



## **Request for Proposals**

**Project Name:** Diversity, Equity & Inclusion Strategic Plan

**School Name:** Mount Saint Dominic Academy

**ATTN:** Diversity, Equity & Inclusion Committee

**Submission E-mail Address:** DEI@msdacademy.org

**Proposal Due Date:** Friday, July 31, 2020

### **1. Background/Introduction**

Mount Saint Dominic Academy (MSDA) is a four-year Catholic college preparatory school for women located in Caldwell, New Jersey, serving students in ninth through twelfth grades. The school was founded in 1892 by the Dominican Sisters of Caldwell. It is located within the Roman Catholic Archdiocese of Newark. Currently, our student body is comprised of 215 young women, 32 faculty members, and an administration of 3, with 10 members on the administrative team. The Diversity, Equity and Inclusion (DEI) Committee of the Board of Trustees was charged by the Head of School to develop recommendations for improving the school's policies and practices regarding diversity, equity, and inclusion on campus. These recommendations would pertain to: student recruitment and retention, marketing, faculty hires, programming, curriculum, institutional service and care. In addition, the DEI Committee was tasked with developing initiatives for hosting and attracting faculty, students, and scholars of multicultural backgrounds.

### **2. Project Goals**

The DEI Committee is seeking a highly competent, ethical, and experienced diversity, equity, and inclusion consultant to conduct an organizational assessment that provides a better understanding of current policies, culture, and practices with regard to representation and inclusion. This assessment will:

- a. Identify strengths and weaknesses
- b. Recommend appropriate actions
- c. Introduce a work plan to shift the culture at MSDA

The ultimate objective of this work is to develop a strategy that will create an environment that is welcoming to a diverse student body and aims to equip students and faculty with the necessary tools to nurture this new culture.



### **3. Scope of Services**

The selected consulting team will be expected to deliver all/or most of the following:

- a. Conduct an assessment of the school's workplace culture, student body activities and programs, recruitment strategies to increase diversity amongst students and faculty, and efforts to enhance representation and inclusivity.
- b. Analyze the results and record data to present to the DEI Committee.
- c. Create a work plan for recommended improvements complete with achievable milestones.
- d. Facilitate any workshops and training for administrative staff and faculty to be able to implement and sustain the recommended work plan.

### **4. Key Areas of Focus**

Proposals should ideally address the following areas and themes in relation to diversity, equity, and inclusion:

- a. Equity and Access (e.g., equal opportunity, dismantling institutional bias, active outreach, recruitment, retention, graduation/promotion of diverse students and employees)
- b. Education and Learning (e.g., curriculum and pedagogy designed to prepare students for a global economy including domestic and international diversity)
- c. Leadership and Professional Development (e.g., training and development approaches that nurture diverse talent, and cultivate leaders and professionals to implement and sustain a diversity agenda)

### **5. Anticipated Selection Schedule**

RFP Launch Date: July 16, 2020

Deadline for Bidders to Submit Questions: Due to the accelerated schedule for turnaround of the proposal, questions can be directed to the DEI Committee as needed.

RFP closing date: July 31, 2020

Review Submissions: Week of August 3, 2020

Interview Finalists: August 10- August 12, 2020

Selection of Top Bidder: August 14, 2020

Contract Award: August 17, 2020

Project Completion: December 31, 2020 (desired, but negotiable)

### **6. Submission of Proposals**

The RFP will be posted on Mount Saint Dominic Academy website through the RFP close date on July 31, 2020. Respondents to the RFP must submit the full proposal as detailed below. Responses must be received no later than July 31, 2020 by 5:00 PM EST.



Responses should be clearly marked “RFP MSDA DEI- CONSULTANT NAME” and delivered electronically to the contact listed on page 1.

## **7. Submission Requirements**

Submissions should at a minimum include the following:

- a. Experience with academic and/or preparatory school climate surveys and provide examples of prior related work.
- b. Detailed implementation plan with milestones, and complete narrative highlighting roles and responsibilities of team members to complete the proposed work.
- c. Structure and composition of the team who will provide the requested service, and how that particular composition will address our specific needs.
- d. Special considerations MSDA should give to the process at this stage and throughout.
- e. A budget narrative with a detailed description of the costs associated with each action item within the work plan.
- f. Names and e-mails of two former clients.

## **8. Evaluation Criteria**

- a. Firm /Consultant experience and proven outcomes
- b. References
- c. Proposed work-plan
- d. Price

## **Correspondence & Submission**

For questions or concerns connected to this RFP, please contact [DEI@msdacademy.org](mailto:DEI@msdacademy.org).