



The Algonquin College of Applied Arts and Technology

Request for Quote

For

**Ottawa Employment Hub – LEPC (Algonquin College)
Mentorship Program to Address a Gap in
Employment-related Mentoring for Youth**

Request for Quote Number: 16017

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**Quote Submission Deadline: 2 pm on November 8, 2016 Local Time in Ottawa, Ontario,
Canada**

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1. BACKGROUND

Algonquin College

Algonquin College of Applied Arts and Technology was established in 1967 following the merger of the Eastern Ontario Institute of Technology (established 1957) and the Ontario Vocational Centre (established 1965). It is named after the First Nations people who originally inhabited the territory on which the College was founded.

Dedication to student success is Algonquin College's guiding principle. This is demonstrated through the quality of its programs and staff, the continual expansion of its facilities, and the forging of strategic partnerships. Every action taken since Algonquin College was established has been aimed at ensuring students have access to the education and skills training required to launch a rewarding career.

In 2016 the College celebrates 49 years as a leader in post-secondary education. It has expanded significantly since its establishment and continues to grow today. All three Ontario Algonquin College Campuses have undergone major expansion projects, with new Perth and Pembroke Campuses, as well as the new Algonquin Centre for Construction Excellence and Robert C. Gillett Student Commons at the Woodroffe campus. The College has further extended its reach by establishing a campus in Kuwait and forging international partnerships with institutions in India, Montenegro, China, and Kazakhstan.

With approximately 20,000 full-time students, 43,000 part-time, continuing education registrations, and more than 1,300 international students from over 100 countries, Algonquin College is the largest college in Eastern Ontario. It is a leader in the integration of technology into learning and currently offers 159 Ontario College Programs (30 Ontario College Certificates, 67 Ontario College Diplomas, 26 Ontario College Advanced Diplomas, 36 Ontario College Graduate Certificates) delivered through a variety of different platforms.

Building on the work done over the past four years at Labour Market Ottawa, Algonquin College won the bid to administer an 18-month Local Employment Planning Council (LEPC) pilot for the Ottawa community in December 2015. The Ministry of Advanced Education and Skills Development (MAESD) will fund the program from December 2015 to May 2017.

Mission

To transform hopes and dreams into skills and knowledge, leading to lifelong career success.

Vision

To be a global leader in digitally-connected applied education and training.

Values

All staff, faculty, employees and services at Algonquin College are expected to work and learn with the College values in mind:

- **Caring**
We have a sincere and compassionate interest in the well-being of the individual.
- **Learning**
We believe in the pursuit of knowledge, personal growth and development.
- **Integrity**
We believe in trust, honesty and fairness in all relationships and transactions.
- **Respect**
We value the dignity and uniqueness of the individual. We value the equity and diversity in our community.

Local Employment Planning Council

Algonquin College is administering an 18-month Local Employment Planning Council (LEPC) pilot for the Ottawa community. The College will work with its formal LEPC partners - Ottawa Chamber of Commerce, Ottawa Community Coalition for Literacy and Employment Ontario Ottawa Network. As one of eight LEPCs being piloted in Ontario, the program is funded by Employment Ontario, who has defined the initiative as follows:

"Expanding the activities of existing Local Boards...the new LEPC pilots will have greater capacity to provide funding for community-based projects to support the local workforce, improve coordinated planning of employment and training services, and help employers, workers and people looking for work make informed choices about training and careers. LEPCs will also improve local labour market information to assist communities to better anticipate local labour gaps, and current and future employment opportunities." - David Fulford, ADM, Employment & Training, MAESD

MAESD has also described the purpose of the LEPC initiative as being "to create a network of intermediaries aimed at improving conditions in local communities through improved collection and dissemination of local labour market information, and community engagement to drive local approaches in the planning and delivery of employment and training services."

Finally, MAESD has outlined the following principles to help guide pilot activities. LEPCs will:

- be as 'local' as possible, considering the unique context of pilot communities;
- ensure local planning and service coordination is integrated and encompasses Employment Ontario as well as other locally delivered employment, training, human and support services;
- assist all stakeholders, particularly service providers and employers, to attain a shared understanding of issues affecting local labour market supply and demand through the collection and dissemination of labour market information which is relevant to the local context; and
- foster collaboration amongst all stakeholders within the community, including other ministries and other levels of government.

Taking into account the mandate outlined above, Ottawa's Local Employment Planning Council worked together with its Executive Steering Group to outline its Core Ideology; this work resulted in the articulation of a Core Purpose and Core Values. The Core Purpose describes why the LEPC has been established, while Core Values embody the desired operating style of the organization.

