

ADDENDUM 1

Request for Proposals: Future Skills Specialist

RFP#203-08-09

Addendum Issue Date: August 18th, 2023

To All Potential Bidders:

Addendum 1 is issued to modify the previously issued RFP document and/or given for informational purposes and is hereby an official document of the RFP. Please attach this addendum to the documents in your possession. Per the RFP, the bidder shall acknowledge receipt of any and all addenda, if any, by listing the Addenda by number(s) and date(s) in their proposal.

1. Please confirm the name of the required Foursight's certification.

Ans: FourSight® Mindset Certification

2. Is the Foursight certification an absolute requirement, or could a hands-on strategic innovation experience serve as a viable substitute?

Ans: The certification is a mandatory requirement.

3. Would ACCES Employment consider a consultant who commits to obtaining the Foursight certification if the contract is granted? Will all the consultants involved in the project be required to be certified?

Ans: Bidder's facilitators are required to be certified. They are also required to demonstrate experience administering the Foursight online assessment, interpreting the nuances of different profiles, facilitating workshops on Innovative Thinking, Communication, and Continuous Learning.

4. Where can I locate **Appendix E – Bid Form** and **Appendix F – Services Agreement**?

Ans: These appendices are part of the RFP package. You can find them in Biddingo, Merx, and on ACCES' website: <https://acesemployment.ca/rfp/future-skills-specialist-rfp-2023-08-09>

5. How many hours of content to revise / program delivery are involved? I see on ACCES' site that the CPNW program runs for 5 weeks. Is that full-time programming? Is the RFP expected to outline a total budget or an hourly rate?

Ans:

- *The selected consultant will review and revise the Future Skills curriculum (about 48 hours of content).*
- *CPNW is a 5-week full-time program. Bidders are expected to outline a total budget for the curriculum revisions and an hourly rate for the facilitation portion of the RFP.*

6. Is there a page limit to the proposal, not including the Appendices?

Ans: No, there is no limit to the length of the proposal, but we anticipate that the value proposition will be succinctly conveyed.

7. What are the topics covered in the current Career Pathways for Newcomer Women's program? What are the elements of this program that you would like to continue in the revised program? E.g., duration of the program (5 weeks), topics of the program, size of the group, individual action plan, etc.

Ans: Career Pathways for Newcomer Women covers career exploration, job search, workplace culture and communication, and future skills topics.

The selected consultant will review and revise topics related to Innovative Thinking, Communication, and Continuous Learning, and will facilitate 8 days (48 hours in total) of group workshops. The cohorts have 20-30 participants.

8. What is the frequency of program delivery to newcomer women during the contract duration? Would it continue to be offered every 2-3 months as mentioned on ACCES Employment website for the next six months?

Ans: Four cohorts are delivered every fiscal year (April to March of the following year) for the duration of the contract outlined in the RFP.

9. When do you anticipate the first sessions to be offered by the consultant? Would it be for the Nov-Dec 2023 cohort?

Ans: The first sessions will be delivered in mid-September 2023. This will provide the consultant with the opportunity to identify content gaps and proceed with the development of the framework.

10. How many participants are expected for each cohort? If the number of participants per cohort is over 20, would you be open to dividing the participants into smaller groups for the mini-module sessions to maximize the learning experience?

Ans: Each cohort has 20-30 participants. The selected consultant will be able to divide the groups as long as the full Future Skills curriculum is delivered within the 48 hours allocated to this portion of the CPNW program.

11. About the mini-modules:

a) How many mini-modules will be included in each program?

Ans: The number of mini-modules is to be determined by the consultant and conveyed in the proposal.

b) What is the expected duration of the mini-modules?

Ans: The duration of mini-modules is to be determined by the consultant and conveyed in the proposal.

c) How many participants are expected for each of the modules?

Ans: Each cohort has 20-30 participants. They all participate in the 5-week CPNW program which includes the Future Skills modules.

d) Would you consider having two facilitators per module to maximize individual support for each participant? In this scenario, there would be one lead facilitator who is the subject matter expert and one facilitator playing a supporting role.

Ans: ACCES will consider proposals that include more than one facilitator.

e) Would they be delivered virtually? If in-person, where will they take place? Will ACCES Employment take care of logistics and related costs for in-person sessions?

Ans: Sessions are delivered online and ACCES will provide the relevant online platform to deliver the workshops.

12. Do you expect the vendor to also develop/revise a participant guide/handout for the program?

Ans: Yes. The selected consultant will develop/revise participants' guides/handouts.

13. Can you provide more details about the expected framework to be developed?

Ans: Bidders are welcome to consult the [Skills for Success](#) framework which was revised to align with ACCES' program delivery model.

14. How many coaching sessions do you anticipate being delivered/offered for each cohort?

Ans: The Future Skills curriculum is 48 hours long and it is delivered over a period of two weeks (four 6-hour days each week).

15. Has there been research conducted by ACCES Employment to identify learning needs and employer expectations that resulted in the list of topics included in the RFP? If so, will those results be shared with the successful vendor?

Ans: There is no formal research, rather ACCES's Future Skills curriculum was introduced as an additional component to complement our well-established service excellence framework that integrates industry engagement, sector-specific employment preparation, academic affiliation/technical training, community collaboration, employment retention, and advancement supports. Bidders are welcome to consult the [Skills for Success](#) framework which was revised to align with ACCES's program delivery model.

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