

# Non-Profit Sector Employers' Council

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## Request for Proposals Workforce Portal

### Issued

February 7, 2012

### Closing Date

An electronic version and one hard copy of the response must be received before 2:00 PM, Pacific Time, on **March 23, 2012**

### Contact

**Catherine Crucil, NPS LMP Manager, Vancouver Foundation**  
Suite 1200 – 555 West Hastings Street, Vancouver, BC V6B 4N6  
[CatherineCrucil@VancouverFoundation.ca](mailto:CatherineCrucil@VancouverFoundation.ca) (604) 638-8723

## Overview of Requirement

The Non-Profit Sector Employers' Council (the Employers' Council) manages the Non-Profit Sector Labour Market Partnership (NPS LMP) Agreement between the Ministry of Jobs, Tourism and Innovation and the Vancouver Foundation. The Agreement provides for approximately \$5 million to support non-profit and voluntary sector labour force development.

The Employers' Council seeks to improve the human resource management and workforce capacity of the non-profit sector in British Columbia<sup>1</sup>. As part of these efforts the Employers' Council invites proposals to develop and implement a Workforce Portal (WP) for the sector.

The WP should have the capacity to:

- Register employer job postings and provide an online community-based registry of individuals seeking work in the non-profit sector
- Provide links to and background on various sector umbrella employer associations
- Provide an overview of work done in the sector (and subsectors), including sector mapping
- Consolidate resources for employers to recruit/retain targeted employee groups, particularly those with a growing population base (e.g. youth, aboriginal and immigrant employees)
- Provide online training
- House HR resources such as checklists, legal information, employment standards, government resource guides, standard job descriptions and information on sector-specific HR management practices
- Provide live, interactive tools for peer-to-peer forums/support
- Provide live, real-time advice from an HR professional.

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<sup>1</sup> Additional information on the work of the Non-Profit Sector Employers' Council can be found on the Vancouver Foundation website: <http://www.vancouverfoundation.bc.ca/lmp/index.htm>

## Specific Requirements

The successful Proponent will:

- Develop an Internet portal that has the capacity to house all of the elements noted above in the Overview of Requirement and be accessible to all non-profit organizations in BC
- Provide an implementation plan for the WP, including marketing
- Provide an end User's guide
- Provide an operational guide detailing the WP's specs and maintenance requirements
- Provide a plan to effectively support and manage the live, real-time and interactive components of the WP
- Provide a three-year (post-launch) sustainability and maintenance plan for the WP

The Employers' Council anticipates there will be a second phase to the Workforce Portal project that will include implementation of the plans to market, support, maintain and sustain the WP. It is expected that the next phase will be the subject of another RFP.

## Requirements of Respondent

### Comprehension of Assignment

Indicate your understanding of the project requirements, outlining key success factors and challenges.

### Demonstrated Experience

The Proponent will provide information to illustrate their experience. This should include, but is not limited to:

- A statement of qualifications, concisely describing capabilities and experience
- Resumes of all principals to be involved and their roles and responsibilities for this project, along with three references for similar projects
- A list of comparable websites designed by the respondent, including website addresses.

### Fees and Expenses and Project Costs

The successful proponent is responsible for all costs and expenses incurred during the Project. A firm price to complete the project, not to exceed \$150,000.00, including total fees (including HST) should be included as part of the Proposal.

The Proposal should also outline any separate costs for the various components of the WP including design, development, marketing, training, maintenance, hardware and software, "hosting" of the WP (including management and support of the live and interactive aspects), and any other costs the Proponent deems appropriate. Additionally, the Proponent must include a cost estimate for an evaluation of the Project (See Additional Requirements section below). Please state all costs clearly and completely.

### Approach

Proponents must provide an overview of their approach in designing, developing, testing and launching a website. In addition, proponents must provide a listing of the necessary software and hardware and any additional communication requirements, integrations needs and potential costs necessary to host and maintain the WP.

