

Association of Oregon Recyclers - Call for Diversity, Equity & Inclusion Proposals March 2, 2022

Introduction

The Association of Oregon Recycler's ("AOR") Board of Directors has identified diversity, equity and inclusion (DEI) as a priority work area for 2022 and beyond. In January 2022, the AOR Board voted to focus short-term efforts on re-launching a DEI Committee and empowering that group to identify possible next steps for the organization, such as a near-term work plan. The Board acknowledges several barriers to achieving these outcomes, including a lack of DEI expertise and lived experience on the board. AOR also does not want to make assumptions about what is needed or desired in the AOR community. It would be based on the Board's limited scope of expertise, and lack of lived experience with the issues that have historically led to oppression and inequitable outcomes. In order to convene a diverse committee and support an inclusive process, we would like to work with a contractor ("contractor") who possesses professional and personal expertise related to DEI issues, emerging topics and recommended practices.

Call for Proposals

AOR is seeking proposals for projects that will support the following key activities and deliverables over the next 10-12 months from when a contract is signed. It is AOR's intention that this foundational project is the first phase of multiple phases and projects.

Task 1. DEI Committee

Re-launch AOR's DEI Committee, which should include but is not limited to:

- Outreach to prospective committee members from the AOR community
- Committee charter (including purpose, governance structure, positions, terms, recommended compensation for participants, etc.)
- Kick-off and facilitation of first several committee meetings, as recommended by contractor and budget allows
- *Note: We are referring to this group as a "DEI Committee" but acknowledge that other language may be more useful and are open to evolving this title based on the governance structure and consultant's recommendation.*

Task 2. Near-term work plan

Support and guide the committee to develop a near-term work plan (1-2 years) to be implemented in a future phase, including key activities, goals, and budget recommendation.

2021-2022 AOR BOARD

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Task 3. Equity statement

Develop an AOR equity statement to support accountability advancing DEI work now and into the future; with input from the DEI committee and Board.

Note: AOR is also open to proposals that suggest a different path for achieving similar outcomes. If you would like to propose an alternative to the above, you are welcome to do so. If so, please include an explanation of why you are suggesting this alternative.

Estimated Project Timeline

This is just an estimate and is subject to change based on project proposals, budget and contractor recommendation.

March 2022	Call for proposals open
April 2022	AOR board reviews proposals, makes selection and signs contract with contractor (if there is a successful proposal)
May 2022	Project work begins
May - October 2022	DEI Committee formation and recruitment <i>Note: AOR's annual conference will be held October 26-28, 2022</i>
November 2022 - April 2023	Development of near-term work plan and public-facing equity statement
<i>May 2023 and beyond</i>	<i>Implementation of near-term work plan – outside scope of this project</i>

Components of a Competitive Proposal

We would like to see proposals that include the following:

1. Project plan: Description of how contractor proposes to fulfill Tasks 1-3 listed above. If you would like to propose alternatives to these tasks, please describe them here in detail.
2. Detailed timeline: Working off the general timeline above, please provide a more detailed timeline by week or month.
3. Project budget: Detailed project budget, including breakdown of contractor hours by task (1-3), any needed supplies, and other costs.

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4. Relevant experience: 1-2 references, 2 recent examples of related work, and project team resumes.
5. Other: Preferred contact information, any relevant certifications (such as COBID), any other information you'd like to provide.

Budget

AOR has recently allocated \$15,000 to this project and is seeking proposals that are within that range. Please include in your proposal the activities and level of involvement that you are able to offer within that budget. If the activities and deliverables described above are not possible to achieve with the allocated budget, we invite your proposals that are scaled accordingly.

We recognize that DEI expertise is in high demand and that the skills, knowledge and labor offered by DEI consultants must be fairly compensated. This will be the largest expenditure toward DEI-related efforts that AOR has ever made, and while the budget is modest now, we expect to allocate more resources in the future. This project will help inform future allocation and fundraising efforts.

Estimated Timeline for Proposals

- March 2: AOR sends out call for proposals
- March 31: Proposal due date. Please see below for how to submit.
- April 15: AOR selects contractor
- April 30: AOR and contractor sign agreement
- May 1: Work begins

How to Submit

Please submit your proposal to info@oregonrecyclers.org including 1-2 references and 2 recent examples of related work by **March 31, 2022**. Please put "AOR DEI proposal" in the subject line. We will contact you before reaching out to any references.

Questions

For questions or additional information, please contact info@oregonrecyclers.org with "AOR DEI proposal" in the subject line.

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APPENDIX

About AOR

Vision:

The Association of Oregon Recyclers is committed to achieving a system of sustainable materials management by supporting high-quality recycling and composting, thoughtful consumption, and producer responsibility.

Mission:

AOR provides value to its members by hosting educational events, delivering publications to enhance our understanding and connections to diverse perspectives, and lobbying for legislation that supports sustainable materials management.

AOR is a 501(c)6 organization committed to supporting policies that promote high-quality recycling and composting, thoughtful consumption, and producer responsibility. We believe the producers that manufacture and sell products to Oregonians should have a role in how products are managed at the end of their usable life. Equity is also centered in our guiding principles because we believe the reuse, repair and recycling economy should benefit everyone, including communities of color and rural areas.

Highlights of Previous DEI Work and Discussions

February 2020:

- DEI training for Board with facilitator Scott Winn
- Discussed AOR's role in racial equity, surveying membership, and need to develop racial equity statement
- Identified potential goals, such as achieving better racial representation in board members, staff, conference participants and speakers, AOR members

December 2020 - June 2021:

- First DEI Committee convened and met (included Board members and AOR member Elizabeth Start)
- Developed draft equity statement
- Discussed why advancing equity is important to AOR as an organization
- Elizabeth Start conducted informal survey for AOR members and community members about needs and desires of BIPOC community members

November 2021:

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- Board retreat with facilitator Jonathan Poisner - see notes below

Notes from AOR Board retreat:

Board members shared possible priorities to accomplish related to DEI such as:

- Restarting the DEI Committee with a board member as lead
- Allocating budget to the committee
- Identifying work or activities for the committee to implement
- Finalizing an equity statement for AOR
- Hiring a contractor to support DEI work

The Board identified barriers that could prevent the organization from achieving these outcomes such as:

- Lack of DEI expertise and lived experience on the board
- Lack of agreement or clarity on why this work is important to AOR
- Lack of goals and expectations
- Lack of resources
- Lack of understanding scope (internal, external or both)
- Not using an inclusive enough approach (e.g., limiting to race or language access, and ignoring other identities and experiences)
- Awkwardness and challenge of addressing difficult issues

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