Request for Proposal
Defining Forefront’s Human Resource Practices through a Racial Equity Lens
Due: July 31, 2023

Organizations and consultants are invited to provide a proposal to Forefront to facilitate an operational audit of Forefront’s human resource & personnel practices through a racial equity lens. Forefront’s budget for this piece of work is negotiable around $10,000. Details about this request for proposal are enclosed. Please review Forefront’s mission and network reach via our website: www.myforefront.org.

Submit proposals by email to president@myforefront.org.

1. OVERVIEW
As one of few regional associations in the Country that unites grantmakers, nonprofits, and advisors across Illinois, Forefront has increased impact, including:

- Grantmakers and operating nonprofits working and learning together to develop strategic solutions to solve problems and address needs.
- Education and training for the impact sector workforce to ensure new and seasoned nonprofit professionals, leaders and grantmakers have the skills, tools, and support to carry out their mission as and maximum impact
- Leveraging a strong and powerful coalition of Foundation leaders whose unified stance on public policy, social justice and advocacy can influence and educate elected officials and legislators across the state and in Washington, D.C.
- Establishment as an anchor tenant in the FBRK Impact House, the country’s first collaborative philanthropy hub, bringing together foundations, individual grantmakers and socially responsible corporations committed to social change.

Following the organizations 2022-2025 strategic planning process the following goal and commitments were approved:

Goal: To create a united and thriving social impact sector that has a transformative impact on the wellbeing and economic security of communities and promotes equity across the state of Illinois.

Commitment 1: Through high-quality and culturally competent programming, technical assistance, and strategic advocacy, Forefront expands its reach, support, and influence across Illinois’ social impact sector to address the greatest needs of its members.

Commitment 2: Forefront mobilizes a sector-wide response in Illinois to advance racial equity and create an environment in which BILPOC communities thrive.

Commitment 3: Forefront unites Illinois’ social impact sector to collaboratively address the most pressing issues of our time.
With these commitments, we are looking to ensure our human resources (HR) and personnel practices are in alignment with our outward-facing commitments. We have a goal to better reflect the changing workforce in the social impact sector, assure we’re implementing people-first strategies and utilizing the organizations assets to support the accomplishment of the strategic plan goal.

2. GOALS AND OBJECTIVES
The following goals and objectives were articulated for this project:
- Audit current human resource practices through a racial equity lens
- Review human resource best/promising practices in the field
- Apply practices that support our changing workforce

3. ASSIGNMENT:
Facilitate an internal assessment of Forefront human resources and personnel practices, including:
- Hiring & retention
- Professional development and training support
- Progressive discipline and termination processes
- Promotion and compensation processes
- Fringe benefits
- Personnel policies & handbook

Forefront seeks to affirm that HR & Personnel policies and procedures are not contributing to institutional or structural racism perpetuated by commonplace inequitable workforce practices. This will result in effectively leveraging talent, our board, and staff, as well as strengthening our position as a thought leader, convener, and advocate. The deliverables from these activities will result in operational changes to support the organization’s continued growth.

The selected consultant’s work and process includes but is not limited to:
- Lead launch meeting with Forefront staff leadership team to identify objectives, process, timetable
- Conduct an analysis of Forefronts HR & Personnel practices
- Develop post-review analysis and summary report
- Present summary report with key take-aways & implications
- Facilitate working session with leadership team resulting new HR & Personnel policies & procedures

4. SCOPE OF WORK AND TIMING
Forefront anticipates a 2-5-month engagement for this work, informed by, but not limited to, staff feedback, current HR & Personnel document analysis, referencing similarly sized & focused organizational structures.

5. TO BE INCLUDED IN PROPOSAL
To allow for adequate review of consultant experience and qualifications for this scope of work please include the following in your proposal:
- Firm/consultant background
- Experience with human resources, personnel, and racial equity work.
- Scope of work with timeline
- Budget

All questions should be sent via email to president@myforefront.org, with responses and clarifications by phone provided on a case-by-case basis.