

REQUEST FOR PROPOSALS RACIAL EQUITY TRAINING

The Atlanta Regional Commission (ARC) is seeking proposals for consultants experienced in racial equity training for leaders. ARC's annual LINK trip (Leadership Involvement Networking Knowledge) takes 110 of metro Atlanta's top-level leaders in the business, government and nonprofit sectors to another region to learn that region's approaches to regional challenges and opportunities. The program's goal is to foster regional leadership and action to drive change around critical shared issues.

In May 2019, the LINK group traveled to the Pittsburgh region, where they heard about how that region is addressing racial equity concerns through investment strategies, policy changes and new development principles. Since the visit, a group of around 20 LINK leaders has remained engaged in an effort to plan and host a regional equity summit in metro Atlanta. They include top elected officials, business executives, and leaders of nonprofit organizations.

To ensure that the individuals planning the equity summit have a shared understanding around racial equity, ARC is seeking a firm to provide a 2-day training for this group of leaders, to take place in April 2020.

The ideal firm will have experience working with leaders of varied racial/ethnic backgrounds who have differing levels of knowledge and experience with these topics. We seek a partner who can provide content on anti-black racism and racist structures and their impacts, exhibits multi-cultural competency, expert facilitation techniques, and the flexibility needed to ensure program goals are met. Partners skilled in the role of the arts and/or theater techniques in having difficult conversations are welcome.

This training will include components on: history of racism and racist policies in America; modern/current-day impacts of racist systems; developing an understanding of concepts and language around racial equity (including equity, inclusion, racial privilege, institutional racism, internalized racism, unconscious bias and other terms); discussion of potential solutions to challenges racism/racist policies present; and facilitated conversation on how this information shapes the focus and agenda for a regional equity summit.

Background:

ARC has for many years supported policies and programs that promote equity in the Atlanta region through investments in transit and transportation systems; a collaborative regional workforce development network; a strong public education system; access to safe and quality housing; and services for the region's most vulnerable populations.

ARC serves as a convener on issues of regional importance and a driver of regional leadership development. As such, ARC supports the work of this LINK group to bring back to the Atlanta region ideas, approaches and best practices to drive the region forward. This racial equity training is envisioned to serve as a shared learning experience for this group, in order for them to successfully communicate the lessons shared on the Pittsburgh LINK trip and concepts for driving equitable change in the Atlanta region.

The regional equity summit to be hosted by this group of LINK participants will take place in Fall 2020 and will be open to previous LINK participants and other identified leaders.

The Scope of Services for the work is detailed below and provides information regarding level of effort required. ARC intends to contract for work during the spring of 2020. It is anticipated that available funds for the project will be a maximum of \$10,000. Interested consultants should submit a proposed budget in the format provided in Exhibit A based on the factors and scope of work outlined below.

Scope of Services/Deliverables

The selected consultant will work with the project manager to assist in the development of specifics for each of the identified tasks. These include:

Meeting to Establish Training Goals and Expectations

- Provide information on training approach and examples of previous sessions and trainings conducted, to inform the development of the agenda.
- Develop a set of goals and expectations for the training.

Development of Pre-Training Materials, Training Agenda & Evaluation

- Provide resources and materials for participants to explore prior to the training.
- Develop the agenda for the two-day training and a plan for any follow up engagement with participants.
- Create, distribute and share results of evaluation for the training.

Conduct Training

- Facilitate two-day training and work with program team to ensure program goals are met.

Report & Post-Training Debrief

- Provide report summarizing the training goals, agenda, materials, results and items for follow up. Report is not to exceed 5 pages.
- Meet with program manager to debrief after the training.

Proposals must include the following information:

- Name of lead firm and any sub-consultants
- Point of contact (name, title, phone number, mailing address, email address) at lead firm
- Description of relevant experience on projects of this type and a list of at least 2 references within the past 5 years, with current contact information.
- Description of approach proposed for accomplishment of the work.
- A proposed schedule and work plan for the accomplishment of the work described above in the Scope of Services.
- A proposed budget in the format of Exhibit A.
- Any other pertinent information.

The review of written proposals will be based on the following criteria, with the relevant weights in parentheses:

- Related experience and references of the firm or project team (40%)
- Approach (40%)
- Work plan and schedule (10%)
- Proposed budget (10%)

Additional information should not be required to respond to this RFP. However, technical questions should be submitted in writing to Stephen Causby no later than 12:00pm on Friday, March 6, 2020. Written questions should be submitted by email to scausby@atlantaregional.org or mailed to the address below. All questions received, and responses to those questions, will be posted to the ARC website by 4:00pm on Tuesday, March 10, 2020.

Proposals should be submitted to Stephen Causby at scausby@atlantaregional.org or to the following address no later than **Tuesday, March 17, 2020 at 4:00pm**

Atlanta Regional Commission
ATTN: Stephen Causby
International Tower
229 Peachtree Street NE
Suite 100
Atlanta, Georgia 30303

Exhibit A

Proposed Project Budget- By Task

TASK	Estimated Hours	Amount
Task 1: XXX		
Task 2: XXX		
Task 3: XXX		
TOTAL		