

**Application Guidelines**

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

**Professional Services:  
Microsoft Office SharePoint Server Specialist  
Project Based Contract**

**Issued: Tuesday, February 14, 2012**

**Application Deadline:**

**Tuesday, February 28, 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](http://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 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 enter into a Service Agreement with ACCES.

Please be advised that successful Applicants will be required to:

- (a) provide the services for a defined period of time;
- (b) provide 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 has been using Microsoft Office SharePoint Server 2003 for internal business purposes for over 5 years. Currently, our SharePoint includes the following functions: document management, workflow, forms management, calendar, etc. Our goal is to streamline operations, increase efficiency and acceptance by users.

**9. Deliverables:**

Conduct an assessment of the existing SharePoint functions to identify the areas that need to be upgraded considering the following:

- Increase security.
- Ensure it is user-friendly.
- Organize documentation system.
- Utilize full functions of the upgraded version.

**10. Additional Information:**

- Work closely together with the ACCES IT Department.
- Provide a written report of recommendations and scope of project, including an implementation schedule.
- Complete project by March 31, 2012.

**11. Qualifications:**

- Proven professional experience of SharePoint requirements, implementation, customization and integration.

**12. How to Apply:**

- Applicants are invited to submit a proposal that outlines the deliverables and a summary of their experience and qualifications, as well as cost estimation for each deliverable.
- The proposals must be maximum of 5 (five) pages.
- Enclose a minimum of 3 (three) references from recent clients
- Provide a quote based on the service areas outlined above. **Please note that any hospitality, incidental, food, travel and other expenses will not be reimbursed.**



- Submit application by **Tuesday, February 28, 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 and phone calls or e-mails to discuss the applications status will not be accepted. Only shortlisted applicants (individuals/organizations) will be contacted.*