

REQUEST FOR PROPOSAL

“Innovative approach to connect job seekers and small to medium-sized businesses”

Return Completed Proposal to: Debra Mountenay
Local Employment Planning Council
c/o Elgin Middlesex Oxford Workforce Planning and Development Board
647 Wilton Grove Rd., Unit 3
London, Ontario
N6N 1N7

Or via email: debra@workforcedevelopment.ca

Closing Date: July 31, 2017

Closing Time: 4:30 p.m. EST

All submissions must be clearly marked with “**Innovative Approaches**”

Issuing Organization: Local Employment Planning Council (LEPC)
c/o Debra Mountenay, Executive Director
Elgin Middlesex Oxford Workforce Planning and Development Board

In signing below, the applicant certifies to have read, understood, and agrees with the Scope of Work, Proposal Requirements and Terms and Conditions contained herein.

This section must be completed by a representative(s) of the applicant’s organization who has legal signing authority to enter into contractual agreements.

(Please Print)

Organization Name: _____

Address: Street: _____ City: _____

Province: _____ Postal Code: _____

Telephone # (____) _____ Fax # (____) _____

Email Address _____

Contact Person: _____ Date: _____

Signature: _____ Signature: _____

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TERMS OF REFERENCE

1.0: BACKGROUND

1.1: Overview of Local Employment Planning Councils (LEPC)

There are 8 Local Employment Planning Council pilot projects currently underway in Ontario. These pilot projects will run from June 1, 2017 to September 30, 2018. This call for proposal is issued for the pilot project taking place in London-Middlesex-Oxford-Elgin (the London Economic Region).

Vision of this Local Employment Planning Council: A local labour market that works

Mission: To improve the local labour market through enhanced collection and distribution of labour market information and community engagement to drive innovation in service delivery based on solid evidence.

Goal:

- To improve employer success with meeting their talent needs
- To improve service coordination amongst local service providers
- To improve integrated local planning

1.2: What Local Employment Planning Councils Do

Local Employment Planning Councils (LEPC) support the improvement of labour market conditions in local communities through:

- **Labour Market Information and Intelligence:** expanding current understanding of local labour market issues and needs and improving access to labour market information resources.
- **Integrated Planning:** serving as a central point of contact and key facilitator for linking employers, service providers, other ministries and levels of government and other community groups to identify and respond to labour market and workforce development challenges and opportunities, and gaps in employment, training, human, and social services, through collaborative planning.
- **Service Coordination for Employers:** acting as a hub for connecting employers, industry associations, sector groups and other employer groups with appropriate employment and training services to address their workforce development needs. Working with local employment and training service providers, including those outside the Employment Ontario network such as Ontario Works Employment Assistance and Ontario Disability Supports Program – Employment Supports, to coordinate services to employers, such as job development and job placements.
- **Research and Innovation:** collaborating with community stakeholders to develop projects related to the research and piloting of innovative approaches to addressing local labour market issues or opportunities.
- **Sharing Best Practices and Promising Approaches:** working with provincial, regional and local communities, including other Local Employment Planning Councils, to identify and share local best practices.

1.3: Local Employment Planning Council for London-Middlesex-Oxford-Elgin

The Local Employment Planning Council for this area is supported by the Elgin Middlesex Oxford Workforce Planning and Development Board and Literacy Link South Central. The Local Employment Planning Council project is funded in part by the Government of Canada and the Government of Ontario.

