



REQUEST FOR PROPOSALS

Atlantic Canada Aerospace and Defence Association
Labour Market Analysis

Release Date:

April 29, 2022

Response Deadline:

May 19, 2022

Client:

Atlantic Canada Aerospace & Defence Association (ACADA)
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ABOUT ACADA

The Atlantic Canada Aerospace and Defence Association (ACADA) is a collaborative SME-focused organization representing the interests of the aerospace, defence, and security industries in Atlantic Canada. The pan-Atlantic not-for-profit organization was formed in 2016 when the four individual provincial associations amalgamated to form a united voice for the sector in the region. ACADA represents 170+ industry members and organizations across Atlantic Canada.

ACADA has a mandate to promote and facilitate the growth of Atlantic Canadian aerospace, defence, and security industries.

ACADA plays an important leadership role as the regional voice and facilitator for strategic industry engagement and has a proven record of accomplishment as an effective vehicle for harmonizing national and global promotion and advancement of the sector in Atlantic Canada.

In April 2020, ACADA signed a new three-year agreement with ACOA that expands the scope and mandate to include the following strategic priorities:

- *Workforce Development* – develop member organizations by building workforce capacity and promoting human capital attraction, retention and recruitment initiatives.
- *Business Competitiveness* – advance productivity, business excellence and innovation
- *Business Development* – business development opportunities through readiness, market preparation, and access to potential customers, markets, and partnerships
- *Sector and Industry Promotion* - champion Atlantic Canadian interests in the aerospace, defence, and security sector and communicate sector issues and concerns

1. Project Overview

This project will provide a pathway to ensure that Atlantic Canada's Aerospace and Defence Industry will continue to grow and thrive by quantifying the workforce, as well as projecting labour and skills shortages. Without current and accurate workforce data, it is difficult to validate industry's concerns in relation to workforce capacity and create actions or make policy decisions to manage and mitigate these concerns. Furthermore, the absence of this baseline data makes it difficult to optimize the unique strengths of various industry partners towards a coordinated, holistic approach to sustained growth of this sector. Moving forward, ACADA will be developing an Attraction and Retention Strategy for the Aerospace and Defence Industry in Atlantic Canada. The first step in the development of its Attraction and Retention Strategy is the acquisition and analysis of key labour market data and assessing the training capacity accessible by industry to meet defined challenges.

2. Project Scope and Deliverables

To this end ACADA is preparing to issue an RFP to qualified vendors for an in-depth labour market analysis and training gap analysis. The scope of work has two separate, but interrelated focuses: (1) a labor market analysis, and (2) a training capacity analysis.

2.1. Labour Market Analysis

This analysis should include:

- Current and projected (3 years) supply and demand of labour as expressed by qualitative and quantitative research;
- A series of occupational profiles for the Atlantic Canadian Aerospace and Defence Industry along with key sub-sectors of the industry;
- Comparative wage/benefits levels by occupation stratified by province;
- Comparative high frequency vacancy rates by occupation and segmented proportionally by the industry stratified by province;
- Competitive landscape analysis for skills and talent.

2.2 Training Capacity Analysis

This analysis should include:

- An inventory of available training programs in Canada, with a special focus on the Atlantic Canadian region relevant to AD including an understanding of the demand and supply of programming;
- The identification of training gaps relevant to the Aerospace and Defence in Atlantic Canada;
- An understanding of the backgrounds of program participants (students) and the reasons why they were attracted to the industry; and
- An assessment of the issues, challenges, and opportunities in attracting and retaining students and in meeting industry needs.

A final report is required that will include: a demographic profile of current labour supply; anticipated future labour and skills requirements; key labour market issues identified; and potential new labour entrants. The consultant will present a summary of their findings to the client. which will examine, among other things, the following:

- Identification of opportunities to attract, retain and support succession of workforce entrants.

- Preliminary assessment of the role and responsibilities ACADA will assume in the recruitment, retention, and succession of workforce entrants.

