



## REQUEST FOR PROPOSAL

### Diversity, Equity & Inclusion Consultant

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#### **PURPOSE**

The Center for Guardianship Certification (CGC) is a national certifying body for those serving as guardians/fiduciaries and is seeking proposals for a consultant to work with the organization on development and pursuit of its DEI initiatives.

#### **BACKGROUND**

CGC's mission is to provide a comprehensive guardian certification program. This encompasses the applicant application process, background checks, approvals, testing, recertification, and disciplinary processes. The vision of the organization is that every professional guardian will obtain and maintain CGC certification.

#### **Statement on Diversity, Equity and Inclusion**

The Center for Guardianship Certification (CGC) is committed to encouraging, supporting and fostering best practice standards for its certificants. CGC recognizes the importance of diversity, equity and inclusion and strives to ensure their integration in its policies. Diversity, Equity and Inclusion are defined as follows:

- **Diversity:** Understanding that each individual is unique and recognizing their distinct differences. This may include race, ethnicity, gender, age, national origin, religion, sexual orientation, education, socioeconomic status, regional and environmental differences, life experiences, physical and mental health challenges and trauma history.
- **Equity:** Being fair and impartial. Providing an opportunity to be heard and having an equal platform. Ensuring fair access to services, opportunities and resources.
- **Inclusion:** Creating an environment that embraces differences and welcomes, respects, supports and values each and every individual.

#### **SCOPE**

The consultant will be asked to provide the following services:

DEI Leadership training to the CGC Board and committee members

Provide recommendations for future DEI organizational goals and assistance with prioritization of those goals (Previous goals considered include: language access needs for exams, certification exam review, website review, inclusive approaches to marketing and certification, and a possible DEI certificate program.)

## **PROPOSAL CONTENTS**

Please include the following in your proposal, which will be provided to the CGC board of trustees for a decision:

- Full name, business or organization, phone, email
- Headshot
- Biography/Background
- Your philosophy as it relates to DEI concepts and approaches
- Detailed information on work you have conducted as a DEI consultant to non-profit organizations and/or certifying bodies
- Two references (name, email, phone, relationship to speaker)
- If available, please provide links to previous presentations
- Meeting preferences
- Travel restrictions and fees
- Fee structure

## **INTERVIEW DETAILS**

Interviews will be conducted by members of the CGC DEI Committee and the Executive Director via the Zoom platform.

## **TIMELINE**

Proposals are due to be submitted no later than June 2, 2023. Specific activities will be scheduled as developed; however, the committee would like to meet with the consultant several times prior to a training session being scheduled with leadership. The training session is anticipated to be held in late October 2023.

## **CONTACT INFORMATION**

Please submit proposal by June 2, 2023 to CGC's Executive Director, Denise Calabrese, CAE, via email to [info@guardianshipcert.org](mailto:info@guardianshipcert.org).