

Non-Profit Sector Employers' Council

Request for Qualifications External Evaluation Consultant

Issued

December 15, 2011

Closing Date

One hard copy response must be received before 2:00 PM, Pacific Time, on Friday, March 9, 2012

Contact

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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 which provides for approximately \$5 million to support non-profit and voluntary sector labour force development.

The Employers' Council is in the process of planning multiple projects to improve the human resource and workforce capacity of the non-profit sector¹. Over the next two years, the Employers' Council will be tendered multiple projects in the following areas:

1. HR Management Standards
2. Executive Leadership Development
3. Recruitment and Retention

The Employers' Council is interested in determine whether its work is achieving the stated goal of improving workforce and human resource capacity in the non-profit sector. To this end, the Employers' Council is interested in engaging an external evaluation consultant for each funded project to develop an evaluation framework and process that will produce information that can be used to determine the ongoing strategic alignment and impact of the Employers' Council.

The evaluation aims to provide a clear overview of the results of each project, assess the implementation strategies used to build human resource and workforce capacity, assess the quality of integration with the overall goals of the Employers' Council, and to assess the likelihood of project sustainability when funding ceases.

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>

Requests for Qualifications

All Responses must be submitted in hard copy before 2:00PM, Friday, March 9, 2012.

Vancouver Foundation staff will check Responses against the mandatory criteria. 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 desirable criteria. The Employers' Council will evaluate submissions based on desirable criteria. The names of successful Respondents will be added to the Employers' Council's List of Qualified Suppliers.

The Response must include a cover letter substantially similar to the cover letter set out in Appendix A and the cover letter must be signed by a person authorized to sign on behalf of the Respondent.

This RFQ is not an agreement to purchase services. The Vancouver Foundation (on behalf of the Employers' Council) is not bound to enter into a Contract with any Qualified Supplier. Responses will be assessed in light of the qualification review criteria. The Vancouver Foundation (on behalf of the Employers' Council) will be under no obligation to receive further information, whether written or oral, from any Respondent.

Notice in writing to a Respondent that it has been identified as a Qualified Supplier will neither constitute a Contract nor give the Respondent any legal or equitable rights or privileges relative to the service requirements set out in this RFQ. Only if a Qualified Supplier and the Vancouver Foundation (on behalf of the Employers' Council) enter into a subsequent full written Contract will a Respondent acquire any legal or equitable rights or privileges.

A Qualified Supplier may withdraw its name from the List of Qualified Suppliers by notifying the Vancouver Foundation in writing. The Vancouver Foundation (upon direction from the Employers' Council) may withdraw a name of a Qualified Supplier from the List of Qualified Suppliers by notifying that Qualified Supplier in writing.

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

Respondent are solely responsible for familiarizing themselves, and ensuring that they comply, with the laws applicable to the collection and dissemination of information, including resumes and other personal information concerning employees and employees of any subcontractors. If this RFQ requires Respondents to provide the Vancouver Foundation with personal information of employees who have been included as resources in response to this RFQ, Respondents will ensure that they have obtained written consent from each of those employees before forwarding such personal information to the Vancouver Foundation. Such written consents are to specify that the personal information may be forwarded to the Vancouver Foundation for the purposes of responding to this RFQ and use by the Vancouver Foundation (on behalf of the Employers' Council) for the purposes set out in the RFQ. The Vancouver Foundation may, at any time, request the original consents or copies of the original consents from Respondents, and upon such request being made, Respondents will immediately supply such originals or copies to the Vancouver Foundation.

Receipt confirmation of each Response will be provided electronically.

Services

External evaluators shall develop an appropriate evaluation methodology to address the objectives noted for each project. The evaluation is encouraged to do the necessary data collection through individual or focus group interviews and observations with relevant project stakeholders and beneficiaries. Upon request, each contract manager will provide one of its staff members as interpreter during the evaluation as needed.

It is anticipated that the project evaluation process will be initiated at the onset of each project and will continue until the project has been completed. The evaluation process should include collection and analysis of document, field visits and interviews, summarizing findings, and drafting a final report.

Although project size will vary considerably, a budget of 10% of the contract value will be established for external evaluation including all fees and expenses.

Pricing

Respondents are required to provide the Appendix B pricing information for each Consultant. Fee rates will be used in evaluating and qualifying Consultants.

Location and Facilities

Projects may require Consultants to work on site from time to time, but Consultants should be prepared to work at their own off-site work location and must be able to be contacted by telephone, fax and e-mail. Consultants should have access to standard office automation tools (i.e., e-mail, MS Word, MS Excel, and MS PowerPoint).

Project locations may be in any area of the province.

Use of List

The guidelines for use of the List of Qualified Suppliers are subject to change from time to time as the Vancouver Foundation (upon direction from the Employers' Council) may deem necessary, without notice to the Consultants or firms on the List.

