

**Request for Proposal
May 7, 2008
Supply and Demand Study for Niagara**

Return Completed Proposal to:
Niagara Training & Adjustment Board
One St. Paul Street, Suite 605
St. Catharines, ON L2R 7L2
Attention: Trudy Parsons, Executive Director

Issue Date: May 7, 2008
Closing Date: May 21, 2008
Closing Time: 2:00 p.m.

All submissions must be clearly marked " **Supply and Demand Study for Niagara**" and received at the Niagara Training & Adjustment Board office closing date and closing time.

Issuing Organization: Niagara Training & Adjustment Board, c/o Trudy Parsons, Executive Director

In signing below, the applicant certifies to have read, understood, and agrees with the Scope of Work (Section 2), Proposal Requirements (Section 3) and Terms and Conditions (Section 5) contained herein.

This section **must** be completed by a representative(s) of the applicant's organization who has legal signing authority to enter into contractual agreements.

(Please Print)

Organization Name: _____

Address: _____ **City:** _____

Province: _____ **Postal Code:** _____

Telephone # (____) _____ **Fax # (____)** _____

Email Address _____

Contact Person: _____ **Date:** _____

Signature: _____ **Signature:** _____

Position: _____ **Position:** _____

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1.0: BACKGROUND

Overview

In 2000, Niagara Economic Development Corporation released a report titled “Confronting the Jobs Challenge”. This report is still used significantly throughout the region as a reference point when discussing labour market needs, projections and challenges. However, significant changes have taken place over the past seven years and events such as Sars, the rise in the Canadian dollar, decline in manufacturing and changes in US-Canada border crossing regulations, have impacted the labour market supply and demand.

The Niagara Trends, Opportunities and Priorities Report 2008, published by the Niagara Training & Adjustment Board in January 2008, identified the following issue:

A coordinated, functional, approach based on comprehensive, accurate and timely labour market information (including data that reflects specifically on the skills in demand and demographics of labour force participants) is needed to support job creation, skills demands, and workforce development for sector specific shortages, economic development and regional competitiveness.

This research will support the creation of such an approach and answer questions relating to the labour market and labour force, including, but not restricted to:

1. What sectors are facing layoffs?
2. What is the transferability of these workforces – between sectors – between jobs?
3. What is the demographic profile of Niagara’s labour market?
4. What strategies can be developed to support labour market challenges?
5. What skills are in demand by sector/industry?
6. What is required to develop these skills?
7. What skills are in decline?
8. How many people and what type of skills have regional employers attracted to the Region over the last five to ten years?
9. How many people and what type of skills have been lured away from the Region?
10. How is the income structure of Niagara’s labour force changing?

For additional information on NTAB or to access the complete copy of the “Niagara 2008 Trends, Opportunities and Priorities Report” visit www.ntab.org

2.0: SCOPE OF WORK

In order to move forward towards the development of a broader labor market strategy for the Niagara Region, a comprehensive report that will identify opportunities, challenges, shifts and the current state of Niagara's labour market and economic conditions is needed. This study will take stock of Niagara's current labour market state, examine economic make up, population demographics, and document the region's capacity to adjust and support future growth and economic shifts. The primary outcome of this research will be a report that will lead to the development of a labour market strategy and implementation framework that is responsive to the labour market needs of Niagara.

This information is expected to provide the foundation for labour market planning and decision making and will be used by community stakeholders to promote employment opportunities, determine local training and skills development needs, and create strategies to support local labour market planning.

The final report will provide a detailed review of Niagara's labour force and economic situation, and provide recommendations to support a labour market strategy for Niagara that is based on validated research. With consideration of local, provincial and global trends, priorities for various economic sectors and occupational groups over the short, medium and long-term will be identified. The report will be shared with local stakeholders as well as other policy and decision-makers.

This research will provide answers to such questions as:

1. What sectors are facing layoffs?
2. What is the transferability of these workforces – between sectors – between jobs?
3. What is the demographic profile of Niagara's labour market?
4. What strategies can be developed to support labour market challenges?
5. What skills are in demand by sector/industry?
6. What is required to develop these skills?
7. What skills are in decline?
8. How many people and what type of skills have regional employers attracted to the Region over the last five to ten years?
9. How many people and what type of skills have been lured away from the Region?
10. How is the income structure of Niagara's labour force changing?

Proposed research methodology will be detailed in the RFP response and agreed upon through the contract negotiation stage with the successful bidder. It must be comprehensive, inclusive, include both qualitative and quantitative methods, and be based on sound research practices.

Project Objectives:

This research will:

- Provide labour market information based on well researched and validated economic assumptions and forecasts;

- Identify regional labour market constraints and opportunities
- Support more comprehensive, timely and regional labour market information for labour market planning and decision making purposes; supports job creation, skills demands, and workforce development for sector specific shortages, economic development and regional competitiveness.
- Support development of new and updated existing labour market information products and services;
- Build more effective labour market information partnerships to support labour market planning and development
- Influence planning, strategy development and decision making
- Identify local workforce development opportunities in Niagara.
- Identify economic trends that are occurring;
- Analyze and report relevant information about workforce gaps and needs in the Niagara Region.

