



# REQUEST FOR PROPOSALS

## DIVERSITY, EQUITY AND INCLUSION ASSESSMENT

Issue Date: August 18, 2021

Response Deadline: September 16, 2021

### NEW HAMPSHIRE HOUSING FINANCE AUTHORITY

32 Constitution Drive, Bedford, NH 03110  
Mail: PO Box 5087, Manchester, NH 03108

603.472.8623  
NHHFA.org





## Overview

New Hampshire Housing seeks a consultant to carry out an assessment of the organization with respect to the principles of diversity, equity, and inclusion (DEI) as they relate to program delivery. This project will focus solely on the workplace environment and will not entail any professional training or educational programming, nor will it involve an assessment of the organization's outward-facing programs. The project will be required to be completed within four months of the date of the contract award. Cost estimates are not to exceed \$20,000. Proposals are due no later than 5 p.m. on Thursday, September 16, 2021.

## Background

New Hampshire Housing is a self-supporting public corporation that promotes, finances and supports affordable housing in New Hampshire. NH Housing operates rental and homeownership programs designed to assist low- and moderate-income persons with obtaining affordable housing. We have helped more than 48,000 families purchase their own homes and have been instrumental in financing the creation of more than 15,000 multi-family housing units.

Established by statute in 1981, NH Housing receives no operating funds from state government. The organization employs a staff of roughly 130. Its nine-member Board of Directors is appointed by the Governor and Executive Council. Additional information about NH Housing can be found on the organization's website, <https://www.nhhfa.org/>.

In December 2020, NH Housing formed a nine-person team to evaluate whether the organization's outward-facing housing programs followed federal and state non-discrimination laws, as well as the organization's mission, vision and values. The Program Equity Action Team (PEAT) initially focused on assessing the availability of racial and ethnic data on its end-use customers/constituents, but soon expanded its mission to also examine the NH Housing workplace itself.

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The team then began a process of self-education. This process entailed consulting with the agency's human resources leadership as to DEI-related efforts that have already taken place within the organization, as well as available data regarding the level of racial and ethnic diversity among staff as compared to that of the general population of New Hampshire.

In addition, the team participated in DEI-related webinars, spoke with housing agencies in other states, met virtually with DEI consultants, and spoke with other agencies in New Hampshire that have conducted DEI assessments.

Recently, PEAT formed a subcommittee to focus solely on reviewing and assessing available data on NH Housing's outward-facing programs. A second subcommittee has been formed to gather and document available data and information on the organization's workforce as well as prior and ongoing DEI initiatives. This subcommittee is chaired by NH Housing's Human Resources Director.

NH Housing will be undertaking an annual strategic planning process beginning in January 2022. It is expected that the DEI assessment will help inform the strategic planning process.

## Scope of Work

The selected consultant will conduct an organizational assessment and develop a baseline report regarding the state of DEI at NH Housing. This will include, but not be limited to, an examination of:

- Levels of awareness and understanding about key DEI principles
- Levels of racial, ethnic, gender and cultural diversity among staff. To the extent possible, additional indicia of diversity may also be assessed. For example, are there individuals who identify as LGBTQ? Are there military veterans or current service members? Are there individuals with disabilities?
- Workplace culture and its impact on organizational ability to meet goals
- Mission Statement, Vision Statement, and Values Statement
- Procurement and grant award processes
- Agency website and marketing materials

This project will not include training or educational programs for agency personnel, but may include recommendations for next steps.

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## RFP Submission Guidelines and Requirements

Please submit the proposal in electronic document format (Adobe pdf), for printing on 8.5 by 11 inch paper with project and firm identification on the cover. Limit proposals to ten pages and include the following:

1. Letter of interest.
2. Qualifications and experience: provide a description of the history, experience and qualifications you have to perform the scope of work.
3. Approach to scope of work. Provide a detailed and deliverables-based description of your approach to each element of the scope of work. Be specific as to each element of your work plan.
4. Project Schedule. Provide a detailed timeline for all project deliverables/milestones.
5. Resumes or CVs of all project personnel should be attached to the proposal and will not count toward the proposal page limit.
6. Cost proposal. Provide detailed costs and a clear, itemized budget for the services to be performed based on the scope of services and deliverables.
7. A list of names, titles and contact information for up to three references.

NOTE: Proposals are due no later than 5 p.m. on September 16, 2021. NH Housing reserves the right in its sole discretion to accept or reject late proposals. NH Housing also reserves the right to issue amendments or changes to this RFP, and to make changes in the proposal submission and selection schedule.

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## Selection Criteria

The following criteria will be used to assess proposals:

- Quality of written proposal
- Completeness of proposal and responsiveness to RFP requirements
- Project description and approach
- Consultant’s prior experience in developing organization-wide DEI assessments
- Consultant’s training, expertise, and professional credentials
- Quality of references
- Reasonableness of cost proposal

## Timeline for Selection Process

ACTIVITY	DATE
RFP Distribution	August 18, 2021
Deadline to submit written questions	September 1, 2021
Response to questions*	September 2 – 3, 2021
Proposal Due	September 16, 2021
Interviews	September 27 – October 1, 2021
Consultant Selection	October 6, 2021
Contract Execution	October 20, 2021

\* Questions and answers will be posted on the following NH Housing webpage:

<https://www.nhhfa.org/request-for-proposals-diversity-equity-inclusion-assessment/>

## Contact Information

Any questions regarding this RFP should be sent in writing (no phone calls, please) to:

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