



Request for Proposals

## Accessibility Evaluation Tool and Staff Training Program

AIA Seattle seeks the services of a qualified consultant or consulting firm to develop an Accessibility Evaluation Tool and provide staff training as part of our commitment to Justice, Equity, Diversity, and Inclusion (JE:DI).

### Background

AIA Seattle is a 501c6 nonprofit membership organization serving 10 counties and approximately 2500 members with a mission to champion the central role of architects in creating and sustaining a better built environment. AIA Seattle staff are a collaborative team that supports flexibility, creativity, and leadership and we follow a [Community Standard](#) in our spaces. We are here because we all believe in what we're doing and are excited by the prospect of helping our members make a difference in our city. All of us are involved in strategic planning and thinking about the future of the organization, and we value new ideas and perspectives that improve our work. We currently have 8 full-time and 1 part-time staff members.

AIA Seattle's [JE:DI Imperative](#): AIA Seattle is dedicated to identifying, naming, and dismantling systemic discrimination within the architecture community while fostering universal inclusion and fairness in the built environment.

### Goal

In alignment with our JE:DI Imperative, AIA Seattle recognizes the need for a comprehensive Accessibility Evaluation Tool. This tool will aim to help AIA Seattle staff develop and deliver accessible and inclusive programs, encompassing both in-person and virtual events. Additionally, staff training is essential to ensure the effective implementation of the accessibility tool and related strategies as foundational to AIA Seattle's work.

### Scope of Work

#### Accessibility Evaluation Tool Development

Suggested Approach: Audit and augment our existing accessibility tools and, if needed, create an inclusive and accessible evaluation tool for our programs and events.

- Ensure the accessibility tool covers assessment for both in-person and virtual programs and events (including full-day forums, multi-session educational series, cohort-based learning programs, celebratory events, etc. ranging from 15-500+ attendees)

- Comprehensive evaluation of space (to be used when identifying accessible venues and platforms)
- Day-of checklist (to support final walkthrough by staff)
- Align the tool with AIA Seattle's JE:DI Imperative.

## Staff Training

Provide comprehensive in-person training to AIA Seattle staff on the implementation and application of the Accessibility Evaluation Tool and other accessibility strategies. AIA Seattle staff works in-person at our office at IOIO Western Ave 1-2 days a week, with two employees working remotely. We are equipped to support a hybrid training space.

Our ideal training will be:

- interactive, with a robust discussion component
- driven by the development of training facilitation tool (allowing for future internal onboarding of staff)
- an evolution, which builds upon the accessibility tool
- part of a foundational approach to accessibility for our organization

## Evaluation and Selection Process

The selection process will consider the consultant's qualifications, experience, proposed methodology, timeline, budget, and alignment with our organizational goals.

### *Qualifications and Expertise*

- Demonstrated experience in developing similar accessibility tools.
- Qualifications and expertise of the consultant or consulting firm.
- Previous experience in providing staff training programs.
- Quality of references and testimonials from previous clients or projects.
- Demonstrated success in delivering similar projects.

### *Proposed Methodology*

- Effectiveness of the methodology for developing the Accessibility Evaluation Tool.
- Quality and relevance of the proposed staff training content.
- Alignment of the training program with the needs of AIA Seattle staff.
- Strategies for engaging and educating staff effectively.

### *Project Timeline and Deliverables*

- Feasibility and appropriateness of the proposed project timeline.
- Clarity of project milestones and deliverables.
- Demonstrated ability to meet project deadlines.

### *Budget and Cost Effectiveness*

- Reasonableness and transparency of the proposed budget.
- Cost-effectiveness of the solution in relation to the expected outcomes.
- Ability to manage project costs within the proposed budget.

### *Alignment with JE:DI Imperative*

- The extent to which the proposed solution aligns with AIA Seattle's JE:DI Imperative. More information available upon request.
- Strategies for promoting justice, equity, diversity, and inclusion through the Accessibility Evaluation Tool and training program.

**Budget:** \$3500. *Limited additional funding may be available.*

**RFP Submission Deadline:** Proposals must be submitted by June 17, 2024. Submit RFP proposals via [this link](#).

### **Timeline**

Our timeline for this work is flexible, but should take into account some key dates:

- June 17: RFP Submission Deadline
- July 2: Consultant / Consultant Firm Selected and Notified
- August 2: Scope of Work and Planning Timeline Confirmed

Sample upcoming major programs:

- Seattle Design Festival: August 17-22 - In-Person + Virtual
- Code Series Session 3: September 10-11 - In-Person
- Code Series Session 4: October 28 - Virtual
- AHC Fall Conference: October 25 or November 22 (TBC) - In-Person
- Honor Awards for Washington Architecture: November 4 - In-Person

### **Contact Information**

For inquiries or clarifications regarding this RFP, please contact Senior Programs Manager Zoë Guckenheimer at [zoeg@aiaseattle.org](mailto:zoeg@aiaseattle.org).