

Application Guidelines

Invitation for Proposals (IFP)

Independent Contractor Opportunity for:

***Certified Arabic to English Translators – Entrepreneurship
Connections (for Syrian Newcomers)***

For the period February 16, 2017 to February 21, 2017

Issued: Friday, February 16, 2017

Application Deadline: Tuesday, February 21, 2017 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 30 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 2015-2016, ACCES delivered Employment Ontario services to over 20,000 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.

ACCES has integrated a unique series of sector-specific training programs into our core employment services. These programs help newcomers to find and maintain employment in Canada that reflects their professional experience, skills and education. Our programs include: *Engineering Connections, Financial Services Connections, Human Resources Connections, Sales and Marketing Connections, IT Connections, Supply Chain Connections, Leadership Connections, Entrepreneurship Connections, Youth Jobs Connections, Canadian Employment Connections, Employment Connections for Newcomer Youth, and the Trades Project*. We also provide workplace language and communications training through our *Talk English Cafés* and our *Language for Workplace Connections* program. As well, ACCES has over 12 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.

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

2. The Invitation For Proposal:

This Invitation for Proposals (IFP) 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 8 – Project Goals**.

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 IFP 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 with a termination date of March 31, 2018. 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 or an invoice 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 IFP 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 IFP may be required to provide proof of Liability Insurance Certificate and WSIB.

6. External Factors:

ACCES reserves the right to withdraw this IFP 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:

The objective of this project is for ACCES will deliver a pilot program which will help Syrian newcomer entrepreneurs with business training, mentoring, and other supports so that they can overcome barriers in order to successfully start a business in Canada.

The training will be co-delivered with BDC and a number of subject matter experts in Arabic and English in a 2-week condensed format. Translation services will also be available for those clients that wish to write a business plan.

ACCES is currently seeking certified translators (Arabic to English) to support the writing and translating of business plans (drafts or completed) and other supporting business documents for our participants in the EC for Syrian Newcomers program

9. Scope of Services:

1. Provide translation services from Arabic to English
2. Liaise with participants of the program to clarify/verify source documents
3. Deliver completed documents in a timely manner

10. Qualifications:

- Graduates of a Diploma or Degree program in a Language Specific Translation School from a recognized University or College
- Certified by CTTIC or its provincial affiliate chapters in Canada
- Certified ATA in the USA
- Experienced translators with more than 2 years full-time translation experience of **Arabic to English** translation
- Ability to provide a minimum of two (2) references letter from employers/clients, to verify your Arabic to English translation experience

11. How to Apply:

- Enclose a Curriculum Vitae (CV)
- Enclose a cover letter outlining your relevant qualifications and professional experiences
- Enclose a copy of your certification qualification
- Provide a rate/fee schedule
- Include a minimum of three professional references

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

- Submit application by **Tuesday, February 21, 2017 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@acesemployment.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.