



## REQUEST FOR PROPOSALS

### Four County Labour Market Planning Board (Planning Board)

#### I. Document Identification & Terms of Submission

##### A. Name and Organization Issuing the Request for Proposals (RFP)

This RFP is issued by the Four County Labour Market Planning Board, hereinafter referred to as the Planning Board.

The Planning Board is located at 111 Jackson Street S., Suite One, Box 1078, Walkerton, Ontario, N0G 2V0.

The Planning Board reserves the right to amend terms of the 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.

##### B. RFP Identification

This RFP is identified as the "Board Policy Expert Review and Education".

##### C. Synopsis of Document

The Planning Board is seeking a consultant to work with the Directors and Executive Director on reviewing and refining existing policies and procedures. The consultant will work with the Directors and Executive Director to create new policies, as necessary, with a focus on all Conflict of Interest policies. Additionally, the consultant will be required to provide education to the Board of Directors to ensure that new and existing policies are fully understood, and create a process for consistency. As such, this role will include:

- Thorough review of all current policies and procedures of the Four County Labour Market Planning Board;
- Discussion of policy review and feedback with Board of Directors and Executive Director, and recommendations for specific changes and improvements to existing policies;
- Rewrite of existing policies, based on suggested changes, as required;

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- Education sessions with Directors and Executive Director to ensure full understanding of all policies, processes and procedures;
- Recommendations for how Directors can implement new policies, and adopt successful monitoring and compliance strategies;
- Follow-up with Directors and Executive Director as necessary (at least twice within the contract period) to respond to questions and address any concerns with new policies.

**D. When and Where Proposals Have to Be Submitted**

No proposals will be accepted if they are received after **April 17<sup>th</sup>, 2020**, 4:30 p.m. local time. The proposal must be received at the Executive Director's email inbox:

Four County Labour Market Planning Board  
executivedirector@planningboard.ca  
Tel: (519) 881-2725

It is the applicant's responsibility to secure proof that their proposal has been received by the Planning Board within the prescribed time limit.

**E. Acceptable Format of Applicant Proposals**

Proposals will be accepted by electronic mail.

No proposals will be accepted after the closing (**4:30 p.m. April 17<sup>th</sup>, 2020**), and no modifications to those proposals already submitted will be permitted prior to award, except in those cases where the Planning Board requests more information for clarification and/or enhancement purposes.

**F. Will a Proposal Necessarily Be Awarded?**

The Planning Board reserves the right to reject all proposals.

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**G. The Period Covered by the RFP**

Work to be performed by the successful applicant must be completed by March 31, 2021. Tentative start date is **May 15, 2020**.

**H. Contract to be Signed by Applicant**

The successful applicant must agree to sign a contract with the Planning Board.

**I. Limitation of One Contractor**

The Planning Board will select only one applicant.

**J. Indemnification**

The successful applicant shall indemnify and save blameless the Planning Board from and against all claims, losses, damages, costs and expenses related to any injury or death of a person, or loss of damage to property caused or alleged to be caused by the contractor or its servants or agents in carrying out the activities described in the contract.

**K. Legal Requirements**

The contractor shall ensure that the project is carried out in accordance with all laws, by-laws, and regulations and, prior to the commencement of the project, shall obtain such permits, licenses, consents and other authorization as may be required.

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## II. Schedule of Events

### A. Summary

Request for Proposal Issued/Published	April 03-17, 2020
Deadline for Proposal Submission	April 17, 2020 – 4:30p.m.
Final Selection	April 24, 2020
Interviews	April 30, 2020
Contract Negotiations Finalized	May 11, 2020
Notification to Applicants Not Selected	May 12, 2020
Start Date of Contract	May 15, 2020

NOTE: Above dates are subject to change as determined by the Planning Board.

### B. Applicant Conference

Applicant conferences or interviews may be requested prior to selection.

