



Request for Proposal #RFP-2021-01

Title: Revision of curriculum of the Certificate in Museum Studies

Date Issued: May 3, 2021

Deadline for Submission: May 21, 2021

Deliver to:

Ontario Museum Association

By Email:

pd@museumsontario.ca

PROPOSAL INVITATION

The Ontario Museum Association (OMA) is undergoing the revision of its Certificate in Museum Studies (CMS) program. This review will ensure that the program content and delivery methods are current, inclusive, comprehensive, and accessible.

The OMA is seeking a qualified and experienced consultant to conduct consultation with OMA members and stakeholders, perform gap analysis on program content, and create a new curriculum document and program outline for the CMS program.

PROJECT BACKGROUND

The Ontario Museum Association Certificate in Museum Studies (CMS) is the only museum studies training program in Ontario offered on a part-time basis for museum workers, both paid and volunteer. Courses are taught by practitioners in the field whose theoretical knowledge and practical experience helps participants to learn best practice and meet the Standards for Community Museums in Ontario.

In order to be as accessible as possible to OMA members from all parts of Ontario, and to expose participants to real-world scenarios, courses are offered either as on-site workshops at museums across the province (face-to-face), or over several weeks online.

This program has been in existence since 1981 and has undergone several reviews in its lifespan. The program currently consists of nine courses.

The OMA is seeking proposals for the following:

1. Environmental scan of
 - a. existing museum studies programs in Canada and internationally
 - b. standards of practice relevant to museum work in Ontario
 - c. research and practice in Indigenous museology, diversity, equity, accessibility and inclusion, and climate change.
 - d. feedback on the current CMS program and other OMA professional development
2. Consultations with OMA members and stakeholders
3. Report on results of environmental scan and consultations, including recommendations for changes
4. Work with OMA team to create a new curriculum document
5. Creation of updated Program Outline

Current program materials available upon request.

STRATEGIC OBJECTIVES

The Ontario Museum Association is a not-for-profit heritage organization that represents more than 700 museums, art galleries, and historic sites and more than 8,000 cultural workers, volunteers and students across the province.

Vision

The Ontario Museum Association is the leading professional organization advancing a strong, collaborative and inclusive museum sector that is vital to community life and the well-being of Ontarians.

Mission

The Ontario Museum Association strengthens capacity among institutions and individuals active in Ontario's museum sector, facilitates excellence and best practices, and improves the communication and collaboration of its membership. The Association advocates for the important role of Ontario's museums to society, working with all stakeholders, related sectors and industries, and other professional organizations.

PROJECT SCOPE & DELIVERABLES

The OMA seeks a qualified consultant to complete:

- Environmental scan of
 - existing museum studies programs in Canada and internationally
 - standards of practice relevant to museum work in Ontario
 - research and practice in Indigenous museology, diversity, equity, accessibility and inclusion, and climate change.
 - feedback on the current CMS program and other OMA professional development
- Consultations with OMA members and stakeholders
 - At least 2 virtual stakeholder meetings, along with interviews or other means of gathering input
- Report on results of environmental scan and consultations, including recommendations for changes
- Updated curriculum document that includes:
 - Courses
 - Format for each course
 - Experiential components
 - Learning outcomes
 - Core topics
 - Assessment methods
- Program Outline
 - Program objectives
 - Expectations for graduation
 - Target audience
 - Course Director Competencies
 - Course and program evaluation plans

Qualifications / Competencies:

- Experience with administration, instruction, or curriculum development
- Excellent understanding of museum operations
- Excellent understanding of museum standards, both theory and practice

- Excellent understanding of research and practice relating to socially responsible museology
- Experience with stakeholder/community consultation

To ensure that we meet the project scope and deliverables, it is the OMA's intention to award the contract to the consultant with the best track record and demonstrated competence in consultation and curriculum development.

The successful consultant must present a timeline that meets the final delivery date of September 30, 2021.

PROJECT TIMING

The following anticipated timing and dates are subject to change:

DESCRIPTION	DATE
RFP Issue date	May 3, 2021
Deadline for questions	May 17, 2021
Deadline for submissions	May 21, 2021

Response Format

Please send an outline detailing skills, competencies and any related projects you have completed and proposed schedule and budget. Please submit two individual references with contact information from similar projects.

Contact Person

Mary Collier
 Professional Development Program Manager
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 pd@museumsontario.ca

NOTES:

The OMA requires that the bidder operates within sector standards related to insurance, confidentiality, and observes legislative and licensing requirements.

Respondents shall not be reimbursed for their efforts in preparing this proposal nor for any presentations or demonstrations, nor for any documentation or data supplied.

This project is grant funded, therefore the scope of the project and the deliverables are subject to change.