## Hosting the site

A plan for housing and supporting the site is of particular importance to the Employers' Council. Proposals should include an outline of the necessary elements to effectively, and efficiently support and manage the Workforce Portal.

## Value Add

Proponents should include any information that would add value to their proposal. This could include suggestions for how to generate revenue from the WP.

## Project Plan and Schedule

Proponents are required to provide a summary work plan describing their approach to designing, managing and coordinating the Project. The description should include all primary tasks listed in the Specific Requirements and a tentative schedule for completion of each project component.

## Additional Considerations

- Consideration must be given to ensuring that all tools, processes and resources will work for both large and small organizations and in both urban and the more rural and/or isolated parts of British Columbia.
- The Non-Profit Sector Employers' Council owns the intellectual property produced under Labour Market Partnership contracts. The Employers' Council assigns the Vancouver Foundation to house and make available all project materials and results.
- All proposals must include a budget for an external evaluation to be conducted at a cost of up to 10% of the contract value at no cost to the contractor. Successful contractors will be provided with a list of prequalified evaluators and must choose the evaluator from the list. The Employers' Council must approve the evaluation methodology.
- Information and reports related to previous projects completed under the NPS LMP are available on the Vancouver Foundation website<sup>2</sup>.

## Proposal Evaluation and Award

All Responses (an electronic version and one hard copy) must be submitted **before 2:00PM, March 23, 2012**.

Receipt confirmation of each Response will be provided electronically.

Responses not meeting all mandatory criteria will be rejected without further consideration. Responses that do meet all the mandatory criteria will then be assessed and scored against the evaluation criteria. The Employers' Council will evaluate submissions based on the Proposal Evaluation Criteria outlined below.

All documents, including Responses, submitted to the Vancouver Foundation become the property of the Vancouver Foundation (on behalf of the Employers' Council).

### Mandatory Criteria

The following are mandatory requirements. Responses not clearly demonstrating that they meet them will receive no further consideration during the evaluation process.

- a) The Response must be received at the closing location and submitted by the specified closing date and time, in the specified formats.

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<sup>2</sup> Summaries of all past projects can be found on the Vancouver Foundation website at:  
<http://www.vancouverfoundation.ca/lmp/updates.htm>

- b) The Response must be in English and must not be sent by facsimile.

### Proposal Evaluation Criteria

Responses meeting the mandatory requirements will be further assessed against the following criteria.

Proposal Evaluation Criteria	Points Available
Demonstrated understanding of the assignment, demonstrated experience, approach to the WP, including overview of the project, and proposed working relationship with the Employers' Council	30
Technical solution, requirements, identified issues	20
Site sustainability and maintenance – a detailed plan including how the site will be “housed” and support for the real-time and interactive components	30
Value Add	10
Pricing/Estimated Costs	10
<b>TOTAL POINTS AVAILABLE</b>	<b>100</b>

### Summary of Key Dates

Event	Date
RFP Issued	February 7, 2012
Deadline for inquiries - by e-mail only. All answers will be posted on the Vancouver Foundation website*.	4:00 PM February 24, 2012
Proposals due	2:00 PM, March 23, 2012
Evaluation of Proposals	March 26 to April 20, 2012
Presentations (if required)	Week of April 16, 2012
Expected announcement of successful Proponent	Late April 2012

## Appendix A – Response Covering Letter

Date:

**Vancouver Foundation**  
**1200-555 West Hastings Street**  
**Vancouver, BC V6B 4N6**

Attention: **Catherine Crucil**

Subject: **Response to RFP for Workforce Portal**

The enclosed Response is submitted in response to the above-referenced Request for Proposal.

We have carefully read and examined the Request for Proposal and have conducted such other investigations as were prudent and reasonable in preparing the Response. We are authorized to submit this Response on behalf of the Respondent.

Yours truly,

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*Signature*

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Legal name of Respondent: \_\_\_\_\_

Date: \_\_\_\_\_