



Canada's LGBTQ2+ Archives

RFP: Collection Review and Community Consultation

Founded in 1973, The ArQuives has grown to become one of the largest LGBTQ2+ archives in the world. The ArQuives was established to aid in the recovery and preservation of LGBTQ2+ histories. Its mandate is to acquire, preserve, organize, and give public access to information and materials in any medium, by and about LGBTQ2+ people, primarily produced in or concerning Canada. The ArQuives includes a research library; manuscripts and personal papers; photographs and moving images; oral histories and sound recordings; artwork and artifacts; research files; and an international collection of queer and trans periodicals. It is our mandate to make this information available to the public for education and research.

Website: arquives.ca

Social Media: [thearquives](https://www.facebook.com/thearquives)

Online Collection Portal: collections.arquives.ca

Digital Exhibition Site: digitalexhibitions.arquives.ca

Summary and Background

The ArQuives seeks proposals from qualified, experienced consultants for the research and writing of a Collection Review and Report. Based on that report and its findings, the consultants will engage in community consultation, which will assist The ArQuives in creating a Collection Development Plan.

The ArQuives acknowledges the historical inequities of the organization and its collecting, therefore with the hopes of full transparency, wishes to hire a third party to review the collection.

Upon the completion of this project, the final reports and Collection Development Plan will be posted on our website. These documents will help guide the creation of the organization's 2023-2027 Strategic Plan as we move into our 50th year in 2023.

Project Description, Objectives, and Scope

The ArQuives seeks submissions from individual consultants, firms, or teams interested in providing services for our Collection Review and community consultations to assist The ArQuives in their creation of a Collection Development Plan.

The project's goal is to conduct a fulsome review of the library, archival, and artifact collections and, based on that report, conduct community consultations (virtually) across Canada and write a report with their findings. The successful consultant will work with staff and volunteers during both the reviews and community consultation phases. We anticipate the project will be done on a 12-month timeline in two phases. Based on the consultants' final reports, The ArQuives will create a Collection Development plan for 2023-2027.

Included

Phase 1 - Conduct a review of the collection (2021)

- Conduct interviews with staff (3-5 people) and volunteers (8-10 people)
- Conduct interviews with community leaders and partners from around Canada (5-10 people)
- Research and write a history of The ArQuives collecting practices, to be included in the final report
- Review existing the collection survey information from 2016
- Review collections that have already been arranged and described
- Consult with archivists to identify collections that are un-processed
- Write a review of the collection based on the findings of this work (min 10 pages)

Phase 2 – Community Consultations and Reporting (January-March 2022)

- Work with staff and volunteers to create a community outreach plan
- Conduct interviews with staff (3-5 people) and volunteers (8-10 people)
- Conduct interviews with community leaders and partners from around Canada (10-20 interviews)
- Host roundtable discussions virtually for community members around Canada (at least 4)
- Write a report to The ArQuives Board in Fall 2022 (min 10 pages)
- Final Report to The ArQuives Membership (phase 1 and 2) at 2021 AGM (May 2022)

Proposal Guidelines

This Request for Proposal represents an open and competitive process. Any questions about the RFP can be sent to The ArQuives Executive Director until March 12, 2021, @ 14:30 EST. Proposals will be accepted by email until 17:00 EST, March 19, 2021. Any proposals received after this date and time will not be considered. All proposals must be submitted electronically to the Executive Director with the subject line "ArQuives Collection Review."

Costs in the proposal must be all-inclusive and include any outsourcing and contracts. Any proposal that calls for outsourcing or contracting must include information about the third parties in the description and budget.

A bidder may withdraw their application in writing at any time before the closing date and time. Contract terms and conditions will be negotiated upon selection of the proposal. Proposals must be signed by an employee who is authorized to bid on behalf of the company.

RFP Timeline

Activity	Target Date
RFP issued	February 12, 2021
Deadline for questions	March 12, 2021
RFP Closing date and time	March 19, 2021 @ 17:00 EST
Estimated award date	April 20, 2021
Estimated commencement of work	June 1, 2021
End of contract	May 2022

Budget

All proposals must include proposed costs to complete the tasks described in the project scope. Fees should be characterized as 'one-time' or 'non-recurring' costs or 'recurring costs.'

Bidder Qualifications

The bidder should include how they meet the following qualifications as part of their proposal package:

1. Minimum five years experience working within heritage and/or tangible collections
2. Must possess experience in collection development
3. Must demonstrate the ability to deliver the elements outlined in the project description
4. Must provide examples of experience with similar projects
5. Experience working with social movements and not-for-profits
6. Experience with anti-oppression, anti-racist, and decolonial work
7. Experience working with the Canadian LGBTQ2+ communities
8. Knowledge of LGBTQ2+ history, notably Canadian communities

All proposals will be evaluated on their overall merit, as set out in the criteria below. The ArQuives particularly encourages applications from marginalized communities, including those who identify as Indigenous, women, trans, non-binary, gender non-conforming, Black, people of colour, and persons with disabilities.

Proposal Format

Submissions should not exceed ten (10) single-spaced pages. This limit does not include the cover letter and resumes. The following information should be provided by all respondents:

1. Description of the consulting group, including areas of expertise, number of years in business, number of employees.

2. Briefly describe the consultant's relevant experience.
3. Describe your approach to the review and strategy for identifying collection gaps.
4. Provide professional resumes for key people who would be assigned to the project and what their roles on the project would be.
5. Provide a detailed explanation about your experience working with volunteer-run organizations and how you would prepare them for working on this type of project.
6. Provide a narrative description of how you would execute the project and why your team would be the best qualified to carry out the project.
7. Proposed budget and timeline.
8. Provide examples of working with not-for-profit, charity organizations, and any work done with LGBTQ2+ communities.
9. Describe your knowledge of LGBTQ2+ community history.

Proposal Evaluation and Selection

The ArQuives cannot guarantee that any contract will be awarded as a result of this RFP. The proposals will be evaluated on the following criteria:

1. Background and qualifications
2. Demonstrated relevant experience
3. Creative and visionary thinking
4. Success with similar projects
5. Perceived understanding of The ArQuives' needs
6. Demonstrated strong communications skills
7. Project planning
8. Value and cost

The ArQuives may or may not choose to conduct telephone or online interviews with applicants. The consultant will be selected based on professional qualifications, a demonstrated competence, and a proven track record. The ArQuives may not necessarily accept the lowest priced proposal.

Disqualification of Proposal

The ArQuives reserves the right to verify the information from each proposal. The ArQuives may disqualify a proposal at any time in the RFP process if one or more of the following events occur:

1. The proposal includes incorrect information or is incomplete.
2. The proposer misrepresents themselves in any way.
3. The proposer fails to cooperate with The ArQuives.

Confidentiality

During this process, consultants may acquire confidential or proprietary information related to The ArQuives, this project, our donors, and members. By submitting a proposal in response to this RFP, you agree to keep this information strictly confidential during and after completing the project.

Modification or Cancellation

The ArQuives reserves the right to extend the RFP deadline or cancel the RFP should it be in the best interest of The ArQuives. Any modifications or additional notes regarding the RFP will be posted to our website: arquives.ca/news

Submit your proposal by **March 19, 2021, @17:00 EST** to:

Raegan Swanson

Executive Director

executivedirector@arquives.ca

416-777-2755