

INDUSTRY ASSOCIATION/INTERMEDIARY CALL FOR PROPOSALS

Ottawa Employment Hub would like to invite you to submit an **expression of interest regarding possible projects that can be undertaken in partnership with an industry association or other sector-focused organization to address a sector or cross-sector labour market opportunity or challenge in Ottawa.**

We are happy to speak with you regarding your ideas and recommend other organizations with whom you might like to partner on a proposal, as well as how we can provide assistance in our capacity as the Local Employment Planning Council.

The maximum funding available is \$20,000 plus GST, and projects need to be completed by September 2018. Projects can address an Ottawa specific issue or pilot a new approach or initiative in Ottawa that can have impact regionally, provincially or nationally.

We are seeking proposals to address a **local industry workforce opportunity or challenge** and would ask proponents to provide the following information in a Word document:

Opportunity or Gap Being Addressed

- Briefly describe the need for the project. Describe the workforce opportunity or gap that the proposed project would address; this should include evidence of the gap or opportunity. (maximum 500 words)
- Give details of population groups and/or sectors that will be targeted by, and directly benefit from, the proposed project. (maximum 250 words)
- Describe how the proposed project will address the identified need for the specific target population and industry sector(s). (maximum 250 words)

Proposed Approach

- Describe the approach being taken in the proposed project, including key milestones. (maximum 500 words)
- Describe how your proposed approach is different from existing initiatives in Ottawa or how it will increase the impact of an existing program. (maximum 250 words)
- Describe how your proposed approach will create or leverage community collaboration and partnerships (maximum 250 words)
- Outline the outcomes of the proposed project and what criteria your organization will use to determine whether the project was successful. (maximum 250 words)

Demonstrated Experience and Capability

- Briefly describe and provide examples of experience that your organization has with managing similar projects. Identify any risk associated with the proposed project and steps taken to mitigate this risk. 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, reflecting items such as number of participants/target audience/reach, depth of project or breadth of project, leveraging of additional funds and/or partnerships/support). (maximum 500 words)

SUBMISSION

Proposal submissions must be received on or before **10:00 a.m. on May 4, 2018** via email to argylei@algonquincollege.com

SELECTION PROCESS: Ottawa Employment Hub will bring together members of our Industry Engagement working group, with a Central Planning Table and Executive Steering Group member, to assess and choose the successful proposal based on the criteria outlined below.

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 project will address the need) *(30 points)*
- Proposed approach (including key milestones, evidence of impact of approach, and outcomes) *(30 points)*
- Demonstrated experience and capability of proponent (including risk mitigation and proposed partnerships) *(20 points)*
- Proposed budget (including demonstrated value for money) *(20 points)*