



## Request For Proposal (RFP) – Justice, Equity, Diversity, and Inclusion (JEDI) Review

The Langara Faculty Association (LFA) is seeking an experienced diversity consultant to undertake an internal JEDI review, and make recommendations on the audit findings. The goal of this project is to advise on a strategic, coherent action plan to foster JEDI in the faculty association, and guide how we address social justice issues. This RFP is being issued by the Langara Faculty Association (LFA).

Questions may be submitted at any time to Pauline Greaves Aylward, LFA President, by email at [pauline.greavesaylward@yourlfa.ca](mailto:pauline.greavesaylward@yourlfa.ca) until September 10, 2021.

The deadline for submissions is September 30<sup>th</sup>, 2021 at 4 pm PST.

Please send submissions in electronic format, in one pdf document, to [lfa-rfp@yourlfa.ca](mailto:lfa-rfp@yourlfa.ca) with the subject line: JEDI RFP

## **1. Background Information on Langara Faculty Association (LFA)**

### **About the LFA**

The Langara Faculty Association (LFA) is the union representing faculty employed by Langara College. As the registered agent for collective bargaining, our certification covers all faculty - instructors, librarians, counsellors, and others. We are affiliated (local 14) with the Federation of Post-Secondary Educators of BC (FPSE).

As a union we:

- negotiate and maintain collective agreements
- defend workplace rights
- represent faculty on college boards, councils, and committees
- host workshops, seminars and social events
- champion accessible, quality post-secondary education
- advocate for provincial and national labour organizations

Above all, we seek to support, represent and empower our members.

### **LFA Board of Directors**

The Board of Directors is the LFA's governing body, collectively responsible for the business and administration of the union. The Board meets weekly except during months of July and August. For members who wish to view them, Board meeting minutes are kept in the LFA office. The Board sends out regular email Bulletins to keep members informed throughout the year. We also invite members to reach out to any Board member if they have questions or would like to get in touch.

Under the Constitution and By-Laws, there are 9 elected members on the Board of Directors: the President, the Vice President, the Secretary, the Treasurer, and 5 Directors at large.

The Board strives to have representation from different instructional and non-instructional departments of the College. The LFA is also mindful that we are seeking equity, diversity and inclusion across all our operations, including Board elections.

We are united in our desire to serve the membership's best interests, so we strive to keep our focus on finding solutions. We take care to think through important decisions, in order to avoid unintended adverse consequences for our members now or in the future. We use voting to record our decisions, but we take a consensus-building approach to inform those decisions. Ultimately the Board is accountable to members, so we seek direction directly from our membership as needed.

***This RFP is being issued by the Langara Faculty Association (LFA)***

## **2. RFP Candidacy**

The LFA is committed to equity, diversity, and inclusion, and representing the communities in which we serve. Women, Indigenous persons, Black people, people of colour, LGBTQ2+ and persons with disabilities are encouraged to self-declare.

### **Desired qualifications and experiences**

1. Experience with EDI audits within the academic sector
2. Demonstrated experience working with a wide range of communities
3. Experience with supporting progressive union environments
4. Strong reputation and references in JEDI work and development of strategic action plans
5. Experience working collaboratively with boards and working groups
6. Preference will be given to Canadian consultants; ideally Vancouver, or BC consultants

## **3. Context of this RFP**

Following a year of public protests highlighting systemic racism and inequities throughout public institutions in the US and in Canada, the LFA received concerns from a group of members demanding action, and a proactive and focused approach on JEDI strategies.

### **Reason for the JEDI Audit**

The LFA seeks to be an union that proactively supports, represents and empowers all its members. Using an equity, diversity and inclusion lens is a progressive approach for the LFA to improve how we work toward that goal. We seek to build equity, diversity and inclusion in our union and across our membership.

Systemic (structural) discrimination is not about individuals being racist or exclusionary. It's about seemingly-neutral organizational structures and systems that privilege the status quo and create additional barriers for members of equity seeking groups. Groups identified by many organizations include people who are Indigenous, Black, people of colour, LGBTQ2+, women, and people who have disabilities. The intersectionality of systemic discrimination also affect immigrants, people of specific religious/ethnic backgrounds and non-native English speakers. Additionally, in many workplaces there are rising numbers of temporary workers who are excluded because of the precarious nature of their work. The LFA needs to identify its own equity gaps so we can begin the work to dismantle those barriers to equity and inclusion.

Justice, equity, diversity and inclusion work is union work. We need to work together as a union to address any barriers to participation, representation and empowerment in our union leadership, policies, processes and practices. We recognize that this will take time and that we will learn as we go. It will make us stronger and more effective as a union.

Accordingly, the LFA Board sought and obtained support from its members to conduct an internal EDI audit in March 2021.

