



Invitation for Proposals Anti-Racism Anti-Oppression Framework

April 8, 2021

North Peel & Dufferin Community Legal Services seeks proposals from consulting firms to assist us in developing an Anti-Racism Anti-Oppression framework.

North Peel & Dufferin Community Legal Services

North Peel & Dufferin Community Legal Services (NPD-CLS) is a community legal clinic funded by Legal Aid Ontario. We are a non-profit corporation, with a community based board of directors, providing free legal services for persons with low income who reside in Brampton, Caledon or Dufferin County. Our work involves direct client assistance through advice, drafting of documents, and representation at courts and tribunals. We also engage in law reform, public legal education and community development.

We serve many of the most at risk and marginalized members of society and we are often the assistance of last resort for them. We emphasize the provision of client centred services delivered with compassion and dignity.

We have a very diverse client base. Many of our clients face issues respecting race, all are living in poverty, many are dealing with mental health issues and many face other disability challenges.

NPD-CLS has a staff of 16 (Executive Director and 9 other lawyers, 2 paralegals, Office Manager, ODSP Case Manager and 2 Client Service Representatives) and a board of directors with 11 members.

Information on our work and our values is available at www.NorthPeelDufferinJustice.ca.

Project Description

NPD-CLS seeks a consulting firm to assist us in developing an Anti-Racism Anti-Oppression (ARAO) Framework to guide our operations and services. The essence of this project is to do an audit of our current practices, both internally and externally; to provide clear recommendations on how we should be doing things differently; and to provide a strategy for incorporating more inclusivity and sensitivity as it relates to Anti-Racism and Anti-Oppression in our hiring practices, our internal dealings as staff, and our external services. We anticipate organizational transformation resulting from this.

Proposals should include:

- An examination and evaluation of our current policies, procedures, processes and culture to identify gaps and areas for improvement.
- An examination and evaluation of our client service delivery – who we provide services to and how we provide services – to see how inclusive our services are and to identify gaps and areas for improvement.
- A description of how we should be doing things differently, internally and externally, to ensure that our operations are Anti-Racist and Anti-Oppressive.

It is expected that proposals will set forth plans which include these elements:

- Gathering information and insights from our staff, clients and board of directors.
 - This could include surveys, focus group discussions and interviews.
- Facilitation of difficult conversations, where staff can express any concerns that they have in a safe space.
- An examination of our organizational culture: both where we are and where we should be.
- Creating a report detailing the findings of the organizational review, and proposing a vision for organizational transformation.
- Providing a roadmap on how we get to where we should be from where we are.

Timing

NPD-CLS is eager to proceed with this project as soon as possible. However, the timing for this project is subject to the availability of preferred applicants. Timing of availability will be a factor in the selection of preferred applicants.

Information Required

Proposals should include a work plan describing methodologies and roles and responsibilities. The proposed timeline, including milestones, should be included. Describe how much time is expected to be allocated to each activity. There should be a detailed description of deliverables.

Also provide a description of your approach/philosophy to this work.

Names and brief bios should be provided for all members of the project team. Three references should be provided.

Advise when you would be able to start work on this project.

A firm total cost must be provided, broken down into components, and including all disbursements and applicable taxes.

Conditions

Questions asking for clarification may be put by email to Jack Fleming, Executive Director, at FlemingJ@lao.on.ca, no later than April 30, 2021 at 5:00 p.m. Answers to any questions asked by **any** potential applicants will be provided to **all** applicants commencing May 7, 2021.

Final proposals must be sent by email to Jack Fleming, Executive Director, at FlemingJ@lao.on.ca, no later than 5:00 p.m. on May 14, 2021.

NPD-CLS will not be responsible for any costs incurred by applicants in preparing their proposal.

NPD-CLS reserves the right to interview any, some or none of the applicants.

NPD-CLS may select any, some or none of the applicants for this project or any part of it. NPD-CLS reserves the right to issue another invitation for proposals.

NPD-CLS reserves the right to negotiate a different contract than the specific proposal provided by the selected applicant.

If selected, the applicant will keep all information received to complete this project in complete confidence.