The List of Qualified Suppliers will be in effect until March 31, 2014

The Vancouver Foundation (on behalf of the Employers' Council) may, in its sole discretion, from time to time, use the List of Qualified Suppliers in connection with projects or assignments. The criteria for selecting Qualified Suppliers for each project or task will vary, depending upon the requirements of the applicable project or task and could involve requiring a Consultant to have a certain demonstrated experience and proficiency level in evaluation depending on the specific requirements of the project or assignment.

Any Contracts entered into with a Qualified Supplier will be between the Vancouver Foundation (on behalf of the Employers' Council) and the individual Consultant where the Qualified Supplier is the individual Consultant, and

Qualified Suppliers may be contacted on an "as, if and when requested" basis and may be contacted directly or asked to compete on opportunities for the provision of services in accordance with the selection method set out below or as revised by the Vancouver Foundation (on behalf of the Employers' Council) and communicated to all Qualified Suppliers from time to time. If a Qualified Supplier's requested Consultant is unavailable for a contemplated project or assignment, the Qualified Supplier may propose a substitute resource to the Vancouver Foundation (on behalf of the Employers' Council) for evaluation and consideration.

The Vancouver Foundation (on behalf of the Employers' Council) may select a Qualified Supplier from the List using one or more of the following selection methods:

- a) If the estimated Contract value is less than \$25,000 the Vancouver Foundation (on behalf of the Employers' Council) may directly invite a Qualified Supplier to provide a quotation based on Consultant availability and on specified requirements (e.g., deliverables, milestones, term etc.) of the project or assignment with the intent to enter into Contract negotiations with that Qualified Supplier;

- b) If the estimated Contract value is \$25,000 or more and less than \$75,000, the Vancouver Foundation (on behalf of the Employers' Council) may directly invite a Qualified Supplier to provide a quotation based on Consultant availability and on specified requirements (e.g., deliverables, milestones, term, etc.) of the project or assignment with the intent to enter into Contract negotiations with that Qualified Supplier if it can be verified by the Vancouver Foundation (on behalf of the Employers' Council) that only one Qualified Supplier has a Consultant that is available to undertake the project or assignment or, has the necessary qualifications to carry out the project or assignment based on the Vancouver Foundation (on behalf of the Employers' Council)'s specific assessment of the Consultant qualifications.
- c) If the estimated Contract value is \$25,000 or more and less than \$75,000, and more than one Qualified Supplier has a Consultant available who has the necessary qualifications to carry out the project or assignment based on the Vancouver Foundation's specific assessment of the Consultant qualifications, the Vancouver Foundation may, in its sole discretion, use a competitive or other selection process between a minimum of three (if available) such Qualified Suppliers that evaluates each Qualified Supplier's available Consultants, proposed approach, pricing, or other elements required for the project or assignment. The Vancouver Foundation (on behalf of the Employers' Council) may in its sole discretion consider other Qualified Suppliers' available Consultants that, in the Vancouver Foundation's (on behalf of the Employers' Council) sole opinion, meet the Vancouver Foundation's qualification criteria for the project or assignment (e.g., specialization, experience level, etc.).
- d) If the estimated Contract value is \$75,000 or more, and more than one Qualified Supplier has a Consultant available who has the necessary qualifications to carry out the project or assignment based on the Employers' Council's specific assessment of the Consultant qualifications, the Vancouver Foundation (on behalf of the Employers' Council) will invite all such Qualified Suppliers to compete for the project or assignment.

Qualified Suppliers will immediately, during the period that the List is in effect, advise the Vancouver Foundation of any material changes to the information contained in their Response.

The Vancouver Foundation (upon direction from the Employers' Council) has the sole discretion to remove a Qualified Supplier from the List of Qualified Suppliers for unsatisfactory performance by a Qualified Supplier in a Contract or for failing to meet the requirements for staying on the List of Qualified Suppliers as set out in this RFQ or as may be communicated by the Vancouver Foundation (on behalf of the Employers' Council) from time to time.

The Vancouver Foundation has no obligation to:

- a) inquire as to the availability of a substitute Consultant when advised by a Qualified Supplier that the Consultant named on the List is not available for a particular project;
- b) evaluate or accept any substitute Consultant proposed by a Qualified Supplier;
- c) enter into a Contract with any one or more Qualified Suppliers; or
- d) invite any one or more Qualified Suppliers to participate in competitive processes for a Contract.

The Vancouver Foundation (upon direction of the Employers' Council) reserves the right, in its sole discretion, to:

- a) employ open competitions that include suppliers external to the List of Qualified Suppliers;
- b) otherwise engage suppliers external to the List of Qualified Suppliers in connection with any project required by the Vancouver Foundation (on behalf of the Employers' Council); and

- c) at any time, cancel, extend, expand or make a call to the market-place to renew the List of Qualified Suppliers.

