

**Request for Information**

**Racial Equity Training and Support Directory**

**WHY WE ARE ISSUING THIS RFI**

On behalf of Allegheny County, its Department of Human Services (DHS) has compiled a publicly available Directory of qualified racial equity, diversity and inclusion service providers known as the [***Racial Equity Training and Support Directory***](https://alleghenycounty.us/WorkArea/linkit.aspx?LinkIdentifier=id&ItemID=6442473887)(henceforth referred to as the Directory). Providers are invited to submit information about their services and qualifications to be considered for addition in the Directory.

In the summer of 2020, as civil unrest swept the country in response to the most recent deaths of Black people including George Floyd, Breonna Taylor and Ahmaud Arbery, and as COVID-19 disproportionately affected communities of color, many organizations sensed enormous urgency to advance racial equity. They wanted to train staff or complete organizational racial equity assessments but did not know which providers offer such services. In October 2020, to address this need, DHS issued the first Request for Information (RFI) for the Racial Equity Training and Support Directory. The responses to that RFI were compiled and published into the first edition of the Directory in January 2021.

As the work to advance racial equity continues, DHS will keep the RFI open year-round so that additional providers may submit a response to be considered for inclusion in the Directory. Responses will be reviewed four times yearly in March, June, September and December, and a new version of the Directory published shortly after each deadline. Please see the Timeline on Page 3 of this RFI for specific dates. The most updated version of the Directory can be found here under the ‘Racial Equity’ heading: <https://alleghenycounty.us/Human-Services/Resources/Doing-Business/Trainings.aspx>.

The Directory includes ***racial equity services*** and ***diversity and inclusion services***. Both types of services are valuable, but they serve different purposes.

* We define ***racial equity services*** as those which focus on achieving a state in which a person’s race no longer determines their outcomes and those most impacted by structural racial inequity are meaningfully involved in the policies and practices that impact their lives.
* We define ***diversity and inclusion services*** as those which focus on bringing together individuals with different identities and creating spaces where differences are embraced and any individual or group can feel respected, supported and valued.

The Directory categorizes services into three different types. Providers are asked to identify which services they provide in their response to this RFI.

* ***Training:*** Services that train staff, board members and/or other stakeholders to build skills and knowledge about diversity, inclusion, racial equity and related topics.
* ***Organizational Capacity Building:*** Services that build an organization’s capacity to address racial equity, diversity and/or inclusion, through efforts such as assessment, strategic planning, quality improvement and human resources.
* ***Health and Wellness:*** Services that support the health and wellness of staff through racial equity-focused self-care.

The Racial Equity Training and Support Directory is intended to be used by any entity in Allegheny County that is searching for a provider of racial equity, diversity and inclusion services. In order to be included in the Directory, providers must have the capacity to serve entities in Allegheny County. Therefore, providers may be based in and around Allegheny County or, if services can be provided remotely, based elsewhere. For more information about requirements providers must meet to be included in the Directory, please see the Response section.

This RFI is for informational purposes only; no contracts will be issued as a result. DHS may issue a solicitation subsequent to this RFI and will notify all respondents if and when the solicitation is posted. All parties who contract with Allegheny County must comply with our standard terms and conditions, available for review on our Solicitations webpage: [http://www.alleghenycounty.us/Human-Services/Resources/Doing-Business/Solicitations-(RFP/RFQ/RFI).aspx](http://www.alleghenycounty.us/Human-Services/Resources/Doing-Business/Solicitations-%28RFP/RFQ/RFI%29.aspx).

**About DHS**

On behalf of Allegheny County, DHS is the issuing department for this RFI.

DHS is the largest department of Allegheny County government and provides publicly funded services to more than 200,000 people annually, in areas including child welfare, behavioral health, aging, developmental supports, homelessness and community services.

More information about DHS is available at <http://www.alleghenycounty.us/human-services/index.aspx>.

**HOW TO SUBMIT A RESPONSE**

Please respond to this RFI by typing your responses to each requested item directly into the Word document at the end of this RFI. The written responses must adhere to the provided word counts.

Submit your completed response electronically by logging into or creating an account on DHS’s Bonfire Portal at <https://alleghenycountydhs.bonfirehub.com> and uploading the required document to the Racial Equity Training and Support Directory RFI Opportunity Page no later than 3:00 p.m. Eastern Time on each submission deadline. You will receive an email when your response is received. If you do not receive this notification with 48 hours of submitting your response, please contact DHSProposals@alleghenycounty.us. If additional information is required after receipt of your expression of interest, you will be contacted.

If you are having trouble making an account or uploading your documents, please contact Bonfire Support. You can also reach out to the DHS Procurement Team at DHSProposals@alleghenycounty.us or (412) 350-6352.

If you have any questions about this RFI, please use the Vendor Discussion feature through the DHS Bonfire Portal on the RFI Opportunity Page at <https://alleghenycountydhs.bonfirehub.com>, or email us at DHSProposals@alleghenycounty.us.

**Who Can Apply**

Anyone is eligible to submit a response to this RFI. This includes non-profit organizations, for-profit organizations, small businesses and individuals. You do not need to have an existing contract with Allegheny County to apply.