## III. General Information about the Planning Board

### A. Workforce Planning Boards

The Four County Labour Market Planning Board is one of 26 NGO, not-for-profit corporations throughout Ontario.

Working with the provincial government, through the Ministry of Labour, Training and Skills Development, Workforce Planning Boards provide a coordinated approach in labour market planning and programming in Ontario.

Workforce Planning Boards are designed to provide a vehicle that will permit communities to coordinate projects related to workforce planning, employment, training and skills development.

Volunteer Boards of directors govern the Workforce Planning Boards. They are led by local representatives from business and labour, as well as representatives for ethnic minorities, persons with disabilities, women, francophones, youth, Indigenous Peoples and educators and trainers.

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## **B. Mandate of the Four County Labour Market Planning Board**

The Four County Labour Market Planning Board (Planning Board) is a not-for-profit volunteer board, designated to identify local workforce supply and demand needs. Incorporated in 1997, the Planning Board is governed by a 14 member Board of Directors that includes representation from business, labour, education and training and equity groups.

As our mission states, “The Four County Labour Market Planning Board plans and promotes local labour market strategies to meet the challenges of a changing economy.” The Planning Board facilitates workforce development activities that will deliver this mission and help employers fill their workforce needs in their own local community. Our expertise is mainly in the areas of community partnership building, research, marketing, networking, communication and management of community projects.

Specifically, our mandate is to:

- Provide reliable research;
- Identify labour market challenges;
- Target workforce opportunities;
- Promote skills development;
- Raise public awareness of workforce issues; and,
- Support training.

## **IV. Statement of Work**

### **A. Application**

The proposal should include the following information:

- Detailed description of the approach and methodology employed to carry out the project;
- Description of project timeframe and milestones;
- Detailed cost breakdown, plus HST and suggested schedule of payment;

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**B. Expected results**

The development of a strong policy base that will provide the following:

- Guidance for decision making throughout the organization
- Consistent processes for compliance monitoring
- Educational opportunities for directors and executive director
- Policy Manual that meets industry standards
- Review protocol to encourage ongoing improvements

**C. Project Management/Activities/Timelines**

This initiative will be conducted during an 11-month period as follows:

Phase 1	Timeline – May 15, 2020 – June 30, 2020
	<p>The consultant:</p> <ul style="list-style-type: none"> <li>▪ reviews current board policies</li> <li>▪ provides analysis of current policies,</li> <li>▪ submits recommendations for policy improvements</li> </ul>
Phase 2	Timeline – July 1 – September 30, 2020
	<p>The Consultant conducts:</p> <ul style="list-style-type: none"> <li>▪ review sessions with boards of directors and executive director, and</li> <li>▪ provides revised policies for finalization by directors.</li> </ul>
Phase 3	Timeline – October 1 – November 30, 2020
	<p>The Consultant:</p> <ul style="list-style-type: none"> <li>▪ provides educational sessions with board of directors and executive director, and</li> <li>▪ presents compliance monitoring tools.</li> </ul>
Phase 4	Timeline –December 1, 2020 – March 31, 2021
	<p>The Consultant:</p> <ul style="list-style-type: none"> <li>▪ conducts follow-up sessions (at least two) with board of directors and executive director to respond to questions and address any concerns with new policies</li> </ul>

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## V. Evaluation of Proposals

Evaluation of proposals will be based on the following:

- Demonstrated knowledge and experience in board governance and policy development specifically as it relates to Conflict of Interest and non-profit organizations in Ontario
- Experience writing and refining non-profit policies and procedures; Clear Writing, or equivalent knowledge, would be an asset;
- Experience working with nonprofit boards and educating directors concerning their role in policy compliance and monitoring requirements;
- References of other clients
- Value added

## VI. Applicant Qualifications

Applicants are asked to provide a comprehensive resume of relevant experience and qualifications and samples of previous work where possible (this does not make up part of the proposal). The names of two previous clients in a related area of work must be included.

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