

The Senior Alliance
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June 21, 2024

Subject: Request for Proposal (RFP) for Training Services

The Senior Alliance is seeking proposals from qualified providers to consult with us on the development of Diversity, Equity & Inclusion initiatives-and the delivery of comprehensive training, workshops or sessions. We are looking for a partner who can design, develop, and deliver content that meets the specific needs of our organization, which are outlined below.

Vision

The Senior Alliance views diversity, equity, inclusion, and belonging amongst our staff, volunteers and vendor network as key to an organizational culture where everyone can thrive. Our community is comprised of individuals who draw from a dynamic range of life experience to contribute toward the pursuit of our common goals. Our work is strengthened by the diversity of the aging network and our differences in background, culture, national origin, religion, sexual orientation, gender, gender identity, race, ethnicity, age, socioeconomic circumstances, ability, perspectives, talents, experiences and more. We actively seek and welcome people of color, women, persons living with disabilities, people who identify as LGBTQIA, and those who are at the intersections of these identities, to engage with us as we seek to reflect the diversity found in our community, our state, and our nation. We provide education and training that stresses respect for all members of our community and spotlights the role that implicit and explicit bias can play in decision making. Together, we strive to create an environment that values diversity, promotes an inclusive culture, and establishes a meaningful sense of belonging for each member of our community.

Project Overview:

The Senior Alliance is the Area Agency on Aging for the 34 municipalities of western Wayne County and the Downriver area. Our team consists of 97 employees in departments providing Information & Assistance, case coordination, home & community-based services, transportation, meals-on-wheels administration, health insurance enrollment assistance, administrative support, etc. Our service network includes approximately 100 vendor agencies and service providers.

Our strategic goals for this work are:

1. Develop a long-term strategy for how the agency will cultivate and maintain a diverse and inclusive culture where people feel they belong.

2. Design and implement DEI educational and training content that is presented to staff on a regular basis, becoming part of our organizational culture.
3. Empower staff, volunteers and vendor network providers to implement effective approaches that result in better interactions by providing training on implicit bias, cultural competencies and the root causes of racism.
4. Evaluate programs and services offered by The Senior Alliance to determine if our agency is accessible to all residents.
5. Develop a plan for our agency to work towards greater representation of BIPOC, LGBTQ+ and other underrepresented populations to serve as employees, volunteers & service providers.

Scope of Work:

The selected vendor will be expected to:

1. Develop an overall agencywide strategy to cultivate and maintain a diverse and inclusive culture where people feel they belong.
2. Develop a topical timeline for DEI educational and training presentations on a regular basis, becoming part of our organizational culture.
3. Assist with the design and development of customized training components that are the content of Scope of Work #2 for the following groups:
 - a) 97 employees;
 - b) 15 board members and 25 advisory council members;
 - c) A vendor network of over 100 agencies;
 - d) Over 40 MMAP volunteers.
4. Develop an approach for how the agency will evaluate our policies and procedures through a DEI lens.
5. Assist with the design and development of customized training components to build management-level awareness of equitable treatment strategies.
6. Deliver training sessions using effective instructional methodologies.
7. Provide training materials, resources, and any necessary tools.
8. Evaluate the effectiveness of the training through assessments and participant feedback.
9. Make any necessary adjustments to the training based on evaluation results.

10. Advise how the agency can evolve outreach efforts to engage more low-income and minority residents.
11. Advise how the agency can evolve personnel recruitment practices and processes to realize more minority job candidates.

Proposal Submission:

Interested vendors are invited to submit a detailed proposal that includes the following information:

1. Overview of the vendor's experience and qualifications in providing similar services.
2. Descriptions of proposed training programs, including content, format, and duration.
3. Proposed timeline for delivering the Scope of Work.
4. Information on the qualifications and experience of key personnel who will be involved in the training.
5. Cost proposal, including a breakdown of costs for design, development, delivery, and any additional expenses.

Evaluation Criteria:

Proposals will be evaluated based on the following criteria:

1. Experience and qualifications of the vendor.
2. Effectiveness and relevance of proposed training programs.
3. Cost and value of the proposed services.
4. References from previous clients.

Submission Deadline:

The deadline for submitting proposals is July 26, 2024.

Late submissions will not be considered.

Please submit your proposal electronically to awinton@thesenioralliance.org.

The Senior Alliance reserves the right to reject any or all proposals received.

Thank you for considering our request. We look forward to reviewing your proposal.

Sincerely,

Angie Winton , Chief H.R. Officer

The Senior Alliance

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