3. Pricing

Bidders should propose fees that clearly define the costing for all of the required services.

Your total budget amount shall cover agency fees and all costs associated with the full execution of the project.

Prices quoted shall include Harmonized Sales Tax (HST), must be in Canadian currency, and must be itemized separately.

Rates quoted by the Proponent shall be all-inclusive and shall include all costs of development and implementation, all labour and material costs, all travel and carriage costs, all insurance costs, all costs of delivery, and all other overhead, including any applicable fees or other charges.

Pricing structure is to identify breakdown of cost for agency service vs. estimated cost for third-party costs, production, etc.

Pricing is worth 20% of the total score.

It is the intent that these prices remain fixed until completion and that no contract containing price escalations will be accepted prior to the anticipated completion date outlined in this RFP.

4. Project & Payment Schedule

The project schedule should assume an approximate starting date of May 30, 2022. Bidders are asked to submit a proposed milestone payment schedule with their proposals which will be agreed to by the client/contractor through the contract arrangement.

5. Submission of Proposals

5.1 | RFP DEADLINE

Proposals must be submitted to the ACADA contact no later than **4:00 PM (AST) on May 19, 2022.**

5.2 | PROPOSALS TO BE SUBMITTED TO THE FOLLOWING REPRESENTATIVE

Allan Campbell
Provincial Director, Prince Edward Island
Atlantic Canada Aerospace and Defence Association

allan@ac-ada.ca

5.4 | PROPOSALS TO BE SUBMITTED ON TIME

An inventory of available training programs in Proposals must be submitted to the email address stated above on or before the Submission Deadline as indicated in section 5.1. The Proponent is solely responsible for the delivery of its proposal to the email address indicated in this RFP on or before the Submission Deadline. ACADA does not accept any responsibility for proposals delivered to any other location by the Proponent or its delivery agents. Proposals submitted after the Submission Deadline will be refused.

5.4 | PROPOSALS TO BE SUBMITTED IN PRESCRIBED FORMAT

Proponents must submit their proposal electronically via email. The file name on the electronic copy must include the Proponent's name, the RFP title, and addressed to the Attn "Allan Campbell".

5.5 | WITHDRAWAL OF PROPOSALS

Proponents may withdraw their proposals prior to the Submission Deadline. To withdraw a proposal, a notice of withdrawal must be received by the RFP Contact prior to the Submission Deadline and must be signed by an authorized representative of the Proponent. ACADA is under no obligation to return withdrawn proposals.

5.6 | PROPOSALS IRREVOCABLE AFTER SUBMISSION DEADLINE

Proposals shall be irrevocable for a period of **Ninety (90) days** from the Submission Deadline.

6. Proposal Evaluation

6.1 | MANDATORY SUBMISSION REQUIREMENTS

ACADA will review the proposals to determine whether the mandatory requirements have been met, as set out in this RFP. If the proponent fails to satisfy the mandatory requirements, its proposal will be excluded from further consideration.

6.1.1 | SUBMISSION FORM (APPENDIX A)

Each proposal must include a completed Submission Form (**Appendix A**) signed by an authorized representative of the Proponent. As part of the mandatory requirements, please provide a company overview that includes:

- Business operating name
- Years in business
- Sample list of clients
- Staff compliment
- Primary address and associated offices Primary contact details

6.1.2 | SUBMISSION PRICING FORM (APPENDIX B)

Each proposal must include a Submission Pricing Form (**Appendix B**) completed according to the instructions contained in the form.

6.2 | RFP EVALUATION

ACADA will evaluate each compliant proposal based on the rated criteria as set out in Section 2 of the RFP. The following is an overview of the categories and weighting for the rated criteria of the RFP.

The qualifications, commitment, related experience, and knowledge of the project personnel will be key evaluation factors. The experience of the team in undertaking assignments of this nature and magnitude will be a significant factor in proposal selection. The evaluation framework outlined in table below will be used in the selection.