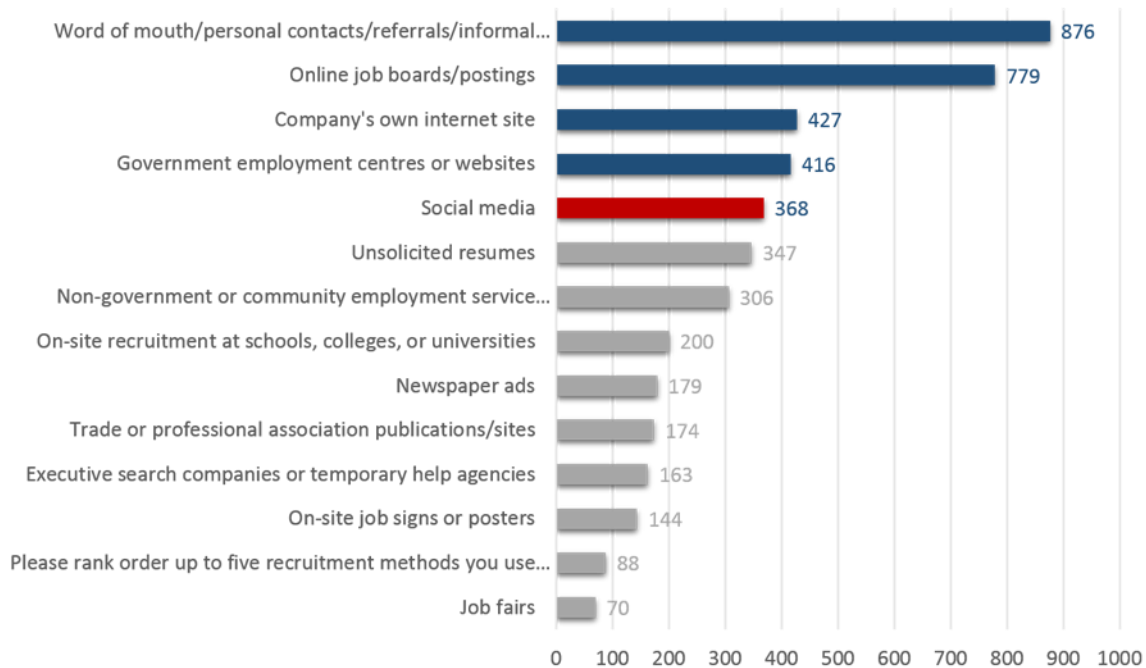
2.0: PROJECT RATIONALE AND OBJECTIVES

2.1: PROJECT RATIONALE

There are often innovative ideas on how to address local workforce issues that do not fit existing funding models. The LEPC, through a Call for Proposal process, is able to encourage the exploration of innovative solutions that might otherwise not be tested and evaluated.

The Central Planning Table has identified that, in a follow-up on the 2017 EmployerOne Survey results, the LEPC will issue a call for a demonstration project to pilot an innovative approach to connect job seekers and small to medium sized businesses. The Call for Proposal, selection process and contract for the successful proposal will be revised to reflect learnings from the administration of the previous call in 2016. Employers reported word of mouth/personal contacts/referrals/informal networks as being their primary recruitment method. (EmployerOne Survey, January 2017)

2017 EOS | Top 5 recruitment methods used to hire, [score]



Source: EmployerOne Survey, January 2017

A cross tabulation of recruitment method and business size confirms that word of mouth ranks highest as a recruitment method for micro and small businesses and second for medium size businesses.

Cross tabulation of recruitment method and business size

Table 14

Micro (1-4 employees)		Small (5-99 employees)	
Method\Rank	Total score	Method\Rank	Total score
Word of mouth/personal contacts/referrals/informal networks	171	Word of mouth/personal contacts/referrals/informal networks	616
Online job boards/postings	70	Online job boards/postings	573
Social media	60	Government employment centres or websites	337
Unsolicited resumes	50	Company's own internet site	291
Non-government or community employment service centres or websites	49	Unsolicited resumes	264
Medium (100-499 employees)			
Method\Rank	Total score		
Online job boards/postings	106		
Word of mouth/personal contacts/referrals/informal networks	67		
Company's own internet site	57		
Government employment centres or websites	37		
Social media	32		

Given that there are over 18,000 businesses with employees in the LEPC area, this focus on personal connection can present a great challenge for job seekers to be in the right place at the right time to be hired. This also limits the number of job candidates for employers who rely on smaller personal circles in order to find new employees causing them to miss out potential employees who would bring talent to their businesses.

The LEPC call for proposal will be an opportunity to test new ways to connect job seekers to small to medium enterprises and increase the number of successful hires.

