



mid michigan  
**COMMUNITY**  
*Action*

"Helping People, Changing Lives."

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## Request for Proposal

Inclusion, Diversity, Equity, and Accessibility (IDEA) Consultant

Published March 1, 2024

Reply to:  
Eva Rohlman  
Outreach & Opportunities Director  
[erohlman@mmcaa.org](mailto:erohlman@mmcaa.org).

Please return responses no later than April 15, 2024.

## Request for Proposal

### Inclusion, Diversity, Equity, and Accessibility Consultant

Mid Michigan Community Action is using a competitive selection process (referred to herein as the Request for Proposals or RFP) to select a vendor to provide guidance and direction to the agency's Inclusion, Diversity, Equity, and Accessibility Committee to determine a specific course of action and goals related to Inclusion, Diversity, Equity, and Accessibility (IDEA) at Mid Michigan Community Action. This is not a bid, but a Request for Proposals that could become the basis for negotiations leading to a contract with a vendor to provide the tools and services described in this document.

#### ORGANIZATION OVERVIEW

Our mission: Mid Michigan Community Action guides local residents on the path to self-sufficiency through empowerment, education, and community enrichment.

Mid Michigan Community Action serves low-income people across central lower Michigan, including Bay, Clare, Gladwin, Mecosta, Midland, Muskegon, Oceana, and Osceola Counties. In the fall of 2023, a committee of board, staff, and volunteers at Mid Michigan Community Action identified a strategic focus on Inclusion, Diversity, Equity, and Accessibility. The IDEA Committee was created to build and sustain an environment where all staff, volunteers, and community members are valued and have access to equitable opportunities to thrive and succeed.

The committee is seeking a consultant to:

- Review the policies and procedures of the organization;
- Analyze the community, program participant, staff, and volunteer demographics and determine if other supplemental data needs to be gathered;
- Identify inclusion, diversity, equity, and accessibility challenges within our organization;
- Recommend strategies to address the challenges identified.

The proposal should not exceed \$10,000.

#### PROJECT DELIVERABLES

1. Provide analysis of Mid Michigan Community Action's policies, procedures, and demographic data
2. Facilitate discussion of analysis to IDEA Committee (minimum 2 hours)
3. Create a summary document of observations and recommendations for Mid Michigan Community Action's IDEA work.
4. Facilitate a workgroup (no more than 3 hours) with the IDEA Committee to draft priorities, craft goals, determine objectives, and identify strategies.
5. Moderate a conversation (no more than 2 hours) with the committee and the organization's Leadership Team to review and finalize the strategies.
6. Submit a final report with the observations, recommendations, priorities, goals, objectives, and strategies.

## SUBMISSION REQUIREMENTS

Each response must include the following or it may be excluded from response scoring:

1. A cover sheet including vendors' contact information, email address, business address, and phone numbers;
2. An overview that reflects the vendors' understanding of the efforts described in this Request for Proposals and the project deliverables;
3. A detailed explanation of how the Vendor proposes to meet the Project objectives and requirements set forth above, including descriptions of the methodology that will be used and examples of the deliverables that will be produced;
4. A work plan and project timeline, with identification of tasks to be performed and/or services to be provided by the Vendor, timeframes to complete the performance of identified tasks, anticipated key milestones, and an estimate of the earliest start date following execution of a contract;
5. A description of completed similar projects that demonstrate the Vendor's experience and area of expertise, including the vendor's ability to provide the stated deliverables;
6. At least three (3) client references with appropriate contact information that the Vendor has performed work for in the past three (3) years and that can attest to the vendor's ability to complete work as stated;
7. A written statement acknowledging either no conflict of interest or identifying any conflicts of interest as it relates to this project;
8. Evidence of the vendor's financial stability as an indicator of the vendor's ability to provide services irrespective of uneven cash flow; and
9. Acceptable evidence of compliance with the workers' compensation coverage requirements.

Pricing, Risk of Loss. All prices quoted must be firm and not subject to increase. Travel, administrative, overhead, and other related charges, and expenses shall be included in the prices outlined in the proposal. Do not include sales tax, as the organization is exempt.

## PROPOSAL EVALUATION

Mid Michigan Community Action will evaluate all complete proposals received by the deadline. Incomplete proposals, late proposals, or proposals sent to any other address may not be considered. In some instances, an interview or demonstration may be part of the evaluation process.

The proposal evaluation will first be limited to the submission requirements outlined in the RFP. The second part evaluation of all proposals shall be based upon deriving the "Best Value" for Mid Michigan Community Action. Best Value means achieving an appropriate balance between price and other factors that are key to a particular procurement. A procurement that obtains a low price but does not include other necessary qualities and features of the desired product or service does not meet the Best Value criterion. Factors upon which the proposals will be judged include, but are not limited to, the following:

- a. Vendor's industry experience and previous experience in performing similar work;

- b. Thoroughness, quality, specificity, robustness, flexibility of vendor's approach/ methodology;
- c. Cost estimate;
- d. Vendor's product and/or service delivery methodology;
- e. Reliability of product or service;
- f. Closeness of fit with project requirements;
- g. Financial stability of the organization; and
- h. Vendor's past performance and client references.

Mid Michigan Community Action reserves the right to determine, at its sole and absolute discretion, whether any aspect of a proposal satisfactorily meets the criteria established in this RFP.

Mid Michigan Community Action reserves the right to request additional information from Vendors during any phase of the proposal evaluation process. During the evaluation and selection process, the agency may require the presence of a vendor representative at a virtual conference. During a vendor conference, a vendor may be asked to provide a product example and/or to answer specific questions. Vendors are required to demonstrate the product and answer questions. Notification of any such requirements will be given as necessary.

Mid Michigan Community Action may elect not to award a contract solely based on this RFP and will not pay for the information solicited or obtained. The information obtained will be used in determining the alternative that best meets the needs of Mid Michigan Community Action.

**Right to Cancel.** Mid Michigan Community Action is not obligated to respond to any proposal submitted, nor is it legally bound in any manner whatsoever by the submission of a proposal. Mid Michigan Community Action reserves the right to cancel or withdraw the request for proposals at any time if it is in its best interest. If the RFP is canceled or withdrawn for any reason, Mid Michigan Community Action shall not have any liability to any proposer for any costs or expenses incurred in conjunction with this request for proposal or otherwise. Mid Michigan Community Action also reserves the right to reject any or all proposals, or parts of proposals, to waive any informalities therein, and to extend the proposal due dates.

#### SUBMISSION OF PROPOSALS

**Questions.** All questions about this RFP must be submitted in writing via email to Mid Michigan Community Action's sole point of contact, Eva Rohlman, Outreach & Opportunities Director at [erohlman@mmcaa.org](mailto:erohlman@mmcaa.org) no later than March 29, 2024, at 4:30 PM. All answers will be published on April 1, 2024 at [www.mmcaa.org](http://www.mmcaa.org). Other personnel are not allowed to discuss the Request for Proposals with anyone, including responders, before the proposal submission deadline.

**Proposal Timeline.** Your proposal must be submitted in writing no later than April 15, 2024, to Eva Rohlman, Outreach & Opportunities Director at [erohlman@mmcaa.org](mailto:erohlman@mmcaa.org) as one (1) electronic PDF or Word format copy.

**Selection Timeline.** Vendor review and selection will begin upon receipt. Final selection and notification will be made by April 30, 2024.