



REQUEST FOR PROPOSALS

Human Resources Workshops (2023-24)

Release Date:

May 23, 2023

Response Deadline:

June 5, 2023

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Project Overview

The [Atlantic Canada Aerospace and Defence Association](#) (ACADA) invites qualified firms to respond to this Request for Proposals for the development and delivery of Human Resources (HR) online training sessions paired with implementation support for our members.

In March 2023, we offered the first workshop in the four-part HR Fundamentals series which is available for members to view online [here](#). The three offerings outlined in this RFP will build on the content of the first workshop, with the addition of implementation support to select ACADA members.

In this RFP, ACADA is looking for three (3) consultants/businesses to help deliver its 2023 HR curriculum and provide support to its members. The successful bidders will be referred to as Project Consultant(s) for the remainder of this document but, businesses, agencies, teams, and/or stand-alone consultants are welcome to respond.

Each Project Consultant will provide a virtual learning session/workshop. Following this session, ACADA will receive and manage applications from SMEs who would like to obtain one-on-one assistance from the Project Consultant to implement the learnings into their business. The deliverable will be slightly different per course but, the overall format of learning + consultation support is the same for all three.

ACADA is requesting proposals for the following workshops with subsequent pairing and consultation with select A&D sector SMEs:

Topic	Workshop delivery date (virtual)	SME pairings	All work to be completed by
1: Equity, Diversity, and Inclusion	June 22, 2023, at 9:30am Atlantic Time	Four (4) SME pairings with selected Project Consultant	February 29, 2024
2: Recruitment for mid- and senior-management roles	July 13, 2023, at 9:30am Atlantic Time	Five (5) SME pairings with selected Project Consultant	February 29, 2024
3: Retention and Workplace Culture	September 20, 2023, at 9:30am Atlantic Time	Three (3) SME pairings with selected Project Consultant	February 29, 2024

The workshops should include the latest in HR best practices for SMEs in the A&D sector. We are open to suggestions from Project Consultants on what sub-topics should be covered and what workshop/session format is most effective under each of the three overarching themes. Generally, we would like participants to walk away with a better understanding of the most essential approaches/tools for effective HR management under each category.

The successful Project Consultants will provide the following:

- Course content, which is typically an agenda, presentation, and speaking/facilitator notes for a 1.5-hour virtual workshop.
- Course description (short format, for use on social media and event invitation) and learning outcomes.
- Review of course content and description with two rounds of revisions, in consultation with the ACADA team.
- Delivery of course to ACADA members; dates are outlined in this RFP and will be confirmed with the selected consultant.
- Supporting presentations and materials delivered to ACADA for distribution to members following the session.
- Consultation services to select ACADA members, as described in this RFP.

The successful Project Consultant(s) must be prepared to deliver the workshop virtually with a camera and microphone appropriate to do so not included in the proposed cost of this project. ACADA is happy to discuss preferred platform with the consultant but would typically host this type of workshop via Zoom.

The successful Project Consultant(s) will be responsible for all phases of workshop development and delivery. Participants may be charged a fee for attendance that will be directed to ACADA, and not the successful Project Consultant(s).

The successful Project Consultant(s) must be able to deliver consultation services to all Atlantic provinces, as paired SMEs will be located in PEI, NS, NB, and NL. It is expected services will be offered virtually to eliminate travel costs for out-of-province SMEs. No travel costs will be covered by ACADA funding.

Project Cost & Requirements

It is expected that the workshop will be delivered free of charge by the Project Consultants considering the significant financial commitment to support SMEs in availing of the Project Consultants' services following award of the contracts.

The way this funding works is that ACADA will cost-share the consultant fees with select SME members as follows:

Course Name	SME Pairings & Activities	Total Income
Course 1: Equity, Diversify and Inclusion	The selected Project Consultant will be paired with four (4) SMEs for consultation services to implement EDI initiatives learned in the workshop into their own workplaces.	A maximum project cost of \$15,000 per SME billed to ACADA by the selected proponent; this amount represents a cost-share between ACADA and the SME, for a maximum of \$60,000 for course #1
Course 2: Recruitment for mid- and senior-management roles	The selected Project Consultant will be paired with five (5) SMEs to assist each with the recruitment of one mid- or senior-management role.	A maximum project cost of \$20,000 per SME billed to ACADA by the selected proponent; this amount represents a cost-share between ACADA and the SME, for a maximum of \$100,000 for course #2
Course 3: Retention and Workplace Culture	The selected Project Consultant will be paired with three (3) SMEs for consultation services to implement retention and workplace culture initiatives learned in the workshop into their own workplaces.	A maximum project cost of \$15,000 per SME billed to ACADA by the selected proponent; this amount represents a cost-share between ACADA and the SME, for a maximum of \$45,000 for course #3

