



Request for Proposals (RFP)

Organizational Climate Survey Consultant

Issue Date: July 17, 2026 | Proposal Due Date: August 17, 2026

Introduction

ACLU-VA is a medium-sized nonprofit organization seeking proposals from qualified consultants to design, administer, analyze, and report on an organizational climate survey. The purpose of this project is to gain meaningful insights into employee experiences, organizational culture, engagement, communication, leadership, and workplace climate to inform future organizational planning and improvement efforts.

We are committed to creating an inclusive, supportive, and high-performing workplace and are seeking a consultant with demonstrated expertise in organizational assessment, employee engagement, nonprofit organizations, and Equity, Diversity, Inclusion and Belonging (EDIB).

Project Objectives

The selected consultant will:

- Design or customize an organizational climate survey appropriate for ACLU-VA.
- Collaborate with organizational team to identify key areas of inquiry.
- Recommend communication strategies to maximize employee participation.
- Administer the survey using a secure online platform.
- Ensure respondent confidentiality and anonymity.
- Analyze quantitative and qualitative survey results.
- Prepare a written report summarizing findings, trends, strengths, opportunities, and recommendations.
- Present findings to staff and facilitate discussion regarding next steps.

Scope of Work

The consultant should provide services that include, at a minimum:

- Project Planning
 - Kickoff meeting with project team
 - Review organizational goals and existing information
 - Develop project timeline
- Survey Development
 - Customize survey instrument
 - Recommend demographic questions that preserve anonymity
 - Pilot test survey as appropriate
- Survey Administration
 - Launch and manage online survey
 - Provide technical support as needed
 - Monitor participation and provide response-rate updates
- Data Analysis
 - Analyze survey results
 - Compare results to available benchmarks, if applicable
 - Identify themes and trends from responses



Reporting

Deliverables should include:

- Executive summary
- Comprehensive written report
- Presentation of findings to staff
- Recommendations for organizational improvement
- Electronic copies of all final reports and presentation materials

Timeline

- Milestone Date
- RFP Released July 17, 2026
- Proposal Due August 17, 2026
- Finalist Interviews Week of August 24th
- Consultant Selected September 4, 2026
- Project Begins Late September 2026
- Final Report and Presentation Completed January 2027

Proposal Requirements

Proposals should include:

1. Firm/Consultant Overview

- Brief history
- Areas of expertise
- Relevant experience
- Experience working with nonprofit organizations

2. Project Approach

Describe your proposed methodology, including:

- Confidentiality measures
- Analysis
- Reporting
- Stakeholder engagement
- Embedding EDIB

3. References

- Provide three client references for similar projects.

4. Cost

- Include: Total project fee

5. Contact information

- Please include: Name, Title, Email and Phone Number

Evaluation Criteria

Proposals will be evaluated based on:

- Experience conducting organizational climate surveys
- Experience working with nonprofit organizations
- Quality and feasibility of proposed methodology
- Qualifications of project team
- EDIB inclusion
- Ability to meet the project timeline
- Cost and overall value

Following proposal review, selected finalists will be invited to participate in interviews before a final consultant is selected.



Submission Instructions

Please submit proposals electronically in a single PDF document via email to
Climate.k0tnmhoes3buxsai@u.box.com - Box upload no later than **August 30, 2026, at 5:00 p.m.**

Questions regarding this RFP may be submitted via email by August 15, 2026 to admin@acluva.org.