

Seattle Children's Theatre

Courtney Sale, Artistic Director Karen Sharp, Managing Director

Request for Proposal (RFP): Consultation services for Equity, Diversity and Inclusion Training and Community Engagement Strategy

I. Overview

Seattle Children's Theatre (SCT) is the leading producer of Theatre for Young Audiences (TYA) in the Puget Sound Region. Established in 1975 as part of the Seattle Department of Parks and Recreation, SCT has grown into an independent, non-profit professional theatre with a mission to provide access for children and families to live, innovative productions and theatre education, appropriate for all ages. With a focus on new works and education, SCT has produced 110 new works and serves 130,000 people annually through its programming.

As a leader in the field of TYA programming in the region and in the nation, SCT acknowledges the need to broaden the scope of access to include traditionally underserved and marginalized groups and communities. This access includes both participation in and creation of the art and the education programming available at SCT, and the variety of voices influencing that work at SCT and in the community. SCT also understands the active and evolutionary qualities of such work and seeks to engage in meaningful community partnerships to help guide this process and break down cultural norms that perpetuate barriers to our institution.

II. Scope of Work

SCT seeks proposals for services that will result in an increase in both staff diversity and effective community engagement with the desired outcome of increased participation from traditionally underserved populations. The purpose of this RFP is to solicit proposals from qualified parties with experience in guiding organizations through successful equity, diversity and inclusion transformation. Qualified parties should have a proven record that reflects their ability to obtain the following outcomes:

- Development, execution, and comprehensive analyses of an organizational assessment for staff, board, patrons, and local underserved communities that reflect SCT's target audience
- An analysis of existing organizational strengths and gaps with clear recommendations on how best to build upon strengths that will encourage equity, diversity and inclusion in all areas of our organization and community
- An analysis on the state of diversity, equity and inclusion in SCT's sector (children/families, arts, theatre, educational programming)
- Provide knowledge and insight on best inclusion practices in the field
- Development and activation of an engaged inclusion committee comprised of key stakeholders, such as staff, board and community partners
- Guidance and support in developing a shared taxonomy on diversity, equity, and inclusion

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- Development of a public statement of principle regarding equity, diversity and inclusion for SCT that serves as the guide post for how we operate and make decisions that impact programming, outreach, and management practices
- Development and execution of an education strategy that will increase the awareness, knowledge, and skills of our staff and board as it pertains to diversity, equity, and inclusion
- Support the development of presentations that reflect the business opportunities in developing diversity, equity and inclusion competencies
- Integrate the diversity, equity and inclusion work into the current business model of SCT, including access initiatives and operations
- Support the development and facilitation of dialogues and outreach efforts that will engage community members, patrons, staff, and board members in this effort
- Develop a long-term roadmap that will ensure that barriers to inclusion continue to decrease, while internal awareness, knowledge and skills continue to increase. This roadmap should include methods of long-term monitoring and evaluation that consider several areas, including but not limited to hiring practices, script selection, community partnership engagement, and ongoing staff education.

III. RFP Guidelines

Proposals are requested by **May 1, 2017**. Please provide the following information in your response.

- Contact and background information including experience history of individual(s) participating in this project
- Examples of experience with other child/family focused organizations seeking this training or organizations of similar size or with a focus in the arts
- Examples of education strategies schedules/curriculum used with other organizations of similar size and scope
- Description of process for identifying appropriate education curriculum and implementation plan
- Description of why respondent wishes to work with SCT in this process, or any other history with the organization pertinent to this submission
- An identified start date for the scope of work which will begin no later than June 1, 2017
- An estimated duration of the project
- An outlined fee structure associated with the scope of work including an hourly rate for work exceeding the contract maximum.
- A list of professional references

IV. Conditions and Fees

Responses should be emailed to Ariel Bradler at arielb@sct.org. Questions may be submitted by email or by phone, 206.859.4054 at any time prior to the submission deadline.



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The outlined scope of work shall not exceed \$15,000 in associated fees. Work deemed outside this fee structure should be identified no less than one week prior to the implementation of the additional work. All material costs, transportation, parking, taxes, or other expenses should be included in outlined fee structure submitted with proposal. No additional costs will be reimbursed unless previously included or agreed upon by both parties prior to incurring the expense. Fees will be paid in three phases with dates identified during the contracting process.

All employees and contractors of SCT must complete a WA state background check as a final condition of employment.

Respondent understands that any documents submitted become the property of Seattle Children's Theatre both during the submission and implementation periods. No materials submitted in response to this RFP will be returned.