



REQUEST FOR PROPOSAL (RFP): INCLUSION, DIVERSITY, EQUITY, AND ACCESSIBILITY TRAINER/ CONSULTANT

About Rugby Ontario:

Rugby Ontario is the Provincial Sport Organization for rugby in Ontario. Our mission is to lead, support, and promote 'Rugby for All' from our communities to clubs to Province. Working with our member clubs we are looking to make rugby one of the most appealing, accessible, and inclusive sporting activities available today.

What We're Requesting:

Rugby Ontario is requesting proposals from individuals or a team of individuals to provide training and consulting services designed to enhance inclusion, diversity, equity, and accessibility practices (IDEA) across the organization and throughout rugby clubs across the province.

Project Goals:

- Provide IDEA training and education to Rugby Ontario (RO) board members, employees, and club-nominated leaders.
- Help adapt operational policies and governance practices to eliminate barriers to participation and instill inclusive practices in our rugby community.
- Explore barriers to participation and retention among underrepresented groups and communities served by RO clubs.
- Support the adaptation and/or creation of new rugby programming and recruitment practices that better meet the needs of communities.

Scope of Work and Timeline:

We are seeking a competent individual or group of individuals who can serve as trainers and consultants to Rugby Ontario stakeholders - as part of a project taking place between November and July of 2023. The anticipated timeline and scope of work will entail:

1. IDEA Training (December- end of January, 2023)
 - Design and facilitation of in-person IDEA training/workshops targeting **two unique groups** of Rugby Ontario Stakeholders, including a) Club Leaders (16 individuals), and b) Board Members and Staff/ Employees (~25 individuals).
 - Training for each stakeholder group should take place over two (2) weekend days, with ~6-8 hours of training on each day. Club Leaders will be offered their choice of training between two different weekends, while



all training for Board members and Staff/ Employees can take place on one date - for a total of 3 weekends of training facilitated by the consultant. Training will be held in two distinct locations in Ontario (Southeast and Southwest - to be determined with the Project Team).

- **Training and workshops should focus on enhancing knowledge of IDEA, and where possible, be applied to community-based sport programming.**
- Specific topics can *include but are not limited to*:
 - Developing community-based programming and best practices, Diversity, Equity, and Inclusion, Unconscious Bias and Bias Awareness, Anti-Racism, Inclusive Language and Communication, Allyship, Accessibility, LGBTQIA+ Inclusion, Mental Health, Reconciliation, Other*.
 - **Note: We invite you to propose other topics as you deem fit for community-based sport organizations and the Rugby Community in particular.*
 - ****Note: Hearing from members of underrepresented and equity-deserving groups within these workshops is desired.*

2. Rugby Club Consulting (February- July, 2023):

- Consult with eight (8) Rugby Ontario Clubs to help create new or reimagine existing rugby programming and recruitment practices (drawing upon IDEA principles) via interactive group 'work sessions' (4 total; 2 work sessions with each club [consisting of up to 6 representatives]; 4 clubs in each work session to encourage cross-club collaboration and discussion).
- Through work sessions, support clubs in:
 - Identifying an IDEA-related initiative or aspect of programming that they want to modify in the upcoming rugby season.
 - Creating an **action-plan** for the implementation of the initiative/programming with each rugby club. Action plans should include (but are not limited to): Identification of initiative goal, strategy for building rapport with and co-collaborating with community and/or underrepresented group members, project milestones, personnel required, assignment of project-related tasks to personnel, and timeline for implementation.
 - Providing ongoing coaching and consulting (~1-2 touch points) with each club *between* work sessions to promote accountability, ongoing mentorship, and support. Ongoing coaching should include but is not limited to: Collection of action-plan updates and



supporting clubs, as needed, in making revisions or tailoring initiatives to the needs of particular communities (once relationships and co-collaboration has begun).

3. Project Team Collaboration and Consulting (December - July, 2023)
 - Review/ offer feedback on project-related tools created by the project team before their use in the larger project, including: Focus group interview guide, and 3 assessment/ evaluation surveys.
 - Collaborate with the Project Manager to determine dates of training/workshops and work sessions.

Budgetary Goals:

- The budget allocated to this training/ consultant role is approximately \$35,000 (inclusive of hst).

A Successful Proposal Should Include:

- Proposed training/ workshops topics focused on two unique stakeholders, 1) Club-nominated leaders (16), and 2) Board Members and Staff/ Employees (~25) - including alignment with project goals.
- Proposed 'work session' process and format (February - April, 2023), including alignment with project goals.
- Proposed approach/plan for ongoing consulting with Rugby Ontario Clubs (8) and Project Team.
- Qualifications of individual(s) or team members - including training and education, relevant experience, testimonials, and contact information from two (2) former clients. *Note: Having an understanding of community sport organizations would be considered an asset. **Applicants should also declare any potential conflicts of interest, where relevant.***
- Detailed breakdown of all associated fees for service, expenses and any other costs that would be included in a contract of services to complete the scope of work.

How to Apply

Please submit your application package with the above-mentioned elements as one document by email to mharlow@rugbyontario.com

Please contact Meghan Harlow at mharlow@rugbyontario.com if you have any questions about the application.

Only those selected for interviews will be contacted.



Proposal Deadline:

The deadline for submissions is **November 28th, 2022**, by 3:00pm.

Successful Proponent

A letter of engagement will be signed with the individual / organization who, based on an evaluation of all responses, applying all criteria and through an interview process, is determined to be the best qualified to perform the services, and best qualified to deliver the best value package of deliverables. Following that, a service contract will be negotiated between the two parties.

The right is reserved, as the interest of Rugby Ontario may require, to waive any defects of all informalities in any proposal, to reject any or all proposals, to take any or all proposals under advisement or to accept any proposal as may be deemed to be in Rugby Ontario's interest in meeting the standards of quality, price & value ("best" proposal).

Rugby Ontario is an Equal Opportunity Employer. Decisions relating to hiring, other employment and the contracting of services at Rugby Ontario are made without regard to race, colour, religion, sex, ancestry, national origin, ethnic origin, age, disability, citizenship, veteran status, sexual orientation, marital status, family status, or any other characteristic protected by federal, provincial, or local law, regulation, or ordinance.



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