



## **Office of Cultural Education**

### **Request for Quote to develop an Antiracism Toolkit for collecting organizations in New York February 19, 2022**

The Office of Cultural Education (OCE) seeks to obtain the services of an independent contractor to produce an anti-racism toolkit (toolkit) for the nearly 3,000 collecting organizations across New York State. Collecting organizations include: public libraries, historical societies, museums, and archives, and genealogical societies. The toolkit will be developed in partnership with stakeholders from across the state in a collaborative process involving:

- **Research:** The successful vendor will conduct appropriate research into current literature, organizational approaches and existing resources and identify best practices for achieving diversity, equity and inclusion in collecting organizations.
- **Facilitated community engagements:** The successful vendor will facilitate a minimum of 7 (full day or half day) engagement sessions with representatives from New York State collecting organizations. Staff from the Office of Cultural Education will assist in identifying participants. These engagement sessions will take place either online or in locations throughout New York state.
- **Data collection and analysis:** The successful vendor will obtain data on staffing and users of collections to describe the current demographics of those communities. The successful vendor will design and conduct bibliometric or other analysis of access tools to identify strengths and weaknesses in descriptive terms that aid or hinder diversity, equity and accessibility of collections. The data and analysis will be used to prepare a report for OCE that facilitates an understanding of possible barriers to access and use.
- **Regular meetings with OCE representatives.** The successful vendor will meet with Office of Cultural Education staff monthly. OCE will identify a primary contact for the vendor.

The toolkit will provide a framework to help collecting organizations develop policies and practices in support of diversity, equity, and inclusion and to help these institutions make the organizational and other changes necessary to become anti-racist organizations.

The toolkit should provide guidance for collecting organizations to:

- Assess current policies and organizational governance.
- Design and implement policies and procedures that address systemic racism within an organization.
- Analyze collections and collecting practices.
- Identify collection metadata that requires remediation to be more inclusive.
- Recruit and retain diverse staff, volunteers, and advisory committees.

In addition to working with stakeholder communities the contents of the toolkit will be developed in consultation with representatives from the New York State Historical Records Advisory Board (SHRAB) and the Regent's Advisory Councils on Libraries and Museums.

The community engagement process and resulting toolkit should build on the New York State Education Department's Diversity, Equity, and Inclusion Framework for Schools as well as the Board of Regents' 6 Pillars of Diversity, Equity, and Inclusion. The toolkit should also build upon ongoing anti-racism resources developed and made available by OCE's Documentary Heritage and Preservation Services of New York (DHPSNY) program.

Prospective vendors will submit proposals to develop the toolkit. Vendors must include in their proposal

- Description of proposed methodology and deliverables.
- Proposed development timeline.
- Description of experience with issues of Diversity Equity and Inclusion.
- Total cost of services.
- Payment schedule.

**Eligible Applicants: M/WBE providers only.**

**Questions regard the RFQ must be emailed to [DHS@nysed.gov](mailto:DHS@nysed.gov) by 5pm on March 4, 2022**  
**A complete list of all Questions and Answers will be posted to the [New York State Library](#) website no later than March 11, 2022.**

**Submissions should be emailed to [DHS@nysed.gov](mailto:DHS@nysed.gov) by 11:59 pm Eastern Standard time on March 25, 2022. The project is expected to be complete by September 30, 2022.**