



REQUEST FOR PROPOSALS

EQUITY, DIVERSITY & INCLUSION CONSULTANT

February 21, 2023



Proposals will only be accepted electronically, via email. Proposals are due via email on or before **March 22, 2023 at 5:00 PM PDT** to:

Sonoma County Library
c/o Maria Peralta
Email: mperalta@sonomalibrary.org
Phone: (707) 545-0831 ext. 1635

Request for Proposals

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INTRODUCTION

Sonoma County Library (the “Library”) is a Joint Powers Authority entity established in 1975 (and revised in 2014) among the County of Sonoma and the county’s incorporated cities to provide library services throughout the county. The Library provides a general and comprehensive collection of books, magazines, periodicals, subscription databases, and multi-media materials for reference and public borrowing. Services are offered through 15 facilities, including 12 full-service facilities, 2 rural stations, and one temporary location. Library administration and system wide services are provided from a separate headquarters location.

PROJECT BACKGROUND AND DESCRIPTION

In 2020, the Library received grant funding through the CA State Library for a team to serve on a yearlong project (Cultivating Racial Equity and Inclusion) along with other libraries statewide. Through this project, and working with members from the Government Alliance on Race and Equity (GARE), the (Sonoma County Library) Racial Equity Team developed a Racial Equity Case Statement, a Racial Equity Vision Statement, and Results Statements. The team brought on training for both supervisors and staff and disseminated a survey.

The grant opportunity was extended for a second year and the team was successful in renewing the grant. To further its mission and organize the culture, members presented word of the month with resources and discussion questions on the Library’s “Midweek Message,” made Racial Equity the theme at its annual Staff training day and developed a Racial Equity Lens to use when making policy/program decisions in an effort to further operationalize its goals.

Concurrently, Library Administration developed its Reimagining Plan (akin to a Strategic Plan), and information can be found [here](#). A component of this plan was to hire a diversity consultant to support and amplify the work of the Racial Equity team and determine how the Library can better engage with our multilingual and multiracial community partners and bring the Vision Statements (Inclusivity) to fruition.

The Library requests proposals for an Equity, Diversity & Inclusion Consultant to help audit, recommend and implement policies, practices, programs, and organizational behaviors that foster authentic equity, diversity, and inclusion within the Library and its programs, positioning the organization internally and externally for greater engagement and impact with diverse communities. This includes helping to increase racial, ethnic, gender, sexual orientation, ability, and ideological diversity across our staff, board, and membership while expanding our culture of inclusion within the organization.

Context

The Library desires to be a fully inclusive and equitable organization. To that end, the Library is committed to decreasing barriers across the communities it serves, equitably and for all people. This

requires the Library to focus on and adopt practices to integrate equity, diversity and inclusion across the Library throughout Sonoma County. We currently have over 300 employees--a mix of salaried, full-time and part-time hourly, and contingent staff--who support the Library. Sonoma County Library staff is 73.8% White, 23% all other races combined, and 3.2% opting out of the survey. Sonoma County's demographic is comprised of primarily white and Hispanic communities. A link to the 2020 Census is [here](#).

How You'll Contribute

The Library is looking for an experienced consultant to further guide and implement a multidimensional equity, diversity, and inclusion plan for our system. While we will be looking to the consultant to suggest and shape this work with us, the Library expects the work to include:

- Assessing progress since previous survey;
- Embedding the racial equity lens into its decision-making and operational decisions;
- Auditing current practices and identifying areas where additional research is needed;
- Designing, and creating a plan to prioritize equity and inclusion;
- Conducting trainings to maintain and enhance a cohesive and inclusive organizational culture;
- Providing an infrastructure for ongoing evaluation of the progress and efficacy of equity, diversity, and inclusion efforts; and
- Identifying future staffing and a plan to continue the work.

REQUIRED QUALIFICATIONS

- A minimum of three years of experience providing equity, diversity and inclusion strategic planning and training
- Effective facilitation skills
- A sophisticated understanding of organizational management strategies and tools
- Experience successfully implementing or providing consultative support for staff implementing organization procedures and organizational change
- Experience working with public libraries or nonprofits
- Knowledge of diverse communities that live in our operating area

DESIRED DELIVERABLES

- A review of the current state of our organization's equity, diversity and inclusion strategy practices and culture, and detailed confidential report to the Racial Equity team and Library Director
- A plan that illustrates clear and actionable steps that the Library will take to become a truly, equitable, diverse, and inclusive organization. Specific areas to be addressed in the strategic plan include:
 - Evaluation of the [Library's Statement on Racism and Social Equity](#)
 - Review of the Racial Equity Lens and suggestions for incorporating it into action internally to become a best practice. Update vendor policies to align with best practices and identify reporting and monitoring processes.
 - Framework for continued culture changes for long-term sustainability of equity, diversity, and inclusion strategies.
 - Assessment of hiring procedures, policies, and promotions. Recommend tools that support equity, diversity, and inclusion strategy, such as recruiting and staffing software that assists with

- unbiased selection and recruitment processes. Update policies to align with the recommendations and identify reporting and monitoring processes.
- Framework for the application process for participation or membership in programs as well as grant application process.
- A virtual/hybrid training program(s) and resources to educate our team and equip our team to train others as needed, including new hires, Library Commission members and others.
- A plan to audit organizational equity, diversity, and inclusion processes, policies and efforts moving forward.

RESPONSE REQUIREMENTS:

- Describe your/your firm's capabilities. Specifically, include your experience working with public agencies, libraries, nonprofits, and/or philanthropies, and your ability to provide each of the desired deliverables.
- Provide a project outline and timeline, including the recommended length of the engagement.
- Provide your proposed fee, with detailed information about what expenses will be covered by the fee, and any variable expenses (e.g., travel reimbursement).
- List the principal consultants who will work directly on each component of this project, as well as their qualifications.
- Provide a client list, highlighting successful equity, diversity and inclusion plan development and implementation. Experience with public libraries desirable.
- Provide three references from past EDI clients.
- Include any additional information you deem pertinent to consultant selection.

HOW TO APPLY

Please send responses and inquiries to Maria Peralta at mperalta@sonomalibrary.org with the subject line **“SCL Equity, Diversity & Inclusion Consultant RFP.”** **Please submit your proposal no later than 5:00 p.m. PST on March 22, 2023.** The decision will be communicated in writing no later than April 17, 2023.

Proposed Schedule:

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| ● Release of Request for Proposal | February 21, 2023 |
| ● Deadline for submission of written questions | March 8, 2023* |
| ● Library responds to written questions (if necessary) | March 15, 2023 |
| ● Proposals Due | March 22, 2023 |
| ● Selection Committee reviews and recommends finalists | March 29, 2023 |
| ○ (Interviews will be held during this time if necessary) | |
| ● Contract awarded | April 17, 2023 |
| ● Project commences | May 15, 2023** |

*The Library shall receive and respond to questions related to this RFP via email. **Questions** must be submitted by **5:00 p.m. on March 8, 2023**, via email to Maria Peralta at

mperalta@sonomalibrary.org. The Library shall post responses to all questions to all firms who submitted questions and on its webpage.

**Project anticipated to last 14 -24 months, subject to negotiation