

Speaker Application for NAWBO CHARLOTTE

Professional Equity and Inclusion Workshop Series

October 29, 2021



Introduction to NAWBO CHARLOTTE

National Association of Women Business Owners, Charlotte Chapter, Inc. (“NAWBO Charlotte”) is seeking applications from companies or individuals to effectively execute a Professional Equity and Inclusion workshop series. NAWBO Charlotte is a not-for-profit, membership-based organization of women business owners, with a focus on providing business support in a collaborative and friendly environment.

To learn more about NAWBO Charlotte, a local chapter of the national organization of NAWBO, applicants are encouraged to review the local website at www.nawbocharlotte.com and the national website at www.nawbo.org.

NAWBO Statement on Diversity, Equity, Inclusion, and Belonging

“In principle and in practice, NAWBO values and seeks a diverse and inclusive membership. NAWBO seeks full participation in the organization by all business owners who support our mission to empower women entrepreneurs, regardless of race, religion, age, sexual orientation, national origin, or disability. NAWBO’s goal is to effectively represent the full diversity of the women business owner community and to expand access to leadership opportunities across the full spectrum of our membership.”

Overview of the Professional Equity and Inclusion Workshop Series

- **2021 Inaugural Event Focus:** The goal of this introductory workshop series was to raise awareness and spark dialogues on issues of race relations in professional atmospheres. This included unjust and inequitable outcomes most often experienced by professionals of color. Education and effective communication training were the primary goals. Participants gained a better understanding of implicit bias and racism in its institutional form. Participants left better equipped with a cleaner lens and viewpoint to work towards change.
- **Upcoming 2022 Event Focus:** Our goal this year is to remain in alignment with the main reason this annual was created, while seeking to explore how inequities manifest in various areas of professional leaders’ lives. We seek to maintain awareness of racial inequities while learning more about how implicit bias affects various categories such as: religion, age, sexual orientation, national origin, or disability.

Description of this Project: What problem are we trying to solve

NAWBO Charlotte is seeking to act as a catalyst for change within our business community. In light of the growing visibility of racial inequity in the United States, NAWBO is seeking to take the necessary steps to address, challenge and eradicate long held false narratives, subsequent miscommunication, and professional disparity within our community. We are also seeking to bring awareness of how knowledge learned can be used to provide positive outcomes in areas in which others may experience discrimination. This may include but is not limited to: religion, age, sexual orientation, national origin, or disability.

Scope of Services

We are looking to open a dialog via a zoom workshop series to address the challenges facing professionals in the area of workplace diversity, equity and inclusion.

Interested Topics:

Last year was our inaugural DEI event, and it was well received by our audience. The first event was a two-part series which focused on implicit bias and navigating difficult conversations. ***This year we want to further our foundation on implicit bias, focus on where we go from here, and how we apply this new knowledge to various situations in life (outside of race relations). Ideally, we would like to continue the format of a two-part series that is approximately 2 hours for each session. This format worked well for our audience but we are open to suggestions for formatting.***

Topics May Include:

- Implicit bias
- Equity and Inclusion in the workplace and other professional settings
- Bystander Intervention
- Navigating Conversations
- Managing Conflict
- Employee Interaction

Amount Budgeted and Type of Contract

The maximum amount for this project is \$4,000. This will be a fixed price project and this lump-sum will include all expenses.

Timing

Application submissions received by 11/24/2021 5PM EST

Selection by 12/8/2021 5PM EST

Projected Execution Date: February 2021 or March 2021. We are flexible to work around the selected speaker(s) schedule; however, the selected dates must not conflict with any other NAWBO events.

Qualifications

Interested vendors should provide a brief summary of their qualifications and past experience as it relates to projects of this size and scope. Background and biographies for the specific team members who will be working on the project should also be provided.

Proposal Components

Every proposal must contain, at minimum, the following:

- A brief speaker biography
- Exact video links displaying samples of the speaker(s) presentation style (no more than 10 minutes in length)
- Description and qualifications of proposing company including a description of how the proposing company meets the defined requirements and aligns with the mission of NAWBO Charlotte. Biographies of team members who will be assigned to the project should also be included.
- Description of services to be performed.
- A brief synopsis of the intended training with bullet point objectives or outcomes that the audience will receive
- Approach to measuring the impact of the program.
- Schedule and fees.
- Three references of clients for related work performed.

Submission Instructions

All proposals must be submitted electronically to Kathryn Bacon at nawboclt@outlook.com by November 23, 2021 at 5:00 p.m. EST.

Proposal Evaluation

The following factors will be included in the proposal evaluation:

- Previous experience driving improvements in a similar situation.
- Relevance and quality of experience of those who will be directly working on the project.
- Familiarity working with organizations of the size of NAWBO Charlotte (approximately 100 members, projected 30-40 attendees) and with budgets of this size.
- Measures proposed to gauge the success of the program
- Price – Proposals outside NAWBO's budget will not be considered

FAQs

- How can bidders ask questions regarding this speaker application prior to submission?
 - We request any questions about the speaker application to be emailed to Kathryn Bacon at nawboct@outlook.com, by November 17, 2020 by 5PM EST.
 - Answers to all questions will be submitted via email to participating vendors by November 22, 2020 by 5PM EST.

- How will bidders be contacted?
 - The winning bidder will be notified by telephone by December 8, 2021 5PM EST.
 - All other bidders will be notified via email by December 8, 2021 5PM EST.

- In what format does a proposal need to be submitted?
 - All proposals must include, at a minimum, the components noted above.
 - Additional information can be included, but no proposal should exceed 8 pages, including cover letter and references.
 - Documents in PDF format are preferred.

Thank you for your interest in supporting NAWBO Charlotte.