



DIVERSITY, EQUITY, INCLUSION, JUSTICE AND ACCESS REQUEST FOR PROPOSAL

Overview

Allegheny Land Trust (ALT) and Pittsburgh Botanic Garden (PBG) are accepting proposals to contract with an experienced consultant(s) related to Diversity, Equity, Inclusion, Justice and Access (DEIJA). ALT and PBG are seeking a DEIJA consultant to lead their Board of Directors and staff in a multi-phased process to raise awareness and to address organizational concerns related to diversity, equity, inclusion, social justice and accessibility.

At the national, state and local levels, environmental conservation has been traditionally a white-led industry at the board, staff and volunteer capacities. ALT and PBG, both leading conservation organizations in the southwest PA region, want to work together to break that mold at the local and regional levels and serve as a DEIJA role model for other environmental organizations at the state and national levels.

Project Scope of Work

ALT and PBG would like to retain a qualified and experienced Diversity, Equity, Inclusion, Justice and Accessibility consultant(s) to work with our Board of Directors and staff over the next several months. Knowledge of and/or experience in delivering DEIJA frameworks in the context of environmental conservation is a plus but not a requirement. The following is a Scope of Work and set of deliverables we hope to achieve over the next 12 months:

1. **Education** – The consultant(s) will provide at least seven (7) education workshops. Three (3) sessions will be focused specifically for staff. Three (3) sessions will be focused specifically for Board members. One (1) workshop will be focused specifically for both Board and staff. Board and staff shall be permitted to attend all training sessions if desired but must attend at least four (4) sessions.

Educational workshops will start with the basics to ensure every participant has the same knowledge base. Each session will progress in topic depth and complexity. Appropriate staff and the Board DEI Committees will work with the consultant(s) to help define topics.

Trainings can occur in a variety of formats including in-person, focus groups, virtual or other formats that have proven successful.

The consultant(s) will prepare and/or adapt the curriculum, coordinate and provide all training sessions with some support by ALT and PBG staff and committee members where appropriate.

Deliverable: Consultant(s) will assess the session effectiveness and determine if additional training topics are needed.

2. **DEIJA Why Statement and Foundation** – ALT and PBG Board and staff would like to develop a “why” statement before moving forward with assessing each organization and developing a work plan. The consultant(s) will work with each organization’s Board and staff to facilitate the “why” statement discussion, help each organization think through the “why” and help draft an external statement for both ALT and PBG.

Additionally, the consultant(s) should help ALT and PBG identify and develop an appropriate DEIJA committee composition, identify shared language and offer sources of information for continued education and leadership development.

Deliverable: Each organization will have an approved, final DEIJA statement to be used by each organization as they see fit.

3. **Organizational DEIJA Work Plan** – The consultant(s) will work with the appropriate staff and Board committees to assess each organization’s operations and strategic program priorities and develop two separate work plans to be implemented independently by ALT and PBG. The work plans will focus on at least the following, but is not limited to only the following items:

Operations/Internal:

- a. Assessing inclusive culture
- b. Employment hiring practices and procedures
- c. Board recruitment processes
- d. Vendor retention practices
- e. Policies, procedures and bylaws
- f. DEIJA statement and bylaws

Programs/External:

- a. Volunteer recruitment processes
- b. Membership recruitment and retention
- c. Conservation priority areas and criteria
- d. Environmental education programming
- e. Partnerships and collaborations
- f. Networks

The work plans will consist of specific items for which ALT and PBG can work towards implementing. Within the contract period, the consultant(s) shall assist both organizations with the implementation on various plan items by providing overall direction, templates and advice.

Deliverable: Each organization will have a set of recommendations (i.e. work plan) specific to their organization for future implementation.

Proposal Format

The proposal format can be structured in any way the consultant(s) chooses to structure it. However, ALT and PBG would like to see at least the following items in the proposal in order for it to be considered:

1. Consultant(s) contact information
2. Background on the consultant's business
3. Client references
4. Proposed approach to addressing the scope of work
5. Biographic information for any team member who would be engaged with this project
6. Budget and budget narrative

Budget

The total budget for this engagement shall not exceed \$50,000.

Proposal Submission

Qualified consultant(s) are invited to submit a proposal which follows the scope of work outlined in this request. Only digital proposals will be accepted. Proposals should be submitted in PDF format to Chris Beichner at cbeichner@allegHENYlandtrust.org and Keith Kaiser at kkaiser@pittsburghbotanicgarden.org

Proposals should be submitted no later than 5:00 PM on Friday, March 10, 2023.

If proposal PDF is too large to submit via email, ALT and PBG will work with the consultant(s) to find alternative ways to deliver the proposal digitally.

Late proposals will not be considered. It is the responsibility of the consultant(s) to ensure their proposal submission is complete and received by the deadline.

ALT and PBG reserve the right to accept or reject any and all proposals at their discretion. This RFP does not commit ALT or PBG to award a contract or pay any costs incurred as a result of preparing a proposal in response to this RFP.

Questions

All questions related to this Request for Proposal shall be directed to Chris Beichner at cbeichner@alleghenylandtrust.org and Keith Kaiser at kkaiser@pittsburghbotanicgarden.org. Please submit questions no later than February 24, 2023. Every attempt will be made to answer questions within 48 hours of receipt.

Equal Opportunity

Allegheny Land Trust and Pittsburgh Botanic Garden requires all consultants to comply with Federal, State and Local laws, policies and regulations concerning equal opportunity and agrees not to discriminate because of race, religion, national origin, ancestry, sex, sexual orientation, age, physical handicap or any other trait or characteristic protected by law.

About Pittsburgh Botanic Garden

Pittsburgh Botanic Garden inspires people to value plants, garden design and the natural world by cultivating plant collections of the Allegheny Plateau and temperate regions, creating display gardens, conducting educational programs and conserving the environment.

The Garden is a qualified caretaker for 460 acres of southwest Pennsylvania's land and water. Dedicated staff and volunteers create and maintain this space as a habitat for native flora and fauna. In addition to ongoing conservation efforts such as mitigating acid mine drainage and reforestation projects, the Garden provides 65 acres of cultivated gardens and woodlands for the public to connect to plants. Through this innate experience: young minds are engaged, gardeners are inspired, and all visitors find a sense of calm.

Currently, Pittsburgh Botanic Garden has 35 members of its Board of Directors, and 22 FTEs, consisting of full and part time as well as seasonal employees.

About Allegheny Land Trust

ALT is a 501c3, independent Pennsylvania Corporation with the mission of conserving and caring for local land for the health and well-being of current and future generations. We envision a resilient region with abundant green space that is easily accessible and recognized as essential to the quality of life for all.

ALT has protected more than 3,800 acres in 39 municipalities in Allegheny, Butler, and Washington counties since its founding in 1993. The conservation land trust has strategically accelerated its pace of land protection in recent years to address the alarming and persistent consumption of green space in the region. Allegheny County is losing 2,000 acres of green space annually due to new development and infrastructure expansion.

ALT currently has 23 members on its Board of Directors, 11 full-time employees, four part-time employees, and five project-based environmental educators. The varied skill sets, broad experience levels, and dedication to conservation exhibited by the ALT Board and staff are at the very core the organization's on-going success.

ALT is nationally accredited by the Land Trust Accreditation Commission. Only 450 out of roughly 1,300 (35%) land trusts across the country have achieved this high distinction certifying that the organization adheres to the highest standards of excellence in operations, fiscal responsibility, land stewardship, and conservation practices. ALT originally achieved accreditation in 2010, was reaccredited in 2016, and in August of 2021 completed the rigorous process to maintain this status for the next five years.