Each Project Consultant will be expected to provide the following to ACADA:

1. Workshop session for members, as outlined above.
2. One-on-one consultation services for the paired SMEs aligned with the total spend per SME above. Services are expected to implement learning from the course (Courses 1 and 3) and/or fill a vacancy (Course 2). It is up to the Project Consultant to discuss service offering with the paired SME to determine project deliverables within the project budget followed by approval by ACADA of the proposed consultation/project.
3. Monthly status reports following a simple template to be provided by ACADA for each paired SME, reporting on actions of the previous month. We expect this should take the

Project Consultant no more than 15 minutes in admin time per month of activity and a template will be provided (see APPENDIX A).

4. Completion of satisfaction survey at end of project.

Project Timelines

All parts of the project must be completed in alignment with the tables below. By responding, you confirm you are able to complete the project in the following timeframe:

1: Equity, Diversity, and Inclusion

Deliverable	Date
RFP issued	May 23, 2023
Question submission deadline	May 26, 2023 at 3:30pm Atlantic Time / 4:00pm Newfoundland Time
Proposal submission deadline	June 5, 2023 at 3:30 Atlantic Time / 4:00pm Newfoundland Time
ACADA review and outreach to select/all respondents with questions/meeting requests, if required	June 5-8, 2023
ACADA selects successful proponent	June 9, 2023
Kick off meeting	June 12, 2023 at 9:30am Atlantic Time / 10:00am Newfoundland Time
Course description for promotion/marketing to members (if different than what is included in the proposal), business logo, and consultant(s) headshot(s) delivered to ACADA	June 14, 2023 at 9:30am Atlantic Time / 10:00am Newfoundland Time
Course development (successful bidder will be responsible for providing timeline for review and setting meeting time/process for feedback from ACADA team within this timeframe)	June 12-19, 2023
Final course content and any associated materials approved by and delivered to ACADA	June 19, 2023 at 3:30pm Atlantic Time / 4:00pm Newfoundland Time
Course delivery: Equity, Diversity, and Inclusion	June 22, 2023 at 9:30am Atlantic Time / 10:00am Newfoundland Time
Paring consultant with SME partners	July and August 2023
Consulting work with monthly reporting	September 2023 to March 2024
Final reporting to ACADA and projects with SMEs complete	February 28, 2024

2: Recruitment for mid-management and senior-management roles

Deliverable	Date
RFP issued	May 23, 2023
Question submission deadline	May 26, 2023 at 3:30 Atlantic Time / 4:00pm Newfoundland Time
Proposal submission deadline	June 5, 2023 at 3:30pm Atlantic Time / 4:00pm Newfoundland Time
ACADA review and outreach to select/all respondents with questions/meeting requests, if required	June 5-8, 2023
ACADA selects successful proponent	June 9, 2023
Kick off meeting	June 12, 2023 at 10:30am Atlantic Time / 11:00am Newfoundland Time
Course description for promotion/marketing to members (if different than what is included in the proposal), business logo, and consultant(s) headshot(s) delivered to ACADA	June 14, 2023 at 9:30am Atlantic Time / 10:00am Newfoundland Time
Course development (successful bidder will be responsible for providing timeline for review and setting meeting time/process for feedback from ACADA team within this timeframe)	June 12, 2023 to July 10, 2023
Final course content and any associated materials approved by and delivered to ACADA	July 10, 2023 at 3:30pm Atlantic Time / 4:00pm Newfoundland Time
Course delivery: Recruitment for mid- and senior-management roles	July 13, 2023, at 9:30am Atlantic Time / 10:00am Newfoundland Time
Paring consultant with SME partners	July and August 2023
Consulting work with monthly reporting	September 2023 to March 2024
Final reporting to ACADA and projects with SMEs complete	February 28, 2024

3: Retention and Workplace Culture

Deliverable	Date
RFP issued	May 23, 2023
Question submission deadline	May 26, 2023 at 3:30pm Atlantic Time / 4:00pm Newfoundland Time
Proposal submission deadline	June 5, 2023 at 3:30pm Atlantic Time / 4:00pm Newfoundland Time
ACADA review and outreach to select/all respondents with questions/meeting requests, if required	June 5-8, 2023
ACADA selects successful proponent	June 9, 2023
Kick off meeting	July 17, 2023 at 9:30am Atlantic Time / 10:00am Newfoundland Time

