

## **Project Description**

Domestic Violence Services (DVS) is a program of the Community Action Partnership of Lancaster County (CAP), the largest anti-poverty organization in Lancaster County. DVS, founded in 1976, is one of sixty member programs of the PA Coalition Against Domestic Violence and the designated provider of services to victims and survivors of DV in Lancaster County.

CAP's strategic plan focuses on DEI as one of its three pillars. CAP has engaged a consultant to work with staff and the Board of Directors to develop a DEI plan that will guide the direction and priorities for answering this urgent need in our work. The consultant will conduct a CAP-wide cultural audit to obtain data and a "baseline" measure of where CAP falls on the DEI spectrum. CAP has developed a staff DEI task force, of which DVS' Director is a part, that is engaged to develop training and engagement opportunities with staff to address inherent biases, foster belonging, and provide opportunities for discussion, processing, sharing, and growth. DVS staff members will be engaged in the overall DEI efforts unfolding at CAP.

Recognizing that victims of domestic violence in marginalized groups face significant and additional barriers to seeking equity and justice, the DVS staff and Advisory Committee will utilize a DEI mini-grant via the PA Coalition Against Domestic Violence (PCADV) to focus on the development of a DEI plan specific to DVS, including goals and activities that will align with CAP's larger plan and goals that are specific to DVS, domestic violence services, and victims' services organizations.

For this DVS project, we will focus our efforts on identifying and addressing challenges faced by communities of color and the LGBTQ+ community. Our plan will address community and survivor perceptions and experiences of DVS services regarding access to services, and capacity and readiness of staff to provide services, through a DEI lens.

## **Project Goals and Scope of Work**

DVS will hire a consultant to conduct a survey and/or focus groups with staff members, survivors, and community stakeholders to gain a perception of the current state of our services for marginalized groups through a DEI lens. The consultant will assist the staff and leadership team to develop a DEI plan focused on removing barriers to services for communities of color and the LGBTQ+ community.

### **Goals:**

1. DVS gains clarity about internal and external perceptions of our services through a DEI lens.
2. DVS develops a plan to address issues and barriers to our DEI goals, utilizing best practices and feedback from staff, survivors, and community stakeholders.

Request for Proposals  
Diversity, Equity and Inclusion (DEI)  
CAP/Domestic Violence Services of Lancaster County (DVS)

3. Our staff reflects the communities we serve, and their voices are heard. They are fully welcomed in our organization and valued for their unique experiences and contributions.
4. Our policies and procedures, web presence, and printed and electronic materials properly communicate our commitment to DEI.
5. We will address inequities in the system with our community partners.
6. Survivors of color, including immigrants and refugees, and LGBTQ+ survivors will experience a sense of belonging and support when accessing our services.

**Budget: \$10,000.00**

### **Contact Information**

Christine A. Gilfillan, Director  
[CGilfillan@caplanc.org](mailto:CGilfillan@caplanc.org)  
(717) 291-5826 Ext. 3148

### **Anticipated Selection Schedule**

The RFP time line is as follows:

- RFP Release Date: **January 26, 2022**
- Deadline to submit the RFP: **February 28, 2022 by 5:00pm EST**
- Evaluation of Proposals: **March 4, 2022**
- Interviews: **March 7-9, 2022**
- Selection of Consultant: **March 11, 2022**

### **Consultant Qualifications**

The consultant(s) must have relevant experience in working with nonprofit, public and private sector organizations to develop DEI plans that respond effectively to internal, environmental, political and fiscal realities. Experience working with victims' services organizations, specifically those that work with victims of domestic violence, is preferred.

### **Request for Proposals Submission Requirements**

- Proposals should be no more than 5 pages in length.
- Describe your team and their qualifications.
- Describe your experience and approach for providing DEI planning services for similar organizations.
- Explain your proposed process, including methods, procedures, and meeting requirements.

Request for Proposals  
Diversity, Equity and Inclusion (DEI)  
CAP/Domestic Violence Services of Lancaster County (DVS)

- Include a work schedule that identifies proposed meeting dates, time frames for major work elements, target dates for key milestones, and dates for completion of the project.
- A proposed detailed budget for the services.

**The Budget must include the following:**

- Estimated number of hours for each activity
- Billing rate per person assigned
- Estimated out-of-pocket expenses
- Method of billing

On an additional sheet, please provide the names and contact information for up to four (4) references for organizations for which you have recently provided similar services.

**Instructions for submission of the RFP**

Interested applicants may submit their completed proposal and a letter of interest in PDF format to:

Christine A. Gilfillan

[CGilfillan@caplanc.org](mailto:CGilfillan@caplanc.org)

Subject Line: DEI