

Spencer Museum of Art, The University of Kansas
Request for Proposals for Trainers

1. Introduction and Background

The Spencer Museum of Art (SMA) at the University of Kansas in Lawrence, Kansas, aims to be a more antiracist institution that advances diversity, equity, accessibility, and inclusion (DEAI). With support from the Institute of Museum and Library Sciences (IMLS), the SMA has undertaken staff-wide professional development centered on increasing the diversity of its staff, board, and volunteers and building staff-wide skills and knowledge for intercultural communication and collaboration. The SMA hired a lead consultant who performed an institutional equity audit and provided a list of recommended trainings beyond those facilitated by the consultant.

This request for proposals aims to enlist **several trainers** who will offer all-staff trainings on the topics listed below from August to December 2021. Trainings are expected to take place virtually, although we may be able to accommodate in-person trainings later this fall. Spencer Museum leadership is committed to centering the experiences of marginalized people—including people of color, women, people with disabilities, and LGBTQ+ people—in the Museum. Therefore, we encourage applications from people with these identities. The trainers hired through this request for proposals will be compensated with federal grant funds and will need to comply with federal spending requirements.

2. Desired Trainings

Note: The SMA hopes to hire several different trainers to facilitate these trainings. If you are applying to lead more than one of the trainings listed below, please indicate which you propose to offer in your proposal. Separate applications for each training are not necessary.

- **Train the Trainer.** This training would equip staff members to be able to internally guide equity and antiracist work within the organization.
- **Active Bystander & Counterstereotype Training.** This training should teach people how to analyze situations, interrupt harm in the moment, and generate positive action. Additionally, it should help people actively work against the most common types of negative stereotyping that prevent organizations from diversifying the workplace and from creating and maintaining an equitable and inclusive environment. This training is intended to build upon an introductory training SMA staff received in 2019.
- **Trauma-Informed Practice.** This training should help leadership create trauma-informed decision making and response practices, and how to best engage and communicate with staff and public audiences during times of crises.
- **Equity in Communications.** This training should provide staff members with best practices to ensure the Museum’s public-facing communications reinforce our commitment to equity work. Ideally it would include an interactive component where staff can draft and adapt language based on methods learned.

- **Mutually Beneficial Partnerships.** This training should address how the Museum can equitably and authentically engage with individuals and other organizations for exhibitions and programs, particularly when those partners represent marginalized groups.
- **Equitable Mentorship.** This training should help staff members consider how to mentor across different identities and create a culture of equitable mentorship throughout the organization. Mentorship should extend across multiple career levels, including professional staff, graduate student interns, and undergraduate students. Attention to issues related to retention and onboarding would be an additional benefit.

3. Description of Services and Expected Outputs

The trainer(s) will facilitate workshop(s) to strengthen the skills and knowledge of the Museum's 32 permanent staff members and 17 student staff members related to the topics listed above.

The trainer(s) will:

- Tailor training(s) as appropriate to the unique needs and opportunities of the Museum, through conversation with the Director and/or other staff contacts.
- Develop the structure of trainings (e.g., breakout rooms, preparatory work, single session for all staff vs. multiple sessions for smaller groups, etc.), in dialogue with Museum staff.
- Coordinate training scheduling and evaluation with Museum staff.
- Be equipped to offer trainings in a virtual format (Zoom and Microsoft Teams are regularly used by Spencer Museum staff). There may be some flexibility for in-person training in fall 2021.
- Provide an instrument to evaluate the success of the training and share evaluation results with the Museum.

4. Compensation

The Museum has allocated \$2,500 - \$3,500 per training. Fees will be negotiated and based on scope of services described in applicant's proposal. Travel costs, if necessary, would be supported with separate funds.

5. Qualifications of Trainer(s) and Evaluation Criteria

- Deep understanding of the DEAI topic(s) in question and a record of providing trainings and/or workshops about the topic, as evidenced by proposal and by providing names and contact information for three previous clients.
- Familiarity with the unique opportunities and challenges of DEAI work in a higher education setting and/or for an art museum, and experience working with similar

institutions, such as higher education institutions, art museums, or ideally academic art museums.

6. Proposal Content

Applicants are encouraged to review the Museum's website (www.spencerart.ku.edu) and strategic plan (<https://indd.adobe.com/view/70683120-97ce-45bc-a9f9-58c2e303f201>) in advance of submitting a proposal.

- **Cover Sheet.** Please complete the fillable PDF form that is included as the final page of this RFP and return it with your proposal.
- **Background Information.** A cover letter or executive summary with the name, contact information, and description of the individual(s) or firm applying. Include resumes or bios of those who will be providing services. The University of Kansas, Spencer Museum of Art is an equal opportunity employer and encourages responses from minority- and women-owned business enterprises, veteran-owned business enterprises, lesbian/gay/bisexual/transgender-owned business enterprises, and disability-owned business enterprises. If you/your firm's ownership represents one or more of the above, please note it in your proposal.
- **Experience in Providing the Services.** Describe your experience or the experience of your firm and its consultants in providing similar services to those requested here. Identify the specific training your proposal considers. Describe demonstrated outcomes as a result of the work performed in client organizations.
- **Additional Experience.** Describe any other relevant experience or qualifications related to the proposed training.
- **Approach.** Provide a description of the approach you/your firm uses when providing the identified training. Tell us what you believe is most critical to your practice. How would you tailor your approach for the Spencer Museum of Art? Please share your comfort level providing trainings in a virtual format.
- **Budget.** Please share your requested fee and any pertinent breakdown, as well as any additional non-consulting costs, including travel, that would be incurred for the training(s) you propose to offer.
- **References.** Three verifiable client references with contact information.
- **Conflicts of Interest.** Any known relationships that would or could create a conflict of interest with the Spencer Museum of Art or the University of Kansas if you were awarded a contract.

7. Submission of Proposals and Point of Contact

All proposals should be submitted by email to the attention of Casey Mesick Braun, Curator of Global Indigenous Art at cmesick@ku.edu no later than June 30, 2021. Should you have any questions or require additional information, please send any inquiries to the same email.

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Application Cover Sheet

Lead Applicant or Organization Name: _____

Contact email: _____

Contact phone number: _____

The Museum anticipates hiring multiple consultants and will consider all applicants regardless of how many of the following trainings they propose to offer. Which training(s) are you applying to lead?

- Train the Trainer
- Active Bystander & Counterstereotype Training
- Trauma-Informed Practice
- Equity in Communications
- Mutually Beneficial Partnerships
- Equitable Mentorship