



REQUEST FOR PROPOSALS
RACIAL EQUITY TRAINING

BUFFALO ERIE NIAGARA LAND IMPROVEMENT CORPORTION
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ISSUE DATE: April 14th, 2021

SUBMISSION DEADLINE: May 18th, 2021 at 12:00 p.m. EST

Submit PDF Via Email: j.gordon@benlic.org

REQUEST FOR PROPOSAL: RACIAL EQUITY TRAINING

Objective:

BENLIC seeks proposals for a vendor to design a training program collaboratively with BENLIC so that the program is relevant to its needs. The vendor must be able to provide anti-bias/race equity training, with a particular emphasis on racial equity for BENLIC staff and its Board of Directors. BENLIC is seeking an interactive training that will help develop a vocabulary, a shared understanding of core concepts described below, and skills necessary to manage change and transformation in ourselves, BENLIC and the communities BENLIC serves.

The Scope of Services for the work is detailed below and provides information regarding level of effort required. BENLIC intends to contract for work during the summer of 2021. It is anticipated that available funds for the project will be a maximum of \$5,000.

Background:

BENLIC is a New York State Land Bank, a 501 (C) (3) Not-for-Profit Corporation and Local Public Authority established in 2012. The Corporation is one of 25 recently established Land Banks and manages a current budget of approximately \$3 million. The primary function of the Corporation is to acquire distressed, vacant and/or abandoned property and return this property to productive use. The Corporation is County-wide and functions in partnership with representatives from all 42 municipalities of Erie County, NY.

The organization has 5 staff members.

Scope of Services/Deliverables

The selected consultant will work with the Program Manager to assist in the development of specifics for each of the identified tasks. These include:

Meeting to Establish Training Goals and Expectations

- Provide information on training approach and examples of previous sessions and trainings conducted, to inform the development of the agenda.
- Develop a set of goals and expectations for the training.

Development of Pre-Training Materials, Training Agenda & Evaluation

- Provide resources and materials for participants to explore prior to the training.
- Develop the agenda for the one-day training and a plan for any follow up engagement with participants.
- Create, distribute and share results of evaluation for the training.

Conduct Training

- Facilitate a one-day training and work with program team to ensure program goals are met.

Report & Post-Training Debrief

- Provide report summarizing the training goals, agenda, materials, results and items for follow up. Report is not to exceed 5 pages.

- Meet with Program Manager to debrief after the training

Proposal Requirements:

Please submit a proposal no longer than three (3) pages in length, plus at least 3 references and one sample of a similar product you have delivered.

Proposals must be received via e-mail, **before 12 PM on Tuesday, May 18th**.

Please address your proposal to: Jocelyn Gordon, Executive Director.

Submit by e-mail to Jocelyn Gordon, j.gordon@benlic.org; cc: Marjorie McAllister, m.mcallister@benlic.org.

Guidelines for Proposal Content:

Please provide a brief proposal outlining your approach and concept for the project, including your use of the funds budgeted for this project and how you would use BENLIC Staff and engage our Board of Directors in the planning process.

The proposal statement of work should be presented in a conceptual, high-level format, with the understanding that the actual scope of work will be refined after consultant selection. BENLIC's Executive Director and Staff will work with the selected consultant to design a planning process which aligns Staff and Board resource and time constraints.

Specific Proposal Contents:

- Name of firm
- Name and contact information for the consultant(s)
- Description of experience and qualifications
- Indication of availability during project period
- Statement of work: brief response on approach to the project scope
- Cost proposal, including hourly rate structure
- A rough working schedule for the process
- At least three references (does not count toward five-page proposal limit)

Valuable Links

- 2016-2018 Strategic Plan
http://docs.wixstatic.com/ugd/9cc5a9_6c4528e3c5f543ac9b646be8d4bea85d.pdf
- Website <http://nylandbanks.org>
- Website <http://www.benlic.org>

For More Information:

Jocelyn Gordon, Executive Director

(716) 243-3996 x101

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