

Request for Proposal (10 January 2023)

Equity, Diversity & Inclusion Trainings Carleton University Academic Staff Association

SERVICES REQUIRED

The Carleton University Academic Staff Association (CUASA) is seeking qualified people/organizations to submit proposals to develop trainings and workshops regarding equity, diversity, and inclusion (EDI).

Specifically we seek trainers/facilitators in the following areas:

- 2sLGBTQIA+ topics
- Disability and accessibility
- Anti-racism
- Anti-oppression
- Indigenous reconciliation and decolonization
- Religious intolerance and bigotry.

We especially encourage proposals with an intersectional lens that highlights the various intersecting and interconnected systems of power and privilege. Proposals are for training sessions for our membership. Each training session should be no longer than two hours and should include a resource list. Trainers with multiple areas of expertise are especially encouraged to apply and indicate which topics they can address.

WHAT IS CUASA?

The Carleton University Academic Staff Association is the certified union that represents full-time faculty, instructors and librarians employed by Carleton University. We currently have over 950 members.

The primary purposes of the Association are:

To promote the well-being of the academic community to defend academic freedom and to promote the individual interests of its members to maintain the quality and integrity of the University as an academic institution.

The Association upholds the principle of equality of opportunity irrespective of beliefs, ethnicity, race or gender identity and pursues the goal of achieving benefits and working conditions for its members comparable to those at other major Canadian universities.

The Association is also dedicated to the maintenance of harmonious relations with the public.

WHAT IS CARLETON UNIVERSITY?

Carleton University is an interdisciplinary institution located in Ottawa, Ontario with over 27,000 students and 2,000 faculty and staff. The University offers both graduate and undergraduate programs in Arts and Social Sciences, Science, Engineering and Design, Business, and Public Affairs.

PROJECT BACKGROUND

Equity is a core value for the Carleton University Academic Staff Association (CUASA). We recognize that the labour movement is borne out of a long history of social justice organizing and we strive to create a sustainable culture of accountability, equity, and social justice that allows each member to be heard. As a socially conscious, equity-driven labour union, CUASA seeks to educate its leadership and membership on EDI related-topics through a series of workshops/trainings in an effort to develop and strengthen a culture of social justice at Carleton University. These workshops and trainings will cover a range of EDI topics such as, but not limited to, 2SLGBTQIA+ issues; disability and accessibility; various forms of racism; Indigenous reconciliation and awareness; religious intolerance; etc.

TIMELINES

RFP Released	January 10, 2023
Proposal Due Date	January 23, 2023
Awarding of Contract	February 1, 2023
Workshop/Training Date	February 27 – April 28, 2023 (negotiable)

PROPOSAL CONTENT

The proposal should include a demonstrated understanding of the scope and particulars of the training/workshop, the estimated expenses to complete the training/workshop and should clearly and concisely address the following evaluation criteria:

- Facilitator/Organization Overview

Provide a CV or organizational profile and describe the relevant experience of facilitator/organization to handle the project.

- Understanding of Objectives/Approach and Methodology

Provide a brief statement (one paragraph) including pedagogic approach, and a high level overview of the structure of the training. A demonstrated understanding of best practices concerning EDI in a post-secondary education environment should also be included.

- Resource List/Works Cited

Provide a list of resources consulted in developing the training/workshop in question.

- Schedule and Workshop Breakdown

Provide a high level plan of the workshop/training, including the overall length of the session, scheduling estimates, and a general breakdown of the session overview.

- Budget

Provide a budget with an inclusive fee for which the work will be done.

By submitting a proposal, the facilitator/organization acknowledges that there is a full understanding of the scope of work, activity and service requested.

The Carleton University Academic Staff Association is an equal opportunity employer. Members of equity-seeking groups are encouraged to self-identify. We encourage applications from women, First Nations, Metis and Inuit peoples, people of colour, people with disabilities, people of diverse gender and sexual identities (2SLGBTQIA2+), and other members of equity-seeking groups.

SELECTION PROCESS

An evaluation of the received proposals will be completed by CUASA's Equity Committee. Each proposal will be evaluated in relation to the criteria that are identified. One or more proponents may be invited to provide additional written information regarding their proposal.

CUASA is not bound to accept any proposal and reserves the right to modify or revise the successful submission in discussion with the proponent following acceptance of the original proposal.

SUBMISSION OF PROPOSAL

Please provide an electronic copy of your proposal in Word or PDF format to:

CUASA Equity Committee
c/o Max López, Research Officer (Equity)
max.lopez@cuasa.ca

Proposals must be received no later than 4:00 PM EST on January 23, 2023. Late submissions shall not be given consideration.

ENQUIRIES

Enquiries regarding terms, conditions, proposal process or format of response should be directed to Max López at max.lopez@cuasa.ca.

CONFLICT OF INTEREST

The consultant will identify any perceived conflict of interest at the time the proposal is submitted to the Association.

FAILURE TO MEET DEADLINES

Should the selected person/organization fail to meet the final deadline agreed to by the parties, the Association reserves the right to impose a penalty of up to 10% of the project fee for each week beyond the final deadline.