



REQUEST FOR PROPOSAL (RFP)

Diversity, Equity, Inclusion, and Belonging (DEIB) Consultant

Issued By:

California Institute for Behavioral Health Solutions (CIBHS)
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Sacramento, CA 95833

Key Contact: Amanda Carbajal, Director, CIBHS

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I. INTRODUCTION

CIBHS is seeking proposals from qualified consultants or firms with expertise in **Diversity, Equity, Inclusion, and Belonging (DEIB)** to assist in developing and implementing a strategic DEIB framework. Our goal is to create a more inclusive and equitable workplace that aligns with our mission, values, and commitment to fostering a culture of belonging for all employees and stakeholders.

II. SCOPE OF WORK

The selected consultant will work closely with leadership, staff, and key stakeholders to develop and implement DEIB strategies. The scope of work includes but is not limited to:

1. Foundational Learning and Awareness:

- a) Develop and facilitate customized DEIB workshops on:
 - i. Foundations of DEIB: core principles, historical context, and current workplace applications
 - ii. Expanded models of DEIB: introduce employees to models of DEIB that focus on accountability, outcomes, and systems change such as the Fairness, Access, Inclusion, and Representation (FAIR) framework
 - iii. Allyship and advocacy: empowering employees to create a culture of inclusion in which all employees feel a sense of belonging

- iv. Intersectionality in the workplace: how overlapping identities shape experiences at work

2. Interactive Skill Building:

- a) Facilitate discussions across the organization to build employees' confidence in having and leading conversations about race equity, identity, and systemic oppression.
- b) Implement structured experiential learning activities that help teams engage in and navigate difficult conversations.

3. DEIB Integration & Long-Term Strategy

- a) Develop DEIB as an ongoing process rather than a one-time training. This includes:
 - i. Recommendations for embedding DEIB into workplace policies, practices, and decision-making.
 - ii. A structured roadmap for long-term organizational learning and change.
 - iii. Tools and frameworks to sustain internal DEIB initiatives.

4. **Provide strategies for applying DEIB principles outside of the organization**, helping employees navigate DEIB challenges in broader society where there may be less safety and support.

II. TIMELINE & MILESTONES

The consultant will collaborate with CIBHS to establish a timeline with key milestones. Proposed phases include:

- **Phase 1 (Month 1-2)**: Needs assessment, stakeholder engagement, and program development.
- **Phase 2 (Month 3-6)**: Initial training, workshops, and experiential learning rollout.
- **Phase 3 (Month 7-12)**: Deep-dive facilitated discussions, leadership coaching, and process integration.
- **Phase 4 (Post Year 1)**: Sustainability planning, evaluation, and recommendations for continued progress.

III. QUALIFICATIONS

The ideal consultant or firm should demonstrate:

- Expertise in DEIB consulting, strategic planning, and facilitation.
- Experience working with organizations of similar size and structure.
- Strong understanding of best practices and emerging trends in DEIB.
- Ability to provide data-driven insights and measurable outcomes.
- Excellent communication and collaboration skills.

IV. PROPOSAL REQUIREMENTS

Interested consultants must submit a proposal including the following:

1. **Cover Letter** – Introduction to the consultant or firm, including a statement of interest and summary of qualifications.
2. **Approach and Methodology** – Description of proposed methods for assessment, strategy development, training, and implementation.
3. **Experience and References** – Examples of similar work completed in past 3 years, along with contact information from past clients.
4. **Budget and Fees** – Detailed cost estimate for the scope of work, including fees and expenses. Prefer a deliverables-based budget.
5. **Timeline** – Proposed timeline for key deliverables and milestones.
6. **Interview Process**- The top two candidates will be interviewed by the organization’s DEIB Committee.

V. SELECTION CRITERIA

RFP will be awarded the highest technically acceptable proposal. Proposals will be evaluated based on the following criteria:

- Alignment with our DEIB goals and organizational needs (30%)
- Consultant’s expertise and experience (30%)
- Feasibility and clarity of proposed approach (20%)



- Cost-effectiveness (10%)
- References and past performance (10%)

VI. SUBMISSION INSTRUCTIONS

Proposals must be submitted by **April 30, 2025** via email to **Amanda Carbajal** (acarbajal@cibhs.org) with the subject line: **“DEIB Consultant Proposal for CIBHS”**.

For questions regarding this RFP, please contact Amanda Carbajal at acarbajal@cibhs.org.

VII. TIMELINE

- **RFP Release Date:** March 18th, 2025
- **Proposal Submission Deadline:** April 30th, 2025
- **Notification of Selection for Interview:** May 30th, 2025
- **Consultant Selection Announcement:** June 30th, 2025
- **Project Kickoff:** July 15th, 2025

We look forward to receiving your proposal and partnering to enhance CIBHS’ DEIB efforts.