



Request for Proposals for a Diversity, Equity, and Inclusion Consultant

Summary of Request

Cable Huston LLP seeks a Diversity, Equity, and Inclusion (DEI) Consultant to evaluate its current DEI policies and practices, provide education and training opportunities, and facilitate a process to develop and build an implementation plan for the firm's DEI efforts and continuing education in this area.

Ultimately, Cable Huston desires to foster an equitable, respectful, and supportive work environment that welcomes individuals with diverse backgrounds and experiences. We understand that the creation of this environment requires deep engagement, a willingness to understand different perspectives, ongoing education, and high-level, impactful decision-making that is guided by experts in the field. We welcome proposals from qualified individuals and firms who can facilitate a process to help us reach this end goal.

About Cable Huston

Cable Huston LLP is a boutique law firm providing general legal services to a wide variety of clients. Our clients include individuals, local governments, utilities, and private entities ranging from Fortune 500 companies to locally owned businesses. The firm has 16 partners, 1 of-counsel, 5 associates, 3 paralegals, and 12 administrative staff and assistants. We operate from a single law office located in downtown Portland, Oregon, and serve clients across the Pacific Northwest. Further information about the firm may be found on our website:

www.cablehuston.com.

Scope of Work

The scope of work is anticipated to include a critical and comprehensive DEI assessment of the firm, which may include conducting staff surveys and evaluating existing policies, programs, and practices. The assessment should identify deficiencies and suggestions for improvement. The consultant would present a written DEI assessment and findings with the firm's leadership, make recommendations for areas of improvement, and assist the firm in identifying priorities.

Recommendations should address training and education for firm staff and leadership; recruiting and maintaining a diverse workforce (at all levels of administrative staff, paralegals, associates, and partners); creating and maintaining an inclusive work environment; and business operations that promote DEI principles. The consultant would be expected to facilitate the development of DEI policies for the firm, and a written implementation plan to guide the firm's development and education in the DEI area. The consultant would be anticipated to provide (or refer to another provider) for continued education and specific training on priority areas.

We welcome proposals with an alternative scope of work or proposed deliverables.

Qualifications

- Experience providing DEI assessments, strategic planning, education, and training.
- Experience working with small and medium-sized law firms or other partnership organizations.
- Experience working with businesses in the Portland, Oregon area.
- Effective facilitation skills for similarly sized groups.
- Experience successfully creating and implementing organizational procedures and change in law firms, partnerships, or other businesses of similar size and structure.

How to Apply

Send proposals and inquiries to Laura Westmeyer at lwestmeyer@cablehuston.com with the subject line: “**DEI Proposal.**”

Proposals must be received by 5pm PST on Tuesday, June 7, 2022, to be considered.

Content of Proposal

The following elements should be addressed somewhere in your proposal:

1. Qualifications. Specifically, include your experience working with law firms and/or small and medium-sized partnerships, in the Portland-area, and your ability to meet the scope of work and desired deliverables.
2. Project outline and proposed timeline.
3. Proposed fee and fee structure, with detailed information about what expenses will be covered by the fee, and any variable expenses (e.g., travel reimbursement).
4. List of the principal consultants who will work directly on each component of this project, as well as their qualifications.
5. List of clients, highlighting any particularly successful DEI plan development or implementation approach.
6. The name and contact information for two or three references of past clients, with a preference for other law firms or partnership organizations.
7. Information about your own DEI practice and principles, and why you do this work.
8. Any additional information that would assist us in this consultant selection.

We look forward to your proposal.