

*Request for Proposals*

# Community Workforce Development Plan Town of Holyrood



**RFP Release Date: October 03, 2023**  
**Proposal Due Date: October 17, 2023**

## Objective:

The objective of this initiative is to develop a community workforce development plan for the Town of Holyrood.

## Scope of Work

To achieve the stated objective, the following activities will be undertaken:

1. Delineate current programming delivered in the region specific to training/retraining related to blue and green economies. Consultants will be provided with information in this regard which can be collated; limited research will be required.
2. Review best practices that may exist related to community workforce development as it relates to the blue/green economy.
3. Utilize provided research and insights (including but not limited to an SME-level training needs assessment) to assess findings for relevance within the context of the Town of Holyrood.
4. Review the Town of Holyrood's economic development plans and strategies of key local stakeholders (e.g., the Marine Institute) to determine alignment opportunities with a future workforce development plan. Define opportunities for a workforce development plan to support the economic development plans/strategies and vice versa.
5. Engage with organizations serving under-represented groups (i.e., new Canadians, women, Indigenous, racialized communities, youth, etc.) to understand and incorporate perspectives and needs into planning.
6. Develop a Community Workforce Development Plan that will ensure the Town of Holyrood is positioned to provide a diverse pool of local sources of labour to meet employment needs and includes consideration of the impact of the energy transition (e.g., movement away from fossil-fuel based energy) within the community.

# Deliverables, Timing, and Budget

## *Deliverable:*

The primary deliverable will be a Community Workforce Development Plan for the Town of Holyrood which includes detailed recommendations on next steps for stakeholders to take in its pursuit.

A draft version of the plan will be provided to allow the client to allow for an opportunity to review and provide feedback toward a final output. The findings will be presented to the client via PPT presentation to allow for opportunities for discussion and questions. A final plan will be provided by the consultant thereafter.

## *Timelines:*

1. RFP Release Date: October 3, 2023
2. Proposal Due Date: October 17, 2023
3. Project Start Date: November 20, 2023

RFP respondents are asked to provide their own proposed schedules for the completion of the deliverable, with the understanding that the client is motivated to complete this work as time-efficiently as possible.

## *Budget:*

The available budget for this work is \$35,000 + HST.

# Evaluation Criteria

Submissions will be evaluated according to the following criteria:

- Knowledge and experience in relation to the work: demonstrated ability to meet expectations based on completion of similar projects and/or quality of previous works;
- Understanding of the scope and objectives of the project: demonstrated comprehension of/adherence to the RFP;
- Proposed approach/workplan and schedule;
- Knowledge of and experience working with or within Newfoundland and Labrador's oceans and/or cleantech industries; and
- Price - value of work proposed versus identified costs.

## Proposal Submissions

The contracting organization for this RFP is *econext*. A single electronic document is sufficient. The proposal should be no longer than four (4) pages, and be concisely worded with clearly described objectives, methods, timelines, and outcomes. The proposal must acknowledge and fully accept the terms and conditions as laid out in this RFP.

The proposal should feature appendices, including (1) a brief description of the respondent's company and its relevant experience with similar projects, and (2) a description of the relevant work experience of the staff assigned to this project.

The electronic copy of submissions should be in DOC and/or PDF format, and sent to Ogaga Johnson, *econext's* Director of Workforce Development, via email at [ogaga@econext.ca](mailto:ogaga@econext.ca) no later than 17h00 NST **October 17, 2023**. Questions from interested applicants can be directed to the same address.

## Terms and Conditions

- All proposals received will be considered strictly confidential;
- The lowest cost, or any proposal, will not necessarily be accepted;
- Proposed costs must be represented in Canadian dollars;
- Applicants must be a company or organization of legal entities validly incorporated or registered in Canada, with work being undertaken in Canada;
- No payment will be made for the preparation and submission of proposals for this project;
- No fee will be made on the cost of work incurred to remedy errors or omissions for which the consultant is responsible; and
- *econext* reserves the right to meet with all, or any, of the applicants during the proposal evaluation stage to clarify information in the submissions and seek additional detail which may be used in the evaluation.