#### 4. Project Description and Objective

The main objectives of the consultancy are as follows:

Deliver on the motion passed by the membership at the March 2020 General meeting: ***“The LFA will hire a consultant to undertake an internal JEDI review. This work will be inclusive of the LFA membership”.***

The goal of the project is to advise the LFA on an action plan to foster JEDI in the association, and guide how we address social justice issues. The action plan will be informed by several sources, including but not limited by:

- an open letter received from members of the JEDI committee in January, 2021, largely focused on systemic racism and breaking down barriers to diversity within the association
- actions taken by our association to date
- actions proposed by the members of our working groups
- the work to date of other related associations, such as the BC Federation of Post-Secondary Educators (FPSE) and its Decolonization, Reconciliation, Indigenization Standing Committee (DRISC)
- quantitative and qualitative data solicited from the general membership as part of the project

The elements to be included in the action plan are:

- Identification of high-level initiatives that include measurable goals and objectives, to foster JEDI in the association, with a view of both the internal workings of our associations, and initiatives that could achieve professional objectives as a whole. The identified high level initiatives should:
  - address anti-racism and reconciliation
  - ensure cohesion in terms of areas of responsibilities or activities between the Board, Stewards, and general members
  - reflect the philosophy, viewpoint and voice of the association and membership
- Recommendations on actions, training, and areas of responsibility for the Board, stewards, and committees including those responsible for faculty selection and evaluation, to support the achievement of JEDI goals.
- A review of our Collective Agreement (CA), constitution and by-laws, organization processes including executive election and steward appointments, and membership activities to identify revisions to support JEDI initiatives and goals.
- Roles of working groups or committees to engage with priorities on behalf of the Board.
- Recommendation on continued participation by the membership on JEDI initiatives to determine priorities and needs.

This RFP is seeking a consultant to develop a detailed robust action plan working in collaboration with the Board and any working groups established by the Board, upon award of the contract.

## **5. Final Deliverable**

The deliverable expected is an action plan on JEDI for the association which shall be in accordance with the Board and under the guidance of the Board. The action plan should be coherent and recommends actions which are within the responsibility of the Langara Faculty Association. Key performance measures and indicators for each action are also expected in the action plan.

## **6. Schedule and Timelines**

- Deadline for questions September 10
- Deadline for proposal submissions September 30th
- Review of proposals, interview, and award of contract November 1
- Audit Process November 1st to Feb. 28th  
Monthly meetings with LFA Board, Executive, Board JEDI Working Group, and membership working groups when necessary.
- Deliverable: recommendations, and action plan March 1st - 15th

## **7. Coordination**

The successful consultant will be expected to provide informal updates via email or other means to designated board members throughout the project until completion. Where required, the consultant(s) must make themselves available for a monthly one hour video conference with the LFA Board JEDI Working Group. The Board Working Group will be the main point of contact for the consultant(s) and will guide the work of the action plan's development.

## **8. Budget**

A total project budget of up to \$30,000 has been allocated by the LFA Board. This includes consultant fees, expenses, meeting costs, and ancillary costs.

## **9. Assumptions and Agreements**

Acceptance of the selected consultant(s) is contingent on the successful negotiation of the conditions of this agreement, fees, and scope of service.

The LFA Board reserves the right to accept or reject any or all responses to this RFP, as well as to reissue the RFP. The LFA is not responsible for any costs incurred by the applicant in preparation of this proposal.

In case of disagreement in the interpretation of the provisions of this RFP, the final decision will rest with the LFA Board. All proposal materials submitted for this RFP will remain property of the LFA. All deliverables resulting from this RFP will remain property of the LFA.

## **10. Submission Deadline and Requirements**

The submission should include:

1. A brief overview of the applicant or company
2. A CV or resumé of the project team members
3. An outline of the approach that will be undertaken for this study
4. A breakdown of the timeline for the project
5. A breakdown of the cost to deliver the project and what is included in the cost including resources.

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## **11. Award of Contract**

The LFA Board Working Group in collaboration with member representation will select a consultant for approval by the LFA Board of Directors. The consultant(s) will be selected following an interview which will include a discussion about fees and scope of the project and verification of two references.

The LFA may consider the full range of options, amenities and enhancement features offered by a Consultant/Candidate when awarding the Contract. This RFP is subject to cost constraints, which the LFA is not obliged to disclose to any Consultant/Candidate, which may rule out the selection of a Proposal.

Based upon the evaluation criteria set by the LFA, all compliant Proposals shall be evaluated, and a recommendation made to the Board of Directors to award the Contract to the Consultant/Candidate whose Proposal best satisfies the criteria that have been established by the LFA Board. Where the LFA for any reason in its sole discretion decides that all Proposals received were unsatisfactory, or that the terms and conditions set out in the RFP cannot be realized with that Consultant (s) whose Proposal best satisfies the criteria that have been established by the LFA Board, then the LFA, reserves the absolute right, as it sees fit,

(a) to revise and reissue the RFP;

(b) to cancel the RFP,

And in no such case shall any person have any legal claim or recourse against the LFA and the LFA representative(s) on any ground whatsoever. The LFA reserves the right to accept or reject any or all responses to this RFP regardless of price, scope of work, or contents; as well as to reissue the RFP.

## **12. Assessment Criteria**

The following criteria will guide the selection of the consultant:

- Demonstrated experience infusing justice, equity, diversity and inclusion into your work, and creating opportunities for people from under-represented groups through your work with similar organizations
- Experience working with Unionized and Post Secondary Education or professional associations
- Experience with establishing JEDI action plans
- Price
- Detail of the work plan