

*Request for Proposals*

## Firm-Level Training Needs Assessments



**RFP Release Date: May 29, 2023**  
**Proposal Due Date: June 12, 2023**

## Objective:

The objective of this initiative is to inform the future development of micro-learning and upskilling programming related to ocean cleantech and the convergence of the blue and green economies in Newfoundland and Labrador.

## Scope of Work

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

1. Conduct needs assessments with 10 pre-selected SMEs to identify training, education, and/or professional development needs for present and future employees;
2. Collate results from needs assessments and identify gaps in training / professional development; and
3. Present findings to client via written report and PPT presentation.

Additional Notes:

- The 10 SMEs engaged in this project will be pre-selected for interview and provide oceans-related cleantech or environmental services;
- Assessments should focus on internal or market-driven demands relating to climate change, sustainability, environmental performance, green economy, etc.; and
- Findings should be focused on training, education, and/or professional development needs that can be addressed through micro-learning / upskilling methods (e.g., not through degree or diploma level post-secondary programs).

## Deliverables, Timing, and Budget

*Deliverable:*

The primary deliverable will be a report that presents the findings from the needs assessments conducted in a structured and organized format, with recommended next steps for the client based on the consultant's work and expertise. The report will include summaries of each SME interview undertaken. A draft version of the report will be provided to allow the client the 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 report will be provided by the consultant thereafter.

### *Timelines:*

1. RFP Release Date: May 29, 2023
2. Proposal Due Date: June 12, 2023
3. Project Start Date: June 22, 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 electricity and/or energy 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 **June 12, 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.