

Association
des musées
de l'Ontario



Ontario
Museum
Association

REQUEST FOR PROPOSAL

Inclusion, Diversity, Equity, Accessibility, Decolonization Consultant for the Ontario Museum Association (OMA/AMO)

The Ontario Museum Association (OMA/AMO) invites consultants or consulting groups with specialist expertise in the principles and practices of inclusion, diversity, equity, accessibility (IDEA), as well as decolonization and Indigenous-self-determination, to submit proposals for the development of a 3-year *IDEA and Indigeneity Action Plan (2027-2030)* for the association which will provide a practical and actionable framework to guide, inform and inspire OMA/AMO strategic priorities through governance, operations, programming & membership services, and community relationship-building.

Issue date: 12 June 2026

Issued by: [Ontario Museum Association](#) (OMA/AMO), 50 Baldwin St. Toronto, ON, M5T 1L4

Contact: Jamie McKenzie-Naish, Interim Executive Director

Proposal Due Date: 10 July 2026, 5pm EST

Delivery method: Electronic proposals (single PDF) must be sent by email to:
<mailto:ed@museumsontario.ca>

Background

Established in 1972, the Ontario Museum Association (OMA/AMO) is a not-for-profit member organization representing museums, galleries, and historic sites across Ontario. The OMA/AMO strengthens capacity among institutions and individuals active in Ontario's museum sector, and facilitates excellence and best practices through advocacy, professional development and learning, and resource development. The OMA/AMO advocates for the important role of Ontario's museums to society, working with partners, related sectors and industries, and other professional organizations.

The OMA/AMO is dedicated to fostering an inclusive environment that reflects the diversity of Ontario. The museum and heritage sector is strongest when it welcomes diverse perspectives and experiences, including those shared by the Indigenous (First Nations, Inuit, Métis), Black, People of Colour, and 2SLGBTQIA+ communities, as well as women, persons with disabilities, and others who have historically been marginalized. The OMA/AMO is committed to assisting the museum and heritage sector in Ontario to achieve this representation.

OMA/AMO Values

- Diversity, Inclusivity & Access: We believe the OMA/AMO and our members must engage with the diversity of people and groups represented in our communities, and facilitate access to all areas of museum work, including representation on our governing councils and among our staff.
- Adaptability & Efficiency: We value being timely and effective in all our work, and the ability to respond to new opportunities that will advance the interests of our membership and enhance the position of Ontario's museum sector.
- Innovation & Improvement: We embrace forward thinking, challenging assumptions and considering new approaches. As thought leaders, we seek to provide progressive and inspiring resources and services for the sector, resulting in museums that are recognized locally, nationally and internationally for their work.
- Community & Collaboration: We believe in a united museum sector, and in this work, value the participation and engagement of our members. Our work and the work of our members is improved by meaningful collaboration and partnerships. We also value the pursuit of new relationships and new models of collaboration within the museum sector, the culture sector and with other sectors, industries and businesses.
- Service Excellence: We seek to be supportive and responsive to our membership's needs through continuous investment and improvement in the services and resources provided. In our work we will be transparent and accountable.

How OMA/AMO is Organized

The OMA/AMO is governed by a *Board of Directors* that is comprised of:

- 6 to 14 Directors, elected by the OMA/AMO membership
- The Board Executive Committee (Chair, Vice-Chair, Past-Chair, Treasurer & Secretary)

The *Executive Director* is responsible for the provision of leadership, organizational management and providing day-to-day operational oversight in accordance with the strategic direction and policies established by the Board of Directors. The OMA/AMO currently employs 3 permanent staff members (Executive Director; Operations Manager; Membership & Administrative Coordinator), as well as a variety of project and contract employees.

Scope

Our goal is to create a roadmap that will root OMA/AMO's organizational culture, climate and impact in the principles and practices of IDEA and Indigeneity. Building on recent foundational work of the OMA/AMO Governance Committee related to IDEA & Indigeneity (IDEA & Indigeneity Glossary 2025; IDEA & Indigeneity Policy 2026; revised Land Acknowledgement Statement 2026), the OMA/AMO hopes to work with a consultant or consultancy firm to realize the following:

- Conduct an equity audit that includes an environmental scan, systems review and gap analysis of current structures, policies and practices of the OMA/AMO.
- Develop *IDEA and Indigeneity Action Plan (2027-2030)* for the association which will provide a practical and actionable framework to guide, inform and inspire OMA/AMO strategic priorities through governance, operations, programming & member services, and community relationship-building.
- Develop a sustainable evaluation methodology to track progress and impact over time, as well as a transparent, accountable reporting framework (internal and external).