2.2: OBJECTIVES OF THE OVERALL PROJECT

- To demonstrate a new way to connect job seekers to small and medium enterprises
- To demonstrate a model that is not proprietary to the successful grant recipient

3.0: SCOPE OF WORK

3.1: ROLES AND RESPONSIBILITIES OF THE PROJECT LEAD

The project lead will oversee all aspects of the project including theory, testing and evaluation of the hypothesis of the project and have financial and project results reporting responsibility to the Local Employment Planning Council. The successful project lead will ensure that standard accounting practices are followed in the handling of funds for this project. The project lead will provide proof of insurance coverage at a minimum of \$2 million along with a certificate of insurance that identifies the Local Employment Planning Council and Elgin Middlesex Oxford Workforce Planning and Development Board as additional insured under that policy for the duration of the project.

3.1.1: SPAN AND RANGE

The London Economic Region catchment area is made up of the Cities of London and St. Thomas and the counties of Elgin, Middlesex and Oxford. This area also includes Munsee-Delaware First Nation, Chippewa of the Thames First Nation and Onyota'a:ka First Nation (Oneida Nation of the Thames). The successful project may be undertaken in all or any part of the catchment area.

3.1.2: REPORTING

It is expected that the successful applicant's results will be reported back through presentations to the Central Planning Table of the Local Employment Planning Council twice during the contract. This is to be accompanied by an interim report and a final report respectively. The Executive Director of the Elgin Middlesex Oxford Workforce Planning and Development Board will be the contact for the successful applicant and the Central Planning Table. The nature of any additional reporting required throughout the contract will depend on the approach defined by the successful Call for Proposals respondent.

3.1.3: DELIVERABLES

The successful applicant will be provided access to the research that has informed the selection of the topic for this Request for Proposal. Proposals must address the following:

- A fully developed approach for the project
- Number of people impacted identified
 - *Must include a measurable number of people moving to employment
- Execute the project, while meeting the reporting requirements as contracted with the Elgin Middlesex Oxford Workforce Planning and Development Board on behalf of the Local Employment Planning Council
- Presentations and reports for the Central Planning Table of the Local Employment Planning Council that include project quantitative and qualitative evaluation that clearly identifies the outcomes of the project
- Approach used must be able to be scaled up or replicated by other organizations
 - *Approach cannot be proprietary to the successful applicant nor can there be any fees charged by the successful applicant for the approach or any materials associated with the approach used

3.1.4: TIMELINES

The successful applicant will work with the LEPC Secretariat to ensure that timelines within the work plan are met. Payment will be timed with the achievement of project milestones.

3.2: ROLES AND RESPONSIBILITIES OF THE CLIENT

The LEPC will:

- Monitor the work of the successful applicant
- Monitor the financial claims against the achievement of project milestones
- Respond in a timely manner via e-mail or telephone to all successful applicant enquiries

3.3: GENERAL REQUIREMENTS

The successful applicant or lead partner must be a registered business licensed to work in Ontario in order to enter into a contractual agreement for this project.

PROJECT MONITORING

The Elgin Middlesex Oxford Workforce Planning and Development Board on behalf of the Local Employment Planning Council will be responsible for monitoring all aspects of the project including:

- Project administrative procedures including bookkeeping and management functions necessary to ensure proper administration of the project by the successful applicant.

3.4: TIMES LINE AND CRITICAL DATES

Description	Due Date
Project Duration	12 months
RFP Release Date	July 4, 2017
Question Due Date	July 14, 2017
Question Response Date – Posted to website	July 17, 2017
Proposal Due Date	July 31, 2017
Contract Awarded	August 31, 2017
Interim Presentation and Report Due	February 1, 2018
Final Presentation and Report Due	September 6, 2018

4.0: PROPOSAL REQUIREMENTS

The successful applicant must provide the following mandatory information. Failure to provide this information may be cause for the proposal to be rejected.

4.1: WORK PLAN

A work plan will be prepared that clearly indicates the manner in which the successful applicant will coordinate the scope of work including;

- Work steps and timeline
- Project management and any sub-contracting of work to be performed

4.2: GENERAL APPROACH AND METHODOLOGY

The successful applicant will provide a description of the approach and methodology designed to meet the objectives of the project and the style of the final product.

