



Scope for EDI Contractor



1. Introduction

Canada Basketball is seeking an EDI consultant or contractor to guide and support the implementation of the work plan, aligned with the 14 prioritized recommendations outlined in the 2023 Canadian Basketball Officials Commission (CBOC) ED&I report.

2. CBOC

The role of CBOC is to promote, advocate for and provide a transparent, accountable, and consistent governance structure for the organization, administration, growth, and development of basketball officiating and basketball officials throughout Canada. CBOC will work collaboratively with Canada Basketball's Domestic Development – Officials Development department to regulate basketball officiating through the development, implementation and enforcement of policies, regulations and requirements for basketball officiating and basketball officials in Canada.

CBOC is a young organization, created through a merger between Canadian Association of Basketball Officials (CABO) and Canada Basketball. This merger and the new visions of CBOC are the first steps in creating a more positive culture for officials across all demographics and regions. All stakeholders agree that there is still work to do to transform the system and remove barriers to development, which can impact opportunity for equity deserving participants.

3. Recommendations & Action Plan

The ED&I report identified 14 recommendation, for further exploration and implementation, focused on matters of governance, training & development, selections & appointment processes and system alignment. The purpose of this report was to highlight gaps in the system and any disconnections between CBOC & Canada Basketball policies, to ensure that the officiating system in Canada has less barriers and provides more inclusive opportunities.

4. Key Tasks

Supporting the CBOC EDI Committee:

- Foster collaboration and inclusivity within the committee.

Implementation of the 14 Recommendations:

- Thoroughly review and execute the fourteen (14) recommendations, developing work plans and stakeholder engagement plans to ensure the tasks are completed.
- Ensure alignment with the goals and values of CBOC.

Organizing and Facilitating EDI Committee Agenda:

- Collaborate with committee leadership to structure and facilitate effective committee meetings.
- Prioritize and address agenda items based on work plan deadlines.
- Ongoing management of the action plan to implement the fourteen recommendations, including tracking tasks, milestones, and progress reports.



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Prioritizing Work Plan Items:

- Engage the CBOC EDI Committee in prioritizing action items and setting related milestones.
- Facilitate group decisions to establish consensus on prioritization of action plans.

Collaborating with Anti-Racism in Sport:

- Connect with Anti-Racism in Sport to develop and conduct EDIA training for CBOC leadership.
- Ensure the training aligns with the committee's objectives and addresses identified needs as outlined in the recommendations.

Enhancing CBOC Governance for Diversity:

- Review the CBOC Governance document to integrate a Black and Indigenous representative into the CBOC executive.
- Ensure that the CBOC Governance document reflects accurate and appropriate EDIA language.
- Work towards fostering diversity and inclusivity at the executive level.

Diversity Summit:

- Plan, organize, support, and execute the annual EDI Diversity Summit.
- Promote diversity awareness and engagement among participants.

CBOC Committee Terms of Reference Review:

- Review all CBOC Committee Terms of Reference for appropriate EDI terminology and perspectives.
- Recommend revisions to ensure inclusivity and diversity.

6. Term

The Term of this contract is targeted for 12 months: **March 3, 2024 – February 28, 2025.**

7. Reporting

- Reports directly to Rowan Barrett, General Manager / Executive Vice-President, Senior Men's Program and chair of Canada Basketball's Diversity Council

8. Expected Volume of Work

- ~40 Hours Monthly



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Submission Requirements

The Requirements of the submission, providing clear and concise information, to satisfy the Scope of Work, must include:

- A project plan that demonstrates a clear understanding of the work to be performed and any other information relevant to the project.
- Company profile and ownership structure.
- Qualifications of all consultants who will be assisting with the project (such as education, positions held, years and types of experience).
- Demonstrated experience (including case studies, if applicable) with strategic planning processes, including leading and analyzing consultations with multiple stakeholders.
- Two (2) references with contact information.
- Demonstrated alignment with Canada Basketball's values.
- Time and cost projections.

Note: Failure to meet any of the requirements above may result in a proposal being rejected

Proposals should be emailed in PDF format by **5:00 pm EST on Friday, February 16th, 2024**, to:

Hakeem Al-Akhras,
Coordinator, Human Resources
Canada Basketball
Email: halakhras@basketball.ca

Evaluation Criteria

At the sole discretion of Canada Basketball, bidders will be evaluated as per the selection process by the Evaluation Committee. The proposal submitted will be opened by Hakeem Al-Akhras on the closing date and given to the Evaluation Committee to review all proposals.

