



Inspiring all girls
to be strong,
smart, and bold

Request for Proposal (RFP) Organizational Refresh: Intersectional Policy & Procedure Review and Revision

Girls Inc. of Upper Canada, Issued 8/11/2022

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REQUEST

i Girls Incorporated of Upper Canada is seeking qualified individuals, teams, colleges/universities, organizations, and/or firms in response to this Request for Proposals (RFP). Services are needed to conduct a review of current organizational policies and procedures to facilitate updating these existing documents using a feminist intersectional equity, diversity, and inclusion lens. Girls Inc. of Upper Canada is an inclusive organization committed to the values of equity, belonging, and opportunity; this refresh of our organizational structure and documents will reflect these values.

Girls Inc. is a leading not-for-profit organization serving girls and young women in Canada and the United States.

Timeline

Subject to change

- i** **RFP RELEASE:** January 11, 2023
- PROPOSAL DUE DATE:** February 8, 2023
- FINALIST INTERVIEWS:** Week of February 20, 2023
- SELECTION and NOTIFICATION:** Week of March 6, 2023
- CONTRACT PERIOD:** March 13, 2023 – May 31, 2023, *to be reviewed monthly*

FUNDING AVAILABLE: Approximately \$10,000 is available over the contract period.

Girls Inc. of Upper Canada Background

i Girls Incorporated of Upper Canada provides gender-specific programs and workshops to girls aged 6-18 in Leeds & Grenville. Our mission is to inspire all girls to be strong, smart, and bold by promoting their emotional, physical, and social well-being. Last year, 378 girls participated in our programs and workshops in schools, in the community and virtually.

Girls Inc. research-based programs address self-reliance, life skills, violence prevention, substance use prevention, relational aggression and bullying, media literacy, and leadership development. Girls Inc. programming puts the tools for empowerment in girls' hands and encourages them to take healthy risks and master physical, intellectual and emotional challenges. Girls Inc. helps girls learn critical thinking and decision-making skills, prepares them to be leaders and inspires them to take pride in successes.

The Contracted Work – Scope

 The successful contractor will:

- Demonstrate knowledge and expertise in intersectional feminist, anti-racist, anti-oppressive, and decolonial approaches.
- Experience assessing, developing, and implementing equity-based, social, racial, and gender justice policy and/or procedures for organizations.
- Expertise in applicable legislation governing not-for-profit organizations and ONCA compliance.
- A minimum of five (5) years' experience in a not-for-profit organization; designing policy, procedures, and other practice-based initiatives.

Specifically, the selected contractor will:


1. Thoroughly review existing Girls Inc. of Upper Canada policies, procedures, Human Resources manuals, bylaws, and legislative compliance requirements.
2. Work with Girls Inc. staff to identify the current state through review of existing practices and strategic plans for integration of new organizational structure needs while incorporating the mission and values.
3. Identify any gaps in existing documents, policies, procedures, and processes through environmental scans and literature review and provide suggested revisions.
4. Propose a strategy for completing this organizational refresh to be approved by the Executive Director.
5. Actively integrate the principles of intersectional feminism throughout the project, and ensure that these principles are

integrated throughout documents, policies, procedures, practices, and protocols.

6. Be guided by the principles of intersectional feminism diversity, inclusion, and equity to create welcoming and accessible materials for our employees, Board Members, volunteers, and invested members of the public.
7. Provide regular updates on each of the areas being refreshed on a monthly basis.
8. Provide original soft copy files and resources and a hard copy of materials being refreshed – i.e., Employee Handbooks, Volunteer Orientation Manual, Organizational Policy and Procedure Manual, etc.
9. Provide an implementation orientation session that familiarizes the Executive Director and staff with these refreshed/new documents.
10. Provide a plan to roll-out new organizational structure and practice.

Deliverables

What will we be co-creating?

1. Co-consideration of organizational materials in need of a refresh.
-  2. Plan to prioritize the workload.
3. Monthly touchdowns (and/or as needed) for information sharing on progress, needs, and completed documents.
4. Input into graphical written documents for all areas of identified need.

Girls Inc will provide:

- Oversight, guidance, facilitated/informational sessions (and space for it, if needed).

- Access to Girls Inc. local and National resources and staff.
- Other analytic and/or historical documents as needed.

Proposal Requirements

i Proposals are due February 8, 2023 by 5pm EST.

