

**eliminating racism  
empowering women**

**ywca**

**New Hampshire**

# Request for Proposal

**ACERT Expansion Project–DEI (Diversity, Equity, &  
Inclusion) Factors**

December 2022

# Introduction & Project Description

YWCA New Hampshire has received Congressionally Directed Spending to fund an ACERT Expansion project. This project is funding by SAMHSA (the Substance Abuse and Mental Health Services Administration). The goal of the project is to expand the ACERT (Adverse Childhood Experiences Response Team) program to 10 new communities in NH, increase services and capacity of existing ACERT partners, and enhance DEI training and competency among all ACERT partners. More can be learned about ACERT [here](#). YWCA New Hampshire is accepting proposals in response to this Request for Proposal (this “RFP,” or this “Request for Proposal”) in order to find a qualified source to produce project outcomes relative to the DEI factors in the larger project outline.

## **The description of the project is as follows:**

1. Create a DEI-focused training program that can be used to train existing and incoming ACERT partners and service providers.
  - a. 5 distinct training curricula including content targeted at training to businesses, non-profits, and other community groups.
  - b. Training of pertinent YWCA NH staff in a train the trainer model to include 4-5 YWCA NH staff who are able to train others in implementation.
  - c. Work with YWCA NH staff to develop a content outline. Content should include (but is not limited to) working with ACEs impacted populations in diverse communities, working with BIPOC communities meaningfully, and completing internal DEI work to better serve the community at large.
  
2. Create a training program around how to best serve New American individuals for existing and incoming ACERT partners and service providers.
  - a. 2 distinct training curricula including content targeted at training to businesses, non-profits, and other community groups.
  - b. Training of pertinent YWCA NH staff in a train the trainer model to include 4-5 YWCA NH staff who are able to train others in implementation.
  - c. Work with YWCA NH staff to develop a content outline. Content should include (but is not limited to) working with New American populations in a culturally

responsive and meaningful way and completing internal DEI work to better serve the community at large.

3. Coordinate a data mapping and needs assessment project identifying current BIPOC serving organizations in the state, the needs for service for BIPOC populations in the state, and coordination and facilitation of a summit style meeting to bring all partners to the table and plan to fill any identified gaps.
  - a. Produce a report of project findings to be shared with YWCA NH senior leadership team. Format of this report to be agreed upon based on suggestions/preferences of the contracted party and needs/preferences of YWCA NH staff.
  - b. Present findings to group of community stakeholders.
  - c. Work with YWCA NH staff to develop an outline of a plan to address gaps identified through this project.
  
4. Facilitate 2-4 training sessions during ACERT Summit in August 2023.

# RFP & Project Timelines

The Request for Proposal timeline is as follows:

Request for Proposal Issuance	12/09/2022
Notification of Intent to Submit an RFP	01/06/2023
RFPs Due	01/20/2023
Decision Issued	01/27/2023

## Budget

YWCA New Hampshire's budget for the project is not to exceed \$100,000. Proposals should include a detailed budget outlining projected costs for associated line items. Bidders must be in good standing with the federal government and must not be precluded from receiving federal funds.

## Evaluation Factors

YWCA New Hampshire will rate proposals based on the following factors:

- Responsiveness to the requirements set forth in this Request for Proposal
- Relevant past performance/experience
- Samples of work
- Technical expertise/experience of bidder and bidder's staff
- Cost

YWCA New Hampshire reserves the right to award to the bidder that presents the best value as determined solely by YWCA New Hampshire in its absolute discretion.

# Submission Guidelines & Requirements

The following submission guidelines & requirements apply to this Request for Proposal:

1. Only qualified individuals or firms with prior experience on projects such as this should submit proposals in response to this Request for Proposal. Must be a registered non-profit or for-profit entity, carry their own liability insurance, and agree to adhere to public policy and other requirements as defined by the funder (SAMHSA).
2. Bidders intent on submitting a proposal should notify the representative identified on the final page of this RFP no later than 01/06/2023.
3. Bidders must list at least 2 projects that are substantially similar to this project as part of their response, including references for each. Examples of work should be provided as well.
4. A technical proposal must be provided that is not more than 3 pages. This technical proposal must provide an overview of the proposed work as well as resumes of all key personnel performing the work. In addition, the technical proposal should provide a proposed schedule, milestones, and expected outcomes.
5. The budget for this requested project should not exceed \$100,000. A detailed cost breakdown for the proposed work must be provided that is not more than 2 pages. This should indicate the overall fixed price for the project as well as hourly rates and an estimated total number of hours.
6. If you have a standard set of terms and conditions, please submit them with your proposal. All terms and conditions will be subject to negotiation.
7. Proposals must be received prior to 1/20/2023 to be considered.

# Submission Instructions & Questions

Notification of intent to submit a proposal should be emailed to the below contact no later than 5PM on 01/06/2023. Proposals should be submitted by email to the below contact no later than 5PM on 01/20/2023 to be considered. Reach out to the below contact with any questions relative to this RFP:

Katie Parent

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Office: 603.625.5785

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