

## **Request for Proposals**

### Ohio School Boards Association Diversity and Equity Consulting

#### Background/Introduction

The Ohio School Boards Association (OSBA) is a nonprofit 501(c)(4) corporation that leads the way to educational excellence by serving Ohio's public school board members and the diverse districts they represent through superior service, unwavering advocacy and creative solutions. Nearly 100% of the 713 boards representing the city, municipal, local, exempted village, and career technical school districts and educational service centers throughout the State of Ohio are OSBA members. OSBA's activities include extensive informational support, advocacy and consulting, board development and training, legal information, labor relations representation, and policy service and analysis.

In 2017, OSBA's Board of Trustees adopted a new strategic plan that mapped out OSBA's goals and objectives for the next five years. As a part of this strategic plan, OSBA committed itself to equipping boards of education with the tools and resources they need in order to provide students of all backgrounds and abilities with a high-quality education that prepares them for life-long success. This goal requires OSBA to increase the public's understanding of poverty and its impact on student learning, enhance members' abilities to reduce the achievement gap, increase member understanding about the barriers in education, create a diversity and equity committee, and convene highly interactive audience-led training summits around some of the most vexing social issues of the day.

#### Project Goals and Scope of Services

To assist OSBA with achieving the goals and objectives in its strategic plan, OSBA is seeking a qualified Diversity and Equity Consultant ("Consultant") to work cooperatively with the Association to implement the following services ("Services"):

- **Provide consulting services for districts in the area of diversity and equity.**
  - Consulting services may include a one-time professional development activity, train-the-trainer activities, or a longer-term consulting relationship with a district.
  - The primary audience of these services will be school board members and school district administrators.
  - These services will be performed as a subcontracted service of OSBA, with fee-sharing opportunities provided for both OSBA and Consultant.
  - The Consultant will discuss with the school district the specific desires of the district and will prepare a statement of the services to be provided, the professional fee to be charged, and an estimate of the expenses to be charged to the district. This statement will serve as the basis for a contract with the district.
  
- **Identify and create resources for school board members in the area of diversity and equity.**
  - Topics for resources will be generated by OSBA and Consultant.
  - The primary audience for these resources will be school board members and school district administrators.
  - OSBA expects that these resources will be a combination of toolkits, templates and fact sheets developed by OSBA and outside third-parties, as well as resources developed internally by Consultant.

- **Provide written content for at least two articles per year on diversity and equity topics.**
- **Provide content and present at OSBA workshops and conferences throughout the year, as requested by OSBA.**
  - Topics for sessions will be generated by OSBA and Consultant, but may include implicit bias, poverty, diversity, inclusion, equity and homelessness.
  - The presentations must be highly interactive and audience-led.
  - The primary audience for these workshops and conferences will be school board members and school district administrators.
- **Develop, design and offer customized onsite training for OSBA staff.**
  - Develop, design and offer a curriculum designed to raise awareness between and among staff that identifies how diversity and equity initiatives relate to and can be incorporated into the services and products offered by OSBA.
  - The primary audience for this training will be OSBA staff.
- **Serve as a consultant to OSBA staff as OSBA strives to achieve the goals and objectives in its strategic plan that relate to diversity and equity.**

#### Timeline

Consultant's work will begin in 2019. A consulting contract will be offered for an initial two-year term, with an opportunity for annual one-year renewals.

#### Elements of Proposal

If you are interested in providing services to OSBA, please submit the following to Kathy McFarland, Deputy Chief Executive, 8050 N. High Street, Columbus, OH 43235 on or before November 16, 2018:

1. **Background Information.** A cover letter or executive summary signed by a person authorized to enter into a contract with OSBA containing at least the following information:
  - a. Name, address and telephone number of a contact person
  - b. Description of the company
  - c. Company's federal tax ID number
2. **Experience in providing the services.** Describe the experiences of the company and its personnel in providing services similar to the Services set forth above. Please indicate whether you have experience working with school districts in Ohio and whether you have capacity to provide the services on a statewide basis. Please indicate whether there are upcoming opportunities for OSBA to attend a session where you will be providing services similar to the Services set forth above.
3. **Team qualifications.** Attach resumes of personnel (or sub-consultants, if any) who will be providing the Services. Please identify any specific credentials or certifications relevant to these Services that are held by your company or its employees. Please also discuss any commitments you make to staff continuity, including your staff turnover experience in the last three years.
4. **Work plan.** Provide a description of the plan or approach, the role of each staff member (or sub-consultants, if any) expected to perform the Services, and the proposed time frames for completion of the Services.

5. **Business references.** Provide a list of three (3) verifiable client references.
6. **Fee schedule.** A proposed schedule of fees (and expenses), including hourly rates for persons performing the Services or fixed rate for completion of the Services. Please also describe how you bill for questions on technical matters that may arise throughout the year.
7. **Potential conflicts of interest.** Disclose any known facts that would or might create a conflict of interest with OSBA If you were awarded a contract for the Services.
8. **Outstanding claims, litigation or threats of litigation.** Identify any outstanding claims, litigation or threats of litigation against your company or its members.
9. **Miscellaneous.** Please provide any additional information, not specifically requested, but which you believe would be useful in evaluating your proposal.