

**Application Guidelines**

**Request for Proposals (RFP)**

**Independent Contractor Opportunity for:**

***Evaluation Services – Bridging Projects (Financial Services, Leadership, IT, HR, Sales & Marketing, Engineering and Supply Chain)***

**For the period February, 2017 to March 31, 2017**

**Re-Issued: Tuesday, February 14, 2017**

**Application Deadline: Tuesday, February 28, 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 27 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 2013-2014, 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.

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, IT Connections, Supply Chain Connections, Leadership Connections, Entrepreneurship Connections and Canadian Employment Connections*. We also provide workplace language and communications training through our *Talk English Cafés* and our *Language for Workplace Connections* program. ACCES has over 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.

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 Charity Village's website
- By publication on Settlement.org'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 objective of this project is to provide a thorough evaluation followed by an analyses and recommendations that will enhance our existing Sector Specific Bridging Programs. This evaluation will feature the development of tools that will foster continuous evaluation specific to addressing:

- Client Satisfaction (Which includes Program Participants and Employers)
- Project Evaluation
- Impact Assessment

**9. Scope of Services:**

1. Develop Evaluation Tools that will measure:

- a) Client Satisfaction at the end of the Program: This includes evaluating each individual component of the program curriculum separately and as a whole for 6 Bridging Programs.
- b) Employer satisfaction.
- c) Project Evaluation: This would be an internal evaluation system to assess effectiveness and efficiency in project management and program content and delivery including roles and responsibilities of industry advisory groups and the way this shapes programs.
- d) Impact Assessment: A long term evaluation on program results and their impact on client goal setting, achievement of objectives and overall professional satisfaction and success.

2. Implement evaluation tools for points a, b, c and d above.

3. Provide an evaluation results report including recommendations for a, b and c in point #1.

**10. Qualifications, including any professional certifications:**

Experience conducting similar evaluations in non-profit organizations

- Strong understanding of bridging programs
- Strong understanding of employer engagement
- Experience creating and delivering a variety of evaluation tools, including focus groups, interviews and surveys
- Excellent communication, presentation and writing skills
- Strategic, creative and solutions-focused thinking
- Ability to work within tight budget constraints

**11. How to Apply:**

Respondents are to submit no more than five (5) pages which include:

- Organizational Profile or Curriculum Vitae which highlights previous related experience
- Outline of strategic approach to deliver services cost effectively Quote, including hourly rate and total cost
- Three (3) relevant references
- Please indicate the contract opportunity name in the subject line
- Additionally, please submit two (2) relevant work samples.

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

- Submit application by **Tuesday, February 28, 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.*