

Statement of Work

Racial Equity Consulting Services

Butler Institute for Families

The Butler Institute for Families (Butler) will contract with a racial equity consultant who has expertise in facilitating inclusive dialogue and developing racial equity strategies. The Consultant shall provide to Butler consulting services as set forth herein. Consultant will collaborate with Butler to assess needs, plan and deliver a facilitated staff event, and make recommendations to advance inclusivity and racial equity strategies within Butler.

Background

The 2016–2018 Strategic Plan for Butler includes Goal 7: *Butler Institute commits to equity and inclusivity across our work*. This goal is supported by the following indicators of success:

- Butler staff understands the principles of cultural humility and implements the principles in their work.
- Butler cultivates a work environment that recruits, retains, and develops a diverse workforce.
- Butler approaches the development of projects and partnerships through an equity lens.

There are five objectives that support this goal. Each objective, within the strategic plan, is accompanied by identified action steps—some that have been completed—and outputs/milestones, persons/group responsible for the objective, and progress updates. The objectives are as follows:

1. Create a common understanding of cultural humility and equity.
2. Provide a structure for learning, reflecting on, and practicing cultural humility.
3. Develop more effective recruitment strategies to attract a more diverse hiring pool.
4. Develop and implement more effective retention strategies.
5. Create and integrate a structure to apply an equity lens to Butler projects and partnerships.

In recent months, Butler experienced internal staff events that highlighted the need for dialogue and planning of organizational actions with staff to promote equity and inclusivity across Butler’s work and internal organizational culture. Butler wants to ensure that its organizational culture is responsive to and promoting of racial equity and cultural humility, and this Statement of Work will help Butler realize its goal.



Scope of Work

To ensure that Butler advances and sustains an inclusive organizational culture, Butler seeks the following deliverables from Consultant:

- Prepare and conduct an organizational assessment. Written feedback will be gathered from Butler staff through an electronic collection process.
- Prepare and submit written summary organizational assessment results to be delivered to Butler's Executive Director, Lena Lundgren, on or about September 20, 2018.
- Prepare and plan a facilitated one-day retreat with Butler staff. Provide an agenda for the retreat that indicates the facilitated dialogue will be engaging and interactive with topics derived from the organizational assessment results.
- Conduct a one-day retreat with all Butler staff, up to 40 participants, to be held at the University of Denver, Denver, Colorado, during the month of October 2018.
- Prepare and provide a brief written summary report that includes recommendations for future activities and strategies to promote and sustain an inclusive and responsive organizational culture.

Compensation

As compensation for Consultant's services, Butler shall pay to Consultant up to a total fee of \$5,000, which includes consultation, organizational assessment, facilitation, and a summary report with recommendations. Invoicing shall be as follows:

- Payment #1, upon completion of the organizational assessment and receipt of written assessment results: \$2,000.
- Payment #2, upon completion of facilitated retreat and receipt of recommendation report: \$3,000 or up to remainder of amount outstanding (on or about November 1, 2018).

Consultant shall invoice Butler, accompanied by adequate documentation of services performed and related receipts. Butler shall pay to Consultant all undisputed, invoiced amounts subsequent to receipt and approval by Butler's Executive Director, Dr. Lena Lundgren, within thirty (30) days of receipt of each invoice. All invoices shall be sent electronically to Butler Institute for Families, attention:

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