

## Request for Proposals Inclusion & Equity Review and Plan

### Introduction

The Alberta Association of Midwives (AAM) invites proposals from qualified persons or firms interested in entering into a contract to perform consulting services related to the AAM's commitment to inclusion and equity.

For over 30 years, the AAM has been the professional body that serves a passionate community of midwives and the practice of midwifery in Alberta. The AAM's mission is to promote the growth and sustainability of midwives and midwifery services in Alberta. The AAM employs a shared leadership approach and values intersectional feminist ideals.

Registered midwives deliver safe, cost effective and high-quality maternity care. There are currently 127 registered midwives in Alberta attending approximately 7% of total births each year. While midwives have been regulated in Alberta since 1994, public funding did not start until 2009. Since then, the profession has experienced rapid growth and continues to be in the midst of change.

Today, maternity care access inequities exist particularly for birthing people who are members of a racial, ethnic, sexual, gender or religious minority, are neurodiverse, or lack legal documentation or citizenship. In addition, greater advancement of midwives who are of a racial, ethnic, sexual, gender or religious minority or who have disabilities is desired.

### Scope of the Project

The project will include conducting an organizational assessment to start the process of identifying and addressing the AAM's organizational and systemic barriers (policies, processes, cultural) to inclusion and equity. The assessment **may** include compiling qualitative and quantitative data through means such as:

- Facilitating a session with the Board of Directors and staff to assess current levels of understanding and knowledge about inclusion and equity
- Developing an interview guide and conducting interviews, focus group(s) and a survey of members and other key stakeholders, with a focus on determining barriers and soliciting suggestions for creating an environment in which members feel included and fairly treated
- Delivering a report with suggested strategies and actions to better integrate inclusion and equity values into the AAM's existing planning/policies/processes/culture/continuing education and training to enable, measure and evaluate progress

### Instructions

If you or your firm is interested, please make a submission that includes the following:

- **Background Information:** A cover letter or executive summary with the name and contact information of the firm or individual along with resumes or bios of those providing services.
- **Experience:** Describe the experience of the firm and its consultants in providing similar services and demonstrated outcomes as a result of the work performed in client organizations.
- **Approach:** Provide a description of the approach used when consulting on matters related to inclusion and equity.
- **Business References:** A list of three verifiable client references.
- **Timing:** The earliest you can commence the project and anticipated timing of each component of the project.

- **Fee Schedule:** A proposed schedule of fees including how fees are structured. As it is relevant, include rates for specific portions of the scope of work or a rate for comprehensive completion of services. We welcome you to propose on all or of any portion of services requested; simply make obvious the expenses related to each section of work.
- **Conflicts of Interest:** Any known facts which would or could create a conflict of interest with the AAM if you were awarded a contract.

### Evaluation

Proposals will be evaluated based on the following:

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| • Responsiveness to the proposal (understanding of the project, approach, clarity, understanding of maternity care generally and midwifery specifically in Canada etc.) | 40% |
| • Qualifications and experience of the firm and relevant knowledge and experience of the assigned consultants   | 30% |
| • Proposed schedule   | 10% |
| • Proposed fee  | 20% |

Responses received by Monday, January 21, 2018 at 5pm will receive full consideration, but the review process will continue until a proposal is accepted. Address responses to: Alberta Association of Midwives, 2632 – 24 Street SW, Calgary, Alberta, T2T 5H9, Attention: Dr. Lolly de Jonge or email to [leadership@alberta-midwives.ca](mailto:leadership@alberta-midwives.ca)

The AAM will review the responses to this Request for Proposal, may speak with client references and will interview top candidates.