

Non-Profit Sector Employers' Council

Request for Proposals Workforce Practices for NPS Employers

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 (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 Columbia¹. As part of these efforts the Employers' Council invites proposals to develop/assemble/lever tools and resources to improve recruitment, retention and human resource management in non-profit organizations for the following groups:

- Aboriginal employees
- Immigrant employees
- Employees with disabilities
- Youth.

In light of the expected increased reliance on these target groups for future employees in British Columbia, and to support healthy and diverse workplaces in the non-profit sector, the Employers' Council is seeking proposals that will improve the ability of employers in the non-profit sector to attract and keep employees from the target groups. It is anticipated that the successful proposal will include tools and resources for employers that support recruitment and retention of these employees through improved leadership, human resource tools and improved workplace cultures.

Successful proposals will include ways to lever existing resources and partner with other entities (e.g. organizations whose focus is human resource management or has a specific focus on one of the target groups) where possible. They will also demonstrate an understanding of the need for tools and resources that are easily accessible and affordable to smaller non-profit organizations.

A separate proposal must be submitted for each target group the Proponent is bidding on. If a Proponent is submitting more than one proposal, they may include information on any interaction between the two proposals, however, each proposal will be evaluated separately.

¹ 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>

It is anticipated that the tools and resources will eventually become part of the NPS Workforce Portal, once it is available. Development of the Workforce Portal is the subject of a separate RFP issued on February 7, 2012. That RFP provides an overview of the expected capabilities of the Portal.

Specific Requirements

The successful Proponent will, for each target group they are proposing on:

- Develop resources and tools that will effectively assist employers to recruit and retain employees in the target group(s) through improved leadership, human resource tools and improved workplace cultures
- Develop appropriate training materials, and
- Provide a plan for dissemination of resources, tools and training.

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, and
- Resumes of all principals to be involved and their roles and responsibilities for this project, along with three references.

Fees and Expenses and Project Costs

The successful Proponent is responsible for all costs and expenses incurred during the Project. A firm price, up to \$100,000.00 for each target group, including total fees (including HST) should be provided as part of the Proposal.

Proposals should also outline any anticipated separate costs such as purchase of copyrighted materials or production of training materials.

Project Plan and Schedule

Proponents are required to provide a summary work plan. The description should include all primary tasks listed in the Specific Requirements and a tentative schedule for completion of each project phase.

Value Add

Proponents may include value add elements in their proposal e.g. ideas for revenue generation.

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. The Contractor does not own any of the project material and results, but is able to use or further develop the project materials, results and tools once they have been made public.

- 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 website².

Proposal Evaluation and Award

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

- The Response must be received at the closing location and submitted by the specified closing date and time, in the specified formats.
- 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, including overview of the project, and any value add	20
Demonstrated experience	15
Proposed resources and tools	25
Proposed training materials	15
Dissemination Plan	15
Pricing/Estimated Costs	10
TOTAL POINTS AVAILABLE	100

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

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 Practices for NPS Employers**

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,

Signature

Name: _____

Title: _____

Telephone Number: _____

E-mail address: _____

Legal name of Respondent: _____

Date: _____