

Application Guidelines

Request for Proposals (RFP)

Independent Contractor Opportunity for:

**Curriculum Adaptation for Employment Connections for Newcomer
Youth**

For the period: October 02, 2017 - March 31, 2018

Issued: Thursday, September 28, 2017

Application Deadline: Wednesday, October 4, 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, 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

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:

ACCES Employment is committed to continuous improvement and customization of our services to ensure we meet the needs of current and future clients. As part of this commitment, we are seeking a professional independent contractor or organization to review, adapt, and customize the curriculum offered through our Employment Connections for Newcomer Youth Program.

9. Scope of Services:

The scope of services includes, but is not limited to:

1. Assessment of all aspects of the Employment Connections for Newcomer Youth program curriculum (handouts, training manuals, power point presentation, etc.) followed by recommendations for improvements, additions, and updated delivery styles to meet the needs of Newcomer Youth
2. Collaboration with the Employment Connections for Newcomer Youth Project Manager to review individual program learning objectives, development of content knowledge, and assessment project needs
3. Creation of new power point presentations that can be utilized for online learning
4. Ensuring the curriculum and support materials are: youth centered; suitable for participants with English as a Second Language (ESL); culturally sensitive; and follow all required AODA regulations

10. Qualifications:

1. Experienced in the design and creation of instructor led and e-learning training programs

2. Strong understanding of best practices to effectively implement youth and ESL learning principles
3. Exceptional writing skills required to create curriculum and to produce comprehensive course/workshop facilitator and participant guides
4. Experience creating visually appealing training materials and media that enhance learning
5. Understanding of AODA regulatory requirements for material accessibility (hardcopy and online)
6. Ability to collaborate with stakeholders and project managers
7. Familiarity and experience with learning management systems

Comments: This RFP focuses on developing tools to be utilized in an online learning environment. The content has to be adapted to match the current curriculum.

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 **Wednesday, October 4, 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.