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Dear potential partner,

The Colorado Public Health Association invites you to provide a proposal in response to this Request For Information (RFI) regarding the future work of the Association to become an Anti-Racist Organization. The Executive Committee of the Colorado Public Health Association (CPHA) is seeking a consultant to engage and partner with in building a plan to address the myriad of activities, programs and initiatives necessary to mitigate the biased, oppressive and racist forces existing within CPHA and the communities the Association serves.

The following RFI includes a description of concepts and ideas our membership believes to be a part of the work to become an Anti-Racist Organization, and it is our intent to begin work with a selected consultant in earnest beginning **March 1, 2021**, at the latest. This request seeks information about both what a firm/organization can provide and/or deliver, as well as the associated costs and timeframes of any solution.

Please respond with an acknowledgement of receipt of this request with your response to the RFI no later than **5:00PM, Friday, December 11, 2020**. All response materials must be provided by or before this deadline for consideration and to coordinate a subsequent set of interviews and presentations with CPHA stakeholders. We intend to notify all respondents of our decision via email, by **Friday, February 5, 2021**.

Please submit all questions and final proposals to the Colorado Public Health Association
info@coloradopublichealth.org

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Request for Information

RFP Issue Date: November 13, 2020

Project Title: CPHA Anti-Racist Organization Work

Project Description: Assess current practices and strategies, recommend strategic and structural changes, as well as provide training and other operational recommendations, guidance and solutions.

Project Address: Colorado Public Health Association
7187 W. 79th Drive
Arvada, Colorado 80003
www.coloradopublichealth.org

Contacts:

Kim Boyd
Association President
kim@lolina-health.com
303-667-6061

Jason Vitello
Association President-Elect
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Association Account Manager
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****Please submit RFI via email:** info@coloradopublichealth.org

Relevant Dates:

Release of RFI	November 13, 2020
Information/Proposal Due Date	December 11, 2020
Consultant Consideration and Interviews	First Weeks of January 2021
Decision of Contract	February 5, 2021
Partnership Start Date	March 1, 2021

Notice to Respondents: RFI submittals received after the "Response Due Date" will not be considered.

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RFI Notices and Submittal Requirements

INTERPRETATION

Each Respondent should familiarize itself with all applicable Colorado state and local laws, ordinances, and regulations, which might in any manner, affect the Respondent's response to this RFI. Responses to inquiries of a general nature and not requiring an interpretation will be provided verbally to the inquiring Respondent only. Responses to inquiries of a specific nature that directly affect an interpretation or change to this RFI will be distributed in writing to all Respondents. Respondents shall only use and rely upon the information supplied by CPHA Board Members in this RFI and any additional information distributed by CPHA stakeholders to Respondents in a written addendum in preparing the response to this RFI. No other representations, discussions or meetings with CPHA membership should be used or relied upon in developing Respondent's response and cost proposal for this RFI. All inquiries, verbal or written, shall be directed to the Contacts of this RFI.

PROPRIETARY AND CONFIDENTIAL INFORMATION

Respondents must clearly mark "Confidential" on any portion of its response which is considered to contain confidential or proprietary information. Such information will not be shared with any outside parties without written permission from Respondent, but may be copied and distributed to CPHA Membership as deemed necessary by the CPHA Board for the sole purpose of evaluating Respondent's response to this RFI. CPHA may elect, without written permission from Respondent, to seek proposal checks from various price analysis agencies.

CLARIFICATIONS TO RESPONDENTS RESPONSE

Respondents may determine that, in responding to this RFI, the submission of more detailed information may be necessary. Respondents shall provide any additional information deemed necessary to fully explain its response to this RFI. All supplemental or additional information provided by the Respondent shall be clearly identified including an explanation of why it is necessary to include this information with the Response to this RFI.

SUBMISSION INSTRUCTIONS

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Respondents are instructed to complete and return the following documents as part of their RFI submission. Failure to return these documents may result, at CPHA's sole discretion, in disqualification of the proposal:

Proposals must be signed by official(s) authorized by the Respondent's company to obligate and commit the company. Respondent's failure to execute, sign, and submit the RFI form, together with all the necessary documents within the RFI, may be a basis for RFI disqualification.

Respondents should carefully read the information contained herein and submit a complete response to all the requirements in this RFI.

Proposals and any other information submitted by Respondent in response to this RFI shall become the property of CPHA.

CPHA will not provide compensation to Respondent for any expenses incurred by the Respondent for the preparation of the proposal documents or for any demonstrations that may be made in an effort to disseminate information therein.