4.3: QUALIFICATION SUBMISSION

The proposal should include the following:

1. Executive Summary
2. Project Management Description - including contact information
3. Project Description
4. Description of how the successful project could be rolled out through other not-for-profit agencies
5. Work Plan and Milestones
6. Project Evaluation Plan
7. Statement confirming that the proposed approach will not be proprietary to the successful applicant nor subject to any fees to the successful applicant following the completion of the demonstration project
8. Any appendices that the applicant wishes to include **Note: Include letters of support from any organizations identified as a partner on the project*

4.4: QUESTIONS TO BE ADDRESSED IN PROPOSALS

How will you meet the goal(s) of your proposal within the tight timeline?

What is your capacity to do this demonstration project?

What experience do you bring to this subject and this project proposal?

4.5: COST PROPOSAL

The proponent shall submit a cost proposal including a. **The total budget not to exceed \$50,000 (plus hst if applicable).** There will be no direct payment for the preparation and submission of proposals in response to this Request For Proposal.

Proposals must satisfy and will be assessed on the following criteria.

Managerial and Organizational

- State your approach to the project in sufficient detail to demonstrate your understanding of the requirements and your ability to successfully fulfill the requirements including financial management of and reporting on the project.
- Resources to be applied to the work including human resources.
- Provide details of previous experience and/or contracts for similar projects.

Financial

The total price for the completion of the project components must **not exceed \$50,000**. Submissions must be accompanied by a detailed budget.

Technical

- Your proposal must demonstrate an understanding of the scope of work and a work plan for completion of the project.
- A detailed description of the proposed methodology must also accompany submissions.

Evaluation Criteria

Proposals will be evaluated using a best value approach considering both merit and price. They will be assessed on a point rating system as outlined in section 6.0.

Neither the qualifying proposal which scores the highest number of rating points, nor the one which contains the lowest price will be necessarily accepted. Applicant selection will be based on the best overall value to the Local Employment Planning Council in terms of merit.

Additional Conditions

The successful applicant shall enter into a contract with the Elgin Middlesex Oxford Workforce Planning and Development Board. The contract shall indicate that work to be undertaken shall be to the satisfaction of the Local Employment Planning Council according to the terms of reference and for the amount agreed to.

5.0: SUBMISSION REQUIREMENTS

5.1: PROPOSAL RESPONSE FORMAT

The proposal must be submitted as described below. If the proposal is not submitted in the required format, the proposal will not be considered.

1. The proposal shall be submitted electronically to debra@workforcedevelopment.ca.
2. All responses as well as any reference materials presented must be written in English.
3. Proposals shall include a signed copy of Page 1 of this RFP confirming authority to submit.
4. Proposals shall include a confirmation statement regarding Conflict of Interest as per Section 7.0.
5. Proposals and information submitted with proposals will not be returned to unsuccessful applicants. Information contained in proposals will be considered confidential and shared only with the proposal review committee of the Central Planning Table.

5.2: SUBMISSION DUE DATE

The proposal is to be received at the following address by 4:30 p.m. (EST) on July 31, 2017.

Attention: Debra Mountenay, Executive Director
Local Employment Planning Council
c/o Elgin Middlesex Oxford Workforce Planning and Development Board
647 Wilton Grove Road, Unit 3
London, Ontario N6N 1N7
debra@workforcedevelopment.ca

6.0: EVALUATION CRITERIA

An Evaluation Team composed of representatives of the Local Employment Planning Council will review the proposals. The criteria listed below will be used to evaluate proposals for the purpose of ranking them in relative position based on how fully each proposal meets the requirements of this RFP

Criteria	Weight
Project Design	
<ul style="list-style-type: none">• Understanding of project requirements• Ability to meet timelines• Work Plan• Methodology and general approach• Creative and innovative approach to the subject	35%
Capacity	
<ul style="list-style-type: none">• Relevant Experience and Qualifications• Past performance with similar projects (experience)• Key personnel	25%
Impact of the Project	
<ul style="list-style-type: none">• Identified outcomes• Measurements to be used• Creative and innovative approaches to the project• Scalability: Ability of the project to be replicated by not-for-profit organizations	35%
Itemized Budget and Presentation	
<ul style="list-style-type: none">• Total cost for project itemized by tasks• Clarity of written proposal	5%
MAXIMUM	100%

