

**REQUEST FOR PROPOSALS  
CAMET N° 2016-003**

**Consultation Services to prepare a framework of competencies Atlantic Canadians require to navigate and propel learning, work, and transitions through the lifespan**

*November 3, 2016*



**SECTION 1: SUMMARY OF KEY INFORMATION**

**ISSUE DATE: November 3, 2016**

**CLOSING DATE FOR VENDOR RESPONSE:  
Wednesday, November 24, 2016, 4:30 pm Atlantic**

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**PLEASE READ THE RFP VERY CAREFULLY TO ENSURE ALL REQUIREMENTS ARE MET.**

## 2.0 ADMINISTRATIVE REQUIREMENTS

The following terms will apply to this Request for Proposals and to any subsequent contract.

### 2.1 REQUEST FOR PROPOSAL TERMINOLOGY

<b>BUSINESS DAY</b>	Any day other than Saturday, Sunday or statutory holiday.
<b>CONTRACTOR/SUPPLIER</b>	The successful proponent to this RFP who enters into a written contract with the Council of Atlantic Ministers of Education and Training (CAMET).
<b>RFP</b>	Request for Proposals.
<b>SECRETARIAT</b>	Council of Atlantic Ministers of Education and Training (CAMET) Secretariat
<b>PROPONENT/VENDOR</b>	An individual or a company that submits, or intends to submit, a proposal in response to this Request for Proposals.
<b>MUST/REQUIRED/ SHALL/WILL</b>	A requirement which <b>must</b> be met in order for the Proposal to receive consideration.
<b>SHOULD/DESIRABLE/MAY</b>	A requirement having a significant degree of importance to the objectives of the Request for Proposals.

## 3.0 GENERAL CONDITIONS

### 3.1 STANDARD TERMS AND CONDITIONS

This Request for Proposals is subject to the Standard Terms and Conditions for goods and services tenders for the Council of Atlantic Ministers of Education and Training (CAMET) Secretariat.

This RFP will be conducted in accordance with the Atlantic Procurement Agreement and its Regulations.

### 3.2 MANDATORY REQUIREMENTS

This Request for Proposals may contain mandatory requirements. **Proposals not meeting all mandatory requirements will be rejected without further consideration.**

### 3.3 CONDITIONS RIGHT TO AMEND

The Secretariat reserves the right to amend or supplement the RFP, giving equal information and cooperation by way of issued addendum to all proponents as a result of any such amendment.

### 3.4 PROPOSAL INFORMATION

Material, data and information accessed or provided by the Secretariat and used in the preparation of the proposals is confidential and the property of the Secretariat.

### **3.5 CHANGES TO PROPOSAL WORDING**

There will be no changes in the wording of the proposal after submission and no words or comments shall be added to the general conditions or detailed specifications unless requested by the Secretariat for purposes of clarification.

### **3.6 VENDOR INCURRED COSTS**

All costs incurred in the preparation and presentation of proposals in any way whatsoever shall be wholly absorbed by the Vendor.

### **3.7 INDEMNITY**

The vendor will indemnify and save harmless the Secretariat from and against all claims, demands, losses, damages, costs and expenses made against or incurred, suffered or sustained by the Secretariat at any time or times (either before or after the expiration or sooner termination of this agreement) where the same or any of them are based upon or arise out of or from anything done or omitted to be done by the vendor or by any servant, employee, officer, director or subcontractor of the vendor pursuant to the contract.

### **3.8 ACCEPTANCE OF PROPOSALS**

The Council of Atlantic Ministers of Education and Training (CAMET) Secretariat is not bound to accept the lowest price or any proposal of those submitted. Proposals will be assessed in light of the evaluation criteria.

Subsequent to the submission of Statements for Proposals, interviews and negotiations may be conducted with some of the proponents, but there shall be no obligation to receive further information, whether in writing or oral, from any proponent. The Secretariat shall not be obligated in any manner to any proponent whatsoever until a written agreement has been duly executed relating to an approved proposal.

### **3.9 EVALUATION OF PROPOSALS**

A committee formed for that purpose will evaluate all acceptable proposals. The right is reserved to make an award based directly on the proposals submitted or to negotiate further with one or more proponents.

### **3.10 FINANCIAL INFORMATION**

Proponents may be requested to demonstrate financial stability during the evaluation process.

### **3.11 ADDITIONAL INFORMATION**

Proposals may contain additional information. If alternative solutions are offered, submit the information in the same format as a separate proposal.