Evaluation Criteria

Item	Weighting	Criteria
1) Please provide a brief overview of your company.	Mandatory	<ul style="list-style-type: none"> • Business operating name • Years in business • Sample list of clients • Staff compliment • References • Primary contact details
2) Demonstrated understanding of the scope and objectives of the project	25%	Demonstrate clear understanding of the labour market and training gaps to be measured and reported on in study
3) Proposed approach/methodology/workplan and schedule	35%	The successful Proponent is expected to provide the project management required to complete this analysis and report, including methodology proposed. Identify any risks.
4) Previous experience in labour market analysis and training capacity reviews	20%	Provide experience working with both large and small companies in both union and non-union workplace environments Please include 2 references
5) Budget	20%	Provide a budget/fee proposal.
TOTAL	100%	

6.3 | BUDGET

The evaluation of budget will be undertaken after the evaluation of mandatory submission requirements and rated criteria has been completed and will consist of a scoring of the submitted pricing of compliant proposals in accordance with the price evaluation set out in the Submission Pricing Form (**Appendix B**).

6.4 | SELECTION OF HIGHEST SCORING PROPONENT

All scores will be added together, and each proponent will be ranked based on its total score. The proponent with the highest score will be selected to enter into a Service Agreement in accordance to the Terms and Conditions of the RFP. The Client will notify the successful Contractor in writing via electronic means. Upon finalization of the Service Agreement with ACADA the proponent shall thereafter be known as the successful proponent.

6.5 | NOTIFICATION TO OTHER PROPONENTS

Those that are not successful will receive written notification via electronic correspondence as soon as possible once the award of contract has been accepted and the negotiations have been concluded with the successful Proponent. The Client reserves the right not to explain in detail why unsuccessful consultants were not selected.

7. General Terms and Conditions

7.1 | PROPONENTS TO FOLLOW INSTRUCTIONS

Proponents should structure their proposals in accordance with the instructions in this RFP. Where information is requested in this RFP, any response made in a proposal should reference the application section numbers of this RFP.

7.2 | LANGUAGE

All proposals are to be in English, or both English and French. If there is a conflict or inconsistency between the English version and the French version of the proposal, the English version of the proposal shall prevail.

7.3 | NO INCORPORATION BY REFERENCE

The entire content of the Proponent's proposal should be submitted in a fixed form and the content of websites or other external documents referred to in the Proponent's proposal but not attached will not be considered to form part of its proposal.

7.4 | REFERENCE AND PAST PERFORMANCE

In the evaluation process ACADA may include information provided by the Proponent's references and may also consider the Proponent's past preferences of conduct on previous contracts with ACADA.

7.5 | INFORMATION IN RFP ONLY AN ESTIMATE

ACADA makes no representations, warranty or guarantee as to the accuracy of the information contained in this RFP contract or issued by way of addenda. Any quantities shown, or data, or opinion contained in this RFP, received from the RFP contact or provided by way of addenda are estimates only and are for the sole purpose of indicating to Proponents the general scale and scope of the Deliverables. It is the Proponents responsibility to obtain all the information necessary to prepare a proposal in response to this RFP. This includes schedules, addendums and diagrams.

7.6 | PROPONENTS TO BEAR THEIR OWN COSTS

The Proponents shall bear all costs associated with or incurred in the preparation of its proposal, including, if applicable, costs incurred for interviews, presentations, or demonstrations. No remuneration is offered for submissions in response to this RFP.

7.7 | PROPONENTS TO BE RETAINED BY ACADA

ACADA will not return the proposal, or any accompanying documentation submitted by a Proponent. All received materials are retained and owned by ACADA.

7.8 | VERIFY AND CLARIFY

During the evaluation process ACADA may request further information from the Proponent or third parties in order to verify or clarify the information provided in the Proponents proposal, including but not limited to clarification with respect to whether a proposal meets the mandatory technical requirements set out in the RFP Particulars. ACADA may revisit and re-evaluate the Proponents response or ranking on the basis of any such information.

