



Formerly known as Friends of Farmworkers

RFP For Diversity and Inclusion Training

Who we are: Justice at Work is a 40 year old Pennsylvania-based non-profit legal aid and advocacy organization. At JAW, we support low wage workers as they pursue economic and social justice. We do this through the provision of legal services, education, and advocacy.

Purpose: Justice at Work (JAW) is seeking Subject Matter Expert Trainers /Presenters (“Proposer”) to design a training program and deliver the training for JAW’s employees on the topic of Diversity and Inclusion, including information on Implicit Bias. The program is intended to provide training to approximately 25 full time employees. JAW’s offices are located in Philadelphia and Pittsburgh, and the training would take place in Philadelphia or Harrisburg, PA.

Scope of Work: The firm selected shall be required to:

- Provide a minimum two-hour, in-depth training with all staff employees, focusing on implicit bias. The training should include but not be limited to bias relating to race, national origin, sexual orientation, gender identity, disability, and age.
- Provide in-depth training to select employees using the “train the trainer model” to build capacity to provide on-going diversity and inclusion training.
- Provide training for supervisors, managers, hiring committee members on hiring and supervision systems.
- Work with the JAW to develop an objective evaluation process to determine program effectiveness.

Criteria:

The following criteria will be used to evaluate the proposals: understanding of the objective and plan for accomplishment; ability, capacity and skill of the Proposer; qualifications of personnel assigned to perform the services within the time specified; stability, accessibility, and availability of Proposer; experience in performing similar services for other organizations or employers.

Proposal Format and Deadline for Submission: Proposals should include a proposed budget. Proposals can be sent electronically to Liz Chacko (lchacko@justiceatworklegalaid.org). If you prefer to send a hard copy, please direct it to:

Liz Chacko
Justice at Work
990 Spring Garden St, Suite 300
Philadelphia, PA 19123

Deadline for submission of proposals is May 27, 2019.

Timeline: training shall begin in July 2019.

Justice at Work | justiceatworklegalaid.org

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