



WESTSIDE
REGIONAL CENTER

SUMMARY OF THE PROJECT

Westside Regional Center (WRC) is soliciting proposals for a
Diversity, Equity, Inclusion and Belonging Audit:

Posting Date: April 7, 2023

Service Type: Consulting: Audit

Specialization: Cultural Audits, DEIB

Funds Available: Up to \$40,000.00.

Location: WRC catchment area

Timeline: Work should begin no later than June 5, 2023.

Service Description: This funding is available to conduct an audit of WRC's policies and practices, ascertain WRC's strengths and opportunities for improvement relevant to the audit in order to develop a more comprehensive picture of the organizational climate in relation to its goal of access and equity in regards to disability, racial, linguistic, cultural, gender, LGBTQIA+, and intersectionality of those.

DEADLINE FOR SUBMISSION

Proposals must be received at Westside Regional Center by **4:00 P.M. on Monday, May 8, 2023**. This RFP does not commit WRC to procure or contract for services or supports. WRC may elect to fund all, part, or none of the project, depending on funding availability as approved by the Department of Developmental Services and the quality of the proposals received.

All submissions must be submitted through email to TomK@WestsideRC.org and specialist_pathwaysgrant@westsiderc.org

Questions related to the application guidelines may be directed to Dr. Tom Kelly, Director of Clinical Services, via email at TomK@WestsideRC.org or phone at (310) 258-4171

Committed To Providing Support And Services To People With Developmental Disabilities

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REQUEST FOR PROPOSALS

Diversity, Equity, Inclusion and Belonging (DEIB) Audit

- **PURPOSE**

Westside Regional Center (WRC) is issuing a Request for Proposals (RFP) for a Diversity, Equity, Inclusion and Belonging (DEIB) Audit.

WRC is committed to ensuring the regional center is equally accessible, open, responsive to, and supportive of all of its diverse communities and to all peoples with developmental disabilities, or at risk of, and their families in its catchment area, including its typically underserved communities and those affected by disparities.

The objective of this audit is to better understand how WRC's policies and practices may implicitly and explicitly impact WRC's accessibility, responsiveness, and support of all communities, especially those that are underserved or impacted by disparities so that we may be more accessible to, better communicate with, and engage and support individuals and families in order to promote equitable access to regional center services.

- **SCOPE OF WORK**

Work will be conducted over approximately three (3) months beginning June 2023.

The Diversity, Equity & Inclusion auditor will assess and evaluate Westside's current diversity, equity, and inclusion efforts concerning the recruitment and retention of bilingual, culturally competent WRC staff and service providers. These findings will be used to develop a comprehensive plan to ensure that Westside maintains a workforce and network of providers to meet the needs of the community it supports. The auditor must have a diverse staff and significant experience in the DEI field.

Specifically, the audit would include disability, racial, linguistic, cultural, gender, LGBTQIA+, and intersectionality of the aforementioned. The audit would include firsthand perspectives of 1) people served, 2) families served, 3) staff, 4) providers, 5) Board of Directors, and 6) regional center leadership staff.

Further, the audit should include a review of existing documents regarding:

- Board of Director policies, meeting format and logistics, documentation, information and evaluation,
- Human resource policies and procedures including job descriptions, hiring practices, promotions and salary setting;
- Internal policies and procedures including POS expenditure guidelines and approval processes;
- Vendorization practices and policies;
- Public information including outreach and educational materials and information, WRC website, social media, and other pertinent documents;
- And other as recommended by the WRC and the consultant.



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In order to develop a more comprehensive picture of the organizational climate in relation to its goal of access and equity in regard to disability, racial, linguistic, cultural, gender, LGBTQIA+, and intersectionality of those.

Once material is collected and analyzed, the consultants will prepare a detailed summary report, including but not limited to an analysis outlining key themes and prioritized recommendations based on realistic assessment of what is entailed to address recommendations given culture change, resources needed, etc. for incorporating action steps into administrative and programmatic areas. In addition, the report should include practical applications of concepts and ensure all functional areas of the organization are assessed. Further, the consultant will provide a de-briefing session with the regional center Executive Leadership.

- **PROJECT DELIVERABLES AND OUTCOMES**

- An audit of all functional areas, programs, policies, structures, practices, and culture resulting in qualitative and quantitative data regarding the current work and workplace of WRC.
- A comprehensive written report of the audit detailing its process, key themes, strengths of the regional center, analysis of the gaps and disconnects between the current and future/desired state of the organization, and opportunities to build upon. The report should include recommendations for embedding new inclusive policies and practices into the organization's culture and into all function areas (as noted earlier) of WRC, including achievable short-term action steps and sustainable, long-term goals, tied to workload and capacity.
- An Executive Summary of the report, as a stand-alone tool, that is suitable for a number of audiences should also be provided.
- A debrief session with the WRC Executive Leadership.

- **EXPECTATIONS**

The consultant must retain their own liability insurance at the time of the RFP being awarded. The consultant must provide monthly project updates and a final report.

The consultant is responsible for coordinating the logistics of all focus groups and interviews, including meeting logistics, participant incentives, and translation.

Focus groups and interviews are expected to be conducted in-person, unless the consultant can provide a compelling case for virtual connections; a change from in-person to virtual connections would need to be approved by WRC.

- **OWNERSHIP AND CONFIDENTIALITY**

All intellectual property and data will become the sole property of Westside Regional Center. The consultant shall agree to keep information related to this process in strict confidence, including, but not limited to, WRC internal and posted policies, Human Resource and staff information, the terms of the contract and any confidential business or proprietary information that has been gathered on this project.