The core purpose of Ottawa's LEPC is "To create and support a collaborative network of diverse stakeholders in order to shape an innovative employment environment for Ottawa." The core values that will guide how we work toward this purpose are based on the first four governance guiding principles:

Core Values

- **TRANSPARENCY:** Nothing is hidden; it is obvious what and how things are done in the LEPC
- **ACCOUNTABILITY:** Results are "owned"; responsibilities are clear and progress is monitored
- **FAIRNESS:** All are treated equitably; processes are clear, unbiased and respectful
- **DIVERSITY:** Membership is inclusive; consultations engage diverse stakeholders

Algonquin College Purchaser's Code of Ethics

Goal: To ensure ethical, professional and accountable procurement activities at Algonquin College.

Personal Integrity and Professionalism

All College staff involved in procurement activities of any kind for the College must act, or be seen to act with integrity and professionalism. Honesty, care and due diligence must be integral to all procurement activities within and between the College, Suppliers and other stakeholders. Respect must be demonstrated for each other and for the environment. Confidential information must be safeguarded. All participants must not accept gifts and/or favours, provide preferential treatment, publicly endorse Suppliers or products or engage in any other activity that would create or appear to create a conflict of interest.

Accountability and Transparency

Procurement activities must be open and accountable. In particular, tendering, contracting and purchasing activities must be fair, transparent and conducted with a view to obtaining the best value for public money. All College staff must ensure that scarce public sector resources are used in a responsible, efficient and effective manner.

Compliance and Continuous Improvement

All individuals involved in any kind of procurement for the College must comply with this Code of Ethics and the laws of Canada and Ontario. Participants should continuously work to improve supply chain policies and procedures, to improve supply chain knowledge and skill levels, and to share leading practices.

2. SCOPE OF WORK

LEPC 2016-2017 Strategic Deliverable

The project for which we are seeking a proposal touches on a Key Strategic Area in which all eight LEPC pilots across Ontario engage:

- **Integrated Planning** – MAESD-defined mandate *"Serving as a central point of contact and key facilitator for linking employers, service providers, other ministries and levels of government and other community groups to identify and respond to labour market and workforce development challenges and opportunities, and gaps in employment and training and human and social services, through collaborative planning."*

Integrated Planning

Under this strategic theme, the Ottawa LEPC identified **Strategic Priority #2** as being to "Facilitate access for students, job seekers and employers to a broad range of mentorship programs in Ottawa." The Strategic Deliverable identified for the pilot year (running until May 2017) is ***"Fund the enhancement of an existing program/initiative or pilot of a new program to address an identified mentorship program gap."***

STRATEGIC GOAL

Consultations over the past two years with service providers and employers show a need for increased local understanding of mentorship programs, and highlights specific local solutions to potentially promote and leverage. 2016 LEPC consultations pointed to the need for mentorship programs. Central Planning Table identified the need to understand what is currently available and then fund an initiative to address any mentorship gaps identified (i.e., for a specific population or sector). Initial research pointed to potential gaps in services and the Central Planning Table determined that employment/career mentoring for youth was a gap that should be addressed by this pilot project.

Expected Outcome

- LEPC conducts a Call for Proposals process and selects and funds the successful organization in a fair and transparent process.
- An identified service gap is addressed and a mentorship program is created or leveraged to meet a specific local need (in this case, employment/career related mentoring for youth was identified as a gap in Ottawa).

Rationale for proposed activities

Central Planning Table (CPT) identified the need to provide students, job seekers and employers with ready access to a broad range of mentorship programs in Ottawa. Consultations over the past two years with service providers and employers show a need for increased local understanding of mentorship programs, and highlights specific local solutions that could be promoted and leveraged. They also reported that they felt that more mentorship programs could support specific populations and/or industry sectors. This was reiterated in our 2015 interviews with 30 employers and 2016 LEPC consultations where the need for more, targeted mentorship programs was also identified; there was little agreement, however, on exactly what area these programs should focus on, and somewhat limited understanding of the full range of existing mentorship programs.

One of the Integrated Planning deliverables is to create this "menu" of programs in Ottawa and to identify any gaps. This activity would be designed specifically to address an identified local gap that comes out of that project. Initiating a Call for Proposals process and funding a service provider who has expertise in the mentorship area was seen as the best approach to take to action the findings of the LEPC initiative.

3. DELIVERABLES

Project Requirements

LEPC Expected Outcome - An identified service gap is addressed and a mentorship program is created or leveraged to meet a specific local need (in this case, **employment/career related mentoring for youth** - ages 15-29 was identified as a gap in Ottawa).

The LEPC has a maximum of **\$19,000 plus HST** available for a **five-month pilot** which can run until **April 2017**.

