YOUR  
LOGO

**COMPANY NAME**

DIVERSITY AND INCLUSION

PROPOSAL

Prepared by:

**[Client Name]**

**[Contact information]**

**[Date]**

# Introduction

Thank you for considering [Your Company Name] to support your diversity, equity, and inclusion (DEI) efforts. We provide expert guidance to help organizations build inclusive cultures, equitable policies, and diverse teams.  
  
This proposal outlines how we will assist [Client Name] in advancing DEI goals across leadership, HR, and employee engagement.

# Problem or Opportunity

[Client Name] is committed to creating a more inclusive, diverse, and equitable workplace. However, there may be gaps in current policies, representation, or cultural understanding that need to be addressed.

# Proposed Solution

We propose a customized DEI engagement that includes assessment, strategy development, training, and support to embed inclusion into your operations and culture.  
  
Key Benefits:  
- Enhanced employee morale and retention  
- Broader perspectives and innovation  
- Reduced bias and improved equity in practices

# Scope of Work

Our DEI consulting services include:  
  
- DEI audit and culture assessment  
- Inclusive hiring and HR policy review  
- Employee surveys and focus groups  
- Training sessions and workshops  
- Strategic planning and leadership alignment  
- Ongoing support and measurement framework

# Timeline

Proposed timeline for assessment, delivery, and implementation:

|  |  |  |
| --- | --- | --- |
| Milestone | Description | Estimated Date |
| Assessment Phase | DEI audit and stakeholder interviews | [Start Date] |
| Strategy Design | Create DEI goals and roadmap | [Date] |
| Training Delivery | Conduct workshops or sessions | [Date] |
| Reporting & Next Steps | Final report and recommendations | [Completion Date] |

# Pricing

Estimated pricing for diversity and inclusion engagement:

|  |  |  |
| --- | --- | --- |
| Service | Description | Cost |
| DEI Assessment | Interviews, survey, culture audit | [Amount] |
| Strategy Development | Goals, KPIs, roadmap | [Amount] |
| Training Workshops | Up to [X] sessions | [Amount] |
| Reporting | Summary and action plan | [Amount] |
| Total |  | [Total] |

# About Our Company

[Your Company Name] is a consulting firm specializing in DEI strategy, training, and culture transformation.  
  
- Experience: [X] years advancing inclusion and equity in diverse organizations  
- Expertise: Intersectional frameworks, policy design, inclusive leadership  
- Mission: To help organizations thrive by building workplaces where everyone feels respected, valued, and empowered

# Case Studies / Testimonials

Case Study: [Previous Client Name]  
  
- Project: DEI training and strategy for midsize firm  
- Outcome: Increased sense of belonging by 35% and improved internal promotion equity  
  
Testimonial:  
“[Your Company Name] brought clarity, compassion, and credibility to our DEI work. Our team is stronger and more united.” — [Client Name], [Title], [Company]

# Terms and Conditions

Payment Terms: 50% at kickoff, 50% upon delivery.  
Confidentiality: All employee feedback and assessments are confidential.  
Revisions: Includes one revision to final strategy materials based on stakeholder feedback.

# Acceptance

To begin the DEI engagement, please sign below.  
  
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Name: [Client’s Printed Name]  
Title: [Client’s Title]  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_