

# Center for Disaster Philanthropy

## **ANSWERS TO RFP QUESTIONS**

posed by organizations by January 10, 2023 deadline for questions

### **Organizational Climate Assessment and Change Management Plan**

[https://disasterphilanthropy.org/wp-content/uploads/2022/12/2022\\_12\\_21-CDP-Organizational-Culture-and-Climate-RFP.pdf](https://disasterphilanthropy.org/wp-content/uploads/2022/12/2022_12_21-CDP-Organizational-Culture-and-Climate-RFP.pdf)

Proposals Due by: **January 23, 2023 by 4 PM CT**



**To the extent possible, questions have been anonymized, collated and condensed.**

Can we access the new (2023-2025) strategic plan?

The work plan process remains underway, but the mission, goals and objectives are available [here](#).

What evaluative work was done? Are any of these done on a recurring basis? Are there any other assessments similar to those outlined in 2.1?

The Corley Company completed a stakeholder analysis in preparation for our strategic planning. It is available [here](#).

The Center for Effective Philanthropy completed a grantee perception report, available [here](#).

While we hope to develop systems of regular evaluations, these are the ones we have available now.

What is behind the growth at CDP – increases in disasters or expanded visibility and new positioning of CDP?

Both. The increase in disasters has resulted in increased visibility and recognition of CDP as a leader, grantmaker and thought partner in disaster philanthropy.

What are the organizational structure and the number of staff?

Currently, CDP has 22 US-based staff (20 FT, 2 PT), with 9 proposed positions for 2023 (6 FT, 1 PT plus 2 short-term contractors). See our organizational [chart](#) and additional [information](#) on staff locations.

Has the organizational structure changed recently? Is there an impetus that is informing this engagement?

As per RFP, CDP's growth has been more organic than strategic. There have been some hiccups internally that demonstrate that focused attention on our culture going forward is necessary.

Is there a page limit for the response?

20 pages (not including table of contents and clearly defined attachments).

Is there a preferred timeline for the implementation of each phase?

We anticipate Phase 1 will take 4-6 weeks and Phase 2, 3-6 months.

Is there a budget?

While CDP wishes to be flexible, our anticipated budget is between \$25-50k, inclusive of both phases, though recognizing that some implementation activities may be completed on a different timeline or with a different consultant.



What, if any, prior work has been completed related to DEI, RIE?

In 2021, CDP developed our [Racial and Intersectional Equity Statement - Center for Disaster Philanthropy](#). We have completed staff trainings, two informal staff assessments and created a staff committee. CDP has explored the language it uses, adapting as necessary and has introduced land acknowledgments into our webinars. Reviews of salary scales and benefits for internal equity and against peer organizations have occurred. CDP has written and spoken publicly about equity in disasters. We maintain board and staff [diversity statistics](#) (GuideStar profile). Our new website was designed to be ADA-compliant.

What are CDP's values?

They are available [here](#).

What is the scope of implementation desired from the firm in Phase 2?

CDP relies on the consultant in their assessment (Phase 1) to determine the level of support required in implementation (Phase 2). CDP is open to differing scenarios, including a proposal that details possible interventions and proposed costing, depending on findings in Phase 1. CDP expects the firm to provide options that may go beyond the skill set of the firm; simply put, prioritization must match CDP's needs.

What is intended by organizational design assessment and implementation?

CDP is open to guidance from the firm. One area we anticipate being supported is a skills audit and identifying gaps that may exist within our current approach. Other items that may be determined as needed review are our standards for roles, evaluations and compensation.

Who at CDP will support the engagement? Who is the executive sponsor? Will the assessment include external stakeholders?

CDP is open to the creation of a staff working group. The CEO, with board support, will be the executive sponsor. External stakeholders will not be involved, though the firm is welcome to review the CEP and TCC reports for external perspectives.

How are CDP's human resources managed? Who is responsible in-house?

CDP uses TriNet (PIO), with internal management resting with our CFO. Recruitment is managed internally.

How is training typically delivered?

Staff learning is done internally via Zoom or individual learning (books, courses). Some staff members have taken on fellowships.

Who is responsible for change management within CDP?

The Senior Leadership Team holds primary responsibility, though different changes have occurred across team processes at different times. The Senior Leadership Team is comprised of the CEO, CFO, VP, and Senior Directors of Development and Marketing & Communications.



What vehicles are used to communicate with employees? Are there any accessibility issues?

We use Zoom, Slack, Outlook and RedBooth. We have no accessibility issues with regard to communicating electronically.

Are you looking to: 1. Assess and define your desired Culture that will align with your Strategy and the gaps that exist with a plan to close those, or 2. Assess and define the desired Culture AND the current Climate to understand what gap closing is needed on both those fronts?

# 2. CDP seeks to assess and define the desired culture and current climate to understand what gap closing is needed on both fronts.

