



Request for Proposals

The Toronto Region Immigrant Employment Council (TRIEC), through its BUILD IT project invites prospective proponents to submit proposals to evaluate the BUILD I.T. project.

About TRIEC

The Toronto Region Immigrant Employment Council (TRIEC) was established in September 2003 to promote the integration of immigrants into the GTA labour market. Since its formation TRIEC has worked collaboratively with a diverse group of stakeholders, including employers, post-secondary institutions, service providers, community organizations, regulatory bodies and all three orders of government to find and implement solutions and remove the barriers immigrants face when entering the labour market.

BUILD I.T. Project Background

Business Utilizing Immigrant Skills and Leveraging Diversity (BUILD) I.T. in York seeks to create a systemic approach to the successful integration of newly hired skilled immigrants in Canadian workplaces.

BUILD I.T. aims to ensure that employers recruiting for IT positions in York Region are able to fully utilize the skills, education and experience of internationally trained individuals through improved recruitment, hiring, integration, and employee retention strategies.

The approach will be developed and piloted on a small scale in York Region for IT specific occupations. It will be highly scalable and transferable to other sectors and regions.

The project will:

- Introduce employers to tools for assessing and screening internationally trained IT professionals;
- Link them to recruiting sources;
- Provide a suite of services to support both employers and new hires in ensuring successful integration and retention.
- Develop a model for embedding these services within existing service delivery and funding programs

The BUILD IT project is two years in length, May 2009 – May 2011.

Project Structure:

The project will be implemented in seven phases:

1. Research and development of program delivery model: May - Sept 2009
2. Program delivery year 1: Oct 2009 – April 2010
3. Evaluation & revisions to program delivery model: April – May 2010
4. Program delivery year 2: June 2010 – Jan 2011
5. Evaluation: Jan – Feb 2011
6. Development of a sustainability model: Jan – Mar 2011
7. Embedding program via sustainability model into existing service delivery framework: Mar – May 2011

This RFP relates directly to phases 3, 5 and 6.



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Deliverables

The consultant will work directly with the Project Manager for this initiative and closely with the TRIEC project team and the project working group. Deliverables will include:

- Creating an evaluation methodology to assess the program delivery model in year 1 and 2;
- Providing an analysis of program performance and delivery at end of year 1, including lessons learned, best practices and recommendations for year 2;
- Creating an evaluation methodology to track the short-term impacts of the BUILD IT program in year 1 and 2;
- Assessing TRIEC proposed sustainability models for embedding the BUILD IT program model into service delivery structures;
- Assessing the outcomes of the BUILD IT project against the stated objectives;
- Developing a mechanism for assessing the impact of the BUILD IT project beyond the tenure of this contract including the development of baseline data for ongoing analysis.
- Effectively engaging and communicating with key stakeholders on findings, results and recommendations to drive improvements and change to the program delivery model;
- Preparing a project evaluation final report at end of year 2.

Selection Criteria

The proposals received through this Request for Proposals will be judged on the following selection criteria:

- An understanding of the scope of the project and of TRIEC
- Demonstrated experience in program evaluation
- Experience in defining metrics and identifying tools for assessing program success
- Strong communication and interpersonal skills
- Knowledge of the issues related to the integration of skilled immigrants into the Canadian workforce
- Knowledge of the programs and services that support skilled immigrant employment initiatives
- Ability to support team members and meet deadlines
- Demonstration of cost effective approach

Qualifications and Experience

The proponent must include in the proposal a list of the personnel on the project team, their project role, and the qualifications of each member of the team. Sub-consultants, if any, must be identified. The proponent must include a statement of qualifications and relevant experience in support of the proposal.

References

The proponent must include in the proposal a minimum of two references of current or former clients, complete with contact information. A brief description of the projects completed for each reference should be provided.

Term

The duration of this contract is September 2009 – May 2011

Budget Guideline

The proposed budget should include a breakdown of fees for professional services, hours, and administrative services. The budget is \$30,000 including all taxes.

Submission Guidelines

Qualified parties should forward their proposals, including **an outline of their qualifications and experience, samples and/or examples of previous work, two references, and a workplan with estimated hours and budget breakdown** with the subject line: **BUILD IT, Project Evaluation**



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no later than **5:00 p.m. Friday, August 28**, by email (in Word format) to:

Diana Rea
Manager, BUILD IT
drea@triec.ca

*Please forward any questions to the same e-mail address with the subject line: question: **Build IT Project Evaluation***

or mail to:

Program Evaluation Search Committee
c/o TRIEC
80F Centurian Drive, Suite 200
Markham, ON
L3R 8C1

Please limit proposals to 20 pages. Late responses will be returned unopened.

All applications are appreciated but only those selected for an interview will be contacted. The information contained in this request for proposal is confidential. TRIEC may reject any quotation submitted. TRIEC may request additional information from a bidder. Selection of a supplier will be based on an evaluation of all responses against the stated criteria; TRIEC may select more than one supplier to satisfy the RFP requirements. An award resulting from the RFP is subject to the successful conclusion of a contract. TRIEC reserves the right not to proceed with a contract and to reject all or any bids; the lowest or any bid may not necessarily be accepted. The Supplier will absorb all costs in the preparation of a quotation. All quotations and supporting materials submitted in response to the RFP will not be returned.