### **3.12 ACCEPTANCE OF TERMS AND CONDITIONS**

Unless otherwise stated by the proponent, all terms and conditions of this RFP document are assumed to be accepted and incorporated in the proponent's submission.

### **3.13 VALIDITY PERIOD**

Proposals **must** be open for acceptance for at least 90 days after the closing date. Upon acceptance, prices will be firm for the entire contract period unless otherwise specified.

### **3.14 PROPOSAL SELECTION**

Once a decision has been made, the successful vendor will be notified by the Secretariat. The committee will treat all proposals with strict confidentiality.

### **3.15 NEWS RELEASES**

Vendors shall not make news releases concerning the RFP or the awarding of the same without the written consent of the Secretariat and then only in coordination with the Secretariat.

### **3.16 CONFIDENTIALITY AND SECURITY**

**3.16.1** This document, or any portion thereof, may not be used for any purpose other than the submission of proposals.

**3.16.2** The vendor must agree to maintain security standards consistent with security policies of the Secretariat. These include strict control of access to data and maintaining confidentiality of information gained while carrying out their duties.

**3.16.3** Information obtained by the vendor as a result of participation in this project is confidential and must not be disclosed without written authorization from the Secretariat.

### **3.17 CONTRACT CANCELLATION**

The contract may be cancelled for, but not limited to, the following reasons.

If the contractor:

- defaults in the observance of any of the conditions contained in the contract or specifications;
- has become insolvent;
- has committed an act of bankruptcy.

If the Secretariat:

- cancels the budget allocation for this particular project.

### **3.18 NEGOTIATION DELAY**

If a written contract cannot be negotiated within thirty (30) days of notification to the designated vendor, the Secretariat may, in its sole discretion at any time thereafter, terminate negotiations with that vendor and either negotiate a contract with another vendor of its choice or choose to terminate the RFP process and not enter into a contract with any of the vendors.

### **3.19 CONTRACT FOR SERVICES**

Written notice of acceptance of a proposal by the Secretariat, and the subsequent full execution of a written contract, will constitute a contract for the services. No proponent will acquire any legal or equitable rights or privileges relative to the services until the occurrence of both such events.

### **3.20 COMPLIANCE WITH LAWS**

The vendor shall give all the notices and obtain all the licenses and permits required to perform the work. The vendor shall comply with all the laws applicable to the work or the performance of the contract.

### **3.21 DEBRIEFING**

Unsuccessful proponents may request a debriefing meeting with the evaluation committee following execution of a contract with the successful proponent.

## 4.0 SUBMISSION OF PROPOSALS

### 4.1 NUMBER OF COPIES

Each proponent can submit a copy of their proposal by electronic mail to Rhéal Poirier, Secretary to CAMET, at [rpoirier@cap-cpma.ca](mailto:rpoirier@cap-cpma.ca), on or before 4:30 p.m. AST on Wednesday, November 24, 2016 or by mail at 5161 George Street, Suite 1006, Halifax, NS B3J 1M7.

**Late proposals will not be accepted and will be returned to the proponent.**

The proponent will not change the wording of its proposal after closing and no words or comments will be added unless requested by the Secretariat for purposes of clarification.

## 5.0 QUESTIONS AND INQUIRIES

All inquiries related to this RFP are to be directed by electronic mail to the Secretariat, at the following address:

**Rhéal Poirier**  
**Secretary to CAMET**  
[rpoirier@cap-cpma.ca](mailto:rpoirier@cap-cpma.ca)

All responses to inquiries made to the Secretariat will be made in writing; therefore, the proponent must include a contact name, email address (if available), or fax number on all correspondence.

All questions and responses will be made available to all proponents on the CAMET website at [www.camet-camef.ca](http://www.camet-camef.ca) under the Opportunities' section one (1) week before the closing date. Therefore, further questions will not be accepted after this date.

Proponents are encouraged to check frequently on the CAMET website to view the questions and answers submitted.

All other information obtained from alternate sources cannot be considered official and/or accurate.

## 6.0 BACKGROUND INFORMATION

### 6.1 Introduction

The Council of Atlantic Ministers of Education and Training (CAMET) requires the services of professional consultancy to determine and articulate a framework of competencies Atlantic Canadians require to navigate and propel learning, work, and transitions through the lifespan as described in section 6.3, *Key Tasks*.

