

**Request for Proposals – HR Inclusivity Assessment  
Inside Out (aka Inside Out LGBT Film Festival)  
Charitable #871515995RR0001**

**Introduction**

Inside Out is a non-profit, registered charity established in 1991. Annually, Inside Out presents Canada’s largest LGBTQ film festival, held in Toronto, as well as a satellite festival in Ottawa and year-round programming and initiatives. The Toronto festival, supported by Lead Sponsor RBC and Presenting Partner Netflix, welcomes more than 35,000 audience members and hundreds of filmmakers and industry professionals from around the globe.

In addition to its exhibition program, Inside Out annually hosts the world’s only LGBTQ feature film financing forum, and a series of professional development initiatives and awards that seek to support the work of LGBTQ filmmakers in Canada and around the world. These include the RE:Focus fund for women, trans and non-binary filmmakers, the OUTtv Inside Out Documentary Fund, the Pitch, Please short film competition, the Short Film Lab, and more.

**The purpose of this Request for Proposals (RFP) is to select a qualified consultant that will work with the Inside Out team to assess and evaluate the organization’s Human Resources and volunteer policies, procedures and practices, resulting in the development of an Inclusion Strategy which will assist in establishing goals, targets and metrics for our future strategic plan.**

**Schedule/Contacts**

Inside Out’s project schedule may not allow room to accommodate requests for time extensions. Therefore, you are asked to submit your response by the due date. Any response received after the due date may be returned to you unread.

**RFP Timeline**

<b>Event</b>	<b>Date and time</b>
Inside Out issues RFP	August 7, 2020
Supplier Intent to Respond Deadline	August 12, 2020
Supplier Question Submission Deadline	August 17, 2020
Inside Out Responds to Submitted Questions (Question Response)	August 20, 2020

Due Date for Submitting RFP Responses	August 28, 2020
Interviews Take Place	September, 2020
Supplier Selected	End of September, 2020
Work Commences	October, 2020
Work Completed	December, 2020

Inside Out may decide to extend any or all of the above-referenced dates if it decides, in its sole discretion, that this is appropriate under the circumstances. If the due date is extended, the Inside Out Representative will promptly notify you.

### **Inside Out Representative**

To ensure fairness and objectivity throughout this process, all supplier communication with regards to this RFP must be directed to the Inside Out Representative listed below:

**Jayne Schneider**  
**Office Manager**  
**[jayne@insideout.ca](mailto:jayne@insideout.ca)**

*No employee of your organization is permitted to contact any other member of the Inside Out organization directly with questions regarding this RFP. Discussion of this RFP with any other parties within Inside Out may result in your company's proposal not being considered.*

### **Form of the Response**

***Please note the 'Intent to Respond' deadline of August 12, 2020. All interested parties must submit their intent to respond to the RFP by emailing Jayne Schneider, Office Manager, at [jayne@insideout.ca](mailto:jayne@insideout.ca) by 5:00 PM EST on this date. Suppliers who submit the intent to respond will have a deadline of August 28, 2020, to submit their proposal.***

The below documents must be submitted to the Inside Out Representative by the appropriate dates set out above.

- Cover letter
- Description of work methods, qualifications and fee/pricing structure
- Organization / Company Profile, including biographical information for key team members
- Proposed project timeline
- Description / case study of a recent, comparable project

The issuer of the RFP reserves the right to reject any or all proposals, as well as to request up to 3 references from the consultants as part of the review process.

Proposals will be accepted by email in a single PDF document. Inside Out is specifically interested in proposals from QTBIPOC consultants and / or companies with QTBIPOC leadership. As an LGBTQ2 arts organization, we encourage applicants to include information on their experience working with both the LGBTQ2 communities and the arts sector, in particular film and media.

All proposals must be submitted via email as one PDF document to Jayne Schneider, Office Manager, [inside@insideout.ca](mailto:inside@insideout.ca), by the deadline noted. If you require support or accommodation in the submission process, please contact us via email.

### **Scope**

Inside Out is seeking proposals for a consultant to conduct an organizational review of all Human Resources and volunteer policies, procedures and practices, in an effort to address issues of systemic racism and unconscious bias. We are looking for a consultant who understands the geographic region in which we operate and the cultural and demographic environment in which we operate.

We are seeking a consultant (individual or agency) that can work expeditiously to collect and analyze data and work with the staff and Board to establish a forward-thinking strategy.

The Consultant will work with the Inside Out team (staff, Board, and Board-led committees) to assess the current policies, procedures and practices, resulting in the development of an Inclusion Strategy. In addition to reviewing data and documentation, the Consultant will lead a research and interview process with staff, Board and stakeholders, and provide a summary on how Inside Out ranks within the film festival and not-for-profit arts sector.

The Consultant will work with the marketing and communications team to develop messaging related to the process and strategy. The Consultant will work with the Strategic Planning committee of the Board to review the organization's overall strategic plan and confirm if the recommendations have been incorporated.

The deliverables of the project will include:

- Executive Summary of overall process including all stakeholders engaged and artifacts reviewed that informed the HR Inclusion Strategy for board analysis/review
- Development of Human Resources Inclusion Strategy (impacting employees, contractors, volunteers, and interns)
- Data collection and analysis and provide recommendations to ensure the organization's strategic plan is imbedded with inclusion and free of systemic bias

- Implementation plan, which would include steps and process for incorporating the HR Inclusion Strategy into the systems of the organization and measures to gauge success on a year-over-year basis

### **RFP Terms & Conditions**

Inside Out approval or acceptance of your response means that you may be invited to enter into further discussions with Inside Out, which may include the negotiation of a formal written agreement. Neither your submission of a response to this RFP nor Inside Out's approval or acceptance of your response will create a legally binding agreement between us or expose Inside Out to liability of any kind.

Inside Out and its employees and consultants will have no liability to you in connection with any information they provide or fail to provide to you in connection with this RFP, even if such information is incomplete or inaccurate.

All stated requirements should be satisfied unless waived by Inside Out. Inside Out reserves the right to waive any requirements and to accept or approve non-compliant responses. Inside Out may decide to approve one or more responses but is not obligated to do so. It may decide not to approve any response, or to defer its decision. Inside Out reserves the right to reject any or all responses, to revise or supplement specifications, or to waive any formalities.

In your dealings with Inside Out you may gain access to information considered confidential by the Inside Out and/or their affiliates. This information ("Confidential Information") includes this RFP and all information and material relating to the business of Inside Out and their affiliates. Confidential Information does not include information that is in the public domain or that is rightfully obtained by you from a source other than Inside Out.

All costs incurred in connection with the preparation and submission of your response to this RFP and any subsequent discussions or negotiations of a formal contract will be your company's sole responsibility.

### **PRICING**

Our pricing expectations include the following:

- Pricing can be provided as either:  
Fixed price with milestone payments based on Deliverables, or  
Time and Materials such that Inside Out can choose which services to move forward with.
- All quotes should be in Canadian dollars and/or local currency with applicable taxes shown separately.
- All pricing should be valid for a period of 180 days after submission of your response.