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# EXPRESSIONS OF INTEREST PROFESSIONAL INVESTIGATION SERVICES for THE UNIVERSITY OF MANITOBA OFFICE OF HUMAN RIGHTS AND CONFLICT MANAGEMENT

KEY DATES AND TIMES
Issued: June 2, 2025 Closing: July 11, 2025 Results: August 4–8, 2025

## SECTION A: INFORMATION FOR APPLICANTS

### Introduction – The University of Manitoba

The University of Manitoba is the province's largest university. In a typical year, the University has an enrollment of over 30,000 students. The University of Manitoba offers the largest selection of degree programs in Manitoba, including professional and graduate programs.

The Office of Human Rights and Conflict Management (OHRCM) reports to the Office of the Vice-President (Administration).

The OHRCM works to prevent harassment, discrimination, and sexual violence at the University by promoting, supporting, and administering the Respectful Work and Learning Environment (RWLE) Policy, the Sexual Violence Policy, and the Disclosures and Complaints Procedure.

Any person may contact the OHRCM to make a formal complaint of a breach of either the RWLE or Sexual Violence Policy. Where the OHRCM concludes upon preliminary assessment that an investigation should proceed, the investigation shall be conducted by a qualified investigator chosen by the University.

**If you require accommodation supports in accessing this material or making a submission, please contact [human.rights@umanitoba.ca](mailto:human.rights@umanitoba.ca) or phone 204-474-6348 and we will work with you to make appropriate arrangements.**

## **Territory Acknowledgement**

The Office of Human Rights and Conflict Management's offices are located on original lands of Anishinaabeg, Ininewuk, Anisininewuk, Dakota Oyate and Denesuline, and the National Homeland of the Red River Métis. We recognize the sovereignty of the original people of these territories. The water that we drink comes from Treaty 3 and the hydroelectricity fueling the spaces we inhabit is sourced from Treaties 1, 2, 3, 4 and 5.

We respect the Treaties that were made on these territories, we acknowledge the harms and mistakes of the past, and we commit to working proactively to mitigate current and ongoing harms and to enhance equity for these and other communities on our campus.

We are constantly working to better understand the ongoing impact of colonization and systemic racism and our roles in addressing those impacts and disrupting that system.

We dedicate ourselves to move forward in partnership with Indigenous communities, recognizing our commitments and responsibilities as set out in the Truth and Reconciliation Commission's Calls to Action and the National Inquiry into Missing and Murdered Indigenous Women and Girl's Calls to Justice.

## **Expression of Interest**

The OHRCM periodically engages external investigators who have specialized training and experience to conduct procedurally fair external investigations and arrive at a finding of either a breach or no breach of either the RWLE, Sexual Violence Policy, or other relevant University policies where specifically indicated.

The University's objective of this Expression of Interest (EOI) is to identify and create a directory of lawyers (and law firms) trained in trauma-informed investigative processes and who can be called upon to assist the University in specific investigations when the need arises.

in investigations involving sexual violence, experiences of racism and discrimination are also sought. ("List of External Investigators")

## **Requirements – For Skilled Lawyers with Specific Training to Investigate**

The University is seeking Expressions of Interest from qualified lawyers or law firms who have the following skills, expertise, and education:

1. Training and experience in leading investigations with a trauma-informed perspective;
2. Training and experience in undertaking trauma-informed investigations relating to sexual violence, anti-racism, and anti-oppression;
  - a. **Please note that the University may be prepared to support the training of possible investigators on matters relating to trauma-informed investigations, including as they relate to sexual violence, anti-racism and anti-oppression. Please indicate an interest in this training if applicable.**
3. Proficiency with conducting an investigation that aligns with the University's goals related to Equity, Diversity, and Inclusion as set out in the [President's Task Force on Equity, Diversity, and Inclusion Final Report](#);
4. Experience working in a manner sensitive to Indigenous culture and perspectives;
5. Experience conducting investigations in accordance with collective bargaining agreements;

6. Ability to create succinct reports with findings of fact that conform to relevant University policies and guidelines;
7. Efficiency in conducting investigations such that any investigation assigned by the University will be concluded within the timeframe required by policy; and
8. Ability to maintain the integrity of an investigation, including keeping information confidential and complying with provincial legislation including: *The Freedom of Information and Protection of Privacy Act*; *The Personal Health Information Act*; and *The Workplace Safety and Health Act and Regulation*.

### **The Intent of the List of External Investigators**

The OHRCM intends to refer to its List of External Investigators when an external investigator is required for a specific matter. The decision as to when the University will use external investigators will be based on relevant University policies and guidelines.

### **List in Use for Three Years**

Investigators may apply at any time, and if qualified, they will be placed on the current list for the remaining amount of time that the list is in use.

The OHRCM anticipates keeping its List of External Investigators in use for a period of three years from the date of closing unless the University extends this period.

