

Application Guidelines

**Request for Proposals (RFP)
for Independent Contractor Opportunity for:**

English Language Instructors

For the period January 9, 2017 to March 31, 2017

Issued: Tuesday, December 20, 2016

Application Deadline:

Sunday, December 25, 2016 at 11:00 pm

1. ACCES Employment Overview:

Our Vision

A fully inclusive labour force that reflects the diversity, skills and experience of Canada's population.

Our Mission

ACCES Employment assists job seekers from diverse backgrounds facing barriers to employment, to integrate into the Canadian job market. We achieve this by providing employment services, linking employers to skilled people and building strong networks in collaboration with community partners.

ACCES Employment has over 30 years of experience delivering a broad range of effective employment services to all job seekers in the communities we serve, and we specialize in serving internationally-trained individuals. In 2015-2016, ACCES delivered Employment Ontario services to over 20,000 clients at our 5 GTA locations - Toronto, Scarborough, North York, Mississauga and Brampton. As a not-for-profit corporation, ACCES receives funding from all levels of government, corporate sponsors, various supporters and the United Way of Toronto.

As an Employment Ontario service provider, ACCES offers fully equipped resource centres, information and referral services, individualized employment counseling, job search workshops, and direct employer placement and post-hire supports across all 5 of our locations.

ACCES has integrated a unique series of sector-specific training programs into our core employment services. These programs help newcomers to find and maintain employment in Canada that reflects their professional experience, skills and education. Our programs include: *Engineering Connections, Financial Services Connections, Human Resources Connections, Sales and Marketing Connections, IT Connections, Supply Chain Connections, Leadership Connections, Entrepreneurship Connections, Youth Jobs Connections, Canadian Employment Connections, Employment Connections for Newcomer Youth, and the Trades Project*. We also provide workplace language and communications training through our *Talk English Cafés* and our *Language for Workplace Connections* program. As well, ACCES has over 12 years of experience delivering the *START* program, a pre-employment program for women which combines computer training with a life skills and employment preparation curriculum.

For additional information about our services, please visit our website at www.accesemployment.ca

2. The Request for Proposal:

This Request for Proposals (RFP) is issued by ACCES Employment (ACCES) for the purpose of identifying organizations or individual professionals that may qualify to be awarded a temporary contract related to the services described in **Section 8 – Project Goals**.

Interested parties are asked to read this invitation carefully and are invited to submit an application in accordance with these instructions.

3. ACCES is not Committed to Applicant's Expenses:

The application process will not necessarily result in a commitment to sign a contract with the Applicant. ACCES shall not be liable for any expenses incurred by any Applicant, including the expenses associated with the cost of preparing the Application.

4. Distribution of the Request for Proposals:

This RFP has been released:

- By notice to a broad spectrum potential applicants as identified by ACCES
- By publication on ACCES's website
- By publication on Charity Village's website
- By publication on Settlement.org's website
- TESL Ontario

5. Entering into a Contract with ACCES:

The successful applicant will be required to sign a Master Service Agreement (MSA) and a Statement of Work (SOW) with ACCES. The (MSA) will be signed with a termination date of March 31, 2018. Subject to funding renewal, a yearly (SOW) will be issued at the beginning of each fiscal year outlining the scope of work, payment terms, and additional details.

Please be advised that successful Applicants will be required to:

- a) provide the services for a defined period of time;
- b) provide monthly invoices to ACCES on account of their services;
- c) provide ACCES with an HST number for their business; and
- d) report their income and directly remit the payment of all taxes or payments assessed or levied against or in respect of their business, including income tax, Canada Pension Plan, and all other premiums or levies required by law to the appropriate Government Agency.

In addition:

- Applicants responding to this RFP may not have any personal or business interest that would present an actual, potential or apparent conflict of interest with the performance of the contract to be awarded. The successful applicants will be required to adhere to all ACCES HR Policies.
- Organizations responding to this RFP may be required to provide proof of Liability Insurance Certificate and WSIB.

6. External Factors:

ACCES reserves the right to withdraw this RFP or terminate the resulting contract within the terms of the contract without penalty.

ACCES programs and services receive funding from various sources and therefore all contracted services are subject to budget constraints.

7. Selection Process:

ACCES will review all applications. Applications will be judged based on the quality of response, experience, qualifications and cost.

References will also be included as part of the evaluation.

Interviews may be requested by the ACCES Selection Committee, in addition to a requirement for additional written materials, to ascertain the qualifications of applicants.

ACCES reserves the right to reject any or all proposals. Proposals may be rejected if incomplete, illegible or conditional.

8. Project Goals:

ACCES is currently seeking Language Instructors to facilitate our concurrently running Language Training through Practical Learning (LTTPL) L1 and L2 at our Mississauga and North York locations. Applicants must be available to teach from 9:00 am to 3:30 pm, according to Program schedule:

Four instructors/facilitators are available within this RFP:

- LTTPL L1 Mississauga
- LTTPL L1 North York
- LTTPL L2 Mississauga
- LTTPL L2 North York

On completion of both modules, participants must be able to demonstrate suitable language proficiencies to be able to be placed in job opportunities in the field of construction safely or to join construction-focused pre-apprenticeship training.

9. Scope of Services:

- Contractor will facilitate classes for the Language Training Through Practical Learning (LTTPL) at ACCES Mississauga and North York according to program schedule
- Teach CLB 2- or 3 class of Syrian newcomers with a background in construction trades according to course curriculum and relevant CLB documents
- Design and provide professional, appropriate and motivational lesson plans, consistent with the curriculum provided, adult education principles and teaching methods, and students' language and employment needs
- Use a variety of educational methods, including various media, facilitation, small and large group discussion and activities
- Provide formative and summative assessments
- Liaise with guest speakers, volunteers and other team members contributing to the program

- Work closely with the Manager, Trades Project to ensure appropriate coordination of program components

10. Qualifications, including any professional certifications:

- B.A. or equivalent in relevant field, engineering or construction an asset
- Certified in TESL from a recognized institution, or CELTA or TESL Ontario Certified
- At least 2 years' experience teaching ESL or LINC, preferred teaching experience with CLB Levels 2 and 3
- Excellent knowledge of Canadian Language Benchmarks and experience using CLB Exit Assessment Tasks for CLB Levels 2-3
- Experience working with tradespersons would be an asset
- Demonstrated experience working with adults of diverse cultural backgrounds
- Knowledge of integration issues faced by newcomers including job search techniques and leads, employment related vocabulary, and professional terminology
- Highly proficient computer skills with knowledge of ESL educational software, MS Suite (Word, PowerPoint and Publisher) the Internet and email communication
- Flexible to travel within GTA, Mississauga and North York

11. How to Apply:

All applications must:

- Enclose a Curriculum Vitae (CV)
- Enclose a cover letter outlining your relevant qualifications and professional experiences
- Enclose a copy of your TESL certificate
- Select one of the four positions available
- Enclose a sample lesson plan or sample curriculum relevant to the Trades project
- Provide a quote based on an hourly rate
- Include a minimum of three professional references
- If you are sending your proposal via e-mail, please indicate the contract opportunity you are submitting for on the subject line

Please note that any hospitality, incidental, food, travel and other expenses will not be reimbursed.

- Submit application by **Sunday, December 25, 2016 at 11:00 pm** via e-mail to:

Selection Committee, hr@acesemployment.ca

In order to be fair to all proponents, late submissions, phone calls or e-mails to discuss the applications status will not be accepted. Only shortlisted applicants (individuals/organizations) will be contacted.