



## **Request for Proposal – Sacramento Metropolitan Arts Commission Equity Audit**

In 2017, the Sacramento Metropolitan Arts Commission (Commission) created a Race & Cultural Equity Task Force to review and assess cultural equity and inclusion practices undertaken by the Commission and to make recommendations for a Race & Cultural Equity Statement for the Commission. The Commission officially adopted the statement in July 2017 ([Cultural Equity Statement](#)). In addition to developing the statement language, the Task Force made several recommendations for equity and inclusion practices to be implemented by staff, including the development of a racial and cultural equity audit of internal policies and practices. The co-chairs of the Race & Cultural Equity Task Force, in consultation with staff, task force members, and other stakeholders, will oversee the development of the audit and reporting its results.

### **Organizational Overview**

The Sacramento Metropolitan Arts Commission (Arts Commission/Metro Arts) was established in 1977 by City and County Ordinances. It is a public agency devoted to supporting, promoting, and advancing the arts in the region. A division of the City's Convention & Cultural Services Department, the Arts Commission provides funding to local artists and arts groups; promotes the arts through marketing, outreach, and education initiatives; provides resources to support and increase regional arts education activities; and serves as a community partner and resource.

### **Proposal Overview**

As a continuation of its commitment to racial and cultural equity in arts, the Arts Commission seeks a consulting firm or individual(s) to assist its staff with the creation of an assessment methodology that allows the Commission to review and report on its implementation of the Race & Cultural Equity Statement.

The statement articulates a commitment to inclusion and fair representation of multiple diverse populations in outreach and in the allocation of funding, resources (e.g., facilities and fiscal), and programs, providing equitable and fair treatment, access, opportunity, and advancement for all people, while at the same time striving to identify and eliminate barriers that have prevented the full participation of some communities.

Using tools and practices from the diversity, equity and inclusion space, the consultant(s) will work with Arts Commission staff to assess existing policies, procedures, and practices, identify areas for improvement, and make recommendations to the staff and the Commission for methods, tools, and metrics that will result in a baseline measure of racial and cultural equity (based on the elements of the Cultural Equity Statement), as well as areas for improvement, and assist staff with the development of practices that will further implementation of the statement. This work will culminate in a report with recommendations on observations of internal policies, external communications, and organizational practices as they pertain to goals of racial equity.

### **Scope of Work**

Time frame: Work will be conducted over approximately three (3) months beginning September 2018.

The racial and cultural equity audit would include a review of existing documents regarding program information and evaluation, member surveys, human resource policies and procedures, marketing materials, Arts Commission website, and other pertinent documents in order to develop a more comprehensive picture of the organizational climate in relation to its goal of racial and cultural equity. Included in the audit will be a review of policies and activities of other local arts agencies with equity policies in place.

Once material is collected and analyzed, the consultants will prepare a report, including but not limited to an analysis outlining key themes, recommendations for incorporating action steps into administrative and programmatic areas, and a compilation of racial equity programs of similar organizations.

### **Project Deliverables and Desired Outcomes**

- An audit of programs, policies, structures, practices, and culture resulting in qualitative and quantitative data regarding the current work and workplace of Arts Commission as well as stakeholder perspectives and expectations for future organizational culture change in relation to racial equity programming and practice.
- A written report of the audit detailing its process, key themes, analysis of the gaps and disconnects between the current and future/desired state of the organization, and

opportunities to build upon. The report should include recommendations for embedding new inclusive policies and practices into the organization's culture and into all function areas (as noted earlier) of the Arts Commission, including achievable short-term action steps and sustainable, long-term goals.

**Budget:** Negotiable range aligned with project deliverables and outcomes.

**Proposal Instructions:**

The proposal should include the following:

- A work plan describing methodologies, approaches, and roles and responsibilities for how the work will be accomplished
- Description of deliverables and outcomes
- Timeline
- Estimated costs
- Experience providing consulting services, including audits or assessments related to racial equity/diversity/inclusion/cultural competency
- Experience and philosophy regarding your work as part of a multicultural/multiracial team
- Professional training and short bios of the proposed project team members
- A sample list of past and current clients, including governmental and quasi-govt. agencies
- Contact information for a minimum of 3 relevant references/to be used only with applicant approval

**Proposal should be limited to 4 pages (excluding supplemental attachments) and emailed to [mcirone@cityofsacramento.org](mailto:mcirone@cityofsacramento.org). Deadline for receipt of proposal is September 15, 2018.**

**Any questions regarding this proposal should be directed to [mcirone@cityofsacramento.org](mailto:mcirone@cityofsacramento.org).**