



## **REQUEST FOR PROPOSALS**

### **Curriculum Development for a Public Education Program on the Employment Standards Act and Bill 148 Consulting Services**

#### **Background**

COSTI is undertaking an interactive educational program that will focus on educating small and medium sized employers and vulnerable workers (including youth and immigrants) in the Greater Toronto Area on key elements of the Employment Standards Act, 2000 (“ESA”) and Bill 148. The Project will have a tailored approach to reach each key audience using a variety of targeted resources including but not exclusively:

- Interactive in-person workshops (both onsite at employers’ workplaces as well as at the recipients’ and community partners’ locations)
- Interactive webinars

#### **Project Commitments:**

Funding for this project has been made available by the Ministry of Labour. Work products to be completed by June 30, 2018.

#### **What We Need:**

Develop content and tools for seminars and interactive webinars for three groups: small to medium sized employers; youth and newcomers. These seminars and webinars are to be based on the changes and implementation dates of the new ESA including Bill 148.

1. Develop seminars tailored to meet the needs of each group: small to medium sized employers, youth and newcomers. Each seminar per group will focus on the changes to the ESA, implementation dates, Bill 148 and how this will affect these groups. The content will be based on participants’ needs assessments results, which will be undertaken by COSTI. The seminars will be approximately 90 minutes long.
2. Develop webinars utilizing the content from the seminars tailored to meet the specific needs of small to medium sized employers, youth and newcomers. The webinars will be approximately 90 minutes in duration.
3. Develop an on-line quiz for each group (Small and Medium Sized Employers, Youth and Newcomers) that contains at least 20 questions. The Quiz is intended to

measure the knowledge gained as a result of the seminar and/or webinar.  
Participants will be issued a certificate upon completing the quiz.

### **Responsibilities:**

- Research the changes to the ESA including Bill 148
- Develop course overview including specific goals and objectives for each of the 3 seminars and 3 webinars
- Articulate learning objectives for each of the seminars/webinars. These will be different for each target group but seminars and webinars will contain the same learning objectives
- Develop and write seminar/webinar curricula for each of employers, newcomers and youth
- Each workshop will include activities that will appeal to different learning styles and the demographic intended for
- Each seminar will include resources, handouts and PowerPoint presentation
- Each seminar will include a variety of activities including interactive group activities
- All seminar content will be appropriately stored within folders and files and will include lists of all links, with a brief description, used in the course
- The language should be consistent with minimum of the Canadian Language Benchmarks (CLB) 6 for small and medium sized businesses and/or plain language equivalent to Grade 9 level of education youth target groups. A minimum of CLB level 2 for the newcomer curriculum
- Include and provide complete references for all cited materials
- Provide weekly updates, via e-mail to Project Manager and Director of Employment Services
- Meet with Manager and Director of Employment Services as needed for progress monitoring and course correction
- Journalize experience and keep track of time spent on each major deliverable

### **Project Time Frame:**

1. Completion/submission of seminar/webinar for small/medium employers:  
June 1, 2018
2. Completion/submission of seminar/webinar for youth: June 15, 2018
3. Completion/submission of seminar/webinar for newcomers: June 28, 2018

***Please send a succinct proposal by 4:00 pm April 30, 2018.***

In submitting a written response to this RFP, consultants will:

- Outline their understanding of the project goals, objectives and deliverables and set out their proposed workplan to achieve it. The workplan to include any qualifications on scope of work products to be delivered and limitations on revisions/edits
- Provide reference examples of comparable assignments conducted within the past five years, including contact information for two clients for phone interviews
- Provide a CV for yourself/your firm referencing the scope of your consulting practice and professional specialties
- A total and breakdown in fees showing time attributed to each work item and related client communication/consultation and the applicable daily rate, plus an estimate of out-of-pocket and project related office expenses, if warranted. A proposed schedule for fee payments should be included, including all applicable taxes. This call assumes the consultant will work out of his/her own business premises, with the COSTI staff arranging access to internal/external online platforms
- A statement confirming availability for this project for the projected full term of May 7 to June 29, 2018

**The submission deadline is Monday, April 30, 2018 by 4:00 pm, with delivery by mail or email to the attention of:**

**Julie Darboh, Director of Employment Services  
COSTI Immigrant Services  
3100 Rutherford Road, Suite 102  
Vaughan, ON L4K 0G6  
Email: Julie.Darboh@costi.org**

### ***Selection Process***

*A committee composed of the Senior Director of Planning and Program Development, Director of Employment Services and Manager of Mississauga Employment Services will review submissions, select and if deemed necessary, interview semi-finalists based on their comprehension of the project goals and objectives, ability to work with a community/group clientele, relevant past experience and cost. Reference checks will be made on the finalist prior to offering a contract. COSTI may choose not to accept any consultant from those submitting and is not bound to selecting the lowest bidder.*

*All work products and research developed for this project will remain the sole intellectual property of COSTI.*