

Transforming Tenancy Law Resources Community Consultations

Request for Quotes



Are you a skilled facilitator who can bring diverse communities together?

The **Centre for Public Legal Education Alberta (CPLA)** is seeking a skilled and experienced facilitator to plan and lead virtual consultations with tenants, intermediaries, and service providers in Alberta. These consultations will focus on understanding tenancy law resource needs and exploring innovative solutions to provide resources for tenants with diverse language and self-help requirements. The facilitator will create a collaborative, inclusive, and solution-oriented environment for diverse stakeholders to share their input with us.

We invite you to submit a quote. Below is more information about our project and what we are looking for so you can tell us why you could be a good fit.

The deadline to submit a quote is March 7, 2025 at 4 PM MST.

Who we are

CPLA is a non-profit organization and registered charity based in Edmonton, Alberta. We create plain language resources that help people understand their rights and obligations under the law. We strive to improve access to justice and the quality of justice available to Albertans.

CPLA operates 10 websites (varying in audience and topic), publishes over 120 print resources covering various legal areas, with some available in other languages, produces videos and webinars, and regularly presents to the public and service providers about substantive and procedural legal topics.

All of CPLA's resources are freely available to the public. CPLA ensures its resources are responsive to Albertans' needs, including updating them when the law changes and based on feedback from stakeholders and users.

CPLA's talented multidisciplinary team consists of lawyers, a web coordinator, a designer, and an operations team. It also collaborates with various social agencies, the courts, and the government.

To learn more, visit CPLA's website at www.cplea.ca.

What we are doing

Established in 2000, CPLEA's Residential Tenancies Legal Information Program (now part of our Housing Law Information Project) is a longstanding program providing public legal information on residential tenancy law in Alberta. Our dedicated "Laws for Landlords and Tenants in Alberta" website (www.landlordandtenant.org) features over 100 resources on tenancy law topics in various formats, including web content, videos, webinars, and print.

Tenants in Alberta and the intermediaries and community service providers that support them are amongst the largest user groups of our tenancy resources. This model allows us to reach more people with accurate information.

Our proposed project aims to gather feedback through community consultations with diverse stakeholders in Alberta. This will help ensure that our already well-used and established tenant law website and related resources align with the evolving needs of tenants in Alberta (and the intermediaries and services providers that support them).

What we are looking for from you

We are looking for an experienced external facilitator to run a series of virtual community consultations over eight months (proposed timeline of April to November 2025), which will involve the following:

- Plan, design, and lead **8 virtual consultation sessions** (with at least 75 participants spread over the sessions), up to 2 hours for each session, aligned with the project's goals.
- Develop session materials, such as agendas, presentations, and facilitation guides.
- Engage with tenants, intermediaries, service providers, and community representatives during sessions to identify resource gaps and language barriers.
- Foster an inclusive and respectful environment that encourages open dialogue and diverse participation.
- Document and analyze consultation discussions to identify key themes, challenges, and potential solutions.
- Prepare a comprehensive report summarizing consultation findings, highlighting key insights, and providing actionable recommendations.
- Present findings to stakeholders as needed.

Qualifications:

- Proven experience (10+ years) in facilitating consultations, workshops, or stakeholder engagements (or equivalent).
- Strong expertise in managing complex discussions, community engagement, and synthesizing stakeholder input.
- IAF Certified™ Professional Facilitator designation or public participation training a plus.
- Knowledge of and experience with the non-profit and social services sector in Alberta.
- Lived experience or knowledge of communities served by tenancy and housing law resources.
- Exceptional communication and interpersonal skills.

- Cultural competency and training/awareness of GBA-plus principles.
- Ability to synthesize complex discussions into clear, actionable insights.
- Proficiency in using facilitation tools and technologies (e.g., Zoom, Mural, or other collaborative tools).
- Strong analytical skills to process and interpret consultation data effectively.
- Strong report writing and presentation skills.

We invite you to submit a quote for your services along with the following information:

- A brief proposal outlining your facilitation approach and how it aligns with this project
- Your CV or resume highlighting relevant experiences
- At least 2 client references for facilitation work completed in the last 3 years and
- Your availability and fee structure, with an estimated quote for completing the proposed facilitation work in this project

As part of our review process, we will meet virtually with short-listed facilitators to discuss our project further. If we find a facilitator who is a good fit, we aim to start this project in mid- to late April 2025. We will require the facilitator to enter into a service contract.

The legal tidbits

- Nothing in this document, the submission of quotes, the quote review process, or the potential selection of a facilitator constitutes a tender. CPLEA is not obligated to award the project to anyone who submits a quote. CPLEA may change the terms of this Request for Quotes at any time, including cancelling it.
- CPLEA collects, uses and discloses all personal information according to Alberta's *Personal Information Protection Act (PIPA)* and CPLEA's privacy policy.
- CPLEA is not liable to anyone for any losses, expenses, costs, claims or damages relating to this Request for Quotes, your response, or any associated process.

Contact us

Please direct any questions and submit your quote by **March 7, 2025 at 4 PM MST** to:

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