**Culturally Responsive Curriculum Consultant(s)**

**Request for Proposals**

**Institutional Hispanic Serving Institution (HSI) Background**

In 2016, [California Lutheran University](https://www.callutheran.edu/about/) (Cal Lutheran) obtained [Hispanic Serving Institution](https://www.callutheran.edu/hispanic-serving/what-is-hsi/) (HSI) designation by the U.S. Department of Education. Our growing Latinx and historically marginalized student enrollment has resulted from our increased efforts to recruit, admit, and support underserved and first-generation college students. Cal Lutheran’s HSI designation demonstrates the university's commitment to incorporating diversity, equity, and inclusive practices to create a culturally aware and responsive campus environment, inside and outside the classroom.

**CHESS Project - Grant Overview**

**Collaborative for Hispanics in Higher Education & Student Success (CHESS)** is an HSI Title V cooperative grant (with Moorpark College) to help students find success and achieve their degree by engaging in the classroom, feeling academically capable, and connecting to peers and the campus community. CHESS counters practices known to disadvantage Latinx and other historically marginalized students and creates sustainable cultural capacity and change. Project goals include 1.) Increasing the academic success of Latinx students in introductory/gateway courses, 2.) Improve retention rates of Latinx males, 3.)Increase transfer success of Latinx students, 4.) Updating instructional space, and 5.) Strengthen course articulation with Moorpark College.

***Culturally-Inclusive & Responsive Curricula for Learning Equity (CIRCLE) Collaborative*** is a year-long faculty learning community (FLC) that brings together faculty from Cal Lutheran and Moorpark College to participate in professional development workshops focused on culturally sustaining pedagogy and practice. FLC brings faculty together to establish an ongoing dialogue about student learning outcomes, redesigning of course content, and culturally relevant pedagogical techniques.

Please refer to the [Project CHESS](https://www.callutheran.edu/hispanic-serving/chess/) website for more information.

**Overview of Need for Professional Services**

CHESS is seeking a Consultant, or team of Consultants, with thorough knowledge and experience navigating educational inequities, educational advocacy rooted in equity and inclusion, and theoretical and grounded practices that create and sustain culturally responsive curriculum and classroom spaces. The Consultant(s) will work closely with the CHESS Project Director to develop the content, activities, and facilitate the FLC series: (1) a three-day workshop scheduled for June 2-4, 2021; (2) a check-in workshop on October 22, 2021; and (3) a 1-day session on January 7, 2022.

The Consultant will work with forty (40) faculty to expand their capacity to engage and support culturally and linguistically diverse students through curriculum redesign (including syllabus, content, and course policies) to reflect culturally responsive practices. Among the faculty participants, 20 belong to the second cohort of faculty participants launched in May 2020 and will complete the program in June 2021; the other 20 faculty belong to the third cohort, which start in June 2021 to complete the program in June 2022.

The second cohort, with guidance from the Consultant(s), will engage the incoming third faculty cohort 2021-2022 via interconnected activities, discussions, and reflections that demonstrate the knowledge, skills, and best practices acquired in their professional learning journey. Additionally, the Consultant(s) will inform the work of the FLC three chairs as they assume leadership expanding FLC programs into their respective academic departments.

**Desired Candidate**:

The successful Consultant(s) will have historical and current knowledge, literature, and demonstrated success in implementing culturally responsive curriculum development programs in a postsecondary setting, particularly with college/university faculty. The Consultant(s) must possess expertise in facilitating discussion amongst faculty with varying levels of knowledge and experience developing culturally responsive curriculum.

**Expectation and Deliverables (Scope of Work):**

1. Collaborate with the Project Director to advise, develop, and facilitate a 3-day workshop series (June 2-4, 2021) that provides culturally competent and relevant content for faculty participants to address the needs of marginalized students. Workshop content should include independent and group activities, readings and/or videos, and other pertinent materials.
   1. Provide pre-workshop materials to be reviewed by faculty in preparation for the start of the program.
   2. Facilitate conversations that invoke sharing of best practices amongst faculty participants.
   3. Facilitate the development of high impact practices that can be used by faculty in their course redesign and institutionalized across both campuses.
   4. Ensure at the end of the workshop series that faculty leave with a working draft of their syllabi redesign and a better understanding of high impact practices, how to develop and sustain cultural capital in the classroom, and a better sense of creating culturally competent and responsive pedagogical practices.
2. Plan and facilitate a remote two-hour check-in session (October 22, 2021) that builds upon the June 2021 workshop series. Introduce the redesign of one assignment or lesson.
3. Plan and facilitate a 1-day session (January 7, 2022) that builds upon work from June 2021 workshop series. Participants present in small groups their work in progress (syllabus, assignment, assessment, and/or lesson)
4. Provide ongoing collaborative consultation to the Project Director via phone, email, or video conferencing throughout the yearlong (June 2021-June 2022) curriculum (re)development process and pilot implementation. Respond to questions or requests from Project Director in a timely manner. Proposal should include planning meetings.
5. Should issues or concerns arise during the program, communication with the Project Director will occur in a timely manner.

**Proposal Requirements**

Please provide, at a minimum, in response to this RFP, the following information:

**Introduction and Evidence of Qualifications**

Name of individual(s) who will be provide consulting services and their contact information. If the respondent is a business or organization, please include information about the business or organization and specify the individuals involved. Include a biography, resume/CV, and any other supporting documentation that provides evidence of qualifications (including licensure of certifications).

**Culturally Proficient Curriculum Philosophy**

Include a statement of your culturally inclusive and proficient curriculum philosophy. An ideal statement would demonstrate evidence of the Consultant’s understanding of CHESS goals and objectives, audience, and Cal Lutheran’s campus climate and HSI identity.

**Service Plan**

Provide an overview of your consultation plan and how you will provide the services. Please include evidence of innovation and/or success in providing similar services to other colleges/universities.

**Experience/Work Samples**

Provide samples of similar consulting projects and a list of membership/affiliation with professional organizations that relate to the consulting service to be provided.

**Projected Cost**

***A total estimate for all deliverables is required***. Proposals must include an estimated cost for all work related to tasks and deliverables outlined in this RFP and Scope of Work. Proposed cost of services must clearly outline how time will be allocated by the individual(s) who will provide consulting services and should include:

1. Meetings/conference calls to prepare for the service as well as time for debriefing after the service is provided.
2. Materials that are needed to provide the services.
3. The actual service provided.

The total estimate must be inclusive of all expenses, including travel and incidental expenses (if applicable). Estimated costs are to be considered *all inclusive*. The overall budget should not exceed *$18,000*.

**Submission Deadline and Selection Timeline**

Responders bear all costs associated with submission preparation, submission, or participation in interviews associated with this RFP. Cal Lutheran reserves the right to seek clarification from any respondent(s) and/or to cancel/amend, any part or entirety of this RFP prior to the date of submission.

**Proposals due: April 11, 2021 at 11:59 PM PST**

Submissions will be reviewed immediately following the deadline.

Interviews: Completed by April 23, 2021

Applicant will be notified of selection by the week of April 26, 2021.

**Contract**

Cal Lutheran neither makes, nor assumes, any contractual obligations by issuing this RFP, including receiving and evaluating responses. Proposals will be evaluated, and selection will be determined, based on the most advantageous professional services that meet the needs of the university while also providing the highest quality of service at fair and competitive pricing. Cal Lutheran reserves the right to negotiate contract terms upon selection.

**Contact and Submission**

Questions and submissions should be directed to:

Collaborative for Hispanics in Higher Education and Student Success (CHESS)

Silvia Neves, Project Director

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