

**Application Guidelines**

**Request for Proposals (RFP)**

**Independent Contractor Opportunity for:**

**Sector Specific Curriculum Development & Delivery – Clinical  
Research (Healthcare Connections)**

**For the period November 19, 2018 to November 23, 2018**

**Re-Issued: Monday, November 26, 2018**

**Application Deadline: Friday, December 14, 2018 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.*

For more than 30 years, ACCES Employment has connected diverse job seekers with employers across the Greater Toronto Area. In 2017-2018, we served over 34,000 job seekers by providing them with high quality employment services both in-person and online. To facilitate strong employed outcomes for our clients we have well established connections with over 2,000 employers across the country. As a non-profit, charitable organization, ACCES Employment receives funding from all three levels of government, corporate sponsors, donors and United Way Greater Toronto.

ACCES has a diverse staff team of almost 200 employees who speak over 40 languages. We have six locations across the GTA, in Toronto, Brampton, Mississauga, North York Scarborough and Markham (opening soon).

ACCES Employment supports the success of women in the workplace through all of our programs. We recognize both the unique strengths that they offer and the barriers that they face to finding employment. We have developed two programs that assist women with achieving career success in Canada. The START Customer Care program is designed to support immigrant women with pursuing careers in the customer care sector in Canada. Empowering Women is an intensive program supporting newcomer women with successfully securing professional positions in their field. Through customized workshops, coaching, and mentorship, Empowering Women provide newcomer women with the skills and confidence to become a leader in their sector.

Our Employment Connections for Newcomer Youth helps refugees between the ages of 16 and 29 to find work in their field. We also have a program for newcomers and refugees with a background in trades called the Construction Trades Program.

We currently offer an online pre-arrival program Canadian Employment Connections designed to support those who are approved for permanent residency in Canada. Job seekers access a range of workshops, events and resources entirely online with virtual support from a team in Canada. We also offer a regular calendar of online events as well as an online resource hub – e-ACCES – that features articles, quick resources and online tools to help jobseekers.

We are constantly striving to improve our flexible and seamless services so that we can meet the needs of our participants. Staff is informed, highly skilled, creative, adaptable, and strongly committed to service excellence.

For additional information about our services, please visit our website at [www.accesemployment.ca](http://www.accesemployment.ca).

**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.

**2. 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.

**3. 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 Charity Village
- By publication on ACCES's website
- By publication on Settlement.org's website

**4. Entering into a Contract with ACCES:**

The successful applicant will be required to sign a Service Agreement for the fiscal year between April 1<sup>st</sup> and March 31<sup>st</sup>.

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.

**5. 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.

**6. 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.

**7. Project Goals:**

ACCES Employment is currently seeking a contractor to develop and deliver curriculum that will support internationally educated healthcare professionals (IEHPs) in transferring their healthcare skill-set to a viable career in clinical research.

**8. Scope of Services:**

The scope of services consists of developing and delivering curriculum that will equip IEHPs with the knowledge necessary to transfer their healthcare skill-set to a viable career in clinical search.

Additionally, the Scope of Services includes, but is not limited to:

1. Collaboration with the Healthcare Connections project team to review curriculum learning objectives and to determine content knowledge and needs
2. Development of 18 to 24 hours of curriculum and support materials (including but not limited to power point presentations and handouts) that are: adult learning

- centred; suitable for participants with English as a Second Language (ESL); culturally sensitive; and are compliant with all required AODA regulations
3. Development and production of comprehensive course/workshop facilitator and participant guides
  4. Delivery of curriculum at ACCES Employment's North York and Brampton locations in accordance with the comprehensive facilitator guide developed
  5. Design of appropriate strategies and methods for facilitating and assessing student learning that are invitational and reflective of best practices in teaching and learning
  6. Work closely with the Project Manager and program staff to organize/facilitate the workshops

#### **10. Qualifications:**

1. Minimum 5 years of work experience in clinical research
2. Strong understanding of the current clinical research landscape in hospitals, academic institutes, and the life sciences sector
3. Strong understanding of the clinical research trial process including design, preparation, planning and implementation
4. Strong understanding of the roles, responsibilities, and qualifications of the different positions within clinical research
5. Strong understand of good clinical practice (GCP) and the regulations and guidelines relating to clinical research
6. Solid understanding of leveraging transferable knowledge from the healthcare sector to a career in clinical research
7. Experienced in the design and creation of instructor led training programs will be considered a strong asset
8. Familiarity with barriers faced by IEHPs and experience working with IEHPs will be considered an asset
9. Overarching understanding of Regulated Health Professions in Ontario/Canada
10. Understanding of AODA regulatory requirements for material accessibility (hardcopy and online)

#### **11. How to Apply:**

All applicants must

- Enclose a Curriculum Vitae (CV)
- Enclose a cover letter outlining your relevant qualifications and professional experiences
- Enclose a detailed sample curriculum and lesson plan for clinical office administration
- 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 **Friday, December 14, 2018 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.*