



September 14, 2022

**Request for Proposals
Diversity, Equity, and Inclusion Organizational Assessment
Please respond by October 23, 2022**

Dear Colleague:

With this request, Northern Pennsylvania Regional College (NPRC) is seeking to engage an entity to provide an assessment and analysis of existing policies and practices institution-wide from the scope of diversity, equity, and inclusion best practices in higher education.

Proposals are due, as set forth in the attached bidding instructions, no later than 5:00 p.m. on October 23, 2022 and will be accepted via email to apetrosky@rrcnpa.org (CC ashene@rrcnpa.org) or mail to Northern Pennsylvania Regional College, Attn: A. Petrosky, 300 2nd Avenue, Suite 500, Warren, PA 16365.

For more information about NPRC please visit <https://regionalcollegepa.org>, or contact the undersigned or individual identified in the attached bidding instructions.

Sincerely,

A handwritten signature in black ink, appearing to read 'Abigail Petrosky'.

Abigail Petrosky
Director of Marketing and Public Relations



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Diversity, Equity, and Inclusion Organizational Assessment
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Dear Colleague:

A. Subject and Intent

With this request, NPRC is seeking to engage an entity to provide an assessment and analysis of existing policies and practices institution-wide from the scope of diversity, equity, and inclusion best practices in higher education.

B. Background

Northern Pennsylvania Regional College (“NPRC” or the “College”) is a non-profit 501(c)(3) organization headquartered in Warren, Pennsylvania that provides affordable and accessible post-secondary education to the residents of a nine-county footprint in northwestern Pennsylvania.

At NPRC, when it comes to someone’s future, we don’t see obstacles, only possibilities. It is a place where learning and growth never stop. NPRC’s academic department offers five associate degrees and one certificate; the workforce development department offers training in Emergency Medical Services, early childhood education, Commercial Truck Driver, and customized training for area businesses. Northern Pennsylvania Regional College is authorized by the Department of Education to grant associate degrees and certificates in the Commonwealth of Pennsylvania and is actively pursuing accreditation.

NPRC has established a Diversity, Equity, and Inclusion (DEI) Committee that is made up of representatives from Information Technology, Facilities, and Safety; Faculty; Marketing and Public Relations; Student Services; and Human Resources. The purpose of this committee is to recommend to the College’s Executive Team ways to intentionally integrate and promote the values of DEI across the college community; engage students, faculty, and staff through relevant professional development and educational opportunities; and evaluate the college’s policies and practices with a DEI lens.

This committee re-convened in March 2022. Activities of this committee are currently served by local grant funding with activities to be supported by the institutional budget in FY 2022-2023.

C. Scope of Services Requested

Agencies or individuals responding to this Request for Proposal (RFP) should have experience in comprehensive higher education DEI work and have performed organizational assessments. Expectation of confidentiality pertaining to documents provided by NPRC to the agency and results reported by the agency is a priority.

NPRC requests the following items, at minimum, to be evaluated as part of this proposal:

- Strategic Plan,
- Existing policies and procedures in the Academics Department,

- Existing policies and procedures in Human Resources,
- Employee and student handbooks,
- Academic Catalog 2022-2023,
- Climate, graduate, and student experience surveys,
- Distributed marketing materials,
- Recruitment and hiring practices, and
- NPRC's website.

At the conclusion of the assessment and analysis, NPRC requests the following:

- Recommendations for improvement of existing policies, procedures, practices, and resources; and
- A process and checklist for sustainable review and internal auditing to maintain inclusive policies, procedures, and resources.

D. Information to be Provided

NPRC staff will provide all respective documents, policies, and practices to be reviewed. These include, but are not limited to,

- Employee and student handbooks;
- Academic Catalog 2022-2023
- All policies, procedures, and related documents;
- Survey resources and tools for execution;
- Promotional materials; and
- Strategic plan and KPI definitions and results of 2021-2022
- Link to website.

If requested, NPRC will arrange interviews/access to employees and provide space and support for required field work and any necessary on-site requirements.

E. Results and Schedule

NPRC will consider the proposed timeline and will work with the selected agency or individual to establish concrete deadlines and plans for completion of the scope of work. Ideal timeframe for completion of the scope of work would be 6-12 months post-selection, with deliverables presented to the DEI committee and President's Executive Team within two weeks of the organizational assessment completion.

F. Proposal Requirements

In summary, the reply to this request for proposal should include the following:

1. Proposed fees, including both total anticipated cost based upon scope provided and an hourly rate for potential additional work that may arise through the evaluation;
2. Estimated/applicability of on-site time required to complete the assessment/analysis;
Proposed methodology and process;
3. Names of key members of the team who will be assigned to perform the assessment/analysis; and
4. A list of references (nonprofits and/or higher education entities preferred).

G. Criteria for Selection

In deciding upon selection of a proposal, the College will consider: (i) cost; (ii) proposed methodology for evaluation; (iii) site-time required; (iv) references; and (v) the needs of the College. The final decision for selection of an individual or agency will be made by November 14, 2022.

H. Submission and Point of Contact

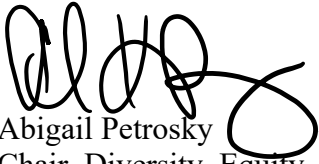
Proposals should be submitted to the undersigned by mail or email in order to be received no later than October 23, 2022.

Submissions will be accepted

- Via email to apetrosky@rrcnpa.org (CC ashene@rrcnpa.org) or
- Via mail to: NPRC, ATTN: Abigail Petrosky; 300 Second Avenue, Suite 500, Warren, PA 16365.

For more information about NPRC or the services requested in this proposal, please visit <https://regionalcollegepa.org>, or contact the undersigned at (814) 230-9010 or apetrosky@rrcnpa.org.

Sincerely,

A handwritten signature in black ink, appearing to read 'Abigail Petrosky', with a large, stylized flourish at the end.

Abigail Petrosky
Chair, Diversity, Equity, and Inclusion Committee