clarify if the organization wants]: (i) a purely internal assessment that is focused on DI&E issues in the AHH workplace; or (ii) a broader assessment that includes all of AHH's stakeholders and focuses on how well DI&E values are achieved in the execution of AHH's work. The level of effort, time, and cost required for the former will be much less than the level of effort and cost required for the latter. If a broader assessment is desired, we have the following questions:

- a. Will AHH be able to provide a comprehensive list of its stakeholders and be willing to work with the contractor to coordinate communications and meetings with those stakeholder groups?

ANSWER:

Atlanta Habitat will work with the consultant to identify stakeholders that engage with the organization. We will facilitate communications and meetings with stakeholder groups in coordination with the consultant.

4. What types of data does AHH already have that pertain to how the execution of its work affects equity and systemic bias in the communities it serves? This question refers to data that are separate from AHH's current internal policies, procedures, and practices.

ANSWER:

Atlanta Habitat utilizes external data on equity and demographics in the communities that we serve. We have dedicated staff that supports data analytics.

5. Given the uncertain duration and intensity of the current COVID-19 pandemic, is AHH amenable to having the contractor accomplish the scope of work virtually, as opposed to in-person or on-site?

ANSWER:

Yes. Atlanta Habitat adheres to safety guidelines related to the COVID-19 pandemic; therefore, we are using virtual technology for meetings, training, and service delivery.

6. How many firms did you request bids from?

7. **ANSWER:**

Atlanta Habitat published the RFP at <http://www.atlantahabitat.org/dei/> and distributed it to more than 10 firms via email.

8. What is a typical expenditure for a learning and development assessment, and the strategy been historically?

ANSWER:

This RFP represents the organization's first initiative focused on diversity, equity and inclusion. There have been no historical expenditures.

9. You have indicated you want a strategy developed, based on the assessment and audit of your current processes, engagement with your Executive Team to identify gaps and provide training and strategy implementation support and integration of your strategy with Habitat international. To that end:

- a. Given the gaps have not been identified, what are you looking for in the areas of training?

ANSWER:

We want the consultant to complete an assessment that will allow us to identify the areas of training. We have not pre-determined the areas of focus for training.

- b. Since the strategy has not been developed, we cannot communicate our implementation recommendations; what are you asking for here?

ANSWER:

We are looking for an assessment and strategy that will address gaps, incorporate identified training and become aligned with Habitat International and best practices.

10. As experts in the housing space, what are you looking for a third-party vendor to provide in the area of "Identify opportunities and trends in the housing industry to address systemic barriers that can be addressed through our work."

ANSWER:

We want the consultant to work in partnership with us to identify inequities that might impact access to housing and/or processes or practices in our affordable homeownership program that might create barriers that are unknown to the organization.

11. You are looking to understand racial disparities on people of color - are you looking to create an integrated solution for BiPOC, Veterans, the disabled etc. or specific solely to BiPOC?

ANSWER:

The primary focus is on BiPOC. We anticipate that the strategy being developed will be inclusive to other groups.

12. You are asking the vendor to provide proven approaches to address systemic barriers to access for various target audiences - who are the audiences and what specifically are you looking for from a vendor in this area given your expertise in providing housing to those economically and otherwise disenfranchised?

ANSWER:

The scope focuses primarily on work with Atlanta Habitat's internal staff and includes some work with external stakeholders identified in the RFP. Our stakeholders include the Habitat for Humanity affiliate network, vendors, donors, volunteers, Board Directors and Advisory Council.

13. What is the demographic make-up of the stakeholders you serve and those impacted by this project?

ANSWER:

The demographics vary in each stakeholder group. The scope focuses primarily on work with the internal staff of Atlanta Habitat, including some work with external stakeholders identified in the RFP that includes Habitat for Humanity affiliate network, vendors, donors, volunteers, Board Directors and Advisory Council.

14. When you have taken on cultural change initiatives, what have been the key critical factors to success?

ANSWER:

The key to successful cultural change for our organization has included engagement of internal and external stakeholders, communication of issues/solutions and a clearly identified strategy to move forward with a goal that we are trying to reach.

15. What is driving this request? Beyond the obvious systemic racism conversation emerging across the U.S. and the recent protests in Atlanta, has anything specific happened within the Habitat organization (both ATL and Habitat Intl) that has led to this RFP?

ANSWER:

Atlanta Habitat, the affiliate network and Habitat International, identified the need to address diversity, equity and inclusion before the recent civil unrest and protests in Atlanta and around the country. Our organization planned to engage in discussions before the pandemic. Given the current events, we determined that we should develop a comprehensive strategy to address these issues.

16. Describe where and how you specifically recognize DEI issues manifesting? Are there "hot-spots" in the organization to be aware of?

ANSWER:

The organization has identified internal and external issues that impact our homeowners, staff, volunteers, vendors, and donors. In each stakeholder group, we have identified areas where we could improve how we address diversity, equity and inclusion. Discussions with staff have also identified areas that should be addressed in terms of how we communicate across the organization, advance our mission, engage with homeowners, volunteers and donors.

17. Are all ~85 Habitat associates located locally in the Atlanta metro area?

ANSWER:

Yes.

18. Please provide an organization chart of the senior leadership team and direct reports.

ANSWER:

Given that we are posting questions and answers online, we will provide internal personnel information such as organization charts and demographics to the firm chosen for this engagement.

19. Please give us a sense of the organization's diversity profile. What is the race, sex and age (and if available, thoughts on additional demographics, e.g., national origin, sexual orientation, gender identity, religion, etc.) make-up of?
- a. The senior leadership team?
 - b. The board?
 - c. Managers/leaders below the senior team?
 - d. The organization as a whole?

ANSWER:

Given that we are posting questions and answers online, we will provide internal personnel information such as organization charts and demographics to the firm chosen for this engagement.

20. Would leaders at Habitat be open to engaging as co-facilitators as part of their ongoing professional development?

ANSWER:

We would be willing to partner with the consultant on the ongoing professional development to identify appropriate training and co-facilitate if our team has the necessary expertise to execute the work.

21. Acknowledging that this engagement, for safety reasons, must largely be executed virtually, would Habitat be interested in adding face-to-face facilitation and coaching work as COVID-19 restrictions are lifted, and safety protocols are in place (e.g., Is face-to-face better when it is safer?)

ANSWER:

Yes. Atlanta Habitat adheres to safety guidelines related to the COVID-19 pandemic; therefore, we are using virtual technology for meetings, training, and service delivery.