Verbal information or representations shall not be binding on the Client. Only written changes, alterations, modifications, or clarifications are binding. In order to be valid all such changes, alterations, modifications or clarifications shall be issued in the form of addenda and all such addenda shall become a part of this RFP.

The proposal of the successful Proponent will form part of any resultant contract agreement by attachment and incorporation by reference. Claims made in the proposal will constitute contractual commitments. Any provision in the proposal may be included in the resultant contract as a direct provision thereof. The successful Supplier, as a condition of submitting its proposal, accepts a customized contract will be negotiated.

7.9 | GOVERNING LAW AND INTERPRETATIONS

Any resultant contract from this RFP will be governed by the laws of Nova Scotia (where the ACADA Head Office resides) and shall be issued in the name of the successful Supplier exactly as that successful Supplier's personal or corporate name is stated in the RFP response document. Funds payable for materials delivered pursuant to any resultant contract shall be paid only to

the Supplier who is so listed as party to any resultant contract. Only legal registered names of Proponents are acceptable.

7.10 | MANDATORY REQUIREMENTS

The proposal will contain the signature, name and title of the person authorized to sign on behalf of the Supplier on the proposal submitted in response to this RFP.

The responsibility rests with the Supplier to submit a complete proposal, with proper and adequate detail to substantiate all aspects of its proposal. Incomplete proposals shall be deemed to be non-compliant. A complete proposal should include but not be limited to:

- Legal name and status: The proposal shall state the correct legal name and legal status of the proposing entity and the correct mailing address.
- Supplier contact: The name, title, telephone numbers, E-mail address and civic address of a representative who may be contacted for clarification or other matters relating to the proposal shall be provided.
- Content: The proposal will be clear, concise, and must include sufficient detail for effective evaluation and for substantiating the validity of stated claims. The proposal shall not simply rephrase or restate the requirements, but rather shall provide convincing rationale to address how the Supplier intends to meet these requirements.

ACADA welcomes proposals that include subcontractors or partners but will only deal directly with the lead or prime Supplier. All terms and conditions will apply to all subcontractors and the Supplier will be responsible for subcontractors' compliance. The Supplier will be responsible for all work done by the subcontractors. The Supplier will be responsible for all damages and will complete any work unfinished by the subcontractors.

8. Conflict of Interest and Prohibited Conduct

8.1 | CONFLICT OF INTEREST

ACADA may disqualify a Proponent for any conduct, situation or circumstance, determined by ACADA, in its sole discretion to constitute a Conflict of Interest. For the purposes of the Section, "Conflict of Interest" has the meaning ascribed to it in the **Submission Form (Appendix A)**.

8.2 | DISQUALIFICATION FOR PROHIBITED CONDUCT

ACADA may disqualify a Proponent, or terminate agreement entered into if ACADA, in its sole discretion, determines that the Proponent has engaged in any conduct prohibited by this RFP.

8.3 | PROHIBITED PROPONENT COMMUNICATIONS

A Proponent will not engage in any communications that could constitute a Conflict of Interest .

8.4 | PROPONENT NOT TO COMMUNICATE WITH MEDIA

A Proponent may not at any time directly or indirectly communicate with the media in relation to this RFP or any agreement entered into pursuant to this RFP without consent of ACADA, and then only in coordination with ACADA.

8.5 | REJECTION OF PROPOSALS

ACADA may reject a proposal based on past performance or based on inappropriate conduct, including but not limited to:

- a. Illegal or unethical conduct as described above;
- b. The refusal of the Proponent to honour its submitted pricing or other commitments
- c. Any conduct, situation or circumstance determined by ACADA , in its sole and absolute discretion, to have constituted an undisclosed conflict of interest
- d. Past experience with the Proponent within the 18-month period prior to the Submission Deadline for similar or related services; or
- e. Any information provided to ACADA by any reference of the Proponent, pursuant to section 5.4 of this RFP.

