



April 2025

Clean Virginia Request for Proposals

Executive Summary

Clean Virginia (CV) is seeking an experienced consultant or firm to guide a nonpartisan nonprofit in a four-month operational equity review. This review will begin in June 2025 and focus on reviewing internal policies and actual practices to assess and improve alignment with the values of diversity, equity, inclusion and justice.

Deliverables for this project will include:

- An initial report summarizing the findings of the operational equity review and recommended improvements;
- Directed management-level training;
- A presentation of the findings to the full team, and;
- A final report with recommended next steps.

Results of this process will inform Clean Virginia's efforts to advance clean government and clean energy by fighting utility monopoly corruption in Virginia politics.

Budget

Clean Virginia has allocated a budget of \$10,000–\$20,000, depending on the consultant's experience and the depth of engagement proposed.

About Us

Founded in 2018, Clean Virginia is a 501(c)4 independent advocacy organization with an associated Political Action Committee, Clean Virginia Fund. Clean Virginia works to fight corruption in Virginia politics to promote clean and affordable energy. We are

motivated by the core belief that our democracy should serve everyday Virginians over special interests. We have a core team of twelve staff members, and typically host 1-2 fellowship positions each year. Learn more about Clean Virginia at www.cleanvirginia.org.

Applications

To apply, submit your proposal to Kate Asquith (kate@cleanvirginia.org) with the subject "Equity Review Application" and fill out [this contact form](#) **by May 27, 2025**. Proposals should include a cover letter, qualifications for the firm and/or individual(s) who would be assigned to our contract, a cost estimate, and at least two references. Please direct any questions via email to Abby Sabri at abby@cleanvirginia.org.

Goals of the Equity Review

The equity review should evaluate Clean Virginia's operational practices, policies, programs and history to assess alignment with stated values of justice, equity, diversity and inclusion and to suggest areas for improvement. This review should include:

1. Review of internal policies, including:
 - a. Operations policies
 - b. Hiring
 - c. Salaries and benefits
 - d. Human resources
 - e. Internal communications
 - f. Management practices
 - g. Budgeting process
 - h. Communication policies
 - i. Project selection
 - j. Workplace culture
 - k. Contractor and external vendor selection
 - l. Planning and strategy processes
 - m. Other recommendations from the consultant

2. An anonymized qualitative staff survey. This survey should include staff perspectives on operational equity as well as perspectives on CV's programmatic work. This survey should include an opportunity for individual staff to choose to participate in a 1:1 interview with the consultant. This survey should help the consultant and organization leadership understand internal perspectives on our practices and programmatic work, and provide a basis for next steps.
3. Other recommendations by the consultant.

Deliverables

1. An initial report summarizing the results of the equity review, including recommendations for changes to Clean Virginia's practices and policies to achieve the organization's equity goals.
2. In-person training for management-level team. This will include:
 - a. A management-level presentation of summary of key findings and recommendations;
 - b. Training aligned with specific recommendations stemming from the review for the Executive Director and two Deputy Directors, and recommendations for further training;
 - c. Training as recommended for Director-level staff and Operations Manager, and recommendations for further training; and
 - d. Actionable next steps for management-level team to improve alignment with justice-oriented goals.
3. A facilitated in-person presentation of the final report with the full CV staff and Director team (14 people), with opportunities for questions and reflection.
4. A final report, which:
 - a. Finalizes the initial report, informed by management-level training and staff presentation; and
 - b. Proposes strategies and next steps to strengthen the organization's commitment to equity and justice goals while maintaining bipartisan influence.

Timeline

| Milestone | Date |
|------------------------|----------------------|
| RFP Released | April 22, 2025 |
| Proposal Deadline | May 27, 2025 |
| Finalist Interviews | Week of June 9 |
| Consultant Selection | June 16, 2025 |
| Process Begins | Week of June 9, 2025 |
| Management Training | August 2025 |
| Final Report Submitted | September 2025 |
| Team Presentation | Late September 2025 |

Proposal Submission Guidelines

Interested consultants or firms should submit a proposal including the following:

1. Cover Letter – A brief introduction outlining your interest in the project and relevant experience.
2. Qualifications & Approach – A description of your experience with organizational equity reviews and audits, training, and strategic planning, along with your proposed methodology.
3. Cost Estimate – A breakdown of project costs within the stated budget.
4. References – At least two references from past clients who can speak to your work on similar projects.

Selection Criteria

Proposals will be evaluated based on:

1. Expertise & Experience – Demonstrated ability to conduct equity reviews and facilitate DEIJ-driven strategic planning;
2. Approach & Methodology – Thoughtful, tailored strategies for Clean Virginia's specific needs;
3. Cost & Value – Alignment of proposed costs with scope and deliverables; and
4. References & Past Work – Strong recommendations and evidence of success in similar projects.

Clean Virginia is committed to ensuring a fair and transparent selection process and welcomes proposals from consultants and firms with diverse backgrounds and perspectives. We strongly encourage people of color, women, LGBTQ+ individuals, and members of other underrepresented communities to apply.