Prior to the proposal decision, Canada Basketball reserves the right to seek clarification from one, some, or all the Bidders should it be deemed necessary at the sole discretion of Canada Basketball. To clarify, this relates to information submitted by a Bidder in its submission to this RFP only. It does not allow for the addition of information that may have been omitted from the RFP submission.

Bidders short listed may be invited for additional discussions, if necessary, to clarify their bids and resolve any questions/issues. Canada Basketball will enter into negotiations on a detailed agreement with the successful Bidder(s). A decision is not final until an agreement is firm, in a form acceptable to Canada Basketball and signed by both parties.



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1. “Bidder” shall be the term assigned to individuals or companies that submit a proposal.
2. Canada Basketball may, at its discretion and without explanation to the prospective Bidder, at any time choose to discontinue this process without obligation to such prospective Bidder.
3. The statements made in the proposals are binding; therefore, an authorized representative of the Bidder must sign the proposal.
4. By submitting a proposal, the Bidder agrees to all the terms and conditions of this Request for Proposal.
5. Canada Basketball does not bind itself to accept either the lowest cost proposal or any proposal submitted.
6. Canada Basketball will not be liable for any costs or expenses incurred in the preparation of this Request for Proposal.
7. Canada Basketball reserves the right to and may exercise any or all the following rights and options with respect to this Request for Proposal:
 - a. To reject any and all proposals, to seek additional proposals, to enter into negotiations and subsequently contract with more than one company if such action is in the best interests of Canada Basketball.
 - b. At its sole discretion to cancel or withdraw this Request for Proposal with or without the substitution of another RFP, to alter the terms and conditions of this RFP (including, without limitation, extending the times and deadlines).
 - c. Negotiate with one or more companies.
8. The selection of any Bidder is conditional upon the negotiation and execution of a satisfactory agreement between Canada Basketball and the Bidder. Canada Basketball will incur no liability to any individual or company as a result of these discussions, negotiations, or modifications.
9. The Bidder shall agree to keep information related to this process in strict confidence, including but not limited to, the terms of the agreement and any confidential business information or proprietary information that shall be gathered on this project.

Canada Basketball is committed to creating an inclusive and diverse work environment and is proud to be an equal opportunity employer. We welcome and encourage applications from First Nations, Metis and Inuit peoples, racialized persons, persons with disabilities, and those who identify as women and/or 2SLGBTQ+. All qualified applicants will receive consideration for employment without regard to race, ancestry, place of origin, ethnic origin, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability or any other protected ground of discrimination.

CB welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

We thank all applicants for their interest, however, only those being considered will be contacted.

RECOMMENDATIONS

The following recommendations are based on the in-scope findings of this engagement.

It is important to note the interconnected nature of the in-scope and out of scope findings, and the impact this has on the implementation of these recommendations.

01

Review existing organizational hierarchy

Determine if current structure is creating an equitable environment, and modify accordingly

02

Implement mandatory organization-wide EDIA training

Organize EDIA training for CBOC's entire membership, beginning at the top

03

Increase diversity among decision-makers

Increase diversity of thought by adding people from various underrepresented identities in decision-making positions

04

Standardize evaluation process

Create a matrix to standardize evaluations and provide feedback to officials



05

Require provinces/regions to implement EDIA policy

Require implemented EDIA policy for all provinces to be considered for selection to national-level events. A staggered approach (1-3 years) recommended



06

Standardize selection process

Create a matrix to standardize the selection process and provide feedback to officials



07

Strengthen conflict of interest policy

Create and implement a conflict of interest policy that restricts the ability of leaders to promote or restrict based on personal biases



08

Solidify Referee Coach Eligibility

Determine if active officials do or do not qualify to be Referee Coaches and modify existing positions accordingly



09

Review selection process for regional bias

Eliminate regional biases and create a plan to help smaller regions develop their officiating communities



10

Enact national event break periods

Create a policy that requires officials to take 1-2 years off after attending 2-3 national events in a row

11

Create term limits for leadership

Create a policy that limits leaders to 3-5 year terms (provided a replacement is available)

12

Create succession plans

Develop mentorship pathways for newer officials and Referee Coaches to develop their skills

13

Promote use of third party reporting tool

Knowledge is currently lacking nationwide, promote use of reporting tools to address concerns about discrimination and other mistreatment

14

Standardize policy with fulsome manual

Create and maintain a policy manual that is publicly accessible and removes discretion from leadership's decision-making (currently in progress at Canada Basketball)
