

## REQUEST FOR PROPOSAL

**Project: Peel EarlyON DEI Curriculum Course Facilitation**

**Project Start Date: January 2024**

### **Objective:**

Child Development Resource Connection Peel (CDRCP) is seeking to procure a vendor with subject matter expertise in the domains of diversity, equity, and inclusion to facilitate Community of Learning and Practice sessions based on a pre-developed curriculum designed specifically for EarlyON Professionals.

*\*\* For more information on Peel EarlyON programs review the **FAQ Document***

The successful vendor will work closely with the Project Staff and Quality Initiatives Supervisor(s). The vendor must have the ability to implement all outlined responsibilities. A strong understanding of facilitating communities of learning and practice, as well as subject matter expertise around diversity, equity and inclusion are required for successful content delivery. The vendor must also indicate how they will facilitate conversations rooted in Early Years and Child Care (EYCC) pedagogy (*E.g. How Does Learning Happen? Ontario's Pedagogy for the Early Years; Family Support Principles*). This could be through their own expertise or with the support of an EYCC subject matter expert or informant.

### **Outcome:**

All Peel EarlyON program staff and leadership will engage in developing their diversity, equity, and inclusion skills and knowledge, and will acquire the tools and language to engage in a sector wide change process that will be adaptable to their unique setting, through the mobilization of the Peel EarlyON DEI Curriculum.

### **Responsibilities** (include but are not limited to):

- CDRCP will contract a vendor who can facilitate the online presence of the community of learning and practice. The vendor's role is one of consulting, connecting, facilitating, and guiding. The vendor will cultivate and sustain the learning community/cohorts through:
  - Facilitating each module in line with the pre-developed curriculum
  - Monitoring activities
  - Encouraging participation and deep critical reflection
  - Managing community of learning and practice events virtually on the platform
  - Collecting, organizing, and sharing data and collective knowledge throughout the lifespan of the community of learning and practice.
- The vendor will support data collection for evaluation (e.g., collect attendance, distribute final survey, inform participants about a follow-up survey) but would not be responsible for analysis or reporting.
- Effective facilitation of CoLP modules for EarlyON Program Staff and EarlyON Leadership Staff
  - EarlyON Program Staff: Champions of Change
  - EarlyON Leadership Staff: Leaders of Change
- A CoLP cycle consists of all six modules delivered over four sessions in four months.
- For more details on the cohorts, number of individuals projected to receive training, and cycle of delivery timelines, please review the **FAQ Document**

**Contents of Proposal:**

Interested candidates should submit an electronic proposal in response to this RFP. The proposal should include the following information:

- a) The name, address, email, and telephone number of the organization or individual;
- b) A detailed cover letter and resume including the experience and qualifications of the firm and its key personnel
- c) Minimum of 3 references from comparable work performed by the firm
- d) A brief overview of similar projects you have completed in the past; Peel Region relevant experience is an asset
- e) A description of your approach to delivering the communities of learning and practice as requested for the project (1000 words max).

**Estimated Value and Budget:**

The proposed cost for completion of the project must include all costs affiliated with all tasks mentioned under responsibilities.

**Submission:**

Please send the proposal through email to Tenneil Dhaliwal, Manager, Quality Initiatives [tenneil@cdrpc.com](mailto:tenneil@cdrpc.com) by **November 27, 2023**.

**Project Completion: December 2024****Evaluation:**

All proposals received by the deadline will be reviewed. The criteria by which a vendor will be selected include the following: Scope of related experience; demonstrated capabilities to complete the project; budget; knowledge of the sector and DEI subject matter expertise, and ability to complete within the timeframe.

**Additional Provisions:**

The selected vendor will be required to sign a nondisclosure agreement, and CDRCP's privacy policy.

CDRCP reserves the right to reject any or all proposals, accept or reject individual items in the proposal, request clarification of any item, or negotiate changes in the proposal.

The successful vendor is permitted to involve other parties for the purposes of subject matter expertise around EarlyON effective practices and theory. Project budget should be inclusive of all associated costs.

Project timelines are subject to change and can be extended beyond the project completion date, due to sector needs and capacity. The successful vendor will be given as much notice as possible around variances in timelines.

**Note:** The successful vendor will have the opportunity to connect with the developer of the curriculum to ensure there is a clear understanding of content and that delivery approaches align. The successful vendor will also receive supports, where applicable from CDRCP.