Essential Applicant Criteria

- Led by individuals with lived experience (firsthand knowledge, insights and understanding gained through real-world perspectives and personal circumstances on how systems of inequality, bias, and discrimination operate on a day-to-day basis).
- Intercultural, cultural equity and intersectional approaches to project work
- Experience working with small nonprofit organizations
- Demonstrated project management experience to deliver on-time, on-spec, and on-budget.
- Experience providing successful facilitation and training for a variety of audiences, including Board members, association staff and association members.
- Willing to facilitate and/or present in-person about the project deliverables at the OMA/AMO conference in Spring 2027
- Priority will be given to applicants based in Ontario.

Period of Service Agreement

Late August 2026 - March 2027, with the following key milestones:

- Late August 2026 - Initial project discussion with Executive Director and Operations Manager
- October 2026 - Project Check-in with Executive Director and Operations Manager

- December 2026 - Project Check-in with Executive Director and Operations Manager
- 29 January 2027: Draft IDEA & Indigeneity Action Plan presented to OMA/AMO Board of Directors (ZOOM)
- 1 March 2027: Submission of Final draft of IDEA & Indigeneity Action Plan for final approval at March Board of Director's Meeting

Budget

\$15,000 CAD (all-inclusive, including applicable taxes and firm for the entire project timeline), split across a 3-payment cycle:

- \$ 6,000 (40%) upon contract signatures
- \$ 6,000 (40%) project mi-point (November 2026)
- \$3,000 (20%) upon submission of final action plan draft

Proposal Requirements

Please include the following information in your proposal:

- **Consultant Profile and Bio:** Introduction to the consultant or consulting firm
- **Professional Resume:** Details of your qualifications and expertise
- **Relevant Experience:** Examples of similar engagements, particularly in the non-profit sector or the cultural heritage sector.
- **Outline** of approach to project development, components and phases, and budget.
- **References:** Contact information for at least three references from previous or current clients.
- **Terms and Conditions:** Commitment to the terms and conditions of this RFP.
- **Contact Information**

Terms and Conditions

By submitting a Proposal, the applicant agrees to accept and to be bound by all of the terms and conditions contained in this RFP, and by all of the representations, terms, and conditions contained in its Proposal:

- The IDEA & Indigeneity Action Plan created will be the property of the Ontario Museum Association.
- The consultant is responsible for all costs related to preparing and submitting the quotation. No expenses will be reimbursed.
- The proposal must remain valid 30 days after the submission deadline.
- The lowest price Proposal or any Proposal shall not necessarily be accepted. While price is an evaluation criterion, other evaluation criteria (*OMA social procurement principles*) will form a part of the evaluation process:
 - Diversity and Inclusion: Supporting diverse and inclusive suppliers.
 - Environmental Sustainability: Encouraging environmentally sustainable practices.

- Local and Regional Benefits: Prioritizing local and regional suppliers and considering local economic benefits.
- Indigenous Procurement: Encouraging procurement opportunities with Indigenous-owned businesses and considering Indigenous perspectives.
- Conflict of Interest Disclosure: The service provider agrees to disclose to the OMA/AMO any actual or potential conflicts of interest that may arise during the term of this Agreement.

Proposal Evaluation

Along with the Essential Applicant Criteria listed above, proposals will be evaluated based on the following (weighted) criteria:

- **Demonstrated Experience and Expertise:** Relevance and depth of experience, expertise and established practice, including project management and risk management capacities **(25%)**
- **Technical Merit:** Quality and scope of proposal, clarity of vision and potential impacts, ability to deliver outcomes; compliance with RFP criteria and value for money **(25%)**
- **Alignment with Organizational Values and Social Procurement Principles:** Demonstrated understanding of OMA/AMO values reflected in proposal outline and acknowledgement of OMA/AMO's social procurement principles, including diversity & inclusion, environmental sustainability, local and regional benefits, and advance economic reconciliation through the support of Indigenous businesses. **(25%)**
- **References:** Quality and feedback from references provided **(25%)**

Submission Instructions

Please submit your proposal by email (as a single PDF document) no later than July 10th 2026, 5pm EST, to ed@museumsontario.ca.

The selected consultant will be notified by 7 August 2026.

Consultant's work will begin in late August 2026.