Proposals which are qualified with conditional clauses, alterations, or items, not called for in the RFI, or irregularities of any kind are subject to disqualification by CPHA at its discretion.

Each Proposal should be prepared simply, economically, providing a straightforward, concise description of Respondent's products and solutions that will meet all the components of this RFI.

All representations made within the Proposal will be binding on Respondent. CPHA will not be bound to act by any previous communication, written or verbal or prior proposals submitted by Respondent other than Respondent's response to this RFI.

RFI EVALUATION AND SELECTION CRITERIA

CPHA reserves the right, but is not obligated, to select the Respondent(s) whose proposal offers the greatest benefit to the work and goals of CPHA to become an Anti-Racist Organization, as solely determined by CPHA. An evaluation committee composed of CPHA stakeholders, members and community representatives, will be selected to evaluate the proposals received. In addition to the prices quoted, other factors to be considered in a selection

determination include, but are not limited to, business reputation, related experience, delivery, and past performance.

PRICING

Should CPHA choose to select a successful Respondent, an agreement for the stated services covered by this RFI will be negotiated directly with the Respondent and entered into immediately.

CPHA is a 501c3 non-profit association representing Colorado's statewide network of current and emerging public health professionals, organizations and businesses and, as such, can be offered any and all applicable discounts associated with such activities and work. Such discounts, as applicable, must be identified and clearly noted in your RFI response. Respondents should indicate any additional discounts that will be offered, such as a discount for electronic submission of payments.

GENERAL TERMS AND CONDITIONS

The successful Respondent will be required to execute a negotiated Agreement, which will meet, as a minimum, the requirements herein, the laws of the State of Colorado, and the following Terms and Conditions:

Conflicts - If conflicts exist between the final Agreement and any elements of this RFI, the Agreement shall prevail. If conflict exists between the Agreement and applicable Federal or State law, rule, regulation, order or code, the law, rule, regulation, order or code shall take precedence. Varying levels of control between the Terms and Conditions, documents, laws, rules, regulations, orders and codes are not deemed conflicts and the most stringent requirement(s) shall control.

Acceptance of Vendor Responses – CPHA reserves the right to reject any or all Proposals, in part or in whole, to waive any minor defects, variances, irregularities or technicalities, or solicit new Proposals as deemed necessary.

Non-Exclusive Agreement - This RFI does not establish an exclusive arrangement between CPHA and any Respondent. CPHA reserves, among others, the following rights:
The right to use others to provide products and/or perform work and services described in this RFI. The right to request Proposals from other vendors for work and/or products described in this RFI without requesting a proposal from the Respondent. The unrestricted right to bid any work, services or products described herein.

Amendment and Cancellation – CPHA reserves the right to cancel, amend, recall and/or reissue all, or any part, of this RFI at any time.

Rejection – CPHA reserves the right to reject any, or all, Proposals without further obligation to Respondent. CPHA reserves the right to cancel or select this RFI at its discretion.

Withdrawal - With written notice to CPHA contact, Respondent may withdraw from the RFI process at any time. A Proposal may be withdrawn, and resubmitted any time prior to the time set for receipt of Proposals in this RFI. No Proposal or RFI responses may be modified after the RFI submittal without expressed written permission by CPHA, which shall be based on Respondent's request, in writing, of an acceptable reason.

Confidentiality of Information – CPHA reserves the right to retain all copies and information provided by the Respondents in response to this RFI.

Supplements to Proposals - As additions to this RFI format, Respondent is permitted to submit supplemental materials to the basic Proposal, when Respondent determines a need to more fully explain aspects of Respondent's solution, applications or services. Any such additions must be explicitly identified. Respondent recognizes that any decision to review these additional materials is solely at the discretion of CPHA.

Press Releases and Publicity - No announcements or news releases pertaining to Respondent's participation in this RFI or the selection of any Proposal or begun Agreement shall be made by Respondent, its representatives or agents without prior written approval from CPHA.

Non-Assignment Agreement - The final Agreement to be awarded and any amounts to be paid there under shall not be transferred, pledged or assigned without the prior written approval of CPHA.

Sub-agreements - Respondent must describe those responsibilities and/or work that the Respondent anticipates assigning or entering into a subagreement, identify the sub-agreements and also describe how Respondent will manage these sub-agreements.

