

Request for Proposals

Meeting Short Term Workforce Needs Through Attraction and Retention in Newfoundland and Labrador's Growing Clean Energy Industry



RFP Release Date: March 12, 2024

Proposal Due Date: April 12, 2024

Background

Newfoundland and Labrador (NL) is expecting significant growth in its clean energy industry. However, there are anticipated challenges in finding enough skilled workers to meet the demand. To proactively address this, a plan is needed. *econext* is seeking consulting services to develop a strategy to attract and retain a diverse workforce that will help usher in NL's clean energy future.

Objective

The primary objective of this consultancy is to provide a robust workforce attraction and retention strategy that addresses the unique challenges and opportunities in NL's clean energy sector.

Scope of Work

Informed directly by the findings of *econext* led research, "*Identifying Workforce Capacity Gaps in Newfoundland and Labrador's Growing Clean Energy Industry*" (provided to the successful proponent), a comprehensive strategy will be developed to attract and retain a skilled workforce in the clean energy sector. This strategy will delineate targeted interventions aimed at addressing workforce needs in the short, medium, and long term. Specific initiatives, programs, and policies will be outlined, encompassing recruitment, training, professional development, and retention efforts.

To accomplish these objectives, key activities will include:

- Thoroughly review the findings of *econext's* research report, "Identifying Workforce Capacity Gaps in Newfoundland and Labrador's Growing Clean Energy Industry".
- Develop a unique value proposition to attract talent to Newfoundland and Labrador's clean energy industry, including construction.
- Formulate attraction recommendations tailored to the future workforce, encompassing K-12 and post-secondary interventions, including youth, educators, and families.
- Provide attraction recommendations geared towards the local workforce, emphasizing the filling of jobs with the domestic labor pool and workers who wish to reenter the labour market.
- Devise attraction recommendations targeting the regional and national workforce, including considerations for Atlantic Canada and the broader Canadian context.
- Develop attraction recommendations aimed at the international workforce, with a focus on immigration strategies.
- Develop attraction recommendations aimed at underrepresented groups and to encourage a diverse workforce.
- Develop attraction recommendations aimed at the Indigenous community.
- Propose retention strategies to ensure the longevity of skilled individuals within the clean energy sector, including addressing the challenge of retaining workers in rural and remote communities.
- Assess alignment with existing A&R initiatives and activities to leverage synergies and avoid unnecessary duplication.
- Conduct regular check-ins with the project Steering Committee to ensure ongoing collaboration and alignment with project goals.

This scope of work aims to create a robust and comprehensive strategy that not only addresses current workforce gaps but also fosters sustained growth and development within NL's clean energy industry as contexts change and new conditions emerge.

The consultant will meet with the client on a bi-weekly basis to provide progress updates and to work with the client to address any barriers that arise. These meetings may take place in person or virtually, pending location, cost, schedules, etc.

Deliverables and Timing

Deliverable 1:

A draft report on the findings and recommendations of a comprehensive strategy to improve attraction and retention of employees in the clean energy industry.

Deliverable 2:

A brief presentation of the draft report to the project Steering Committee to allow for discussion and questions.

Deliverable 3:

A final report that summarizes the findings and recommendations of a comprehensive strategy to improve attraction and retention of employees in the clean energy industry, including next steps for the client based on the consultant's work and expertise. Recommendations will be SMART - specific, measurable, achievable, relevant, and time-bound. In addition, a presentation of the final report to the project Steering Committee.

Timeline (anticipated):

1. RFP Release Date: March 12, 2024
2. Proposal Due Date: April 12, 2024
3. Project Kickoff: April 29, 2024
4. Project Completion: July 31, 2024

RFP respondents should be ready to execute a project agreement immediately upon contract execution, with the understanding that the client is motivated to complete this work as time-efficiently as possible.

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, including primary team member details.
- Understanding of the scope and objectives of the project: demonstrated comprehension of/adherence to the RFP.
- Proposed approach/workplan: including detailed timeline and project milestones.

- Identification of potential risks to achieving the project's objectives and mitigations/contingencies to address them.
- Knowledge of and experience working with or within Newfoundland and Labrador's electricity and/or energy industries.
- 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.

Supporting documentation may be appended. Suggested appendices include (1) brief descriptions of the respondent's company/relevant experience with similar projects, (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 Colin Corbett, *econext's* Director, Clean Energy Innovation, via email at corbett@econext.ca no later than 17h00 NST **April 12, 2024**. Questions from interested applicants can be directed to the same address. Any additional clarification or information will be shared with all proponents.

Budget

The maximum budget available for this contract is \$45,000 (exclusive of HST). Respondents are expected to provide detailed budget breakdowns in their submissions.

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.