

**Application Guidelines**

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

**Curriculum Development & Instructional Design:  
Language Training Through Practical Learning**

**RFP Re-Issued: Monday, December 12, 2016**

**Application Deadline:**

**Sunday, December 18, 2016 at 5:00 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](http://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

**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:**

Objective:

The objective of this project is to develop 2 language training curriculum modules that focus specifically on work communication and construction trades for Syrian newcomers CLB levels 2 and 3.

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:**

- Develop 2 language curriculum modules for CLB 2 and CLB 3 participants, with a focus on construction trades terminology. The in-class instruction will be coupled with opportunities for experiential learning outside of the classroom. Participants will gain real world experiences that connect to their in-class language learning and enhance their workplace communication skills.
  - LTTPL 1  
The curriculum will cover 240 hours of learning focused on basic work-related language and construction trades terminology over a period of 8 weeks, 6 hours/day.
  - LTTPL 2  
The curriculum will cover 120 hours of instruction focused on low-intermediate work-related language, construction trades related terminology, health and safety

terminology, and trades math over a period of 8 weeks, 3 hours/day. (Concurrently, the participants will be attending a Skills for Workplace Success program, which will be provided by a partner organization).

- Collaborate with subject matter experts, project managers and stakeholders to review program learning objectives, develop content knowledge and assess project needs.
- Interview and collect content-related information from union partners administering pre-apprenticeship training and incorporate into language curriculum during development phase.
- Create blended delivery options including instructor-led components and practical hands-on learning.
- Produce comprehensive course/workshop facilitator and participant guides and material.
- Ensure curriculum and support materials are adult learning centered, suitable for participants with English as a second language, culturally sensitive, reflective of the latest research regarding hands-on/practical learning, following AODA regulations and generally flexible while meeting standards.

**Timeline for project completion:** January 6, 2017

**Location:** the curriculum developer will be required to be present on site during business hours to be able to collaborate with the stakeholders.

#### **10. Qualifications, including any professional certifications:**

- Proven professional experience in all areas outlined in section **8. Project Goals and 9. Project Scope**
- Proven knowledge of sector-specific and language curriculum design
- Strong understanding of best practices in adult learning principles.
- Ability to incorporate up-to-date information and best practices obtained by formative assessment and other means into curriculum during delivery.
- Familiarity with newcomer settlement and integration experience an asset.
- Experience and/or strong knowledge of the construction industry an asset.
- TESL/CELTA certification preferred
- Flexible to travel within GTA

#### **11. How to Apply:**

As part of this pilot project, ACCES seeks to design and implement curricula that can be tested and evaluated against increased knowledge of language proficiency, specifically pertaining to construction trades.

- Applicants are invited to submit a proposal that outlines their services in each area of section **8. Project Goals and 9. Project Scope**
- Applicants must outline their qualifications per requirements in section **10. Qualifications**
- Applicants must state the pricing for all proposed services rendered. ***Please note that any hospitality, incidental, food, travel and other expenses will not be reimbursed.***
- The proposals must be maximum of 5 pages, including:

- Suggested process for curriculum development
- Suggested curriculum outline and instructional objectives for 1 week of instruction
- Examples of 2 (two) activities
- Examples of 2 (two) assessments
- Expected remuneration
- Assumptions
- Enclose a minimum of 3 (three) references from recent clients and professional portfolio samples.
- Submit application by **Sunday, December 18th, 2016 at 5:pm** via e-mail to:

**Selection Committee, [hr@acesemployment.ca](mailto: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.*