



**REQUEST FOR Nominations  
NILG Advisory Council Member  
Responses Will Be Accepted During the Period of August 29, 2022 – September 14, 2022**

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In accordance with our By-laws, the National Industry Liaison Group (NILG) is soliciting nominations for one (1) Advisory Council member.

**Advisory Council:**

- The Advisory Council provides technical expertise and provide key information, insight, and recommendations on relevant matters before the NILG including affirmative action compliance and equal employment opportunity.
- The Advisory Council are not NILG Board Members. Advisory Council members serve in an advisory capacity to the NILG and have no voting rights or other authority within the NILG.
- Advisory Council members are attorneys, affirmative action consultants, statisticians, industrial psychologists, labor economists, and/or other consultants to the federal contractor community whose expertise the Board determines would be of assistance to the NILG.

This Request for Nomination may also be found on the NILG website at [www.nationalilg.org](http://www.nationalilg.org).

**Nomination Submission:**

- Submit a Nomination in PDF format via email no later than **Midnight ET, Wednesday, September 14, 2022**, to [info@nationalilg.org](mailto:info@nationalilg.org) with a subject line: **NILG Advisory Council Position RFP**.

It is the responsibility of the Responder to ensure that the submission is received by the above deadline. Late submissions will not be accepted. ***Please direct all questions regarding the RFP to [nfo@nationalilg.org](mailto:nfo@nationalilg.org).***

This Request for Nomination does not commit the NILG to award a contract or pay any costs incurred in the preparation of a Nomination in response to this request. The NILG Board reserves the right to accept the Nomination it considers to be in its best interests. Selection of the Advisory Council Member is at the sole discretion of the NILG. All materials submitted to NILG in response to this RFP become the sole property of the NILG.

Thank you for your interest in working with the NILG.



### **About National Industry Liaison Group**

The **National Industry Liaison Group (NILG)** is a non-profit organization formed in 1992 for the main purposes of improving communications between the U.S. Department of Labor’s Office of Federal Contract Compliance Programs (OFCCP) and Industry Liaison Groups (ILGs); and, enhancing the quality and overall effectiveness of ILGs. The NILG Board supports approximately 61 ILGs, which are comprised of small, mid-size and large federal contractors and subcontractors across the country. Local ILGs are in every Department of Labor (DOL) region. No other employer association has a broader base of constituents focused on EO/AA matters. Since its beginning, the National Industry Liaison Group has continued to improve and enhance its structure, purpose and membership, and has evolved to address new challenges and opportunities.

**Our Vision:** To be the premier association of federal contractors supporting affirmative action and equal opportunity in the workplace through collaboration with ILGs and liaisons with the OFCCP, the Equal Employment Opportunity Commission (EEOC), and other government agencies and organizations connected to federal contracting EEO and AA requirements.

### **Our Mission:**

- Support individual Industry Liaison Groups
- Coordinate the annual NILG National Conference
- Provide comments and feedback to regulators
- Liaise with OFCCP, ODEP, VETS, EEOC and related stakeholders

We accomplish this mission by carrying out the activities outlined in our bylaws and by achieving targeted objectives. The NILG is proud of the voluntary and unique partnership of public and private sector cooperation it has been able to foster as an effective approach in dealing with important legal and regulatory issues regarding affirmative action and equal employment opportunity. The NILG is committed to working together towards equality in the workplace.

### **NILG Board Advisory Council Member Role:**

The Advisory Council provides technical expertise and key information, insight, and recommendations on relevant matters before the NILG, including affirmative action compliance and equal employment opportunity. The Advisory Council are non-Board Members. Advisory Council members serve in an advisory capacity to the Board and have no voting rights or other authority within the NILG Board.

### **Eligibility:**

Board Members cannot serve as members of the Advisory Council. The Advisory Council may be comprised of up to six members. The Advisory Council may be comprised of attorneys, affirmative action consultants, statisticians, industrial psychologists, labor economists, and/or other consultants to the federal contractor community whose expertise the Board determines would be of assistance to the NILG.

Advisory Council Members may not directly market their products or services to, or solicit business from, NILG Board Members or take any other action that is inappropriate or inconsistent with the NILG’s mission, purpose, or vision. Advisory Council Members may, however, be speakers at, contribute as official sponsors, and exhibit at events, and engage in similar activities. Advisory Council Members shall not hold themselves out as speaking for the NILG unless the NILG Chair provides issue-specific specific authorization in advance.



Advisory Council Members serve at the pleasure of the NILG. Any Advisory Council Member who is unable to fulfill the duties or responsibilities; exhibits behavior that is inconsistent with the mission, objectives, or vision of the NILG; that violates any of the rules, procedures, or practices of the NILG; has a conflict of interest; and/or for any reason deemed inappropriate in the NILG's sole discretion, may be removed from the Advisory Council by a majority vote of the NILG.

**Scope of Service:**

The Advisory Council meets regularly as scheduled by the NILG Chair or designee to discuss NILG initiatives and provide feedback and recommendations. The Advisory Council is expected to spearhead projects and serve as a think tank for the NILG. Upon approval by the NILG Board, some or all of the members of the Advisory Council may be invited to attend the NILG Board's meetings with government agencies or other organizations. Time commitment varies, but Council Members should expect to devote an average of up to 10 hours per month to Board activities.

**Specifications:**

Responses to this RFP should cover the following components:

**1. General Specifications**

- a. Timeliness of response and accessibility to the NILG
- b. Advisory Council members must be willing and able to devote a minimum of 10 hours of service pro bono, which may be more in times of active agency rulemaking and regulatory activity

**2. Background**

- a. Employer's Name
- b. Home Office Address
- c. Website
- d. Person submitting this RFP:
  - i. Name and Title
  - ii. Office Location, if different from above
  - iii. Phone
  - iv. Email Address
- e. Provide publicly certified documentation or a self-certification statement if your organization is a small, women, disabled veteran or minority-owned business
- f. Provide details of any efforts toward diversity by your organization

**3. Experience**

- a. Describe depth of understanding and knowledge of EO/AA laws and regulations and working with the OFCCP and/or EEOC
- b. Education, number of years of experience
- c. Provide a statement that your service to the NILG would not create a conflict of interest

**4. Non-Profit Expertise/Relevant Experience/References**

- a. Descriptions/examples of previous experience that may be relevant to servicing the needs of the NILG, including providing recommendations on EO/AA regulations and matters
- b. Descriptions/examples of previous experience working with non-profit organizations



- c. List three references. Please also include the number of years you have been working (or worked) with them

**Term and Selection:**

Advisory Council Members serve a two-year term and can be appointed to no more than two consecutive two-year terms unless the Board approves an additional term by majority vote.

**Right to Reject:**

The NILG reserves the right to reject any and all Nominations received in response to this RFP, and/or to waive irregularities and informalities.

**Selection Process:**

All eligible Nominations will be reviewed and evaluated for their qualifications, experience and suitability to complete the Scope of Service for this RFP. Be sure to include all relevant information and evidence of your record of performance and ability to perform the work. Phone, video and in-person interviews may be requested. The NILG, at its discretion, may request presentations or additional information from any or all Responders. However, the NILG reserves the right to select the Nomination which furthers the best interests of the NILG and to select without further discussion of the Nominations submitted. All responses are subject to approval by NILG Board officers and Board members.

**Notification of Selection:**

Notice to the selected Responder to proceed with the scope of work is anticipated on or about **September 21, 2022**. All responders who submit Nominations to this RFP will be informed, in writing, of the name of the Advisory Council Member selected. It is expected that the two-year period of service will start on October 1, 2022 and end on September 30, 2023.