INVOICE/BILLING CONDITIONS

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Taxes – CPHA is a tax-exempt non-profit organization. A certificate of tax-exempt status can be provided to the successful Respondent upon request.

Equal Opportunity - All vendors submitting Proposals shall attest to their compliance with applicable Federal, State and local laws regarding equal opportunity employment and affirmative action.

Compliance with Applicable Laws - Respondent shall comply with all Federal, State and local laws, regulations and governmental orders in providing items or services pursuant to the Agreement.

OSHA Compliance - All items or services to be furnished hereunder by Respondent shall meet all applicable State and Federal requirements and standards of the Occupational Safety and Health Act.

Excluded Vendors – Successful Respondents must be able to represent and warrant that they are not excluded, debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from a Federal or State health care, procurement or nonprocurement program at start of term of any agreement resulting from this RFI and must agree that they will not perform any act that will cause it to be excluded during the term of any Agreement. The successful Respondent must also represent that if the Respondent, an employee, and/or subcontractor (or its employees) who provides items or services under any agreement resulting from this RFI becomes excluded from a Federal or State program that it will promptly notify CPHA. Successful vendors must be able to represent that no final adverse action has occurred or is pending or threatened against it, its affiliates, or to its knowledge against any employee, contractor, or agent to provide items or services under any agreement resulting from this RFI. Successful Respondents must be able to represent to CPHA that no final adverse action by the federal government has occurred or is pending or threatened against the Respondent, its affiliates, or, to its knowledge, against any employee, contractor, or agent engaged to provide items or services under any agreement resulting from this RFI. Vendors must acknowledge that failure to comply with any provisions of this section shall be considered a breach of any Agreement and will be grounds for immediate termination.

PROPOSED SERVICES AND PRICING

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Prospective vendors must provide a unit price for each of the services proposed. Full descriptive information is to be gathered from each. Prices quoted must be inclusive of all Terms and Conditions listed in this RFI.

PROPOSAL FORMAT

Respondents will submit their proposals in the following format:

Part One- Company Profile

Include information about your company, to include, but not limited to:

1. Location of corporate offices (as necessary)
2. Healthcare affiliations
3. Number of years in business
4. Number of employees in US and globally
5. Demographics of Company (race/ethnicity/gender/veteran status/ability)
6. Duration and extent of successful experience in Diversity and Inclusion initiatives, strategy and related work.
7. List of relevant references. Please include a contact name, phone number & email address and length of service.
8. Statement accepting Terms and Conditions as detailed in this RFI

Part Two- Scope of Work Response

Respondent must submit completed responses to SPECIFIC DELIVERABLES/RESPONSE REQUIREMENTS.

Part Three- Pricing and Additional Information

Respondents will submit pricing as required based on scope of work responses in the Proposal. Respondents may submit any additional information deemed relevant to this RFI herein.

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Colorado Public Health Association Background

Established in 1938, CPHA is a 501c3 non-profit association representing Colorado's statewide network of current and emerging public health professionals, organizations and businesses. We are the largest and oldest public health association in the State. CPHA is working to transform the health and well-being of Coloradans, providing the public health community–both individuals and organizations–a home, a forum, networks and opportunities to participate and collaborate in our core areas of work. CPHA's vision is to *create the healthiest Colorado for everyone*. The CPHA's mission is to *educate, develop and galvanize the Colorado public health community*. Relevant to this request, the CPHA Board of Directors is 100% volunteer led. CPHA does contract with the Association Management Company, The Solution, to administratively support CPHA's work.

CPHA believes:

- All individuals, communities, and populations are equally valuable.
- Health equity is more than access to medical care alone and more than assisting individuals in adapting to or navigating unjust or inequitable systems.
- True health equity requires systems change and the dismantling of barriers such as poverty, inadequate housing, racial discrimination and other non-health sector determinants.
- Health inequities will decrease when living wages, affordable housing, healthcare, quality education, nutritious food, safe places to be physically active and other systemic privileges are accessible to all.
- There are entities with entrenched power which profit greatly from the status quo – who do not wish to see systemic changes.
- Our success will require increased awareness, strategic partnerships across sectors, collaboration across struggles, advocacy and civically engaged and empowered members and communities.

CPHA's work is forwarded through a commitment to:

- Professional education: Providing a welcoming forum to advance public health education, knowledge and expertise through a variety channels, including the annual Public Health in the Rockies state conference and support of other conferences, seminars and workshops.

