



CONSULTANT SERVICES: DIVERSITY, EQUITY, INCLUSION, AND ENVIRONMENTAL JUSTICE ORGANIZATIONAL ASSESSMENT Request for Proposals

BACKGROUND

Casco Bay Estuary Partnership (CBEP) seeks proposals from individuals or firms able to conduct an organizational assessment or “audit” of CBEP’s current governance structure, programs, and decision-making processes, to better understand the deficiencies within the organization regarding matters of diversity, equity, inclusion, and environmental justice (DEIJ). In addition to providing an analysis of the current structure and programs, the consultant will develop specific recommendations for changes to our programs, practices, and processes to become more diverse, equitable, inclusive, and responsive to environmental justice needs and concerns.

CBEP fosters collective action to strengthen the ecological and economic vitality of Casco Bay, and to help watershed communities address regional challenges such as climate adaptation, water pollution and habitat degradation. CBEP is affiliated with the Cutler Institute at the University of Southern Maine in Portland, Maine. Further information is available on our website: <https://www.cascobayestuary.org>.

CBEP has a DEIJ Committee made up of three CBEP staff members, three Management Committee members, and our EPA staff liaison. The first committee task was to create a [DEIJ mission statement and goals](#). CBEP is also embarking on a strategic plan update to our [2016-2021 Casco Bay Plan](#) and see Diversity, Equity, Inclusion and Justice as central to that Plan update. EPA, which provides our core funding, is requiring, in response to the White House Justice 40 program, that we address our underserved communities.

We invite you to submit your creative and thoughtful ideas about the best way to move our DEIJ program forward. The project will begin in spring 2023 with an organizational meeting between the consultant/s and the CBEP Team.

TASKS

- CBEP document review: Reviewing recent contractor RFPs, personnel procedures, organizational structure, grant programs, etc.
- Conducting interviews or surveys of CBEP staff, CBEP DEIJ working group members, key management committee members, and Catherine Cutler Institute key staff
- Analyzing the ways in which CBEP’s policies, procedures, and practices are supporting or acting as barriers to CBEP becoming more diverse, equitable, inclusive, and responsive to environmental justice needs and concerns
- Recommendations for follow-up steps that CBEP can take to become a more diverse, equitable, and inclusive organization
- Meet and correspond periodically with CBEP staff and DEIJ Committee as required to complete the project
- Provide a final draft report for staff to review
- Make mid-project and final presentations to CBEP staff and Management Committee members



- CBEP reserves the right to amend the scope of services

EXPECTED OUTCOMES

- A final organizational audit report with recommendations for changes to our programs, practices, and processes to become more diverse, equitable, inclusive, and responsive to environmental justice needs and concerns
- Two presentations to staff and Management Committee members
- Detailed, itemized invoices

PROPOSAL FORMAT

Proposals are due via email to Marti Blair at Casco Bay Estuary Partnership in Portland, Maine, marti.blair@maine.edu, by midnight on Thursday, February 23, 2023. Please submit any questions in writing to the same address.

The proposal shall contain the following:

- Letter of transmittal including complete contact information; signed by an authorized representative of the firm
- Methodology for conducting the project
- Timeline for project completion
- Budget, billing rates and policies, fee
- Breakdown of total fee by task and how additional tasks agreed to under a formal contract amendment would be priced
- Statement of qualifications of the principal staff assigned to the project as well as the qualifications of the firm, 1 page maximum per person
- Identification and qualifications of any subcontractor(s), 1 page maximum per subcontractor
- Examples of similar projects conducted by the firm
- References including contact information, 1 page maximum per reference, no more than 3 references
- Any exceptions to the requirements of this RFP
- The total proposal package should not exceed 20 pages

SELECTION CRITERIA

The following criteria will be used in reviewing the proposals and selecting the firm:

- Understanding of the project
- Methodology for conducting the project
- Qualifications and past experience of firm and individuals proposed to work on project.
- References
- Timeline and availability
- Fees and rates
- The review committee may request an interview or further information

AWARD AND FOLLOW-UP

An announcement of award is anticipated in March 2023.



A subcontract agreement will be entered into between Casco Bay Estuary Partnership, University of Maine system, and the successful bidder prior to work commencing. The successful contractor will be required to enroll as a supplier in the University of Maine eProcurement system, Maine Street Marketplace, and provide a Certificate of Insurance as specified in the subcontract.

A condition of the award is that Casco Bay Estuary Partnership and EPA award information be acknowledged in any reports, articles, press releases, newsletters, or other materials where descriptions of the project may appear. An electronic copy of CBEP's logo will be provided for this purpose.