



Application Guidelines

**Request for Proposals (RFP)
for Independent Contractor Opportunity for:**

Sector Specific Business Coaches

For the period April 1, 2012 to March 31, 2015

Issued: Wednesday, January 18, 2012

Application Deadline:

Friday, January 27, 2012 at 5:00 pm

1. ACCES Employment Overview:

Our Vision

A fully inclusive labour force that reflects the diversity, skills and experience of Canada's population.

Our Mission

ACCES Employment assists job seekers from diverse backgrounds facing barriers to employment, to integrate into the Canadian job market. We achieve this by providing employment services, linking employers to skilled people and building strong networks in collaboration with community partners.

ACCES Employment has over 25 years of experience delivering a broad range of effective employment services to all job seekers in the communities we serve, and we specialize in serving internationally-trained individuals. In 2011, ACCES delivered Employment Ontario services to over 16,000 clients at our 5 GTA locations - Toronto, Scarborough, North York, Mississauga and Brampton. As a not-for-profit corporation, ACCES receives funding from all levels of government, corporate sponsors, various supporters and the United Way of Toronto.

As an Employment Ontario service provider, ACCES offers fully equipped resource centres, information and referral services, individualized employment counseling, job search workshops, and direct employer placement and post-hire supports across all 5 of our locations. We also provide workplace language and communications training through our *Talk English Cafés* and our *Language for Workplace Connections* program. ACCES has 10 years of experience delivering the *START* program, a pre-employment program for women which combines computer training with a life skills and employment preparation curriculum.

ACCES has integrated a unique series of sector-specific bridge training programs into our core employment services. These programs help internationally-trained professionals to find and maintain employment in Canada that reflects their professional experience, skills and education. Our bridge training programs include: *Engineering Connections, Financial Services Connections, Human Resources Connections, Sales and Marketing Connections and IT Connections.*

For additional information about our services, please visit our website at www.accesemployment.ca

2. The Request for Proposal:

This Request for Proposals (RFP) is issued by ACCES Employment (ACCES) for the purpose of identifying organizations or individual professionals that may qualify to be awarded a temporary contract related to the services described in **Section 11 – How to Apply**.

Interested parties are asked to read this invitation carefully and are invited to submit an application in accordance with these instructions.

3. ACCES is not Committed to Applicant's Expenses:

The application process will not necessarily result in a commitment to sign a contract with the Applicant. ACCES shall not be liable for any expenses incurred by any Applicant, including the expenses associated with the cost of preparing the Application.

4. Distribution of the Invitation for Proposals:

This invitation has been released:

- By notice to a broad spectrum potential applicants as identified by ACCES
- By publication on ACCES's website

5. Entering into a Contract with ACCES:

The successful applicant will be required to sign a Master Service Agreement (MSA) and a Statement of Work (SOW) with ACCES. The (MSA) will be signed for a three year period. Subject to funding renewal, a yearly (SOW) will be issued at the beginning of each fiscal year outlining the scope of work, payment terms, and additional details.

Please be advised that successful Applicants will be required to:

- (a) provide the services for a defined period of time;
- (b) provide monthly invoices to ACCES on account of their services;
- (c) provide ACCES with an HST number for their business; and
- (d) report their income and directly remit the payment of all taxes or payments assessed or levied against or in respect of their business, including income tax, Canada Pension Plan, and all other premiums or levies required by law to the appropriate Government Agency.

In addition:

- Applicants responding to this RFP may not have any personal or business interest that would present an actual, potential or apparent conflict of interest with the performance of the contract to be awarded. The successful applicants will be required to adhere to all ACCES HR Policies.
- Organizations responding to this RFP may be required to provide proof of Liability Insurance Certificate and WSIB.

6. External Factors:

ACCES reserves the right to withdraw this RFP or terminate the resulting contract within the terms of the contract without penalty.

ACCES programs and services receive funding from various sources and therefore all contracted services are subject to budget constraints.

7. Selection Process:

ACCES will review all applications. Applications will be judged based on the quality of response, experience, qualifications and cost.

References will also be included as part of the evaluation.

Interviews may be requested by the ACCES Selection Committee, in addition to a requirement for additional written materials, to ascertain the qualifications of applicants.

ACCES reserves the right to reject any or all proposals. Proposals may be rejected if incomplete, illegible or conditional.

8. Project Goals:

ACCES is currently seeking Sector Specific Business Coaches to provide services to be delivered virtually or onsite at different ACCES locations, on an as needed basis. Opportunities are available at the following ACCES locations: Brampton, Mississauga, North York, Scarborough, and Toronto.

9. Scope of Services:

Provision of group and/or one-to-one pre and post employment supports by way of business and workplace communication coaching to clients who either are participating and/or have completed one of the Sector Specific Bridging Project at ACCES (i.e. IT Connections, Engineering Connections, HR Connections, Sales & Marketing Connections, Financial Services Connections, Leadership, or Supply Chain).

Business and workplace communication coaching activities will be geared towards assisting clients to improve their business and workplace communications skills. It is understood that upon completion of this process, these clients will be able to demonstrate an improved level of business and workplace communication that will assist them with: adapting to workplace culture; maintaining employment; and/or, development and promotional opportunities within their organization.

In addition to the primary function listed above, the contractor will provide the following services:

- Document editing, specific to: proposal writing; technical presentations; contract preparation; project planning; and/or, report writing.
- Business and workplace communication coaching, specific to: nuances of communication and occupational terminology; understanding body language; conducting effective negotiations; prospecting and building relationships; networking; conflict resolution; and/or, developing a business plan in the context of Canadian marketplace.
- Business or workplace communication coaching and/or document editing in person at an ACCES location, specific to preparing and delivering an effective presentation or proposal for interview and/or on-the-job purpose.

10. Qualifications, including any professional certifications:

- B.A. or equivalent in relevant field
- Minimum of 10 years sector specific industry experience, preferably at a senior management level (IT, Engineering, HR, Sales & Marketing, Financial Services, Leadership, or Supply Chain)
- Tangible experience/knowledge base in a variety of the occupations that exist within the targeted employment sector (IT, Engineering, HR, Sales & Marketing, Financial Services, Leadership, or Supply Chain).
- Demonstrated experience working with adults of diverse cultural backgrounds

- Knowledge of integration issues faced by newcomers including job search techniques and leads, employment related vocabulary, and professional terminology

11. How to Apply:

All applications must:

- Enclose a Curriculum Vitae (CV)
- Enclose a cover letter outlining your relevant qualifications and professional experiences
- Provide a quote based on an hourly rate
- Please indicate location of preference
- Include a minimum of three professional references
- If you are sending your proposal via e-mail, please indicate the contract opportunity you are submitting for on the subject line

Please note that any hospitality, incidental, food, travel and other expenses will not be reimbursed.

- Submit application by **Friday, January 27, 2012 at 5:00 pm** via e-mail, fax or mail to:

Selection Committee
ACCES Employment
489 College Street, Suite 100
Toronto, Ontario, M6G 1A5
Fax: 416.664.6364
hr@accesemployment.ca

In order to be fair to all proponents, late submissions, phone calls or e-mails to discuss the applications status will not be accepted. Only shortlisted applicants (individuals/organizations) will be contacted.