

REQUEST FOR PROPOSALS

Equity, Diversity and Inclusion (EDI) Consultant for the Ontario Library Association (OLA)

Issue date:	June 5 th , 2023
Issued by:	Ontario Library Association www.accessola.com
Delivery of proposals:	Electronic proposals (single PDF) must be sent by email to: lkwok@accessola.com
Return date of response:	June 30 th , 2023

The Ontario Library Association (OLA) invites equity, diversity and inclusion (EDI) consultants or consulting groups to submit proposals for the development of an anti-racism strategy for the association that will result in policies, frameworks, education and resources to guide the organization in its anti-racism goals.

Background

About OLA

Founded in 1900, the Ontario Library Association (OLA) is the oldest continually operating non-profit library association in Canada. With more than 4,000 members, the OLA is the largest library association in the country. We provide the chance for library staff and supporters to share experience and expertise while creating innovative solutions in a constantly changing environment. We offer opportunities for learning, networking, recognizing, influencing, and celebrating within the library world.

Our Mission

We empower our members in the library and information services to build informed, participatory, and inclusive communities through:

- Research
- Education
- Advocacy
- Partnerships

Our Vision and Values

OLA is leading and inspiring the growth and innovation of the library and information services sector. Our set of guiding values have stood the test of time and continue to guide us in our work.

How OLA is Organized

The OLA is governed by a [Board of Directors](#) that is comprised of:

- The Board executive committee (President, Vice-President, Past President, and Treasurer);
- The President and Vice-President of each of the seven (7) OLA divisions;
- And the Executive Director (ex-officio) who is responsible for the provision of leadership and organizational management of OLA and providing day-to-day operational oversight in accordance with the strategic direction and policies established by the Board of Directors.
- Members of OLA are also a member of one of our divisions. The association is comprised of [7 divisions](#); each OLA division has an elected council.
- OLA currently employs [14 staff members](#); 12 full-time and 2 part-time.

OLA Strategic Plan 2021-2024

The [OLA Strategic Plan 2021-2024](#) calls for the hiring of an equity, diversity and inclusion (EDI) consultant to help develop a multi-year anti-racism plan for the association as part of their Strategic Priority 1: Equity, Diversity and Inclusion. Through consultation, OLA members emphasized the need to focus on equity, diversity, inclusion and decolonization – as an organization, as a profession, and in the library sector more generally.

Strategic Priority 1: Equity, Diversity and Inclusion

Goal 1: Diversify participation and representation of OLA members. Ensure members who are Black, Indigenous, and People of Colour are in leadership and decision-making positions with the association.

Goal 2: Create policies, frameworks, education, and resources to guide the association in becoming an equitable, diverse, inclusive and anti-racist organization.

Goal 3: Explore and implement strategies towards diversification of the profession.

Period of Service Agreement

The selected EDI consultant or consulting group will perform services for a minimum of one (1) year, commencing in September 2023 and ending in August 2024. The fiscal year of OLA is September 1 to August 31. OLA will retain the option to extend the Service Agreement beyond August 2024, provided both parties agree to a continuation of services.

Scope

OLA hopes to work with a consultant to achieve the following:

- Develop a greater understanding of our members and the current state of our sector through research and assessment.
- Increase OLA Board, staff and members understanding and competency of anti-racism/EDI through training.
- Gain insight into the efficacy of OLA's current EDI initiatives and practices through assessment.
- Develop a short (2023-2024) and longer term (2024-2028) plan that is concrete, actionable, and incorporates evaluation.

Essential Criteria

- Led by people with lived experience.
- An intersectional approach to anti-racism.
- Experience working with small nonprofit organizations.
- Available to facilitate and/or present either in-person or virtually at the OLA Super Conference in Toronto, ON, January 24-27, 2024.
- Experience providing successful training and facilitation for a variety of audiences, including board members, association staff, and association members.

Budget

\$15,000 CAD to \$20,000 CAD for a 1-year term.

Application Process

Timeline & Key Dates

- Proposals are due by **5pm (EST) on Friday, June 30, 2023**
- The selected consultant will be notified by Monday, July 31, 2023
- Consultant's work will begin in early September 2023

Submission Requirements

Electronic proposals (single PDF) must be sent by email to: lkwok@accessola.com (i.e., do not send multiple PDF documents or other attachments). Any text in the email sent will not be considered part of the proposal.

Proposal Requirements

The proposal must include:

- Introduction to the consultant or consulting group
- Description of experience in providing EDI services to the not-for-profit sector and training expertise
- Proposed consulting and training plan or approach
- Project approach and timeline
- Pricing; must be in Canadian dollars, be all-inclusive, including applicable taxes, and be firm for the entire period
- Contact information
- Three references, preferably from within the not-for-profit sector, including name and contact information

Evaluation

Along with the Essential Criteria listed above, proposals will be evaluated based on:

1. Qualifications and experience
2. Project approach and timeline
3. Alignment with scope and OLA strategic plan
4. Similar non-profit experience
5. Price

Contact

Questions or requests for additional information may be directed to Lily Kwok, OLA Advocacy and Research Officer, at lkwok@accessola.com or 1.877.340.1730