

# REQUEST FOR SUBMISSIONS

## 1. MANDATE

The Sinneave Family Foundation is seeking consultants across Canada with expertise in HR and/or neuroinclusion in the workplace to:

1. create and/or refine existing tools and resources to support training and education for employers/clients on neuroinclusion across the employee life cycle
2. review and vet existing neuroinclusion in the workplace resources and tools
3. provide online and/or in-person training and workshop for employers/clients seeking knowledge related to neuroinclusion in the workplace and across the employee life cycle
4. provide HR and neuroinclusive consultation for potential client projects as they arise

## 2. PROJECT OVERVIEW

The Sinneave Family Foundation (Sinneave) is an operating foundation based in Calgary, Alberta that works with individuals, communities, and organizations across Canada to reduce barriers and enhance opportunities in education, employment, and housing for Autistic youth and adults. Sinneave also contributes to advancing knowledge related to social policy issues affecting the autism community in support of its vision that people live, learn, work, and thrive in their communities and realize their desired futures.

Since 2015, Sinneave has received funding from Employment and Social Development Canada under the Opportunities Fund for Persons with Disabilities to support persons with disabilities to prepare for, find, and maintain employment or become self-employed, thereby increasing their economic participation and independence. As the 'backbone organization' of the EmploymentWorks (EW) national project, Sinneave supports the delivery of programming and services across Canada.

Sinneave has a new service called NEUROinclusive Workforce Solutions, which offers human resource and neuroinclusion consultative support as well as training and education for employers who want to improve neuroinclusion in their workplaces. The service seeks to leverage the expertise of independent consultants and is funded in part by the EmploymentWorks national project, *EmploymentWorks: Enhancing Employability & Promoting Inclusion*.

## 3. POTENTIAL SCOPE OF WORK AND DELIVERABLES

As business development expands in Summer/Fall 2024, it is anticipated that consultants will be required to lead and/or support:

1. Resource Development
  - The creation (or enhancement) of resources to support training and education of clients (i.e. employers, HR professionals, etc. ) as needed.
2. Resource Review
  - The review and vetting of existing neuroinclusion in the workplace resources to develop a short list for employers.

3. Delivery of Training & Education
  - Delivery of online and/or in-person workshops on specific topics such as disclosure and workplace accommodations.
4. Special Projects in HR & Neuroinclusion
  - Lead (or support) the development and implementation of a project for a client. E.g. creating tailored neuroinclusive training and education materials for a specific company or sector, creating a neuroinclusive recruitment strategy, auditing and/or revising HR policy to be more neuroinclusive, supporting the development and implementation of a neurodivergent employee resource group within a specific company.

#### **4. PROPOSAL CONTENT**

The following information should be fully addressed in proposals:

- a) Provide a description of the consulting services you currently offer, including modes of delivery. Hourly rates for services must be disclosed in the proposal.
- b) Any added value the proponent brings to the project. Experience with diversity, equity and inclusion training and material development considered an asset.

#### **5. SELECTION CRITERIA**

Proposals will be evaluated based on extent and relevance of experience, as well as the quality of the proposal. The successful applicant will ideally have experience in HR roles and/or with working with employers to create more neuroinclusive work environments. Lived experience considered an asset.

#### **6. SUBMISSION OF PROPOSALS**

This is an OPEN request for submissions. All proponents should submit their proposals in PDF format via email to Sarah Darrell at [info@neuroinclusive-solutions.ca](mailto:info@neuroinclusive-solutions.ca). Sinneave will respond to all proposals received and indicate which (if any) consulting services will be contracted.

#### **7. QUESTIONS AND INQUIRIES**

All inquiries related to this Request for Submissions are to be directed to:

Sarah Darrell  
Inclusive Workforce Specialist  
The Sinneave Family Foundation  
[info@neuroinclusive-solutions.ca](mailto:info@neuroinclusive-solutions.ca)