**Selection Criteria**

In selecting providers to be included in the Racial Equity Training and Support Directory, DHS will review the completeness and quality of all responses, considering if the provider demonstrates expertise in racial equity training and/or support. Respondents will be notified only if they are not being included in the Directory, and we expect to send these notifications one month following each submission deadline. All respondents who do not receive this notification will be included in the Directory.

**Timeline**

**RFI Posting:** Thursday, February 18, 2021

**Deadline for Questions:** 3 p.m. Eastern Time five business days prior to the next submission deadline to ensure answer by the deadline.

**Submission Deadlines:** Responses will be reviewed quarterly, with the deadline for submission for review at 3 p.m. Eastern Time on March 15, June 15, September 15 and December 15.

**Selection Process:** The process to review responses according to the selection criteria will occur over the four weeks following the submission deadline. Respondents will be notified of their selection status after the selection process is completed.

**RESPONSE**

Respondent’s Name: Click or tap here to enter text.

Respondent Type:

[ ]  Non-profit organization

[ ]  For-profit organization

[ ]  Small business

[ ]  Individual

Authorized Representative Name & Title: Click or tap here to enter text.

Authorized Representative Email: Click or tap here to enter text.

Authorized Representative Telephone: Click or tap here to enter text.

Address: Click or tap here to enter text.

Website: Click or tap here to enter text.

Social Media: Click or tap here to enter text.

How did you hear about this RFI?

Click or tap here to enter text.

Providers must meet the following requirements in order to be included in the Directory. Please confirm that each requirement is met by checking the corresponding box.

[ ]  The provider has the capacity to serve organizations in Allegheny County.

[ ]  The provider can provide at least two professional references upon request.

[ ]  The provider agrees to not discriminate against any employee, applicant for employment, independent contractor, client or any other person on the basis of race, color, religion, national origin or ancestry, sex, gender identity or expression, sexual orientation, disability, marital status, familial status, age (40 or over), or use of a guide or support animal because of blindness, deafness or physical disability.

*Note: Your responses to the following questions may be displayed in the Racial Equity Training and Support Directory. This information will be used to generate the content for the Directory.*

**Racial Equity Expertise**

*Questions 1 through 5 will be used to determine if the provider meets the Selection Criteria.*

1. What training and support services do you offer? Select all that apply.

[ ]  Training

[ ]  Organizational Capacity Building

[ ]  Health and Wellness

2. Please describe your services. If available, provide service rates. (250-word limit)

Click or tap here to enter text.

3. What is your mission, vision, and/or philosophy? (100-word limit)

Click or tap here to enter text.

4. Intersectionality refers to the interconnected nature of social categories such as race, gender identity, sexual orientation, age, ability and class that create overlapping and interdependent systems of discrimination or disadvantage. How does your approach take into account intersectional identities? (100-word limit)

Click or tap here to enter text.

5. What are your certifications or credentials related to racial equity? (100-word limit)

Click or tap here to enter text.

**Additional Information**

*Questions 6 through 11 are not related to the Selection Criteria and therefore responses will not impact whether the provider is included the Directory.*

6. Do you have a specialty or expertise with specific systems? Select all that apply.

[ ]  Business

[ ]  Non-Profit

[ ]  Education

[ ]  Government

[ ]  Philanthropy

[ ]  Health

[ ]  Law/Criminal Justice

[ ]  Arts

[ ]  Environment

[ ]  Child Welfare

[ ]  Behavioral Health

[ ]  Housing

[ ]  Aging Services

[ ]  Developmental Supports

If you have an expertise with systems that are not listed above, please enter them here.

Click or tap here to enter text.

7. Do you have a specialty or expertise with specific populations or issues? Select all that apply.

[ ]  Immigrants and Refugees

[ ]  Latinx

[ ]  Sexual Orientation

[ ]  Gender Identity and Expression

[ ]  Veterans

[ ]  People with Disabilities

[ ]  Children and Youth

[ ]  Older Adults

[ ]  Race-Based Trauma

If you have an expertise with populations or issues that are not listed above, please enter them here.

Click or tap here to enter text.

8. Do any of the following descriptions apply to you? Select all that apply.

[ ]  Black-Led: The provider is led by an individual(s) who identify as Black.

[ ]  POC-Led: The provider is led by an individual(s) who identify as a Person/People of Color.

[ ]  Women-Led: The provider is led by individual(s) who identify as a woman/women.

[ ]  LGBTQIA+-Led: The provider is led by individuals(s) who identify as LGBTQIA+ (Lesbian, Gay,

Bisexual, Transgender, Queer/Questioning, Intersex and Allied/Asexual).

9. Do you have any diversity certifications, such as minority-owned, woman-owned, or LGBTQIA+ owned? If so, please list them.

Click or tap here to enter text.

10. In which language(s) is/are services provided?

Click or tap here to enter text.

11. In what format are services provided?

[ ]  Onsite services only

[ ]  Remote services only

[ ]  Either onsite or remote according to the customer’s preference