The University reserves the right to repost this EOI at any time.

### **The Intent of this EOI**

The OHRCM invites Expressions of Interest from interested lawyers or law firms with demonstrated competence in the areas listed above. This EOI is a request for information only and creates no obligations for the University. This EOI does not imply a commitment by the University of Manitoba to proceed with, continue, or complete this EOI or any other similar process. Nothing in this EOI creates an exclusive arrangement between the University and any applicant. The University reserves the right to reject any or all proposals received in response to this EOI. Any costs of replying to this EOI will be at the applicant's own expense.

The University makes no commitment to retain any investigators who have been placed on the List of External Investigators, whether or not that investigator has the relevant expertise requested or meets the University's listed requirements.

This EOI process also in no way limits or prevents the OHRCM from entering into contracts for investigative services derived from outside this process. The OHRCM reserves the right to outsource work at its sole discretion. This current EOI process will not affect or terminate any current retainers or files the OHRCM has with its existing investigators.

### **Date for Submission for Initial List**

Submissions must be sent via email to the OHRCM at [human.rights@umanitoba.ca](mailto:human.rights@umanitoba.ca). Questions or comments regarding your submission or the process can similarly be sent to [human.rights@umanitoba.ca](mailto:human.rights@umanitoba.ca).

**Investigators wanting to be placed on the initial List of External Investigators should provide their submission by the end of the day on July 11, 2025.**

## **EOI Response Review Process**

The review process will consist of the following stages, unless determined otherwise by the University:

### **Phase 1: All Submissions Screened for Completeness and Eligibility**

All potential investigators must be lawyers and must carry valid practicing insurance in the Province of Manitoba and be in compliance with the requirements of the Manitoba Law Society.

Incomplete submissions will not advance to Phase 2.

### **Phase 2: Review and Evaluation of Submission Content**

The following will be considered by the University as part of the submission review:

- Alignment with requirements set out in this EOI, such as: training, expertise and qualifications in conducting investigations at a post-secondary institution or other similar institution;
- Cost of providing services and any value-added benefits offered;
- Demonstrated willingness to devote time and resources to best represent the University; and
- Clarity of responses and communication style.

After submissions are reviewed the University may request an interview, clarification or further information on any items in a potential investigator's submission.

### **Phase 3: Selection and List Creation**

The University will consider each submission individually. Submissions that provide the best fit having regard to the listed requirements and fees proposed (in the absolute discretion of the University) will be added to the List of External Investigators.

Only those investigators selected to be placed on the University's List of External Investigators will be contacted regarding the outcome of the process.

## **Contract Documents**

The University has a standard retainer agreement that is expected to be the basis for any engagement of external investigators and may take into account any fee proposal or value-added benefit set out in a firm's EOI submission.

## **SECTION B: PROPOSAL SUBMISSIONS**

Your submission should include the following:

- Identify the name of your firm (or the individual lawyer's name) and provide basic contact information.
- Identify the name of an individual who will act as a liaison or principle contact with the University.
- Provide a current firm or lawyer profile as applicable.

- Provide the name(s) of lawyer(s) and descriptions of their specific training as set out in the requirements and expertise, including their relevant experience, qualifications, training, awards, year of call to the Bar and fields of expertise. **If training requirements are not met at the time of submission, detailed plans to complete the training must also be provided. Please note that the University is prepared to support the training of possible investigators on matters relating to trauma-informed investigations, including as they relate to sexual violence, anti-racism and anti-oppression. Please indicate an interest in this training if applicable.**
- Provide the name(s) of lawyer(s) and descriptions of the types and number of investigations they have completed in the last three years.
- Provide a relevant writing sample(s) demonstrating an ability to articulate findings of fact, apply investigative principles and make conclusions based on policy or law.
- Provide a statement about what makes you or your law firm (or practice for individual members) stand out from your competitors with respect to the type of work required by the University.
- Describe any value-added benefits you or your firm may offer the University.
- Provide a description of your firm's approach to accessibility, sustainability, and Indigenous engagement and how your firm operates in a manner that is consistent with the University's [Strategic Plan](#) and the *Accessibility for Manitobans Act*.
- Provide a description of you or your firm's familiarity with university operations or administration and policies.
- Provide confirmation that lawyer(s) have completed Accessibility for Manitoban's Act Training, if applicable; if in Manitoba, have completed "[The Path](#)" through the Law Society of Manitoba, and have reviewed the University's [Conflict of Interest Policy](#) and no conflicts exist or all conflicts of interest have been disclosed pursuant to the policy.
- Set out the proposed billing structure (i.e. flat fees, discounts, blended rates or hourly rates for each member of the team that expresses interest) and proposed rates for the initial 12 months of eligibility.
- Specify all jurisdictions and geographical locations in which services are provided.