9. Confidential Information

9.1 | CONFIDENTIAL INFORMATION OF ACADA

All information provided by or obtained from ACADA in any form with this RFP either before or after the issuance of this RFP:

- a. Is the sole property of ACADA and must be treated as confidential;
- b. Is not to be used for any purpose other than replying to this RFP and the performance of the agreement for the Deliverables.
- c. Must not be disclosed without prior written authorization from ACADA, and;
- d. Must be returned by the Proponent to ACADA immediately upon request of ACADA.

10. Reserved Rights and Limitations

10.1 | RESERVED RIGHTS OF ACADA

ACADA reserves the right to:

- a. Make public the names of all Proponents;
- b. Request written clarification in relation to a Proponents proposal;
- c. Waive minor formalities that do not constitute Mandatory Submission requirements or Mandatory Technical requirements;
- d. Verify with any Proponent or with a third party any information set out in a proposal;
- e. Check references other than those provided by any Proponent;

- f. Disqualify any Proponent whose proposal contains misrepresentation or any other inaccurate or misleading information;
- g. Disqualify the Proponent or the proposal of any Proponent who has engaged in conduct prohibited by this RFP;
- h. Amend this RFP process without liability at any time prior to the execution of a written agreement between ACADA and a Proponent. These changes are issued by way of addendum in the manner set out in this RFP;
- i. Cancel this RFP process without liability at any time prior to the execution of a written agreement between ACADA and a Proponent. A cancellation is communicated by way of addendum in the manner set out in this RFP. ACADA may in its sole discretion issue a new RFP for the same or similar Deliverables ; or
- j. Reject any or all proposals.

These reserved rights are in addition to any other express rights or any other rights that may be implied in the circumstances, or that ACADA has at law.

10.2 | LIMITATION OF LIABILITY

By submitting a proposal, each Proponent agrees that:

- a. Neither ACADA nor any of its employees, officers, agents, elected or appointed officials, advisors or representatives will be liable, under any circumstances, for any claim arising out of this proposal process including but not limited to costs or preparation of the proposal, loss of profits, loss of opportunity or any other claim; and
- b. The Proponent waives any claim for any compensation of any kind whatsoever, including claims for costs or preparation of the proposal, loss of profit or loss of opportunity by reason of ACADA decision to not accept the proposal submitted by the Proponent, to enter into an agreement with any other Proponent or to cancel the proposal process, and the Proponent shall be deemed to have agreed to waive such a right of claim.
- c. All materials, contents, concepts and intellectual property submitted as a result of this project will remain under the ownership of ACADA, unless otherwise requested.

APPENDIX A - SUBMISSION FORM

Please fill out the following form, naming one person to be the Proponent’s contact for the RFP process and for any clarifications or communication that might be necessary.

Full Legal Name of Proponent	_____
Street Address	_____
City, Province	_____
Postal Code	_____
Phone Number	_____
Website	_____
Proponent Contact - Name	_____
Proponent Contact - Phone	_____
Proponent Contact - Email	_____
HST Number	_____

The Proponent has carefully examined the RFP documents and has a clear and comprehensive knowledge of the Deliverables. The Proponent represents and warrants its ability to provide the Deliverables in accordance with the requirements of the RFP for the rates set out in the completed Pricing Form (Appendix B).

APPENDIX B - SUBMISSION PRICING FORM

INSTRUCTIONS TO COMPLETE SUBMISSION PRICING FORM

- A. Rates shall be provided in Canadian funds, inclusive of all applicable duties and taxes except for HST, which must be itemized separately.
- B. Rates quoted by the Proponent shall be all-inclusive and shall include all costs of development and implementation, all labour and material costs, all travel and carriage costs, all insurance costs, all costs of delivery, and all other overhead, including any applicable fees or other charges.
- C. Pricing structure is to identify breakdown of cost for agency service vs. estimated cost for third-party costs, production, etc.

PRICING

Pricing is worth 20% points of the total score.

Bidders should propose fees that clearly define the costing for all the required services.

Your total budget amount shall cover agency fees, media costs, production costs and all costs associated with the full execution of the project.