### 6.2 Background and Context

It is increasingly critical to our region's social and economic prosperity that Atlantic Canadians are able to manage their own learning and work transitions. Effective career development is age-appropriate, future-focused, and personalized. A comprehensive approach provides an array of experiences and supports tailored to the students' stage of development and responsive to individual interests, strengths, needs, circumstances, and aspirations. A collaborative, unified focus by all stakeholders is

necessary to determine the set of competencies that will ensure Atlantic Canadians are prepared to participate in a world of rapid and complex change.

The Atlantic provinces are committed to reframing its approach to career education so that it is more culturally responsive in nature and not based solely on a Euro-centric model of career development. Being inclusive in an approach to a vastly diverse population of students and families is critical in the current and changing social climate. There is a growing need to focus on many marginalized citizens, and those historically underserved populations of people, such as individuals of African descent, Indigenous peoples, newcomers, the many facing socio-economic disparity, the LGBTQ community, and those with physical, mental and intellectual challenges. Moreover, the personal development and growth of individuals is significant, but so is the role those people play within the broader context of society, as members of a family, students in schools, members of a community and participants in the workplace. People develop socially, emotionally and intellectually but not in isolation, and so understanding the role within a global community is an integral component of career development.

The proposed project as described in this document responds to *Future in Focus: Atlantic Career Development Framework for Public Education 2015-2020*, more specifically to the following goals:

*Goal #1 – Support Career development using a coordinated whole school approach, organized by career development themes*

*Goal #2 – Implement age-appropriate career development programs, services and supports*

*Goal #3 – Promote career development as an integral part of student learning*

A copy of *Future in Focus: Atlantic Career Development Framework for Public Education 2015-2020*, is available at [www.camet-camef.ca](http://www.camet-camef.ca) under *What's New*.

Atlantic provinces recognize that clarity is needed from stakeholders regarding what set of competencies are required by citizens to navigate and propel learning, work, and transitions in today's labour market. Competencies are understood as overarching sets of attitudes, skills, and knowledge that can be interdependent and leveraged in a variety of situations across disciplines. Competencies are developed throughout the lifespan and equip citizens to think and act locally, nationally, and globally: being able to meet the shifting and ongoing demands of life, work, and learning; being active and responsive in their communities; engaging meaningfully with people from countries and cultures around the world; and acting on issues of significance. Key Atlantic Canadian stakeholders must be identified and engaged to determine what specific competencies people require, developmentally, in order to successfully navigate learning, work, and transitions in our rapidly evolving labour market.

The objective resulting from this initiative is the determination and articulation of a set of competencies, identified by key stakeholders, required to navigate and propel learning, work, and transitions in today's world and in the future.

### **6.3 Key Tasks**

The Council of Atlantic Ministers of Education and Training (CAMET) requires the services of professional consultancy to determine and articulate a framework of competencies to effectively manage career transitions through the lifespan. The work resulting from this Request for Proposals is the following:

- a) compile, research and analyze evidence-based regional, national, and international skills' and competencies' frameworks;
- b) articulate and prepare a framework of competencies, including supporting documents that Atlantic Canadians need from childhood through adulthood. Support documents will include

- the tailored materials necessary to meet the needs of students, educators, career development practitioners, families, post-secondary, and business;
- c) organize, lead and manage consultations with key stakeholders<sup>1</sup> on the proposed competencies framework and supporting documents;
  - d) revise the proposed framework of competencies based on input provided by stakeholders;
  - e) finalize the proposed framework of competencies based on direction provided by CAMET; and
  - f) prepare a set of performance indicators for each developmental level.

Services rendered as part of this project will be required to be delivered in the two official languages. Translation of the deliverable is not part of this request for proposal and will be managed by CAMET.

#### **6.4 Deliverable**

The key deliverable for this project will be a framework comprising a collaboratively developed set of specific career management competencies grouped into several areas for explicit developmental phases throughout the lifespan and supporting documents that CAMET can publish in a hard copy and in a digital format. The deliverable will include all the components resulting from the work described under Key Tasks in section 6.3 of this RFP. The final product must be completed by June 30, 2018.

#### **6.5 Process and Reporting**

The consultant will be contracted by the Council of Atlantic Ministers of Education and Training (CAMET), and will report to the steering committee, consisting of officials from the four Atlantic provinces. The steering committee will be charged with the following mandate:

1. Provide overall direction to the contracted consultant as it relates to the key tasks outlined in this document;
2. Provide advice to the consultant;
3. Provide feedback on the various drafts of the report prepared as a result of this work; and
4. Recommend final approval of the report prepared by the consultant.

