



REQUEST FOR PROPOSALS: ASSESSING THE STATE OF INCLUSION IN THE COMMONWEALTH OF VIRGINIA

ORGANIZATION BACKGROUND

The Virginia Center for Inclusive Communities works with schools, businesses, and communities to achieve success by addressing prejudices, in all forms, in order to improve academic achievement, increase workplace productivity, and enhance local trust. Through workshops, retreats, and customized programs that raise knowledge, motivation, and skills, VCIC develops leaders who work together to achieve success throughout the Commonwealth.

Our organization traces its roots back to 1935 in Virginia. With a lengthy and rich history, we have been destined to change with the times, even as we work to change the times in which we live. Originally founded as the Virginia Region of the National Conference of Christians and Jews, the Virginia Center for Inclusive Communities has concluded our association with NCCJ and has joined with many of our fellow offices across the country to form the National Federation for Just Communities, a new movement fighting prejudice in all its forms.

The Virginia Center for Inclusive Communities is headquartered in Richmond, Virginia, with chapters in Lynchburg, the Virginia Peninsula, Richmond, and Tidewater/South Hampton Roads. VCIC is incorporated in the Commonwealth of Virginia, and recognized by the IRS as a 501(c)(3) tax-exempt nonprofit organization.

PROJECT OVERVIEW

VCIC invites proposals for a research project to assess the “State of Inclusion” in the Commonwealth of Virginia. The proposed project will include:

- (1) The creation of a customized survey instrument;
- (2) Collection of data; and
- (3) Data analysis and the development of a final report.

VCIC seeks to conduct this project across Virginia. However, budgetary considerations may limit the scope of the research to specific geographic areas, including but not limited to Central Virginia, Hampton Roads, and the metropolitan Richmond area (aligned with VCIC’s current chapter locations).

DEFINITION OF INCLUSION

The Virginia Center for Inclusive Communities’ programs define inclusion as “the accepting, respecting, and valuing of diversity.” Aligned with our organizational vision, VCIC believes that an inclusive Virginia is one in which all people can live, work, and play in an environment that accepts them as equals without hostility or discrimination.

PROJECT GOALS

Through this project, VCIC seeks to assess:

- (1) The extent to which Virginia residents feel included in schools, workplaces, and communities;
- (2) The extent to which Virginia residents support inclusive policies and practices in schools, workplaces, and communities; and
- (3) If and how Virginia residents take action when they encounter exclusion.

TIMELINE

The Virginia Center for Inclusive Communities seeks to complete this project in full by August 31, 2020. Specific benchmarks should be included in the proposal and will be subject to agreement from VCIC.

REQUIRED PROPOSAL CONTENTS

The following information must be included and addressed in the proposal:

- Partner contact information, including name of primary representative(s) for the project
- Example(s) of relevant background and experience
- Recommendation for how to best meet the identified project priorities (Note that VCIC is open to updating the scope of the project based on recommendations.)
- Budget
- Timeline
- Three references

EVALUATION AND SELECTION

The following criteria will be utilized in the evaluation of qualifications for development of the short list of those partners to be considered for negotiations. Individual criteria may be assigned varying weights at VCIC's discretion to reflect relative importance.

- Demonstrated qualifications and capacity of the partner
 - Years of experience
 - Service capabilities
 - Verification of positive references with other clients
- Proposed fee/costs rates associated with the product/services

The evaluation process consists of two phases: analysis and selection. During the analysis phase, proposals are reviewed to ascertain which proposals address all the requirements of the RFP. Proposals which are determined to be substantively lacking are eliminated at this point. The selection phase involves the rating of each remaining proposal on various selection criteria. Interviews with finalist candidates may be considered. The selection will not be based solely on the criterion of the lowest proposed cost, but will be based both on price and the partner's ability to provide the requested services.

SPECIAL TERMS AND CONDITIONS

- Availability of Funds: It is understood and agreed between the parties herein that VCIC shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.
- Proposal Acceptance Period: This proposal shall be binding for 90 calendar days following the proposal opening date. Any proposal in which the partner shortens the acceptance period may be rejected.
- Insurance Coverage and Limits Required: The partner agrees to be responsible for, indemnify, defend, and hold harmless Virginia Center for Inclusive Communities, its agents, and employees from the payment of all sums of money by reason of any claim against them arising out of any and all occurrences resulting in bodily or mental injury or property damage that may happen to occur in connection with and during the performance of the contract, including but not limited to claims under the Worker's Compensation Act. The partner agrees that it will, at all times, after the completion of the work, be responsible for, indemnify, defend, and hold harmless Virginia Center for Inclusive Communities, its agents, and employees from all liabilities resulting from bodily or mental injury or property damage directly or indirectly arising out of the performance or nonperformance of the contract.
- Indemnification: Partner agrees to indemnify, defend and hold harmless the Virginia Center for Inclusive Communities, its agents, and employees from any claims, damages, and actions of any kind or nature, whether at law or in equity, arising from or caused by the use of any materials, goods, or equipment of any kind or nature furnished by the partner, provided that such a liability is not attributable to the sole negligence of the using agency or to failure of the using agency to use materials, goods, or equipment in the manner described by the partner on the materials, goods or equipment delivered.
- Ownership of Material: Ownership of all data, material and documentation originated and prepared for Virginia Center for Inclusive Communities pursuant to the RFP shall belong exclusively to Virginia Center for Inclusive Communities and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by any partner shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the partner must invoke the protection of this section prior to or upon submission of the data or other materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary.
- Obligation of Partner: By submitting a proposal, the partner agrees that it is satisfied, from its own investigation of the conditions to be met, that it fully understands the obligations and that it will not make any claim for, or have a right to cancellation or relief from the contract because of any misunderstanding or lack of information.
- Service Obligations: The Virginia Center for Inclusive Communities reserves the right to use some or all of the services offered by the partner.



TO APPLY

Submit the requested proposal content by September 30, 2019 to:

Jonathan Zur
President & CEO
Virginia Center for Inclusive Communities
5511 Staples Mill Road, Suite 202
Richmond, VA 23228
Fax: (804) 515-7177
Email: contact@inclusiveVA.org

Questions will be accepted via email through September 13, 2019 and responses will be posted at inclusiveVA.org/state-of-inclusion by September 20, 2019. No phone calls or visits, please.