

Request for Proposals for Equity, Diversity, Inclusion Consultant

The Museum School of Avondale Estates is seeking a qualified consultant to support the school's comprehensive Equity, Diversity, and Inclusion (EDI) programming.

About The Museum School:

Mission Statement: To inspire students, teachers, and the community to collaborate to develop strong critical thinking, interpersonal, and academic skills in our students, which will prepare them for real-world success. The school's core values are respect, responsibility, cooperation, creativity, kindness, and sustainability.

[The Museum School \(TMS\)](#) is a DeKalb County charter school, serving 588 Kindergarten – 8th grade students. In its 11th year of operation, TMS is built on the museum model, a model that fosters exploration and discovery, giving students a strong sense of autonomy, interdependence, motivation and a joy for learning. The museum school model is based on the idea that children learn best through personal exploration and hands-on experience. The school partners with museums and other learning institutions to provide real-life experiences with classroom topics. Interactive learning expeditions to partner sites offer students a chance to ask questions, make observations, reflect on experiences and draw their own conclusions.

About The Museum School's EDI Program:

The purpose of [The Museum School's Equity, Diversity, and Inclusion program](#) is to address and reconcile issues of justice within our school community in order to ensure that all students, staff, and community members are safe and honored. Recognizing the heavy responsibility of this work, the school supports a staff-based Equity, Diversity, and Inclusion team, parent-based Parent Council for Diversity and Equity (PCDE), Governing Board-based Diversity Committee and newly formed Equity and Diversity Student Council to improve practices. Each of these groups is committed to intentional, thoughtful actions, through deliberate collaboration, to strengthen The Museum School and the greater community for years to come.

The staff-based EDI team is led by the EDI Chair and the team's steering committee, a sub-committee of the broader EDI team. This team is committed to:

- Partnering with all stakeholders, specifically staff, to ensure equitable best practices are being implemented
- Continuously providing experiences and resources to broaden and deepen our understanding of cultural diversity
- Ensuring that parents and board members are thoroughly informed and when able, active participants in equity work
- Investigating curricula to ensure culture, language, and student ability is recognized, valued and meaningfully incorporated into learning experiences

Our Request:

TMS is looking for a consultant to support our staff-based EDI team (specifically the EDI Chair and Steering Committee) and school administration as we continue to ensure the implementation of equitable best practices throughout the school community.

Some examples of this support include:

- Trainings for the EDI chair and steering committee
- Observations and feedback of EDI-led Professional Learning (including agendas, content, and delivery)
- Audits of Steering Committee and EDI-team meetings

- Review and feedback of EDI survey questions
- Support of PCDE streamlining and data collection
- Shadowing a student/staff member, with an eye towards EDI
- Offer feedback on the collaboration of the school's 4 EDI teams
- Recommend approaches to collect external data – i.e. what do optics look like to non-TMS community members? Why did BIPOC prospects turn down positions? Why did families who left leave?
- Consult on the school's newly revised recruiting and hiring process
- Recommend EDI-based exit interview questions
- Additional opportunities for support based on consultant's experience

Consultant Expectations:

- Non-profit experience
- Experience with schools, ideally charter schools.
- Education background/experience (elementary and middle)

Any potential conflict of interest with the Avondale Education Association/The Museum School of Avondale Estates must be disclosed by the vendor.

Timeline for Consultant Work:

- Consultant selected – December 7, 2020
- Kick-off meeting with ED, Principal, EDI chair, Assistant Principal to prioritize projects and support– December 11, 2020
- Consultant services – December 11, 2020 – June 4, 2021

Proposals:

Within the proposal, please include:

- Primary contact person and contact information
- Detailed approach to proposal requests
- Biographies/resumes of primary consultant and team members, as applicable
- EDI experience and qualifications, focusing on nonprofit and Charter School experience
- Proposal details and price
- List of deliverables and expected outcomes

Proposals will be evaluated based on the following criteria:

- General experience
- Experience with schools
- Overall approach to proposal requests
- Alignment to school's mission and core values
- Costs

Proposals are due on **Monday, November 23** by 5:00pm ET. All questions must be submitted via email to Katherine.kelbaugh@themuseumschool.org. The deadline for vendors to submit questions is Wednesday, November 18, 2020.

An electronic copy of the proposal shall be emailed to Katherine Kelbaugh at Katherine.kelbaugh@themuseumschool.org.

Timeline for Vendor Selection:

RFP issued	November 6, 2020
Question deadline	November 18, 2020 5:00 PM ET
Proposals Due	November 23, 2020 5:00 PM ET
Consultant Interviews (virtual)	November 30 - December 4, 2020
Consultant Selection	December 7, 2020

We look forward to your response.

Sincerely,

Katherine Kelbaugh

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