Proposals shall be submitted as a Word or PDF document, with 12-point font, and single-spacing. All proposals shall be submitted to jackie@girlsinc-uppercanada.org

Proposal Requirements Continued

i Full Proposals should include (in this order):

- **Cover Page:** This section should not exceed one page. Consultant(s) names and contact information as well as administering organization or any subcontracts. Please include email, phone, and web addresses.
- **Proposal Summary:** This section should not exceed one page. Brief summary of no more than 500 words.
- **Biographical Sketch of the Consultant(s)/Project Managers:** This section should not exceed three (3) pages per individual.
 - a) **Personal Statement:** Briefly describe why your experience and qualifications make you competent to oversee this project.
 - b) **Examples of recently completed projects** that have some connection to the proposed project.
 - c) **References from past clients** with contact information included.
- **Team:** This section should not exceed two (2) pages. Briefly highlight each person's role on the project.
- **Facilities:** Please describe the organizational resources available to perform the proposed project, especially support for equity-

centered work related to youth-serving or youth development agencies.

- **Project Overview:** This section should not exceed four (4) pages. Draft a schedule complete with completion dates, a project plan, indicate key milestones, and provide a brief sketch of what an intersectional feminist transgender inclusive workplace might look like in written form.
- **Budget and Justification:** This section should not exceed two (2) pages. Please include a budget narrative. This narrative should explain the proposed budget and offer clarity regarding the specific ways the project manager expects the monies will be spent. A brief explanation of each line item should be provided. Please include a fixed-price quote for the project, outlining all fees and services. Please also include an anticipated payment schedule.

Any and all intellectual property, tangible or otherwise, generated throughout the project will be considered deliverables in a work for hire arrangement, and will remain exclusive property of Girls Inc. Girls Inc. reserves the right to reject any or all responses to this Request for Proposal and will not reimburse costs of preparing consultant proposals. Girls Inc. reserves the right to cancel the award of contract at any time before the execution of the contract by both parties. Responding consultants bear sole risk and responsibility for costs incurred in the preparation, delivery, and selection process of the proposal. Girls Inc. reserves the right to ask for clarification in the proposal if the need arises.

No Publicity or Promotion

No Proponent, including the Preferred Proponent, shall make any public announcement or distribute any literature regarding this RFP or otherwise promote itself in connection with this RFP or any arrangement entered into under this RFP without the prior written approval of the Purchasing Organization.

In the event that a Proponent, including the Preferred Proponent, makes a public statement either in the media or otherwise in breach of this requirement, in addition to any other legal remedy it may have in law, in equity or within the context of this RFP, the Purchasing Organization shall be entitled to take all reasonable steps as may be deemed necessary by the Purchasing Organization, including

disclosing any information about a Proponent's Proposal, to provide accurate information and/or to rectify any false impression which may have been created.

Non-Disclosure & Confidentiality Agreement

The Purchasing Organization reserves the right to require any Proponent to enter into a non-disclosure agreement satisfactory to the Purchasing Organization regarding the confidential information of the Purchasing Organization, the Purchaser or another person related to the RFP. The Proponent will be responsible for providing a clean criminal record and Vulnerable Sector check to the Purchasing Organization.

Intellectual Property

Other than in connection with compiling and submitting a Proposal, the Proponent shall not use any intellectual property of the Purchasing Organization or any Purchaser, including but not limited to, logos, registered trademarks, or trade names of the Purchasing Organization or any Purchaser, without the prior written approval of the Purchaser.

The Proponent agrees that:

Any action or proceeding relating to this RFP process shall be brought in any court of competent jurisdiction in the Province of Ontario and for that purpose the Proponent irrevocably and unconditionally attorns and submits to the jurisdiction of that Ontario court.

It irrevocably waives any right to and shall not oppose any Ontario action or proceeding relating to this RFP process on any jurisdictional basis.

It shall not oppose the enforcement against it, in any other jurisdiction, of any judgement or order duly obtained from an Ontario court as contemplated by this RFP.

The Proponent further agrees that if the Purchasing Organization commits a material breach of this RFP, the Purchasing Organization's liability to the Proponent, and the aggregate amount of damages recoverable against the Purchasing Organization for any matter relating to or arising from that material breach, whether based upon an action or claim in contract, warranty, equity, negligence, intended conduct, or otherwise, including any action or claim arising from the acts or omissions, negligent or otherwise, of the Purchasing Organization, shall be no greater than the Proposal preparation costs

that the Proponent seeking damages from the Purchasing Organization can demonstrate.

Compliance with Accessibility Standards

As part of its response to this RFP, the Proponent should describe how the proposed Services will be in compliance with applicable accessibility standards under the Accessibility for Ontarians with Disabilities Act, 2005 and its regulations, including any policies and personnel training that have been or will be implemented by the Proponent in respect thereof.



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