

REQUEST FOR PROPOSAL (RFP)
CONNECT2SKILLS MOTIVATIONAL FACILITATOR

FOUR COUNTY LABOUR MARKET PLANNING BOARD
111 JACKSON ST. S, STE 1, BOX 1078
WALKERTON, ON N0G 2V0

JUNE 1ST, 2018

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1. SUMMARY AND BACKGROUND

The Four County Labour Market Planning Board (www.planningboard.ca) is seeking proposals for a **Motivational Facilitator**.

The Planning Board plans and promotes local labour market strategies to meet the challenges of a changing economy. The Planning Board plays a leadership role in the development of innovative labour market strategies by:

- Providing reliable research
- Identifying employment trends
- Targeting workforce opportunities
- Promoting skills development
- Raising public awareness of workforce issues

The Planning Board accomplishes its mandate by working collaboratively with business, workforce and community organizations to plan and initiate projects and programs that address the specific needs of workforce development in Bruce, Grey, Huron and Perth counties.

The Planning Board currently holds contracts for SkillsAdvance Ontario (SAO) projects in Bruce, Grey and Perth counties. SAO offers in-class industry training and job placements for individuals seeking employment in manufacturing (Perth) or hospitality and tourism (Bruce County & Grey County). Program participants learn key industry skills while receiving financial aid to help with temporary barriers.

2. PROPOSAL GUIDELINES

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until 4 pm EST June 8, 2018. Any proposals received after this date and time will be returned to the sender. All proposals must be signed by an official agent or representative of the company submitting the proposal.

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3. PROJECT DESCRIPTION AND SCOPE

The role of the Motivational Facilitator will be to assist with classroom delivery for approximately 6-12 days per month, for 9 months (June 2018 - February 2019) at multiple sites in Perth, Bruce and Grey. The successful applicant must be flexible to travel within this geographical area on dates to-be-determined in consultation with the Planning Board's Executive Director.

The successful bidder will have a demonstrated history of presenting motivational seminars and/or similar classroom teaching experience. He or she will have previously developed – or be willing to develop – curriculum that can meet the needs of individuals who are new to or re-entering the workforce. Such individuals may have multiple barriers to employment such as: health concerns (including substance abuse and other mental health issues), educational barriers (including learning disabilities/differences), economic barriers (including struggles securing adequate housing, transportation, childcare), and broad employment barriers (including challenges with time management, interpersonal communication skills and work ethic).

4. REQUEST FOR PROPOSAL AND PROJECT TIMELINE

Request for Proposal Timeline:

All proposals in response to this RFP are due no later than 4pm EST June 8, 2018.

Evaluation of proposals will be conducted from June 4, 2018 until June 6, 2018. If additional information or discussions are needed with any bidders during this time period, the bidder(s) will be notified.

The selection decision for the winning bidder will be made no later than June 8, 2018.

Upon notification, the contract negotiation with the winning bidder will begin immediately. Contract negotiations will be completed by June 13, 2018.

Notifications to bidders who were not selected will be completed by June 6, 2018.

Project Timeline:

June 18 – February 28, 2019.

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5. BUDGET

The proposed budget must be all-inclusive and reflect:

- Curriculum development (addressing the needs of this student population, as noted above)
- Classroom instruction time
- Travel costs

The total proposed budget cannot exceed \$1,200 per day or \$64,800 total.

6. PROPOSAL EVALUATION CRITERIA

The Four County Labour Market Planning Board will evaluate all proposals based on a demonstrable history of motivational speaking/facilitation, a proposed curriculum outline that reflects the needs of our target population, the presenter's flexibility around travel/scheduling, and the proposed total budget.

Please submit proposals, including a curriculum description and total budget to:
Gemma Mendez-Smith, Executive Director
Four County Labour Market Planning Board
executivedirector@planningboard.ca

Proposals will be accepted until 4pm on Friday June 8, 2018.

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