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- Policy and advocacy: Providing opportunities for CPHA members to be informed and active public health advocates through the CPHA Public Health Policy Committee, our legislative trainings and briefings, and professional advocacy efforts, as well as plans for strengthening legislative work in key districts and increasing CPHA's state and national profile.
- Professional development: Expanding and strengthening the public health network in Colorado through support of networking activities, including CPHA Connects (educational and social events), CPHA Outside (recreational events), the Colorado Public Health Mentoring Program, and other formal and informal learning opportunities.
- CPHA's Formal Commitment to Health Equity: Health is not merely the absence of disease or infirmity but a state of complete physical, mental and social well-being. Health happens beyond doctors' offices, clinics and health systems and begins in our families, in our schools and workplaces, in our playgrounds and parks and in the air we breathe and the water we drink. Far too many individuals, families and communities do not have the same opportunities to be as healthy as others. CPHA agrees with the World Health Organization that, "higher standards of health should be within reach of all without distinction of race, religion, political belief, economic or social condition." CPHA has defined Health Equity to be *the active assurance that everyone is afforded the opportunities essential to attaining their highest level of health*.

Anti-Racism Work

CPHA's journey has informed the following insights that impact its racial equity work:

● Racial equity work is the next phase of health equity work, and CPHA believes it cannot effectively embark on the former if it has not laid the groundwork with the latter. CPHA has been intentionally advancing health equity work since the Health Equity Policy and Practice Assessment in 2014 and has been responsive in this time to the needs of membership and the public health profession to forward the racial equity dialogue in Colorado.

● Organizational racial equity work requires collective agreement, commitment, and effort. CPHA has been in ongoing dialogue and has commitment from the Board as a whole to racial equity work and from the Board leadership/Executive Committee to drive the work forward.

●This effort to actualize a commitment to becoming an Anti-Racist Organization begins with the Board of Directors investing time to learn, dialogue, process, and understand what it means and what it will take to become an Anti-Racist Organization. The Board will utilize the American Public Health Association's forthcoming racial equity self-assessment toolkit to gauge current diversity, equity and inclusion efforts, and to guide improvement efforts. CPHA's recent Pulse

Checks have demonstrated membership is hungry for leadership in this area. In fact, representatives from entities like the state health department are requesting guidance, resources and service as an accountability partner in racial equity work. The successful RFI proposal will also facilitate training on anti-racism work and assess interventions (e.g. bias reduction training for Board and CPHA members). Understanding that racism is built unintentionally or intentionally into the way the Board and organization operates, the Board will spend significant time deconstructing the Bylaws, Policies and Procedures, and informal practices to re-establish them under a new Anti-Racist Organization commitment, should the Board formally adopt this stance after the aforementioned work. The Board of Directors will strive to establish a culture where racism is uprooted and microaggressions are named and dialogued openly. Finally, the Board intentionally names that white Board members have a responsibility to uproot white-supremacy boldly in their words and actions in order for CPHA to achieve is Anti-Racist vision.

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Request For Information - Proposal

Specific deliverables include the following. In your proposal, please address how you plan to:

- Organize and execute the work in partnership;
- Maximize appropriate stakeholder representation and participation;
- Facilitate future scenario discussions to determine optimal strategic planning and work;
- Evaluate current gaps against desired future state and best practices;
- Analyze, assess, and utilize findings from internal data, interview findings and previous learnings;
- Facilitate identification of and prioritization of strategies including organizational structure, infrastructure, partnerships, community work and other relevant recommendations.

Please indicate how your organization, representatives, programming and solutions can address the following 1-10 items:

1. Understanding organizational readiness for racial equity and anti-racist work;
    a. This may include assessment findings from APHA toolkit or organizational scan conducted by Respondent;
2. Racial literacy for members and stakeholders;
3. Understanding personal and organizational implicit and explicit biases;
4. Defining, writing and disseminating a statement and/or commitment to equity and anti-racism;
5. Contrasting antiracism work with nonprofit work;
6. Developing set of questions/statements to interrogate internal and community-facing policies and practices with an anti-racist lens, including:
    a. Connecting and working through currently existing strategic work plans;
    b. Policy and legislative priorities;
    c. Community engagement and resource delivery;
7. Support for directing personal and individual work;
8. Understanding the concepts of intersectionality (identity, community, etc.) in anti-racism work;
9. Developing communications plan for rapid/timely sharing of this work with membership and community, including:
    a. Advocacy and equity and anti-racism education for public and membership;
10. Delineating benchmarks and measures of becoming an anti-racist organization.