The consultant will be required to consult with provincial officials, key stakeholders, and appropriate staff. The steering committee will provide advice on the individuals and organizations to be consulted.

## **7.0 PROPOSAL CONTENT & REQUIREMENTS**

**Instructions:** Proposals should include a table of contents, be based on the following format and include a response to each requirement/instruction in the order in which it is asked. It is helpful to the evaluation committee if the corresponding section headings are utilized in your submission.

The proposal must include the following:

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<sup>1</sup>Stakeholders may include post-secondary education and training institutions, industry sectors, the business community, school boards and educators, students, other government departments, non-governmental organizations, diversity/equity-based organizations, parent/guardian organizations, career/employment service organizations, and the larger community.

1. detailed account of the approach and process to be used to fulfill the key tasks set forth in Section 6.3 (including a methodology to involve stakeholder);
2. detailed work plan describing milestones and timelines;
3. total cost of the contract with a description of professional services, administrative and travel costs;
4. brief summary of the history of the consultant, including years in business and past experience, and demonstrate expertise relating to the scope of the work outlined in this RFP;
5. demonstrate how services will be delivered in both official languages;
6. names and background of all qualified personnel to be involved in this project; and
7. names and contact information of clients and associates for whom similar or relevant work has been performed, and a description of the work completed.

#### **7.1 MANDATORY REQUIREMENTS**

- a) Submissions must be received in their entirety by the time and date indicated.
- b) Submissions must be signed by an official of the company who is authorized to sign on behalf of/and bind the company to statements made in their submission.

#### **7.2 GENERAL REQUIREMENTS**

- Demonstrate understanding of the project scope and objectives.
- Identify the proposed approach, work plan and detailed project schedule.
- Proposals should include a price table containing a detailed breakdown pertaining to professional service fees.

##### **7.2.1 COMPANY BACKGROUND**

Provide a brief summary of the history of yourself and/or your company, including years in business, number of staff, location, etc.

##### **7.2.2 COMPANY REFERENCES**

Proposals should include names and contact information of former clients and associates for whom similar or relevant work has been performed, presented as references, as well as a description of the work completed.

##### **7.2.3 PROJECT TEAM**

Proposals should include details on the background and experience of all qualified personnel relating to the project management and project team.

##### **7.2.4 SUBCONTRACTING**

Utilizing a subcontractor, or subcontractors (who must clearly be identified), in the prime bidder's response is acceptable. This also includes a joint submission by two or more bidders having no formal corporate links. However, in this case, one of these bidders must be prepared to take overall responsibility for successful interconnection of the multiple organizations and this must be defined in the Statement of Proposal. Also, one individual or firm must act as the sole interface between the joint partners and the Secretariat.

### 7.3 APPENDICES / ATTACHMENTS

This section should contain any additional information pertinent to the proponent's response.

All materials submitted as appendices/attachments to the proposal should be clearly indicated in the Table of Contents. Material not so documented by the vendor will be considered as extraneous information. This list of attachments should also contain a brief description of the attached material, including what information can be gained by the evaluation team from its examination of the material.

## 8.0 EVALUATION PROCEDURE

A Committee made up of officials from the four Atlantic provinces will evaluate all proposals. The accepted proposals will be used as the basis for selecting the successful proponent(s). The evaluation of proposals will be based on the criteria listed below. The process will include a review and check of the information contained in the proposals and interviewing references familiar with the work of the vendor.

### 8.1 EVALUATION CRITERIA

The proposal will be evaluated based on the following criteria:

#### REPRESENTS 100 POINTS OF TOTAL SCORE

<b>Knowledge and experience of the consultant</b>	<b>30</b>
<b>Understanding of the scope of the work to be executed</b>	<b>30</b>
<b>Work plan</b>	<b>30</b>
<b>Price</b>	<b><u>10</u></b>
<b>TOTAL</b>	<b>100 Points</b>

***Determination of best value may not result in the lower cost being accepted.***

This Request for Proposals does not ensure proceeding to enter into a contract(s). The Secretariat reserves the right to proceed or not to proceed with a contract(s) pursuant to this Request for Proposals.

### 8.2 PRICING

The maximum budget associated with this project up to, but not exceeding, \$100,000, excluding HST. The budget includes the key tasks and deliverables, and travel.