

January 27, 2022

The Ohio Access to Justice Foundation, Inc. (the “Foundation”) is soliciting proposals for a consultant to support the work of the Foundation’s Diversity, Equity, and Inclusion (DEI) Committee. This request for proposals contains background information on the Foundation and DEI Committee and the specific information that must be included in any proposals submitted. The proposals must be submitted no later than 5:00 p.m. on Wednesday, February 23, 2022, via electronic mail to Angela Lloyd, [alloyd@ohiojusticefoundation.org](mailto:alloyd@ohiojusticefoundation.org).

### **About the Foundation and DEI Committee**

The Ohio Access to Justice Foundation is committed to improving access to justice and ensuring that legal aid societies and other resources, programs, and services address the unmet civil legal needs of low-income and underserved Ohioans. The Foundation's Board of Directors (Board), composed of leaders in Ohio, is deeply committed to access to justice for all Ohioans.

The Board committed in its 2020 Strategic Plan to use the Foundation’s statewide reach and capacity “to work to ensure that our strategies and actions promote diversity and equity based on race, ethnicity, gender, age, ability, sexual orientation, legal status, system involvement, and socioeconomic status.” In December 2021, the Board formally established a DEI Committee that is charged with gathering input and data on key issues and opportunities to work towards a more equitable and racially just civil justice system. The Committee is also tasked with preparing and prioritizing recommendations for concrete, measurable actions the Board can take to improve racial equity in the civil justice system. The Committee will be made up of Foundation Board members and community stakeholders, and its work is expected to commence in early 2022.

### **Project Scope and Deliverables**

While there is often conversation around racial justice and the criminal legal system, issues relating to racial justice in the civil legal system have, to date, remained out of focus. Yet, the civil legal system is also challenged by systemic racism and impacts the daily lives of people in marginalized communities of color. Civil legal issues include education, child support, debt and financing, access to licensure (drivers licenses and professional licenses), record sealing, and access to fair and affordable housing, among others.

The Foundation is seeking an experienced consultant to facilitate both committee meetings and regional meetings around Ohio. The regional meetings are intended to provide critical information to understanding better the state of racial justice and equity in Ohio’s civil legal system and are essential to identifying opportunities for the Foundation to support change and improvement. The culmination of the committee’s work, including the regional meetings, will be a report for the Board that outlines key racial equity issues in the civil justice system and potential opportunities for change.

The selected consultant will:

- (a) Facilitate at least four committee meetings, which will include review of commissioned research and findings, and at least 6 regional meetings, which will include cities across Ohio reflecting different parts of the state;
- (b) Report on committee meetings and regional meetings; draft a report with a menu of possible action items for committee review; and finalize the committee’s report and executive summary for presentation to the committee and be open to presenting to the full board.

Project deliverables include:

- (a) Reports on all committee meetings and regional meetings; a draft report highlighting any recurring themes and including recommendations for action items for the Board.
- (b) An executive summary and final report, including major findings/conclusions and recommendations.

**Project Timeline**

January 27, 2022	Release RFP
February 23, 2022	RFP Deadline
March 4, 2022	Selection of Consultants to Interview
March 9-11, 2022	Consultant Interviews
April 4, 2022	Full Committee Meeting <ul style="list-style-type: none"> <li>• Introductions</li> <li>• Goal Setting</li> <li>• Planning for Regional Meetings</li> </ul>
May 2, 2022	Full Committee Meeting <ul style="list-style-type: none"> <li>• Review Data and Research</li> <li>• Review Prior Work</li> <li>• Finalize Planning for Regional Meetings</li> </ul>
May - June 2022	Regional Meetings
September 12, 2022	Full Committee Meeting <ul style="list-style-type: none"> <li>• Review Regional Meeting Themes</li> <li>• Discuss Potential Opportunities</li> <li>• Discuss the Report to the Foundation Board</li> </ul>
October 31, 2022:	Consultant Submits Draft Report
November 14, 2022:	Full Committee Meeting <ul style="list-style-type: none"> <li>• Review Draft Report</li> </ul>
December 2, 2022:	Final Report Completed

## **Proposal Requirements**

Proposals should be no longer than 6 double-spaced pages, excluding budget and references, and should be written in 12-point Times New Roman font.

### *Firm Profile and Experience*

- (a) A brief description of your firm.
- (b) A concise description of your firm's experience in areas of civil justice and/or racial equity and diversity, include any work on similar project(s). If public, please include links to any relevant reports, materials, and/or other publications your firm produced as part of these projects. Prior work with non-profit organizations is considered a plus.
- (c) Names, qualifications, and experience of staff who will be assigned to this project.
- (d) If you anticipate engaging another vendor to assist with any portion of the project, please explain in detail.

### *Project Description*

- (a) A description of your firm's plan for implementing this project, including the process, strategies, and tools anticipated.
- (b) A description of any research or materials on which you plan to rely for this project.

### *Budget*

- (a) A detailed budget reflecting all costs associated with the project.
- (b) A description of any variables that may impact this budget.

### *References*

Three (3) professional references (including contact information) with knowledge of your firm's work.

*This project was financially assisted by the Ohio State Bar Foundation. The views expressed do not necessarily represent those of the Ohio State Bar Foundation.*