



**Request for Proposal
July 4, 2019
Rural Immigration Strategy
Rural Economic Development Program**

Return Completed Proposal to:
Centre for Workforce Development
11 Bay Bridge Rd.
Belleville, ON K8P 3P6
Attention: Brad Labadie

Issue Date: July 4, 2019
Closing Date: July 24, 2019
Closing Time: 4:00 pm

1.0: BACKGROUND

Newcomer Attraction and Retention in Eastern Ontario

The Regional Immigration Portal, established in 2014, is a partnership between Belleville, Quinte West, Bay of Quinte Regional Marketing Board, Hastings and Prince Edward Counties. Website assessment and stakeholder engagement feedback identified the website on its own would not adequately address developing workforce gaps. A regional immigration strategy would create a collaborative approach to addressing the issue.

GTA's increased cost of living provides an opportunity to attract newcomers to Quinte's attractive quality of life. Newcomer Centre of Peel staff indicated there is a lack of awareness of the opportunities found in Quinte region.

The Centre for Workforce Development (CFWD) is a neutral broker of research, disseminator of information, and facilitator of collaborative partnership development. Our mandate includes working with community partners to develop solutions that address local labour market needs. CFWD conducts labour market research and develops the Local Labour Market Plan. This strategic plan identifies workforce trends taking place locally along with actions to address them. The current plan identifies gaps in the available workforce that an immigration strategy could help resolve.



Project Background

Funding for this project is through the Rural Economic Development Program. It involves targeted workforce development as part of Workforce Attraction, Retention and Development.

Workforce opportunities are growing in Hastings and Prince Edward County yet Labour Market and BR&E consultations identified the lack of a qualified local labour pool is stifling economic development and expansion. Each municipality has a vested interest in developing a comprehensive regional strategy that identifies the actions necessary to effectively attract and retain newcomers to the area.

This RFP covers the development of a Regional Immigration Strategy. Through a consultant, this project would create the core strategy to attracting and retaining immigrants already landed Ontario who are looking at their second migration location. Although the strategy should be flexible in attracting immigrants that have settled in any community across Ontario, the focus would be to attract those that are looking to move out of the GTA.

2.0: PROJECT OBJECTIVE

The Objective of this project is to develop a Rural Immigration Strategy that would include:

1. Identifying the current state of immigrants within the Quinte Region. Such information could include:
 - a. Where did they migrate from?
 - b. Why did they migrate to Quinte Region?
 - c. How did they learn about Quinte Region?
 - d. Where are they living in the Region?

2. Identifying the attraction and retentions challenges faced by immigrants, both those that are interested in living and working here as well as those already residing in the Quinte Region.

3. Identify the gaps in newcomer support across Quinte Region



4. Identify strategies to address the challenges and gaps.

3.0: SCOPE OF WORK

3.1: Roles and Responsibilities

3.1.a) Project Consultant

The project consultant will be responsible for all aspects of developing relevant research, interview/consulting structure, data analysis and completing a final report that outlines the strategies developed to address the underlying issues identified.

This work will include, but not be limited to, the following:

- Literature e-scans/reviews of relevant reports
- Case study reviews for communities of similar demographics
- Developing relevant questions for interviews and consultations
- Conducting group or one-on-one interviews/consultations with relevant service groups identified by the Steering Committee
- Facilitate consultation session(s) with newcomers
- Data analysis and interpretation from the interviews and consultations
- Provide conclusions and recommendations for strategic actions based on analysis
- Producing draft and final reports

3.1.b) Centre for Workforce Development

- To monitor the work of the consultant
- To provide regular progress reports to Partners and the Ministry Agriculture, Food and Rural Affairs (OMAFRA)
- To provide support through the Executive Director to this project whose responsibility will include, but not be limited to the following
 - Steering Committee lead and liaison
 - Collect and disseminate reports, research and data to the consultant that comes to its attention through the Steering Committee or other means
 - Interviews/Consultations
 - Provide a venue if required to do interviews/consultations
 - Facilitate connections to service groups and local newcomers as well as newcomer groups from the GTA if required
- To provide administrative support



- Share draft report with the Steering Committee for input
- Submit final report

3.2 Project Management

CFWD will be responsible for managing all aspects of the project including office, bookkeeping and management functions necessary to ensure proper administration of the contract.

3.3 Statement of Work

Project Consultant will lead:

- a) Literature/e-scan review which will encompass but is not limited to:
 - i) Gathering and analysis of existing research, reports and data
 - ii) Identifying key elements that could assist in interviews/consultations
 - iii) Identify any existing programs or case studies that have been designed to address workforce development through newcomer attraction and retention
 - iv) Identify program gaps or opportunities
 - v) Identify research gaps or opportunities
 - vi) Points out trends, themes, approaches, methodologies, theories, and frames of analysis
 - vii) Identify methodology strengths and weaknesses

- b) Interviews/Consultations

Project Consultant will lead the development of and conduct interviews and/or consultations, which could encompass a variety of individuals or groups as, outlined below.

