



## **Request for Proposals: Equity, Diversity, and Inclusion Assessment, Education and Implementation Planning**

November 2, 2020

### **1. Project Summary**

Illinois Children's Healthcare Foundation (ILCHF) seeks proposals from qualified organizations or individuals to partner with us to help our Staff and Board of Directors learn about and then develop actionable equity, diversity and inclusion (EDI) practices which will be embedded within the culture and practices of ILCHF.

### **2. About Us**

ILCHF has a single vision: Every child in Illinois grows up healthy.

Working with grantee partners across the state, the Foundation focuses its grant making on identifying and funding solutions to the barriers that prevent children from growing up healthy and accessing the ongoing health care they need. ILCHF is the only statewide private foundation focused solely on improving the health of all children in the State of Illinois.

ILCHF was created in December 2002 through an action of Attorney General Jim Ryan, and an Illinois insurance carrier. This action and a settlement of approximately \$125 million established the Foundation's endowment. From 2002 into 2020, ILCHF has awarded nearly \$100 million in grants that have been invested in programs aimed at improving children's overall health in Illinois, with a focus on both children's oral health and children's mental health.

In June 2020, following the death of George Floyd and subsequent demonstrations seeking racial justice and equity, the ILCHF Board of Directors committed to the creation of the ILCHF Health Equity and Social Justice Work Group in order to examine the Foundation's work through an EDI lens. This RFP is a product of the Work Group's conversations and deliberations and will help the Foundation develop best practices going forward. ILCHF is firmly committed to this work such that it will influence every decision ILCHF makes, including every grant making decision, going forward.

The Board of Directors has also committed \$2 million in grant funding in 2021 for initiatives benefiting communities disparately impacted by the dual pandemics of CODID-19 and structural racism. As a precursor to this grantmaking, ILCHF is seeking, through this RFP, a firm or individual to provide among other things, in-depth and practical education for the Staff and Board regarding , equity, diversity, inclusion, social justice, and antiracism.

### **3. Scope**

Our goal is to become an organization, which does its work through an EDI lens with a continued focus on health equity and the social determinants of health. The Foundation knows that this will be a long journey and plans to do this work in a number of phases over multiple years. In this first phase ILCHF seeks to work with a partner who will:

1. Engage in an EDI assessment, which will include an assessment of institutional culture, and the status of Staff and Board member knowledge of, and current implementation of EDI principles.
2. Provide a Board and Staff training on best practices by foundations implementing EDI and antiracist practices in their work.
3. Following the EDI assessment, recommend and implement effective interactive EDI trainings for Staff and members of the Board of Directors.
4. Following the EDI assessment, provide an action plan for the implementation of EDI principles within the Foundation and a road map for the next phase of this work. ILCHF anticipates that the next phase will include an assessment of ILCHF's (a) grant making practices, (b) staff development and hiring practices, and (c) Board member recruitment and development practices.

Our Board of Directors has 18 members and ILCHF has six staff members.

### **4. Requirements**

Qualified firms or individuals must have a solid record of successful engagements building organizational capacity related to EDI, social justice and antiracism with a variety of organizations, especially those similar to ours. A history of working with clients to develop, implement and achieve measurable impact in connection to EDI is important. Specific experience working with philanthropic organizations is a plus as well as experience in the fields of children's health, social determinants of health and/or health equity.

### **5. Proposal Format and Content**

ILCHF is open to a range of approaches and we encourage respondents to suggest strategies that have been successful in previous engagements. We will work with our selected partner to craft and implement an impactful and attainable project plan with

work ideally beginning in April 2021. We anticipate this engagement will extend through October 2021.

ILCHF looks forward to learning from applicants their ideas and best practices for this critical work. Ideally the initial assessment would be completed by June 15, 2021 and a report, including recommendations and an implementation plan, would be presented to the Board of Directors at the June 2021 Board meeting. Under this assumption, the second phase of work would commence, including staff and Board member education, with a report to the Board on the status of identified goals at the October 2021 Board meeting. (This timeline assumes that the staff and board member education, responsive to the assessment, would occur between June 2021 and October 2021.) If this approach/timeline is not realistic/feasible, it can be adjusted.

We contemplate that much of the work with the Board of Directors will be conducted within the framework of regular Board meetings which will occur in every other month starting in February 2020. Additional meetings can be arranged as needed.

Proposals should address the following areas and questions:

- Describe the general approach, tools and strategies that you would propose including your staffing, work phases, timelines and client requirements.
- How would you measure your effectiveness? How do you define “success” in these types of engagements?
- Please define the following terms as you use them in your work: equity; diversity; inclusion; social justice and antiracism.
- Given the challenging realities created by COVID-19, what experience do you have with virtual work? What best practices will you employ since likely all of this engagement will take place virtually?
- What is your approach to facilitation? How has that approach changed in response to COVID-19 and the need to work virtually? How do you measure whether a virtual meeting was successfully facilitated?
- What role if any would grantees or other organizational stakeholders play in informing this process?
- Describe how you would assess the competencies of our organization, staff, and Board of Directors at the beginning of the engagement? How will improvement/progress and learning be measured, reported and shared throughout the project?
- Provide background on the individuals who would be engaged with us on this work and include relevant experiences on each person listed.
- List representative clients, plus three references, who can speak to your experience and competencies in similar work. Please provide telephone numbers and email addresses for the references.

- Please share key research or references (books, articles, essays, people) that inform your approach to this work.
- A detailed budget for the engagement and a suggested timeline. If the work can be done in phases/modules, please provide specific pricing and details for those modules.

## **6. Technical Assistance**

Questions regarding the RFP will be answered during a teleconference scheduled for November 16, 2020 at 11 am. Register for the conference call [here](#).

## **7. Selection Process and Timeline**

Following brief first round telephone interviews with selected applicants, the ILCHF Health Equity and Social Justice Work Group will conduct virtual interviews with up to five respondents to explore capability and compatibility before making a recommendation to the Board of Directors to retain a consultant. A proposal revision may be requested following the interview and prior to selection.

Our Timeline is as follows:

- November 2, 2020 – RFP issued
- Friday, December 11, 2020 – Proposals due
- January 25 – January 29, 2021 – Calls with selected applicants
- February 8 – 12, 2021 – Virtual interviews of 3 – 5 applicants
- March 1, 2021 – consultant selected; work begins April 1, or sooner if possible

## **8. Selection Criteria**

ILCHF will evaluate proposals on a qualitative basis. This includes our review of the consultant/consulting group's previous engagements and the related materials, interview with personnel to be assigned to ILCHF, results of discussions with references, and the consultant/consulting group's completeness and timeliness in its response to us. As noted above, experience working with philanthropic organizations and/or in the fields of children's health and/or health disparities/equity is of particular interest.

## **9. Submitting your Proposal**

Submit your proposal via email to [heatheralderman@ilchf.org](mailto:heatheralderman@ilchf.org) with the subject line EDI RFP no later than 12 pm CST on Friday, December 11, 2020. All files should be submitted as a pdf. Your submission email should contain the name, title, telephone number and email address for the primary contact person for this proposal. Please direct questions to [heatheralderman@ilchf.org](mailto:heatheralderman@ilchf.org) and put EDI RFP QUESTION in the subject line.