We are seeking proposals to address the above gap and would ask proponents to provide the following information in a Word document:

Gap Being Addressed

- Briefly describe the need for the project. Describe the mentorship program gap that the proposed pilot would address; this should include evidence of the program gap. (maximum 500 words)
- Give details of specific youth groups that will be targeted by, and directly benefit from, the proposed pilot. (maximum 250 words)
- Describe how the proposed program/enhancement will address the identified need for the specific target population. (maximum 250 words)

Proposed Approach

- Describe the approach being taken in the proposed program/enhancement, including key milestones. (maximum 500 words)
- Describe how your proposed approach is different from existing programs in Ottawa or how it will increase the impact of an existing program. (maximum 250 words)
- Reference any research/evidence that substantiates that your proposed approach will have an impact on the need identified (maximum 250 words)
- Outline the outcomes of the proposed pilot and what criteria your organization will use to determine whether the project was successful. (maximum 250 words)

Identified Risk and Mitigation Strategy

- Identify any risk associated with the proposed approach and steps taken to mitigate this risk. (maximum 250 words)

Demonstrated Experience and Capability

- Briefly describe and provide examples of experience that your organization has with managing similar projects. Outline any partnerships being formed to increase your capability (maximum 500 words)

Proposed Budget

- Provide a breakdown of costs (indicating staffing requirements, operational expenses, and any administrative overhead). Include a description of how the pilot provides value for money (i.e., number of youth served, depth of project vs. breadth of project, leveraging of additional funds and/or partnerships/support). (maximum 500 words)

Please note that in order to be considered for this project, your proposal must clearly demonstrate how your mentorship program has an **employment/career component**.

4. WORKPLAN

Proponents should provide a detailed work plan outlining their responses to the above ten questions organized under the following headings.

- Gap being addressed (identified project need, target audience and how the pilot will address the need)
- Proposed approach (including key milestones, evidence of impact of approach, and outcomes)
- Identified risk and mitigation strategy
- Demonstrated experience and capability of proponent (including proposed partnerships)
- Proposed budget (including demonstrated value for money)

5. REFERENCES

Proponents should provide three references (Appendix A) as evidence that they have completed projects similar in size and scope to the Purchaser's for which the Proponent has provided the same or similar deliverables within the past three years.

6. REQUIREMENTS

6.1 Term

The Term of the project is intended to be for a period of approximately five (5) months, with all deliverables required by April 30, 2017.

The successful Supplier will receive a Contract Award Letter confirming the award of the project. Once this letter has been signed by both parties a purchase order will be issued by the Purchasing Department.

6.2 Personnel

The Supplier should submit information related to the qualifications and experience of its personnel who will be assigned to provide the Deliverables which will include resumes, documentation of accreditation, and/or letters of reference, along with other documentation the Purchaser may request.

6.3 Payment Terms

Standard payment terms are net thirty (30) days.

6.4 Proof of Insurance

The Supplier agrees, if selected, to carry insurance as outlined below. The selected Supplier must provide proof of such insurance coverage in the form of a valid certificate of insurance prior to the release of the Purchase Order by the College as follows:

- Commercial general liability with limits of not less than \$2,000,000 per occurrence.
- Automobile liability policy with limits of not less than \$2,000,000 including leased vehicles if applicable.
- Algonquin College to be named as an additional insured, and be provided with notice if the policy is cancelled.

6.5 Conflict of Interest

Each Supplier must include in its quote a confirmation that the Supplier does not and will not have any conflict of interest (actual or potential) in submitting its quote or, if selected, in relation to the Contract.

6.6 Pricing

Provide the total cost before tax. Please note that the maximum funds available for this project is **\$19,000** CANADIAN \$ (excluding HST).

6.7 Quote Acceptance

The lowest price quote or any quote shall not necessarily be accepted. While price is an evaluation criterion, other evaluation criteria will form a part of the evaluation process. An evaluation committee will assess proposals against the following rating criteria.

- Gap being addressed (identified project need, target audience and how the pilot will address the need) *(20 points)*
- Proposed approach (including key milestones, evidence of impact of approach, and outcomes) *(30 points)*
- Identified risk and mitigation strategy *(10 points)*
- Demonstrated experience and capability of proponent (including proposed partnerships) *(20 points)*
- Proposed budget (including demonstrated value for money) *(20 points)*

6.9 Submission

Quote submissions must be received on or before 2:00:00 pm on November 8, 2016 via email to Audrey Michaud, michaua@algonquincollege.com

APPENDIX A – REFERENCE FORM

Each Supplier is required to provide three (3) references from organizations similar in size and scope to the Purchaser’s for which the Supplier has provided the same or similar Deliverables within the past three (3) years.

The Purchaser, in its sole discretion, will confirm the Supplier’s experience and or ability to provide the services required and described in its quote by checking the Supplier’s references and the provision of the references by the Supplier is deemed to be consent to such confirmation/contact with the references.

Reference #1

Company name:	
Company address:	
Contact name:	
Contact telephone number:	
Contact email address:	
Date work undertaken:	From: _____ To: _____
Nature of services:	

Reference #2

Company name:	
Company address:	
Contact name:	
Contact telephone number:	
Contact email address:	
Date work undertaken:	From: _____ To: _____
Nature of services:	

Reference #3

Company name:	
Company address:	
Contact name:	
Contact telephone number:	
Contact email address:	
Date work undertaken:	From: _____ To: _____
Nature of services:	

Consent to contact references:
I hereby consent for the purchaser to contact any of the references for the purposes of evaluating this proposal.

Printed Name _____ Signature _____ Date _____