The Vancouver Foundation (on behalf of the Employers' Council) may not necessarily select the Qualified Supplier offering the lowest rates, and may also review the qualifications or other criteria required for a specific project.

The Vancouver Foundation (upon direction from the Employers' Council) may, in its sole discretion, consider subsequent requests for inclusion on the List of Qualified Suppliers after June 1, 2012 and during the term of the List. Any such requests will be subject to those Respondents submitting their qualification information for review in the same manner as originally outlined in this RFQ. There is no assurance that the Vancouver Foundation (on behalf of the Employers' Council) will require any future additions to the List or will accept any requests for inclusion.

Qualifications Review Criteria

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 or submitted by the specified closing date and time.
- b) The Response must be in English and must not be sent by facsimile.
- c) The Response must include a completed form, in substantially the same form as Appendix B, for each Consultant to be considered.

Desirable Criteria

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

Desirable Criteria	Points Available
Demonstrated Evaluation experience.	60
Relevant education and professional designations.	20
Hourly fee rate.	20
TOTAL POINTS AVAILABLE	100

Qualifications Review Stages

- i. **Stage 1:** Responses will be checked for compliance with the Mandatory Criteria. Responses that do not meet the mandatory requirements will receive no further consideration.
- ii. **Stage 2:** Consultants will be assessed by the Employers' Council on their education, professional and other designations, skills, relevant experience and hourly fee rate as presented in their submitted Appendix B and résumé. The Vancouver Foundation (upon direction by the Employers' Council) reserves the right to interview Consultants when reviewing these criteria for clarification purposes.

- iii. **Stage 3:** Reference checks may be done by the Vancouver Foundation (on behalf of the Employers' Council) during the qualifications review and the term of the List to confirm any submitted Appendix B information about Consultants. The Vancouver Foundation (on behalf of the Employers' Council) reserves the right to contact references other than those provided by the Respondent. If any of the references are unsatisfactory to the Employers' Council, the Consultant may be excluded or removed from the List of Qualified Suppliers in the Employers' Council's sole discretion.
- iv. **Stage 4:** Respondents will be notified of their status on the List of Qualified Suppliers.

Response Details

Responses are to be submitted in the following format and sequence to ensure that they receive full consideration during evaluations and that the evaluations themselves may be handled in an efficient and consistent manner. All pages should be consecutively numbered.

- a) The Response covering letter set out in Appendix A;
- b) A 1-2 page corporate information overview of the Respondent firm, e.g., types of services offered, length of time in business, and accomplishments;
- c) A completed form, in substantially the same form as Appendix B.
- d) List the Experience/Skill Areas by letter (e.g., a. and d.) in the Skill Areas column of Appendix B for a described project or assignment.
- e) A résumé (maximum two pages) for each Consultant, containing information on the Consultant's education, relevant employment history including positions held and their duration, relevant skills and experience and professional designations and affiliations.

Appendix A – Response Covering Letter

Date:

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

Attention: **Catherine Crucil**

Subject: **List of Qualified Suppliers – External Evaluation**

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

We have carefully read and examined the Request for Qualifications 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: _____

Appendix B – Consultant Qualification Summary

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Respondent's Legal Name:

Consultant's Name:

Consultant's Primary Office Address:

Consultant's Contact Information:

Phone

Fax

e-mail

Consultant's Degrees, Certificates, Diplomas or Professional Designations Held or Earned:

Degree, Diploma, Certificate or Designation

Issuing Institution or Association

Date Conferred or Awarded

Hourly Fee Rate for Evaluation			
Assignment Term	Year 1	Year 2	Year 3
	\$/Hour	\$/Hour	\$/Hour
0-30 days:			
31-90 days:			
91-365 days			

Consultant's Availability

Please provide details of the Consultant's expected availability over the coming months.

Consultant's Demonstrated Evaluation Experience – Assignments/Projects	Skill Areas	Client Reference(s)
<i>Provide specific details about a project/assignment you have been engaged on to clearly demonstrate your expertise in Evaluation. For example, indicate the time length of the assignment, details about its value and impact of the client organization, your role and accomplishments in the assignment etc.</i>	<i>Indicate the experience/skills employed in the assignment or project from those listed in the RFQ's .</i>	<i>Provide: Client Organization (i.e., project or assignment owner) Client Contact Contact's Title Contact's telephone number Contact's e-mail</i>

Provide specific details about a project/assignment you have been engaged on to clearly demonstrate your expertise in Evaluation. For example, indicate the time length of the assignment, details about its value and impact of the client organization, your role and accomplishments in the assignment etc.

Indicate the experience/skills employed in the assignment or project from those listed in the RFQ

*Provide:
Client Organization (i.e., project or assignment owner)
Client Contact
Contact's Title
Contact's telephone number
Contact's e-mail*

Add additional assignments/projects as you wish.