

[Your Organization's] Anti-Racism, Equity, and Inclusion Training Plan

Summary Statement

The Summary Statement is an abstract of the organizational goals related to anti-racism, equity and inclusion:

“We are seeking a six-week training for all management staff to accomplish the goal of creating an anti-racist, inclusive, and equitable workplace. By the end of this training sequence, we expect to accomplish:”

Refer to your organization's SMART goals. The more specific you are with your goals, the more accountable you will be.

Proposal Overview

[This is where you provide information about your organization, including why you're pursuing this training. Describe your organization in the context of the world around you. This is where a mission/vision statement around anti-racism, equity and inclusivity comes in. It should also include any past work your organization has done on these topics, and how these values tie into the organization's mission]

If possible, take the time to complete an organizational self-assessment – use of focus groups, internal audits of policies and practices, use of diverse suppliers, philanthropy.

Scope of Work

[This section is a specific, actionable scope of work. This is what a trainer will be responding to with regards to providing a quote for cost of services, timeline, schedule, and training outline. This may require significant internal work

of the core team or organization leadership to identify what to focus on. It also includes who should be trained, and in what sequence]

1. **Anti-Racism, Implicit Bias, and Cultural Inclusivity Training** – Make sure your workplace is a safe, equitable, and just place to work for all employees. Do all of your employees have the same understanding of anti-racism, bias, and inclusion? Does your workplace have any (implicitly or explicitly) offensive or unwelcoming imagery displayed in shared or private workspaces? Do all employees feel equally valued?
2. **Organizational Audit of Programming and Policy** – Set an inclusive workplace strategy in place– using your policy as a guide, how will leaders/staff be held accountable? How do you track success? How are employees evaluated? How to build a core team in your organization to focus on anti-racism/equity?
3. **Inclusive Decision Making** - How is your leadership valuing and incorporating a diversity of perspective in it's decision making processes? How does it identify, recruit, and support leadership that represent those perspectives? How are BIPOC and minority leaders supported relative to others?

Trainer Qualifications

We are looking for proposals for any or all of the services/trainings outlined above.

Qualities we are seeking in a facilitator:

[This is how a trainer may decide that they are the best person to meet your expressed needs. If industry or sector specific experience is needed, this is the section to describe that. Other restrictions or needs, whether they're educational/technological/schedule based, can be communicated here as well.

You can easily “borrow” this from other organizational RFPs and adjust slightly to make more relevant.]

Bid Proposal Format

Describe required length and content of bid (brief trainer biographies, level of effort, methodologies, pre/post evaluations), proposed budget

Submissions: where to send/in what form

Questions Concerning Bid: who to contact

Response Date

Bid Evaluation Criteria

Rubric	Points
Organizational Experience	30
Technical Proposal	20
Level of Effort	15
Personnel	15
Budget	20
Total Points	100

Note: This work is complicated and often takes significant engagement with skilled professionals to make meaningful progress. When seeking trainers, please ensure you are respecting the value of their time and experience when evaluating cost proposals.

This resource was prepared by the Diverse Workforce Development Committee, part of the Community Equity Collaborative of the Brattleboro Area. For further information, please contact Alex Beck, Brattleboro Development Credit Corporation abeck@brattleborodevelopment.com