

Request for Proposals:

Kirkland Arts Center:

Diversity, Equity, Inclusion and Accessibility (DEIA) Consultant

Submissions Deadline: August 26, 2022

Company Name: Kirkland Arts Center

Contact: Amy Reed (areed@kirklandartscenter.org)

Kirkland Arts Center (KAC) a non-profit community-oriented visual arts center that features classes in 2D (illustration, painting, printmaking) and 3D (ceramics) art as well as a gallery that exhibits local and international artists. KAC was founded in 1962 and resides within the historic Peter Kirk Building that dates back to 1892.

Purpose of this Request

Scope of Services

- **Conduct an organizational assessment of KAC**, including but not limited to its mission, vision, organizational structure, policies, practices, branding, building, course offerings, history and culture as it relates to the organization's intent to be a diverse, equitable, inclusive and accessible organization serving the Kirkland community in its entirety. This may include but not be limited to:
 - Interviews with staff and Board members
 - Interviews with community stakeholders

- **Conduct a series of 3-5 training sessions** related to diversity, equity, inclusion and accessibility for Board members and appropriate staff, integrating the findings of the organizational assessment.
 - It is expected that approximately 10 Board members and 10 staff will participate in the training sessions.

Deliverables

- **Written report and presentation on the findings, recommendations, priorities and next steps related to the DEIA assessment**, including a framework of prioritized goals and next-step actions designed to expand the organization's value to the community as

a diverse and equitable cultural institution. The report must also include measures for each actionable item to measure the impact of each goal and help determine next steps after completion.

- **Materials and training curriculum for Board and staff DEIA training and a write up that encapsulates the impact of the training.**

Timeline

- Proposed Timeline for Assessment & Training: September 2022 – December 2022
- Board/staff training frequency once or twice monthly, 1-2-hour sessions - prefer early evenings.

Budget

- \$16,000

Applicant Eligibility

This call is open to any applicant. The KAC strongly encourages submissions from applicants residing in Washington State, and minority and women owned businesses.

The KAC Supports Equitable Opportunities

The KAC, in alignment with the City of Kirkland's City Council, affirms that all people, their cultures, and their art contribute to the meaning and understanding of our shared humanity and should be honored and celebrated. The KAC encourages a sense of belonging for all people and supports the expression of historically marginalized communities. The art created by BIPOC performs a unique role in our community and helps provide inspiration to resolve societal inequity and injustice. This important work of bringing equity to art is pivotal to the KAC's efforts to confront injustices of the past and reveal inequities of the present and to help build a more diverse arts community, now and in the future.

Submission Requirements

The KAC expects a proven delivery model with a supporting implementation plan and schedule. The description in the Scope of Services section above is what the KAC believes it needs to be successful. However, proposers should rely on their own best-practice implementation methodology and propose alterations to the Scope of Services according to their expert opinion. Any revised scope should align with the budget or propose a budget alteration accordingly.

- Brief Statement of Interest (500 words max)
- Description of related professional and/or lived experience

- Proposed Scope of Work
- Proposed Cost Proposal
- Resume or *curriculum vitae* (CV) of principal and trainer(s)
- Supporting materials such as training materials, information from prior projects/clients, etc. May include links to videos and/or materials, images, documents, etc.
- 2-3 References for this work

Consultant Selection Process

A Committee composed of members of the KAC board and staff will make the selection for this call for consultants. The selection will be based on the evaluation of written submissions. The Committee may also conduct an interview process; however, it reserves the right to select a consultant based only on the evaluation of written proposals. All proposals and interviews will be evaluated based on the Scoring Rubric Criteria (below). The Committee will present its recommendation to the full Board of the KAC for its approval.

The Committee reserves the right not to select any submissions received from this call for consultants. Submitting consultants should be prepared and available to present their submissions virtually during an interview process if selected and if an interview process is needed. Submitting consultants must be able to meet the project timeline.

Aug 8, 2022	RFP Opens for submissions
August 26, 2022 – 5:00 PM	Deadline for submission
August 29 - Sept 9, 2022	Submission evaluation period, <i>may include interviews</i>
Sept 12, 2022	Selected submission notified

Selection Scoring Rubric

The Committee will use a scoring rubric in its selection process for this call for consultants. The Committee will make its recommendation to the KAC Board for final approval based on the total points scored in these following categories:

Scale: not competitive (1-2); fair (3-4); good (5-6); great (7-8); excellent (9-10)

1. Experience in Related Work —10 points
Professional experience in organizational DEIA consulting work, in particular with non-profit organizations
2. Ability to Meet the Timeline – 5 points
Capacity and willingness to work within the proposed timeline, and/or the successful articulation of an alternative timeline
3. Budget Proposal – 10 points
Proposed scope within the specified budget of \$16,000 and/or the successful articulation of an alternative scope and budget
4. Lived and Other Experience - 5 points
Significant lived or other experience that is likely to strengthen the approach to and implementation of the work and understanding of the project goals