- i) Scope
 - (1) Interviews and/or groups consultations are the best method that can be used to help identify the underlying challenges, gaps and opportunities and develop potential solutions. Labour Market Reports and Business Retention and Expansion Reports can identify the struggles and opportunities that business across a variety of sectors are experiencing within the Quinte Region. However, these same reports have not identified detailed strategies to attract and retain workers, let alone newcomers. Thus it has been identified that the best way to understand the challenges



faced by newcomers settling in the Quinte Region is through interviews and/or group consultations. These need to include newcomers, support agencies and service groups.

ii) Measurement

- (1) Measurement of the data gathered during the interviews/consultations will be important. The consultant will establish data measurement points from both a qualitative and quantitative perspective and identify how this will be reported out in the final report. CFWD will work with project consultant on interview and survey questions that are both quantitative and qualitative in approach.
- (2) Measurement of data may be able to identify geographic barriers and differences.
- (3) Participants should be surveyed to provide feedback on the interview/consultation process

c) Final Report

- (i) Development of a Rural Immigration Strategy including best practices that can be shared across the Quinte Region
- (ii) Identification any Phase Two steps to implement and test the Rural Immigration Strategy

e) Project Timelines

July 29, 2019 to December 13, 2019

4.0: PROPOSAL REQUIREMENTS

4.1: Work Plan

As part of this RFP, applicants will be required to submit a detailed work plan, including key milestones, suggesting how the project process will be developed and implemented within the timelines of the project. It should identify what if any work is required to be done by CFWD or its partners and any innovative approaches being considered. This work plan must also incorporate a budget for each phase of the project the consultant identifies along with expected payment schedule.



Budget

Total Budget for this project not to exceed **\$30,000** broken out as follows:

Consultant Fees \$30,000

Travel and Related expenses – please submit this as a separate budget item outside the Consultant Fees budget outlined above. Maximum travel and related expenses is \$2000.

4.2: Qualification Submission

The proposal should include the following:

- A summary, which outlines the applicant's relevant background and experience related to the scope of work outlined;
- A brief description of similar projects undertaken, including the scope of work conducted;
- A sample of previous, similar research reports;
- A commitment letter stating availability to commit to this project and all objectives as defined from July 2019 to December 2019.

4.3: References

Three references are to accompany the submission with a statement of permission for CFWD to contact them.

4.4: Mandatory Submission Requirements

- Submissions are to be forwarded by email
- Samples of materials produced for other projects must be included with the submission.
- Qualification Submission as per proposal requirements
- References as per proposal requirements
- Confirmation statement regarding conflict of interest as per 6.0
- All identified requirements as per 4.2



4.5: Proposal Due Date

Proposal, including mandatory submission requirements, to be received by mail, hand delivered or email and addressed to the following by **4:00 pm on Wednesday, July 24, 2019**

Brad Labadie
Executive Director
Centre for Workforce Development
11 Bay Bridge Rd.
Belleville, ON K8P 3P6

EMAIL TO: brad@cfwd.ca

5.0: EVALUATION CRITERIA

The following criteria will be used in the selection of the successful consultant:

1. Total Cost (Weight: 10%)

Total cost for project.

2. Comprehension of Project (Weight: 30%)

Demonstrated understanding of the project requirements.

3. Relevant Experience/Qualifications (Weight: 25%)

Previous experience, including references, managing a similar project (similar in scope and complexity).

4. Presentation of Proposal (Weight: 35%)

Clarity of the written proposal

Thoroughness of proposal

Creative and innovative approaches to the project

Commitment and availability to work within the timelines of the project.

6.0: TERMS AND CONDITIONS



6.1. Questions Pertaining To RFP

Applicants will be able to submit questions pertaining to this RFP **by e-mail only to brad@cfwd.ca** All questions will be responded to by no later than 4pm, Monday, July 22, 2019.

6.2 Cancellation

CFWD reserves the right to amend terms of this RFP, to circulate various addenda, or to withdraw the RFP at any time, regardless of how much time and effort applicants have spent on their responses.

6.3 Applicant's Acceptance of RFP Terms and Conditions

Each applicant, by submitting a Proposal, signifies that the applicant has read, completely understands, and accepts the terms and conditions of the RFP in full.

6.4 Rejection of Proposal

CFWD reserves the right in its sole discretion to reject any or all Proposals which do not adhere to the rules, schedule or any other part of this RFP.

6.5 Irrevocable

All Proposals will be irrevocable for a period of thirty (30) days from the closing date of the RFP, or until the RFP is counter-signed and returned to the successful Applicant, whichever comes first.

6.6 Freedom of Information

Applicants are advised and acknowledge that all replies received in response to this request will be subject to the Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. F.31. This acknowledgment shall not be construed as a waiver of any right to object to the release of any information or documents.

6.7 Confidentiality

This RFP, or any portion thereof, is strictly confidential and is not to be copied or used for any purpose other than the submission for Proposal to CFWD. Any information



pertaining to CFWD obtained by applicants as a result of this RFP is not to be disclosed without prior written authorization from CFWD.

6.8 Conflict of Interest

Each applicant must include in its Proposal submission confirmation of the following:

(i) that the Applicant does not and will not have any conflict of interest (actual, perceived or potential) in submitting its Proposal or, if selected, with the contractual obligations of the Applicant as Contractor under the Agreement.

Where applicable, an applicant must declare in its Proposal submission any situation that may be a conflict of interest in submitting its Proposal or, if selected, with the contractual obligations of the applicant as Contractor under the Agreement.

The Proposal submission of any applicant may be disqualified where the applicant fails to provide confirmation of the foregoing or makes misrepresentations regarding any of the above. Further, CFWD shall have the right to rescind any contract with the selected applicant in the event that CFWD, in its sole discretion, determines that the selected applicant has made a misrepresentation regarding any of the above, in addition to or in lieu of any other remedies that CFWD has in law or in equity.