Black Opportunity Fund We Back Black.

Request for Proposal

Bilingual Accessibility & Learning Accommodation Specialist

1. Contract at a Glance

Project	Strengthening the BD3 Sector: A National Capacity-Building Program
Contract type	Project-based professional services
Maximum budget	$10,000 CAD, inclusive of fees and expenses
Period	Project-based, with work concentrated at key milestones
Location	Canada; primarily remote
Language	Professional fluency in English and French
Proposal Deadline	11:59 pm EST on November 18, 2026

2. Background and Purpose

Black Opportunity Fund (BOF) is running a national program for five Black Disability-led, -focused and/or -serving organizations. It includes onboarding, Disability-Led Organizational Capability & Maturity Assessment (DLOCMA)-informed assessment and learning planning, about eight or more learning modules, facilitated sessions, monthly peer learning, individual coaching and mentorship, accessible digital materials, an accessible LMS, and a national showcase. Its principles are Nothing About Us Without Us, Disability Justice, Black Leadership, Equity and Inclusion, Collaboration, Community-Driven Solutions, and Sustainability.

BOF wants focused accessibility expertise at key points in the program to set accessibility requirements and processes, test materials and digital environments, document barriers and support remediation or escalation, build a participant-centred accommodation process, advise on participant issues, run bilingual quality assurance, support accessibility-focused pilot testing, and plan showcase accessibility.

Not a help desk: The Specialist does not provide continuous participant support. The Project Coordinator is the day-to-day participant contact and escalates specialized matters.

Guiding approach: Social Model of Disability, Disability Justice, Universal Design and UDL, dignity and participant choice, individualized accommodation, accessibility by design, and culturally responsive practice. Accessible design is the foundation, but individual accommodations may still be needed.

3. Roles

Role	Primary responsibility
Project Manager	Overall accountability, scope, schedule, decisions and approvals
Project Coordinator	Day-to-day participant communication, admin support, triage
Instructional Designer	Curriculum, content, activities, assessments, accessibility-ready instructional design
Accessibility Specialist	Accessibility requirements, testing and review; accommodation expertise; escalated participant issues; verification
LMS/Technology Provider	Platform configuration, technical implementation, vendor-level fixes
Translation/Localization	English/French translation and language editing
External Accessibility Providers	CART, ASL/LSQ and other specialized services

The Specialist flags issues needing instructional, technical, vendor or external action and works with the right resource to resolve them.

4. Scope of Services and Outputs

Area	What the Specialist does	Output
A. Planning and requirements	Review requirements, identify risks and dependencies, set practical accessibility requirements, build a project checklist and review process, advise on testing methods and assistive technologies.	Accessibility Framework and Checklist
B. Accommodation process	Design accessible intake questions, an individual accommodation-plan framework, barrier and adjustment guidance, need-to-know documentation and confidentiality rules, escalation for complex cases, and effectiveness reviews. Does not diagnose or require unnecessary medical information.	Intake and Accommodation Process
C. Learning materials	Targeted reviews of priority materials: structure and headings, reading order, lists and tables, links, alt text, forms, contrast, captions and transcripts, multimedia, keyboard access. Identifies whether fixes are instructional, technical, vendor-related or an unresolved risk.	Review Findings and Remediation Recommendations
D. LMS and digital testing	Manual and assistive-technology testing (e.g. NVDA, JAWS, VoiceOver) of keyboard navigation, focus order, labels, forms, multimedia, embedded content, language identification, EN/FR navigation and document delivery. Findings state impact, severity, action and owner; supports verifying vendor fixes.	LMS/Digital Accessibility Test Report
E. Bilingual QA and pilot	Accessibility QA of key English and French materials and experiences; reviews the Advisory Council/user pilot	Bilingual QA and Pilot Findings

Area	What the Specialist does	Output
	approach, supports accessibility-focused testing, and separates accessibility issues from content or technical ones. No translation.	
F. Participant support	Targeted consultation and escalation: review reported barriers, advise on accessible formats and ineffective accommodations, coordinate with the LMS provider, advise when external services are needed. Information is shared only on a need-to-know basis.	As required (no fixed output)
G. Showcase planning	Identify needs early enough for BOF to procure services: accessible materials and technology, captioning, CART, ASL/LSQ, communication supports, virtual participation, alternative formats, individual accommodations. Does not personally provide CART or interpretation.	Showcase Accessibility Requirements and Support Plan
Final verification (closeout)	Targeted review of key components: requirements completed, outstanding issues, unresolved risks, vendor dependencies, follow-up actions.	Final Verification and Closeout Summary

5. Accessibility Issue Management

Significant issues are documented with the barrier, affected component, participant impact, severity, recommended action, owner, dependencies, escalation needs, status and verification of resolution. Issues are classed as instructional/design, technical, participant-specific accommodation, vendor-controlled, or broader project risk. A vendor-controlled issue is not a failure of the Specialist's work if it was identified, documented, communicated and escalated within scope.

