STATEMENT OF WORK

The Apparent Successful Bidder will provide services and staff, and otherwise do all things necessary for or incidental to the performance of the Statement of Work, as set forth herein. Apparent Successful Bidder shall perform the Statement of Work items in a professional manner, consistent with best industry practices and all applicable statutes, administrative rules and ordinances.

To ensure the sustainability of this training, support the initiatives of the Office to be an anti-racist organization, and to develop expanded capacity for ongoing similar training, the Apparent Successful Bidder shall provide the following services that must include, but shall not be limited to:

I. Instructional Framework and Training Development:

1. Design an instructional framework for an interactive training aimed at building racial equity awareness to support the AGO’s commitment to be an anti-racist organization. The training shall include the following topics, but not be limited to;
	1. The history of racism, its impact on today’s culture in the United States and how to be an anti-racist institution;
	2. How racism can show up in agency policy, legal work, and decision making process; the implications for anti-racism work; and why including a racial equity assessment in processes before decisions are made is a best practice;
	3. The importance of leadership roles with respect to racial equity in the workplace;
	4. The role non-managers play with respect to supporting racial equity in the workplace;
	5. How to hold constructive conversations about race and how to best lead, model, and support others through conversations about race;
	6. Resources to support equity assessments of processes and procedures;
	7. Use of racial equity toolkits to guide actions and decisions that result in improved outcomes for our teams and the recipients of the services we provide; and
	8. Resources to support managers and non-managers when leading and supporting staff with holding conversations about race in the workplace.
2. Design trainings to be conducted in a way that includes productive and meaningful discussion in a safe and respectful space for all attendees. Sessions may include, but are not limited to, the following:
	1. Break-out sessions, small group discussion or caucusing; and
	2. Moments of individual self-reflection to allow participants to gain insight about themselves and their personal histories which informs their actions and decision-making processes.
3. To maintain the health and safety of our staff, and to create classrooms that have regional diversity, all training sessions/events shall be delivered in a virtual environment, independently hosted using a virtual platform, such as Zoom.
	1. If the AGO resumes in office operations, the classroom environment may also include the use of conference rooms at various AGO office locations across the State of Washington. Support for and production of training sessions will not be provided by AGO training staff and must be arranged by consultant/instructor.
4. Over the course of this contract, the training will be delivered to approximately 350 – 425 AGO employees that shall include, but not be limited to, AGO Division Chiefs, Administrative Division Directors, Leads, Mid-level Managers/Supervisors, Human Resources Staff Members, Members of the AGO’s Diversity Advisory Committee, and Affinity Groups;
	1. The AGO reserves the option at its sole discretion to amend the contract to include additional AGO staff to be trained.

II. Training and Coaching for an Internal AGO Team:

1. Provide training and coaching to a team identified by the AGO. The training and coaching shall assist the team with implementing the training provided and to build capacity and expertise to consult with, facilitate, and assist agency leadership and teams through difficult race conversations and addressing race equity or similarly oriented topics.
2. Provide training and coaching to the team on assisting AGO leadership and teams on how to address and resolve complaints raised on topics of racism, anti-racism, race equity and similarly oriented topics;
3. Serve as a coach, as needed, to assist the HR leadership team as it implements the strategies instructed; and
4. Develop and administer a train-the-trainer program so that a small team of facilitators can deliver a training module and facilitate small group discussions on race equity or similarly oriented topics.

III. Train-the-Trainer:

1. Develop and administer a train-the-trainer program so that a small team of facilitators from the AGO can deliver a training module and facilitate small group discussions on race equity or similarly oriented topics.