

Baltimore Yearly Meeting

of the Religious Society of Friends

REQUEST FOR PROPOSALS

Project: BYM Race Equity Audit

Proposals accepted on a rolling basis until: [DATE]

Project overview: Baltimore Yearly Meeting of the Religious Society of Friends (BYM) seeks a consulting firm or individual(s), based anywhere within the U.S., to engage in a comprehensive, organization-wide audit, which will help the organization move closer to our commitment to being an anti-racist faith community and will culminate in a report with recommendations. Both BYM paid staff and volunteers will actively support in the audit.

Organizational and Project Background:

[Baltimore Yearly Meeting](#) is a regional Meeting of the Religious Society of Friends. In other words, we are the regional office for Quakers in VA, MD, DC, eastern WV, and southern PA. As a Yearly Meeting, BYM provides a forum for Friends in our region to interact, work together on common projects, and worship and grow our spiritual practices together.

About 49 Monthly Meetings, Preparative Meetings, and Worship Groups (“local Meetings”) comprise BYM. Our local Meetings are urban, rural, and suburban, and they range in size from over 700 to fewer than 20 members and attenders. All together, we are about 6,465 Friends. Local Meetings are autonomous. The Yearly Meeting has no central authority over local Meetings, and Yearly Meeting decisions are made by a Spirit-led process of seeking unity. We currently employ 7 full-time staff and our office is located in Sandy Spring, MD. BYM operates four [summer camps](#) that employ 120 seasonal staff and serve 500-600 campers each year - about 60% of whom received financial aid in 2021. Our annual budget, as reported in our 2019 Form 990, is \$2,056,000.

Recent efforts to move ourselves closer to being an actively anti-racist faith community have included:

- Revision of our Vision Statement to include a statement recognizing the experiences of marginalization and oppression within our community and setting our vision of being a community of liberation, equity, and diversity (2016)
- Declaring our intent to be an Anti-Racist Faith Community (2019)
- Formation of “Change Groups” at 14 local meetings to advance anti-racism work
- Formation and continuation of various committees working to uproot white supremacy and advance anti-racism including:

- Working Group on Racism
- Growing Diverse Leadership Committee
- Strengthening Transformative Relationships in Diverse Environments (STRIDE) Committee
- Reparations Action Working Group
- Focus group of BYM Black and Indigenous American Friends in 2018

Consulting Services to Be Performed: In consultation with a wide arrange of Committees and stakeholders, BYM has identified the following areas of interest to illustrate the potential scope of work:

- Focus groups/stakeholder conversations with key groups of Friends - including Friends of color and African Friends
- Race equity policy review of Yearly Meeting office policies and practices as outlined in the Employee Handbook, Camp Staff Handbook, Manual of Procedure, and budgets with recommendations for improvements based on identified best practices
- Recommendations for or delivery of training or learning materials for moving towards our goal of being an antiracist faith community at the Yearly Meeting and Local Meeting level

Requested Deliverables:

- An audit of programs, policies, structures, practices, and culture resulting in qualitative and quantitative data regarding the current structure, work, and workplace of BYM
- A comprehensive written report and at least one community-wide presentation of the audit detailing its process, key themes, analysis of the gaps and disconnects between the current and future/desired state of the organization, and opportunities to build upon. The report should include recommendations for embedding new, inclusive policies and practices into the organization's culture and possible suggestions for achievable short-term and long-term action steps

Desired Deliverable:

BYM hopes to complete the survey work below. However, we recognize it may be beyond the scope of some firms or our existing budget.

- Create a survey to collect the community's experiences and perceptions of how we are doing in our work to create a diverse, inclusive, welcoming, and just community
- Qualitative data collection, to be administered to as many members of the BYM community as possible (min. 500, max. 3,000) and reported on:
 - at the aggregate level, with crosstabs by age and race
 - disaggregated by individual Monthly Meeting (i.e. congregation), without crosstabs (apx. 41 Monthly Meetings)

Preferred Qualifications:

- Experience working with flat organizations and/or non-profit affiliate organizations
- Evening and/or weekend Zoom availability

Budget: Not to exceed \$50,000

Proposal Submissions: Please submit your proposal by email to admin@bym-rsf.org, no later than [DATE]. Final selection will take place by March 12, 2022 with work to begin thereafter.

Proposals should include:

1. Background: Name, title, contact information, and general overview of company/firm.
2. Experience: Tell us about pertinent prior experience, specialized expertise, and resources that you can bring in providing these services. Resumes or CV for key staff should be included.
3. Approach: Briefly explain how you would work with us to develop and execute the equity audit, including an estimated timeline. Work samples are welcome.
4. Budget & Availability: Include estimated budget or overall rate for this work and any limitations on your availability.
5. References: Past clients that BYM may reach out to as references, with contact info.