

Date Issued: 2026-05-11

Deadline for Submission: 2026-06-05

RFQ Number: 052026

1.0 Introduction

SelfDesign Learning Foundation (SDLF) is seeking competitive quotations for Accommodations and Accessibility consultation to provide ongoing, ad hoc support for our organization.

SelfDesign Learning Foundation is committed to fostering an organization that values inclusivity, respect, and fairness, where every individual is treated equitably. To help us achieve this vision, we published our first Accessibility Plan in 2023 and are launching a formal accommodations procedure in 2026.

As we refine our accommodations procedures, remove barriers, and update our Accessibility plan, we are seeking an experienced Accommodation and Accessibility Consultant(s) to help us achieve our goals. The consultant will support the development, implementation, and continuous improvement of our accessibility plan and the provision of accommodations, in line with British Columbia regulatory requirements and best practices.

The purpose of this RFQ is to identify a qualified Accommodation and Accessibility consultant who can:

- Support and provide expert guidance in complex accommodation requests;
- Strengthen accommodation processes across the organization;
- Advise on the continuous improvement and alignment with current human rights, accessibility, and contractor engagement obligations;
- Provide expert guidance on collaborative accommodation practices;
- Provide recommendations and guidance on issues related to our Accessibility Plan and our Accessibility Committee
- Monitor and communicate changes to relevant legislation, case law, and leading practices;
- Build and support organizational capability among leads managing accommodation requests.

Vendors are invited to submit pricing and availability information based on the scope of work outlined below.

2.0 Scope of Work

The Consultant will provide services that may include, but are not limited to, the following as and when needed:

A. Case Support

- Provide support for complex or high-risk accommodation matters
- Participate in collaborative accommodations discussions with organizational leads, contractors, and other relevant stakeholders
- Assess accommodation options and provide practical recommendations
- Support documentation of accommodation plans, restrictions, and agreed upon workplace adjustments
- Assist in determining reasonable accommodations while considering operational requirements and undue hardship thresholds when required.

B. Process Continuous Development

- Support the continuous improvement of:
 - intake processes
 - escalation criteria
 - documentation templates
 - decision-making frameworks
 - confidentiality protocols
 - tracking
 - review and appeal pathways
- Ensure processes reflect realities of a remote, contractor-based workforce
- Refine service standards and response timelines

C. Policy and Legislative Alignment

- Review current policies, procedures, and SOPs for compliance with:
 - provincial human rights legislation
 - accessibility obligations
 - privacy expectations
 - duty to accommodate principles
- Advise leadership on legislative updates and emerging case law
- Recommend policy revisions to reduce organizational risk as needed

D. Capacity Building

- Support organizational leads on:
 - roles and responsibilities
 - documentation expectations
 - privacy and confidentiality
 - reasonable accommodation practices
 - respectful communication
- Develop practical guidance materials as needed
- Deliver virtual training sessions for leaders and designated stakeholders as needed.

3.0 Submission Requirements

Submissions should include:

1. Consultant(s) Profile
 - overview of firm/individual(s)
 - relevant certifications and experience
2. Relevant Project Experience
 - examples of similar accommodation advisory work
 - virtual or contractor-based organizations supported
3. Approach and Methodology
 - case support model
 - process improvement methodology
 - legislative monitoring approach
4. Fee Structure and payment terms
5. References (3)

Proponents' submissions should demonstrate:

- Legal, HR, disability management, or workplace accommodation certification/designation.
- 5+ years of direct experience in workplace accommodation, disability management, HR advisory, or human rights consulting.
- Strong knowledge of:
 - Canadian duty to accommodate principles
 - B.C. provincial human rights codes
 - accessibility legislation
 - privacy and documentation best practices
- Experience supporting remote or virtual organizations

- Experience working with non-traditional workforce models, including contractors and/or distributed teams.
- Demonstrated ability to navigate sensitive, confidential information and circumstances
- Excellent facilitation skills
- Experience designing scalable frameworks and governance models

Preferred:

- Experience in education, non-profit, or service-based organizations
- Experience with contractor-based workforce structures

4.0 Term of Engagement

The anticipated engagement term is:

- Initial term: 12 months with the possibility of annual contract renewal
- Work model: fully remote / virtual
- Estimated volume: ad-hoc advisory support plus escalated case work

5.0 Selection Criteria

Quotes will be evaluated based on:

- Relevant experience and qualifications
- Cost/value
- References (3)

6.0 Submission Timelines & Instructions

- RFQ issued: May 11, 2026
- Submission deadline: June 5, 2026
- Shortlist interviews: June 15 to 26, 2026
- Award notification: July 13, 2026
- Anticipated start: August 1, 2026

Quotations must be submitted by email to Paula Sobie, paulasobie@selfdesign.org, on or before June 5, 2026.