- **PROPOSAL FORMAT**

Please include the below information in your proposal. Proposals must be limited to 5 pages in which the below must be addressed; supporting attachments can be submitted as part of the document, however scoring of proposals will be based on the responses to the below that are contained within 5 pages or less.

- **General information** - The proposal should provide the name of the consultant, title, address, phone number, email address, professional training, experience, and biography, social media, and website, if one exists. The name, email address, professional training, qualifications, and biographies of any team members assisting in the project should also be included.
- **References** - Provide sample list of current and past clients, as well as three (3) references of clients for whom the consultant has provided DEIB audits, with contact information.
- **Consultant Qualifications & Roles** - The proposal must describe the consultant's qualifications such as work activities, expertise, knowledge, and experience. Experience providing consulting services, including audits or assessments related to racial equity/diversity/inclusion/cultural competency. Experience should include examples of similar related work. Relevant experience in the association/nonprofit and philanthropic sectors. Experience and philosophy regarding your work as part of a multicultural/multiracial team.
- **Workplan** - A work plan describing methodologies, approaches, and roles and responsibilities for how the work will be accomplished, as well as the expectation of what workload or support the consultant is relying on WRC to provide.
- **Deliverables** - Detailed description of deliverables and outcomes.
- **Timeline** – A draft timeline of events and key milestones.
- **Budget** – with breakdown of key milestones and expense categories.

- **SCORING**

Proposals will be reviewed and evaluated on the following criteria:

1. Qualifications (35%)
2. Scope of Proposal (25%)
3. Work Plan (25%)
4. Budget (15%)

- **PROCESS FOR PROPOSAL SUBMISSION AND EVALUATION**

Instructions for submission

1. Closing Submission Date - Proposals are due by 4:00pm on Monday, May 8th
2. Inquiries - Inquiries concerning this RFP should be directed to Dr. Tom Kelly – Director of Clinical Services 310-258- 4171 TomK@WestsideRC.org
3. Conditions of Proposal - All costs incurred in the preparation of a response to this RFP are the responsibility of the bidder and will not be reimbursed by Westside Regional Center.
4. Submission Instructions:
 - All submissions must be submitted through email to TomK@WestsideRC.org and specialist_pathwaysgrant@westsiderc.org
 - Narrative description of project proposal should not exceed 8 single-sided pages.
 - Attachments/Forms must be typewritten. Include additional pages as needed.
 - FAX copies will NOT be accepted.
 - Submissions will NOT be returned.



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- Electronic submissions cannot exceed 15 megabytes per email. Multiple emails per RFP submission can and will be accepted. An email acknowledgment of each submission received will be sent to the applicant.
All proposals received by the deadline will undergo a preliminary screening. Late or incomplete applications will not be accepted for review and rating. Any proposal may be disqualified if it deviates from the submission instructions in the RFP.
- 5. **Reservation of Rights:** WRC reserves the right to request or negotiate changes in a proposal, to accept all or part of a proposal, or to reject any or all proposals. WRC may, at its sole and absolute discretion, select no provider for these services if, in its determination, no applicant is sufficiently responsive to the need. WRC reserves the right to withdraw this Request for Proposal (RFP) and/or any item within the RFP at any time without notice. WRC reserves the right to disqualify any proposal which does not adhere to the RFP guidelines. This RFP is being offered at the discretion of WRC. It does not commit WRC to award any grant.
- 6. **Confidentiality:** If the bidder deems any material submitted to be proprietary or confidential, the bidder must indicate this in the relevant sections of the response.
- 7. **Ineligibility:** Under the following conditions, an individual or entity is ineligible to be a regional center vendor and therefore may not submit a proposal.
 - **Conflict-of-Interest:** Any individual or entity that has a conflict-of-interest as established in DDS Regulations, Title 17, Sections 54314 and 54500 et seq., unless a waiver is permitted and obtained, including:
 - Regional Center employees and Board members, and their family members
- 8. **Notification of Selection and Timeline**
The RFP will be posted for public review. WRC will evaluate the proposals and interview any potential candidates if needed. The evaluation process will include individual committee member evaluation and rating of each proposal, followed by committee discussion and ranking of proposals. After preliminary rating and ranking of proposals, interviews may be scheduled with finalists, particularly if two or more proposals are closely rated and/or more information is needed. References will be contacted for all finalists.

The final recommendation will be submitted for approval by the WRC Executive Director and is not subject to appeal by any applicant. All applicants will receive written notification of WRC's decision regarding their proposal, and an announcement of the applicant awarded the project will be posted on the Center's website, www.westsiderc.org.

Additional information may be required from the selected applicant prior to the awarding of the project.

Any information withheld or omitted, or failure to disclose any history of deficiencies or client abuse shall disqualify the applicant from an award of the project and/or contract. WRC reserves the right not to select an applicant for project implementation if, in its determination, no qualified applicant has applied or is sufficiently responsive to the service need.

In the event that no proposal is selected, WRC may elect to either not develop the service pending further analysis of alternatives to meet the expressed need or to issue a new RFP to attempt to expand the pool of potential respondents.

Contact Person:

Completed RFP submissions including all elements listed above are due to Westside Regional Center by 4:00 p.m. on Monday, May 8, 2023.

- All submissions must be submitted through email to TomK@WestsideRC.org and specialist_pathwaysgrant@westsiderc.org

Timeline:

April 7, 2023	RFP Release Date
May 8, 2023	Deadline for receipt of proposals 4pm
May 9-16, 2023	Evaluation of proposals by Committee
May 17-24, 2023	Interviews with highest-ranking applicants
May 26, 2023	Notice of selection mailed to applicants
May 29, 2023	Notification of project award posted on WRC website
June 5, 2023	Startup contract signed