Request for Proposal –
Diversity, Equity, Inclusion, and
Justice Consultant

Seattle Parks Foundation is accepting proposals from consultants to facilitate and lead internal staff and board Diversity, Equity, Inclusion, and Justice consulting to align with our new strategic plan and provide us with actionable items to help us operationalize our anti-racist values and new strategic outcomes. We invite you to submit qualifications and a proposal (or signal your intent) to us for priority consideration by Wednesday, September 7th. Selection decisions and oversight will be managed by an ad hoc committee that is made up of a small team of staff and board members. Compensation for this 10-12-month consultation contract ranges from $50,000 to $75,000 depending on proposals.

Background of Seattle Parks Foundation

Seattle Parks Foundation is a 501c3 founded in 2000 to support a thriving, connected system of parks and public spaces that promote health and happiness for all residents. Over the last 22 years donors have contributed $80 million through Seattle Parks Foundation to support over 200 park projects in every neighborhood in the city. The organization employs 15 people and several part time consultants, has 23 board members, and serves as a fiscal sponsor for over 90 community groups city-wide. We partner closely with Seattle Parks and Recreation and other city government entities (Seattle Department of Transportation, Port of Seattle, Arts and Culture Division, etc.) to ensure the successful completion of parks projects.

We believe parks and public spaces can be vehicles to address inequity. While the Seattle Parks Foundation shifted to a community-led approach to promote equitable outcomes, we acknowledge that the history of systemic and cultural oppression throughout Seattle continues to create barriers that limit access to parks. Today, health disparities, income inequality, “red lining,” and uneven political power are outcomes of this history, even as they continue to shape decisions about parks. These outcomes are unacceptable. We believe we have a responsibility to address them. We believe Parks can be public places that serve all people equitably.

In 2021, Seattle Parks Foundation went through a strategic planning process with an equity-based lens. In early 2022, we re-affirmed our values and changed our mission, vision, and strategic priorities:

Mission: We partner with community to champion thriving and equitable parks and public spaces.

Vision: People feel welcomed and invested in our parks and public spaces, leading to healthy, sustainable, and equitable communities.

Values:
- Partnership and Collaboration. We listen to learn, work in partnership, and lift up others.
- Racial Equity. We are committed to diversity, equity, inclusion, and social and racial justice. This means confronting our assumptions about structures of oppression and, in response, continually remaking our internal culture.
- Accountability. When we commit, we deliver. When we make a mistake, we accept
responsibility.
- **Flexibility.** We embrace change and the challenges that come with it.
- **Gratitude.** We nurture a culture of gratitude and continually celebrate and thank volunteers, staff, partners, and donors.

**Strategic Outcomes:**
- Equity in Public Spaces
- Neighborhood-Based Climate Solutions
- Activated Parks and Healthy People
- Increased Civic Engagement and Community Building

We also created a statement that we will operate with an anti-racist lens, which includes:
- We actively identify and address implicit bias and structural racism.
- We challenge and actively change the policies, behaviors, and beliefs that perpetuate racist ideas and actions.
- We take steps to eliminate racism at the individual, institutional, and structural levels.

We believe community is strongest together and:
- We will actively work to gain a better understanding of restorative practices and how to implement processes that emphasize the importance of positive relationships as central to community building.
- We will acknowledge historical and present harm done (and ask others to do the same).
- We will focus, when possible, on restoring and repairing relationships in community.

** Desired Services and Scope of Work:**
Seattle Parks Foundation is seeking an external consultant to help align our new strategic objectives with our day-to-day work and board governance. We need tools and resources that help us uncover and address implicit bias and structural racism internally and develop support mechanisms for staff as we move through this work (as individuals and as a team). The consultant will need to have depth of capabilities in the transformational work needed to become more just in our sector and in our organization.

The ideal candidate will:
- Have lived experience in diversity, equity, inclusion, justice, and accessibility work and have collaborated with white-led organizations
- A strong understanding of anti-racism and experience facilitating organizational change
- Understand the nonprofit sector. Knowledge of fiscal sponsorship model will be useful
- Experience working at both the staff and board levels of an organization
- Provide actionable suggestions to reduce our tendency to perpetuate bias so we can improve our services and create structural change
- Offer strategies to mark our progress and celebrate our successes

The anticipated timeline for the work is from October 2022 to Summer 2023. It is expected that the consultant will design and lead a process that will result in actionable steps for staff and board during this contract. These action items will inform our budget and work planning for our next fiscal year.

**Key Questions we want to address:**
- How do we challenge and address the predominantly white institution model that our sector and organization has been built on?
- What will need to be continued and what will need to change in our organizational model to be an
authentically anti-racist organization?
- What are we doing that perpetuates bias and inequity?
- What does equity look like internally for staff and board?
- What support systems should we have in place to create an anti-racist work environment?
- What processes will help us better transition towards anti-racism?

Key Qualifications of Consultants:
- **Thoughtful Provocateurs**: Push the staff and board of Seattle Parks Foundation to expand our thinking about the Foundation’s role with the communities we work in.
- **Expert Virtual Facilitators**: Work will be conducted in a hybrid work environment. The consultant must create a fun and engaging virtual environment using accessible digital platforms.
- **Aligned Values**: The consultant should have experience and exposure supporting environmental nonprofits and have diversity, equity, inclusion, and social justice expertise. We seek consultants capable of building trust, respect, and vulnerability in conversations.
- **Expert Collaborators**: Demonstrate a track record of co-creation and working in partnership with their clients.
- **Project Management**: The consultant team will drive the work of the staff planning committee towards a reasonable deadline.
- **Availability**: This will be a retainer agreement for regularly scheduled time with staff and board through a year long engagement. Consultant should anticipate regular weekly and bi-weekly meetings.

Proposal Format and Evaluation Criteria:
Priority proposals should be received by 5 pm on **September 7th**.

You are asked to submit your proposal in a narrative no longer than 4 pages in the format listed below:
1. Full legal name, address, telephone number and email address for consultant
2. A brief outline of your organization, including years of service, and services offered
3. Detailed description of the services you propose
4. Cost of services: We will only be accepting proposals up to $75,000
5. Names, addresses, phone numbers and email addresses of at least two clients of similar industry to Seattle Parks Foundation who can be contacted as references. Please briefly list the projects completed with these clients and how they are relevant to this proposal.

**Evaluation Criteria**: Includes the consultant’s experience and performance on similar projects. Also includes consultant’s capabilities and resources for the project and plan for management of the project.
1. Demonstrate an appropriate understanding of relevant methodologies, approaches, and virtual facilitation requirements
2. Demonstrate a track record of engaging in anti-racist, collaborative, inclusive, and community driven approaches
3. Demonstrate boldness and creativity in their proposed approach. Have a compelling point of view and practice towards furthering commitments towards Diversity, Equity, Inclusion and Justice.

**If you are interested in this opportunity:**

Please email your materials to: Rebecca Bear, President and CEO, rebecca@seattleparksfoundation.org by **5 pm PST on Wednesday September 7th** for priority
consideration. Subject line: SeattleParks Foundation DEIJ RFP. We will follow up with confirmation of receipt of emails as proposals are received, and we will connect with qualified participants for next steps by Wednesday Sept. 21st.