Course description for promotion/marketing to members (if different than what is included in the proposal), business logo, and consultant(s) headshot(s) delivered to ACADA	July 20, 2023
Course development (successful bidder will be responsible for providing timeline for review and setting meeting time/process for feedback from ACADA team within this timeframe)	July 17, 2023 to September 13, 2023
Final course content and any associated materials approved by and delivered to ACADA	September 13, 2023
Course Delivery: Retention and Workplace Culture	September 20, 2023 at 9:30am Atlantic Time / 10:00am Newfoundland Time
Paring consultant with SME partners	July and August 2023
Consulting work with monthly reporting	September 2023 to March 2024
Final reporting to ACADA and projects with SMEs complete	February 28, 2024

Proposal Guidelines

Proposals must be submitted to amanda.eid@ac-ada.ca with the subject line *HR Fundamentals RFP* and the course number for which you are bidding (*Course 1, Course 2 or Course 3*).

- Only digital copies will be accepted (PDF format, single file)
- Proposals should not exceed five (5) pages and must be presented with minimal images; no marks will be awarded for design
- Extensions to the submission date will not be considered
- Any proposal submitted in partial format will not be considered
- If you choose to respond to more than one of the course offerings, please submit a separate proposal for each
- ACADA expects to select one Project Consultant per course offering for a total of three (3) winners for this RFP

Proposals must include and are limited to:

Cover

- Indicate which of the three courses you are bidding on, contact name and title, contact email, and company name.

Introduction

- This section will introduce and briefly explain the business/consultant, their capabilities, and approach to projects of this nature. This should not exceed ½ page.

Course Overview

- This section will explain your understanding of the subject, a description of your proposed workshop with session topics/agenda, and what realistic and actionable objectives participants would come out of a 1.5-hour training session with. This should not exceed one page.

Qualifications

- Short form CVs and/or bios for all personnel for this project; demonstrating qualifications and experience as it relates to this RFP. This should not exceed one page.

References

- Two (2) client reference letters or testimonials. These references should be from individuals/businesses for which similar work was carried out in the past (including a contact person, description of work completed, and results achieved). Preference will be given to suppliers with a proven ability to complete the task, evidenced by similar reference projects and demonstrated experience. This should not exceed one page per reference.

Proposal Evaluation

Members of the ACADA team will evaluate the proposals against a scoring matrix. ACADA reserves the right to reject all proposals and to cancel the RFP or reissue if necessary. The evaluation framework outlined below will be used in the selection.

Approach (course description and quality of learning outcomes)	50%
Qualifications and experience of project consultant/personnel	30%
Past performance with ACADA, sector, and/or similar organizations	20%

Contact

ACADA will manage and administer the contract for this project. Contact for the RFP submission is:

Amanda Eid
Provincial Director, Newfoundland and Labrador
amanda.eid@ac-ada.ca

All correspondence must be in electronic format to Amanda and no other member of the ACADA Board or team. Questions and responses will be provided to all respondents via e-mail prior to the submission deadline.

General Conditions

Verbal information or representations shall not be binding on ACADA. Only written changes, alterations, modifications or clarifications are binding. In order to be valid, all 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 Project Consultant, as a condition of submitting its proposal, accepts a customized contract will be negotiated.

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 Project Consultant'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 Project Consultant who is so listed as party to any resultant contract. Only legal registered names of Project Consultant are acceptable.

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

The responsibility rests with the Project Consultant 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.
- Consultant 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.

This RFP is open to Canadian bidders only, with preference given to Atlantic Canadian businesses. The successful Project Consultant must be licensed to conduct business in its own jurisdiction and may be required to produce a certificate of good standing for that jurisdiction.

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

Awarding of Contract

The award of the contract will be made by ACADA, based upon the results of the evaluation of submitted proposals. ACADA expects to award three respondents – one per course.

ACADA will notify the successful Project Consultant in writing via electronic means. 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 consultant. The Client reserves the right not to explain in detail why unsuccessful consultants were not selected.

Intellectual Property

Any intellectual property that is developed as a result of this project, including all materials, presentations, reports and related information produced by the Project Consultant in completing this work shall be vested with the Client. The Project Consultant shall deliver all files and documentation for this project to ACADA upon its completion.

