

REQUEST FOR PROPOSAL

**Milwaukee Public Library
814 West Wisconsin Avenue
Milwaukee, Wisconsin 53233**

**Dated: March 30, 2021
Due Date: April 30, 2021**

REQUEST FOR PROPOSAL (Hereinafter referred to as “RFP”) from the Board of Trustees of the Milwaukee Public Library, City of Milwaukee, Wisconsin, for a **Race, Equity and Inclusion Consultant**.

Project Description

The Milwaukee Public Library (MPL or Library) seeks to contract services for a Race, Equity and Inclusion (REI) Consultant to help the Library to develop a long-term strategy to offer and sustain equitable service, materials, and policies and procedures with an eye to social justice and inclusivity. With a racial equity framework, the Library will use targeted strategies to dismantle structural barriers impacting communities of color to create a culture of inclusion. An REI assessment, action plan, and identifying metrics for sustainability provides a three-pronged approach for the highest quality service to all of MPL's patrons. The assessment will identify practices, services, and institutional mores that unknowingly promote racial inequities. The action plan will provide a course correction to address these issues. The metrics will help us understand when MPL has succeeded.

This process should result in a creative and bold new plan that is guided by a broader vision of the Milwaukee Public Library, establishing MPL as a race, equity, and inclusion leader in the city and state. With this plan, MPL will become a library system that other libraries across the country will want to emulate.

This is not a City of Milwaukee position.

The Milwaukee Public Library offers a dynamic, innovative work environment where each worker contributes to making the Library the best Third Place possible. Inspiration starts here – we help people read, learn, and connect!

Project Background

There are three major pieces to be addressed during this planning work: Assessment, Action Plan, and Metrics for Accountability and Sustainability. During the Assessment phase, the Consultant will make recommendations of appropriate tool(s) and processes for assessing MPL's organizational culture and practices.

Results from the Assessment will inform the creation of the MPL Racial Equity Action Plan in collaboration with staff and Board, which will complement the [City of Milwaukee Racial Equity Action Plan](#). The Action Plan will also take into consideration elements of Wisconsin's Department of Public Instruction's [Inclusivity Assessment](#) and will incorporate the American Library Association's [Call to Action for Public Library Workers](#).

Developing metrics for accountability and sustainability is the final objective of this consulting work. The Consultant will use thoughtful consideration of what data is important to collect and develop a structure for analysis that produces meaningful change to ensure future success in measuring MPL's work towards racial equity.

Scope of Work:

1. Assess Milwaukee Public Library's organizational culture and practices.
 - a. Review and respond to MPL's 2019 self-assessment.
 - b. Oversee/conduct the assessment, which may encompass a variety of information gathering strategies, including surveys, interviews, and focus groups of staff and patrons.
 - c. Summarize and analyze the information gathered, and interpret and explain assessment findings.
 - d. Facilitate a process for developing goals, strategies, and tactics to address the assessment's findings.

2. Lead MPL's team in creating Milwaukee Public Library's Racial Equity Action Plan. Develop and deliver the resulting documentation. The action plan will include:
 - a. Implementation strategies
 - b. Timelines
 - c. Performance measures
 - d. Intended outcomes
3. Develop metrics for accountability and sustainability
 - a. Understand our current collection and analysis of data
 - b. Identify data gaps
 - c. Determine what data is important to collect
 - d. Develop a structure for analysis that produces meaningful change

Contractor Qualifications and Credentials:

- Experience conducting racial equity assessments.
- Knowledge and expertise with racial equity assessment tools and processes and the various data collection methodologies these encompass (surveys, document review, interviews, etc.).
- Experience with assisting organizations in using findings to create action plans.
- Experience using anti-racist frameworks, preferably Government Alliance on Race and Equity (GARE).
- Knowledge and understanding of the Milwaukee Public Library's pivotal City role in promoting literacy, providing access to information and bridging the digital divide.
- Excellent written and oral communication skills, responsive to inquiries and deadlines.
- Passionate about racial equity and knowledgeable about how entities have successfully dismantled policies and cultural mores that seemed innocuous, but perpetuated racism in subtle and harmful ways.

Additional Preferred Qualifications:

- Bachelor's or advanced degree in Data Science or related field
- Experience conducting assessments with urban public libraries.
- Certified City of Milwaukee Small Business Enterprise

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

Schedule:

The contract period is June 1, 2021 – March 31, 2022.

Cost Submittal:

Please present a lump sum cost for the submitted proposal and estimated weekly hours to perform the scope of work.

All questions concerning the meaning or intent of the RFP should be emailed to Joan Johnson, Library Director, jrjohns@milwaukee.gov, with "Race, Equity, and Inclusion Proposal" as the subject line, no later than **5:00 p.m. on April 15, 2021**.

Submit proposals (resume with cover letter and references) to: Lexi Buchberger, Milwaukee Public Library, 814 W. Wisconsin Avenue, Milwaukee, WI 53233, or send electronically to Lrbuchb@milwaukee.gov by **Friday, April 30, 2021**. Anticipated start date is June 1, 2021.

When preparing a proposal, responders are instructed to thoroughly read all instructions on the Request for Proposal. Your proposal is an offer to perform or supply the service or materials described above in accordance with the scope of the work set forth here. In no event shall the responder submit its own terms and conditions as a response to this RFP. Your proposal must meet the plan(s) or scope of the work set forth herein.

Proposals will be evaluated based on the criteria specified in this Request for Proposal, particularly the items listed in the Scope of Work and Qualification sections. Award will be made to the proposer that best meets the needs of the Milwaukee Public Library as defined in this RFP.

The Library reserves the rights to award no contract after the proposals are scored.

Signed: Joan R. Johnson, Secretary

*CITY OF MILWAUKEE, represented by
the Board of Trustees, Milwaukee Public Library*

BY  Secretary