7.0: TERMS AND CONDITIONS

7.1: QUESTIONS PERTAINING TO RFP

Applicants will be able to submit questions pertaining to this RFP in the following manner only, to:

Debra Mountenay, Executive Director
Telephone: 519 672 3499 Ext 103

Email: debra@workforcedevelopment.ca

Questions will be accepted until July 14, 2016 at 4:30 p.m. (EST). This will be the only opportunity for applicants to ask questions about this RFP.

Responses will be posted to www.workforcedevelopment.ca July 17, 2016 at 4:30 p.m. (EST).

Any attempt on the part of the applicant or any of its employees, agents, contractors or representatives to contact any person other than the designated contact (Debra Mountenay) with respect to this RFP, will be grounds for disqualification. Without limiting the generality of the foregoing, no attempt will be made to contact any member of the evaluation team, any expert or other adviser assisting the evaluation team.

In such event, and without liability, the Elgin Middlesex Oxford Workforce Planning and Development Board may, in its sole and absolute discretion, in addition to any other remedies available by law, revoke the applicant's status as an applicant and reject any potential or actual proposal submitted by the applicant.

7.2: CANCELLATION

The Elgin Middlesex Oxford Workforce Planning and Development Board reserves the right to amend terms of this RFP, to circulate various addenda, or to withdraw the RFP at any time, regardless of how much time and effort applicants have spent on their responses.

7.3: APPLICANT'S ACCEPTANCE OF RFP TERMS AND CONDITIONS

Each applicant, by submitting a Proposal, signifies that the applicant has read, completely understands and accepts the Terms and Conditions of the RFP in full.

7.4: REJECTION OF PROPOSAL

The Elgin Middlesex Oxford Workforce Planning and Development Board reserves the right in its sole discretion to reject any or all Proposals which do not adhere to the rules, schedule or any other part of this RFP.

7.5: IRREVOCABLE

All Proposals will be irrevocable for a period of thirty (30) days from the closing date of the RFP, or until the RFP is counter-signed and returned to the successful applicant, whichever comes first.

7.6: FREEDOM OF INFORMATION

Applicants are advised and acknowledge that all replies received in response to this RFP will be subject to the Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.F.31. This acknowledgement shall not be construed as a waiver of any right to object to the release of any information or documents.

7.7: CONFIDENTIALITY

This RFP or any portion thereof, is strictly confidential and is not to be copied or used for any purpose other than the submission for proposal to the Elgin Middlesex Oxford Workforce Planning and Development Board.

7.8: CONFLICT OF INTEREST

Each applicant must include in its proposal submission confirmation of the following:

That the applicant does not and will not have any conflict of interest (actual, perceived or potential) in the development of the call for proposal or subsequent evaluation of proposals in submitting its proposal or, if selected, with the contractual obligations of the applicant as Contractor under the Agreement. Where applicable, an applicant must declare in its proposal submission any situation that may be a conflict of

interest in submitting its Proposal or, if selected, with the contractual obligations of the applicant as Contractor under the Agreement.

The proposal submission of any applicant must be disqualified where the applicant fails to provide confirmation of the foregoing or makes misrepresentations regarding any of the above. Further, the Elgin Middlesex Oxford Workforce Planning and Development Board shall have the right to rescind any contract with the selected applicant in the event that the Elgin Middlesex Oxford Workforce Planning and Development Board, in its sole discretion, determines that the selected applicant has made a misrepresentation regarding any of the above, in addition to or in lieu of any other remedies that the Elgin Middlesex Oxford Workforce Planning and Development Board has in law or in equity.

7.9: PAYMENT SCHEDULE

Award of Contract (September, 2018)	40%
November 30, 2018	15%
Interim Report Submitted (February 1, 2018)	25%
April 30, 2018	15%
Final Report Submitted	5%