6. Qualifications

Required: professional accessibility, disability-inclusion or accessible-learning experience; digital accessibility review and testing; accessible documents and learning materials; knowledge of accessibility standards; manual testing with assistive technologies; developing or supporting accommodation processes; collaboration with disabled people and disability organizations; Universal Design/UDL knowledge; and professional fluency in English and French. Equivalent combinations of education, credentials and experience are considered.

Assets: IAAP CPACC, WAS, ADS or equivalent; LMS and SCORM accessibility testing; accessible virtual learning and multimedia; SurveyMonkey Apply or similar platforms; experience supporting Black disabled communities; Disability Justice knowledge; culturally responsive practice; and coordinating accessibility for public events.

7. Level of Effort and Budget

Work is concentrated around accessibility planning, accommodation process design, material review, LMS testing, pilot testing, onboarding, targeted consultation during delivery, showcase planning and final verification. Continuous full- or part-time availability is not expected.

The maximum budget is $10,000 CAD, including fees and expenses. Proponents should give rates, estimated effort, fees by deliverable or phase, expected expenses, and assumptions or exclusions, and show that the deliverables fit the budget.

8. Proposal Requirements

Application deadline: Proposals must be submitted by 11:59 pm EST on November 18, 2026

Submission Instructions: Email your proposal to BD3project@blackopportunityfund.org with "BD3 Accessibility Specialist" in the subject line.

Section	Content
Proponent profile	Contact details, business profile, location, credentials
Understanding and approach	BD3 program understanding; accessibility, accommodation, testing, bilingual and participant-escalation approaches

Section	Content
Relevant experience	Comparable work in accessible learning, LMS accessibility, accommodation, bilingual accessibility, disability organizations or participant support
Work samples	Up to three, where confidentiality permits
Workplan	Timeline, level of effort, deliverables
Fees	Detailed structure confirming the total is within $10,000 CAD
References	At least two for comparable work
Assumptions and conflicts	Material assumptions, exclusions, dependencies, conflicts of interest

9. Evaluation

Proposals are evaluated on accessibility expertise, digital testing experience, accommodation experience, English/French capacity, accessible-learning experience, participant-centred and disability-inclusive practice, comparable experience, practicality of methodology, ability to deliver within budget, level of effort and timeline, work samples, collaboration approach and references.

10. Confidentiality and Privacy

The Specialist must collect only information needed for accessibility and accommodation, avoid unnecessary medical or diagnostic information, store and send confidential information securely, limit access to those who need it, protect participant confidentiality, and keep project-level reports free of confidential participant details.

11. Scope Boundaries

This is specialized expertise, not continuous accessibility staffing. The Specialist is not responsible for:

- curriculum development, instructional design or curriculum writing;
- business coaching or mentorship, or general IT support;

- LMS programming, or SCORM development unless contracted;
- substantive translation;
- medical, clinical or psychological services, diagnosis, or independent legal advice;
- personally providing CART, ASL/LSQ or other specialized external services; or
- guaranteeing that third-party technologies are fully accessible.

Out-of-scope issues are identified and escalated with advice to the project team.

12. Expected Outcomes

BOF should end up with a practical accessibility framework; an effective accommodation process; accessibility-reviewed priority materials; tested critical LMS and digital functions; bilingual accessibility QA; a clear escalation path for participant concerns; accessibility-informed pilot improvements; a showcase accessibility plan; and final documentation of completed work and outstanding risks. The aim is a learning environment that is proactively accessible, responsive to individual needs, and supports meaningful and equitable participation.

Our Commitment to Inclusion

BOF is committed to reflecting the full spectrum of the Black Canadian experience. We encourage applications from individuals with diverse identities, experiences, and perspectives, including diversity in gender, sexual orientation, religion, ethnicity, age, immigration status, language, disability, and geographic location.

Accessibility and Accommodations

BOF is committed to ensuring the adjudication process is accessible and inclusive. Accommodations are available throughout the application, orientation, and adjudication process, and information shared for accommodation purposes will be handled confidentially.

If you require accommodations or accessible arrangements to participate, you may contact the designated BOF representative at BD3project@blackopportunityfund.org with the subject line: BD3 Accommodations.

Requests for accommodation will not affect your suitability for the role.

How to Apply

Application deadline: 11:59 pm EST on Wednesday, November 18, 2026

Send your proposal to BD3project@blackopportunityfund.org with the subject line: “BD3 Accessibility Specialist.

About BOF

The Black Opportunity Fund (BOF) is a community-led Canadian registered charity supporting a prosperous, healthy, and thriving Black Canada. BOF addresses anti-Black racism by responding to long-standing underinvestment in Black communities and strengthening collective action among Black organizations and leaders.

Together, we can strengthen, connect and expand the BD3 sector across Canada.