

**Application Guidelines**

**Request for Proposals (RFP)**

**Independent Contractor Opportunity for:**

**Workshop Facilitators for the Entrepreneurship Connections (EC)  
Program**

**For the period: March 1, 2018 – March 15, 2018 in Richmond, BC**

**Issued: Tuesday, February 6, 2018**

**Application Deadline: Monday, February 19, 2018 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, HealthCare Connections 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](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 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 Request For Proposals:**

This RFP has been released:

- By notice to a broad spectrum potential applicants as identified by ACCES
- By publication on ACCES's website
- By publication on Settlementatwork.org's website
- By publication on Charity Village'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 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:**

The purpose of this RFP is to provide workshops to newcomer entrepreneurs as per the Entrepreneurship Connections (EC) curriculum and to support the launch of the program in the city of Vancouver and or Richmond. Entrepreneurship Connections is an award-winning program delivered by ACCES through a partnership with the Business Development Bank of Canada. The program is funded by Immigration, Refugees and Citizenship Canada to facilitate a national roll out by March 2020. EC provides newcomers with training in core subjects essential to successfully launch a business, support to build business networks an access mentoring and advisory services. The program benefits newcomer entrepreneurs as well as local and national economies through the creation of new businesses and jobs.

**9. Scope of Services:**

- To facilitate workshops tailored to the needs of newcomer entrepreneurs on one or more of the following key curriculum subject areas:
  - a. Legal fundamentals for starting a business,
  - b. Market research for small business start-ups
  - c. Marketing for your business
  - d. Financial projection and cash flow
  - e. Sales
  - f. Import / Export
  - g. Canadian business culture and communication
  - h. Lean business canvas
  - i. Business model and value proposition
  - j. How to make a successful Business pitch
  - k. Bookkeeping for small businesses
  - l. Digital Marketing and Social media tools
  
- To provide tips, resources and tools for newcomer entrepreneurs to successfully complete a business plan and prepare for pitch
- To share insights, best practices and information regarding starting a business in Canada
- To portray an understanding of the Canadian business culture , standards and practices
- To connect newcomer entrepreneurs to local networks, institutions, and service providers serving entrepreneurs
- To provide general information about starting a business in Canada

- To deliver Workshops using individually designed and owned curriculum (already completed).

Those applying to deliver the *Entrepreneurship Connections program* must be available to teach between 5:30 p.m. and 9:00 p.m (Pacific Time). Time according to program schedules.

**10. Qualifications:**

- 3+ years Training and Workshop facilitation experience in micro and small business development including business planning
- 3+ years' experience in the subject area with a demonstrated subject matter expertise
- Experience working with entrepreneurs or owning a business
- Knowledge and experience in the Canadian business marketplace
- Bilingualism and ability to speak in other languages is an asset
- Experience with immigrants and newcomers is an asset
- Demonstrated experience working with youth and adults of diverse cultural backgrounds
- Knowledge of integration issues faced by newcomers seeking to start a business Canada
- Highly proficient computer, MS Suite (word and PowerPoint) the internet and email communication

**11. How to Apply:**

All applicants must

- Enclose a Curriculum Vitae (CV)
- Enclose a cover letter outlining your relevant qualifications and professional experiences
- Provide a rate/fee schedule, including HST number
- Include a minimum of two professional references

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

Submit application by **Monday, February 19, 2018 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.*