Deliverables:

- A consolidated summary of the literature review
- A final report in both paper and electronic version (MS Word), complete with appendixes and data tables (in appropriate format), that aligns with project scope and objectives.
- An Executive Summary in MS Word that captures the research findings as detailed in the final report.
- A formal presentation of key findings and recommendations emerging from the research report

2.1: Roles and Responsibilities of Contractor

- Development of a comprehensive methodology that supports overall project objectives, meets project deliverables and ensures an inclusive approach
- Provide a consolidated summary of the literature review
- Produce a final report in MS Word, complete with appendixes and data tables (in appropriate format), that aligns with project scope and objectives.
- Provide an Executive Summary in MS Word that captures the research findings as detailed in the final report.
- Deliver a formal presentation of key findings and recommendations emerging from the research as captured in the final report
- Work effectively with Project Manager to ensure workplan is completed on time
- Support as requested, information required for translation (if applicable), design and printing of the final report
- Adhere to agreed status report update schedule
- Meet, as detailed in the workplan, with a Project Advisory Committee

2.1.b): Roles & Responsibilities of the Client – Niagara Training & Adjustment Board (NTAB)

- to monitor the work of the contractor
- provide direction through an initial and subsequent meetings with the Contractor
- provide the contractor with the report cover design
- arrange for translation, design and printing of the final report

- Chair Project Advisory Committee
- Act as liaison, where required, between consultant and Project Advisory Committee

2.2: General Requirements:

Contractor must have at least 2 years prior experience in working with labour market development related projects of similar scope and must provide proof and references as outlined in 3.3 and 3.4.

2.2.b): Project Management

The Niagara Training & Adjustment Board will be responsible for managing all aspects of the project including:

- Development of the Administration including ongoing office, bookkeeping and management functions necessary to insure proper administration of the contract
- NTAB or designate will have the responsibility for communicating and advising the contractor of any changes in the direction of this project relating to content, objectives or outcomes

2.3: Time Line/ Critical Dates

RFP Released	May 7, 2008
Questions Due Date	May 12, 2008
Questions Response Date	May 14, 2008
Proposal Due Date	May 21, 2008 at 2:00 p.m.
Notification of Selection of Contractor	May 26, 2008
Project must be completed by:	October 15, 2008

3.0: PROPOSAL REQUIREMENTS

3.1: Work Plan

The applicant will prepare a work plan that clearly indicates the manner in which the Contractor will coordinate the scope of work including:

1. Research, design, development and production of the final products
2. Project Management and any sub-contracting of work to be performed
3. Budget - Detailed budget itemized by tasks

A payment schedule will be confirmed with the successful consultant.

3.2: Qualification Submission

The proposal should include the following:

1. An Executive Summary, which outlines the applicant's relevant background and experience related to the scope of work outlined;
2. A brief description of similar projects undertaken, including the scope of work conducted;
3. A sample product produced for a client.

3.3: References

Three (3) references will be included with the proposed submission, with permission to the NTAB to contact the clients.

3.4: Mandatory Submission Requirements

1. Submissions accepted in English only
2. Submissions accepted by mail, courier, or electronically.
3. Samples of materials produced for other projects may be included.
4. Work Plan as per proposal requirements
5. References as per proposal requirements
6. Signed copy of page 1 of this proposal confirming authority to submit
7. Confirmation statement regarding conflict of interest as per section 5.0

NOTE: NTAB is not responsible for any undelivered submissions.

3.5: Proposal Due Date

Proposal, including mandatory submission requirements, to be received by **2:00 p.m. on May 21, 2008.**

Niagara Training & Adjustment Board
One St. Paul Street, Suite 605, St. Catharines, ON L2R 7L2
Attention: Trudy Parsons, Executive Director
Email: ntab@ntab.org

4.0: EVALUATION CRITERIA

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

1. Total Cost (Weight: 25%)

Total cost for project itemized by tasks outlined in Work Plan.

2. Comprehension of Project (Weight: 35%)

Understanding of the project requirements demonstrated in the proposal and an assessment of the viability of the proposed approach to the project.

3. Relevant Experience/Qualifications (Weight: 30%)

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

4. Presentation of Proposal (Weight: 10%)

Clarity of the written proposal.
Thoroughness and approach of proposal.
Creative and innovative approaches to the project.

5.0: TERMS AND CONDITIONS

5.1. Questions Pertaining to RFP

Applicants will be able to submit questions pertaining to this RFP **by email only to tparsons@ntab.org**

**Questions will be accepted until May 12, 2008, 5 p.m.
Responses will be available by return email by May 14, 2008 before 12:00 noon**

This will be the only opportunity for applicants to ask questions about this RFP. **Questions will not be accepted by telephone OR fax.**

Any attempt on the part of the applicant or any of its employees, agents, contractors or representatives to contact any person other than the Designated Contact, (Trudy Parsons) with respect to this RFP, will be grounds for disqualification. Without limiting the generality of the foregoing, no attempt will be made to contact any member of the evaluation team, any expert or other adviser assisting the evaluation team.

In such event, and without any liability, NTAB may, in its sole and absolute discretion, in addition to any other remedies available by law, revoke the applicant's status as an applicant and reject any potential or actual proposal submitted by the applicant.

5.2 Cancellation

The Board 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.

5.3 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.

5.4 Rejection of Proposal

NTAB 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.

5.5 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.

5.6 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.

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

5.8 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, NTAB shall have the right to rescind any contract with the selected applicant in the event that NTAB, 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 NTAB has in law or in equity.