

**Request for Proposal
Evaluation for the CIITE Project – CON*NECT Strategic Alliances**

1. Overview

CON*NECT Strategic Alliances (“CON*NECT”) is issuing a Request for Proposal (“RFP”) seeking proposals from firms (“Respondents”) to conduct an evaluation of the Colleges Integrating Immigrants to Employment (CIITE) project.

2. Scope of Project

The successful Respondent will work with CON*NECT and the CIITE team to evaluate the achievements of the CIITE project. This will include developing parameters and measurables by April 2010 and performing a final evaluation for March 2011. Evaluation report will provide a narrative of the project results including:

- An assessment of progress against the project deliverables
- Recommendations for improvement
- Identification of promising practices

The successful Respondent will work closely with representatives of CON*NECT, and all phases of the project will be approved by CON*NECT in the concept stage(s), to eliminate the need for redevelopment costs.

3. Background

a. CON*NECT Strategic Alliances

The Colleges of Ontario Network for Education and Training (CON*NECT) was established in early 1994 by the presidents and governors of the Ontario community colleges and incorporated in January, 2006 as CON*NECT Strategic Alliances, a not-for-profit corporation.

CON*NECT’s mandate is to establish strategic partnerships between Ontario’s colleges and business, industry and government, and provide a single point of access to the education and training resources of the colleges. CON*NECT works to enhance the profile of the colleges as deliverers of training and in the process to identify, secure and coordinate multi-site training contracts. When projects involve multi-site delivery of services, CON*NECT serves as vendor contact, providing centralized services customized to the contract.

In partnership with the colleges, CON*NECT provides clients with a comprehensive suite of services that include:

- province-wide delivery of training,
- certification and testing,
- training needs assessment,
- partnership development,
- development of customized curriculum and training materials.

CON*NECT provides easy and efficient access to the college system which includes 24 colleges, 2 of them French language colleges. The colleges provide a wide spectrum of programming in a network that spans 850 sites in 200 communities province-wide.

b. PROJECT BACKGROUND

The Colleges Integrating Immigrants to Employment (CIITE) project, led by CON*NECT Strategic Alliances, is designed to improve the pathways for internationally trained immigrants (ITIs) through the Ontario college system, from pre-entry services through employment transition and into the workforce. CIITE's vision is for ITIs to have access to programs and services in the Ontario college system that build on their qualifications and expedite their securing employment in their field of expertise or in a related field. The ultimate goal is for every immigrant in Ontario to more quickly and efficiently achieve employment that leverages their prior education, experience, and expertise.

c. RFP-SPECIFIC BACKGROUND

The evaluation of CIITE is a project deliverable. The timeline necessitates that parameters and a workplan for the evaluation to be finalized prior to April 30, 2010 and the final evaluation is to be submitted prior to March 2011.

The objective of the evaluation is to evaluate the overall achievement of the project and will include an assessment of progress made against the project deliverables, recommendations for improvement and identification of best practices.

4. Proposal Terms and Conditions

a. Right to Change RFP and Process

CON*NECT reserves the right to reject any and all proposals, in whole or in part, to advertise for new proposals, to abandon the need for services, and to cancel or amend this RFP at any time prior to the execution of the written contract. CON*NECT reserves the right to waive any formalities in the RFP process. CON*NECT may respond to questions or provide information from Respondents, and is under no obligation to provide such responses or information to all other Respondents.

b. Additional Terms

By submitting a proposal, the Respondent agrees that:

- i. CON*NECT may copy the proposal for purposes of facilitating the evaluation of the proposal and represents that such copying will not violate the rights of any third party;
- ii. it will not bring any claim or have any cause of action against CON*NECT based on any misunderstanding concerning the information provided herein or concerning CON*NECT's failure, neglect or otherwise, to provide the Respondent with pertinent information as intended by this RFP;
- iii. the proposal is predicated upon the acceptance of all terms and conditions stated in the RFP. If the Respondent objects to any terms or conditions, it shall make specific reference to the RFP page and section at issue. CON*NECT reserves the right to accept or reject any exception taken by the Respondent to the terms and conditions of this RFP;
- iv. CON*NECT will not be responsible for any costs of a proposed Respondent for any and all costs or expenses relating to the preparation of response to this RFP; and
- v. all responses, inquiries, or correspondence relating to or in reference to this RFP, and all other reports, charts, displays, schedules, exhibits, and other documentation submitted by the Respondent will become the property of CON*NECT when received.

Please state all costs clearly and completely; CON*NECT will not accept hidden costs or costs not disclosed in response to the RFP.

5. Submitting a Response

a. Deadline for Submission

Interested parties must submit proposals no later than **12 March 2010**. The proposals must be submitted in electronic format to the contact listed below (section 6). A Q & A will be sent to all applicants March 10th, 2010 if necessary.

b. RFP Process Schedule

| <u>Date</u> | |
|-------------|--|
| March 9 | Final date to submit questions about RFP |
| March 12 | Deadline for submitting proposals |
| March 15 | Interview potential candidates |
| March 17 | Select successful proposal |

CON*NECT reserves the right to change or add to this schedule at its discretion.

c. Proposal Requirements

Proposals must include the following information:

- i. Letter of introduction
- ii. Vendor Profile
- iii. Project proposal that includes approach to conducting evaluation, understanding of the specific format, scope, and content of the deliverables.
- iv. Resource estimates, including time, travel, and fee structure

d. Evaluation and Award Process

CON*NECT will review and evaluate all proposals using its sole judgment and discretion, and may take into account the content of the responses and any other factors in its judgment.

6. Contacts

All respondents with any requests for information should contact **Cynthia Murphy** at the following address:

Cynthia Murphy
 Director, Immigration Projects.
 416.351.0330 x 2280
 murphy@collegeconnect.on.ca

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