

Request for Proposals Targeted Skills Shortage Pilot Program (TSSPP)

ASPECT has been successful in its proposal to deliver the Targeted Skills Shortage Pilot Program throughout BC. As the main contractor, ASPECT will be providing the administrative infrastructure and subcontracting the direct service delivery to its Member agencies throughout BC as a Membership service. To this end, ASPECT is requesting proposals from qualified Members to provide services to clients.

Issue date: **March 17, 2011**

Closing time: Proposal must be received before **2:00 PM PST on Thursday, March 31, 2011**

Proposal page maximum: **10 pages**, excluding cover, table of contents and attachments. Proposals exceeding the stated page maximums will not be read.

Delivery of proposals: One complete electronic proposal must be emailed to catchison@aspect.bc.ca by Closing time. Late proposals will not be considered.

ASPECT Contact Person: All enquiries related to this Request for Proposals (RFP), including any requests for information and clarification must be emailed to the following person:

Chris Atchison, Chief Operating Officer and Contract Manager: catchison@aspect.bc.ca

Responses will be posted on the Q and A page in ASPECT Members' Only Area on the website at: www.aspect.bc.ca/membership/members-area-login/members-area/targeted-skills-shortage-pilot-program-rfp.

Information obtained from any other source is not official and should not be relied upon. Enquiries and any responses will be recorded and may be distributed to all Proponents at ASPECT's discretion.

Please note all questions must be received at the email noted above on or before March 25, 2011.

1. PROGRAM SCOPE AND DESCRIPTION

The objective of the Targeted Skills Shortage Pilot Program is to provide employment-related training to a minimum of 1,200 **low-skilled employees** who are working in targeted sectors within British Columbia. In order to achieve this objective, the **Subcontractor** will assist eligible employers (see section 1.5 of this RFP) to develop training plans for their low-skilled employees and to coordinate the fulfilment of these plans.

For this pilot phase of the Program, the targeted sectors will be:

- Professional, Scientific and Technical Services (NAICS 54);
- Health Care and Social Assistance (NAICS 62);
- Manufacturing (NAICS 31-33); and,
- Transportation & Warehousing (NAICS 48-49).

The targeted sectors are subject to change in future iterations of the Program, based on up-to-date labour market information.

For information about the North American Industry Classification System (NAICS) and the targeted sectors, see www.ic.gc.ca/eic/site/cis-sic.nsf/eng/h_00004.html.

1.1 Program Principles

The Program should:

- be flexible, open and innovative in design and delivery;
- be easy for employers and employees to understand and to access;
- be client-centred; and
- involve simple, efficient processes with minimal paperwork for employers and employees.

1.2 Eligible Communities

Targeted sector employers from throughout British Columbia will have the opportunity to access the Services. As there is an expectation that, in most instances, the Services will be provided “in-person”, the Subcontractors will maintain a physical “local presence” in regions throughout British Columbia.

1.3 Program Duration

The Term of the Transfer under Agreement contract developed as a result of this RFP is expected to be 12 months from March 2011 to March 2012 and will include the option to renew for two (2) additional one (1) year terms through to March 2014. All activities must conclude within the term of the contract.

1.4 Subcontractor Roles and Responsibilities

The roles and responsibilities of the Subcontractor will generally include, but are not limited to the following:

- marketing the Program to eligible, suitable employers across British Columbia as necessary to ensure sufficient uptake;
- responding to Program information requests/questions/enquiries from employers, employees, and other interested parties;
 - approving eligible, suitable funding requests/applications;
 - providing all applicants with written notification of the result of their funding request/application; and
 - providing basic justification details to unsuccessful employer applicants;
- assisting eligible employers to develop training plans for eligible employees; and
- adhering to the reporting requirements (see Section 1.9 of this RFP).

1.5 Employer Eligibility

For the purposes of the Targeted Skills Shortage Pilot Program, “eligible employer” is defined as a small business or a non-profit organization that:

- has less than one hundred (100) employees;
- is a legal entity that controls and directs a worker under an express or implied contract of employment and pays (or is obligated to pay) him/her salary or wages in compensation;
- is appropriately registered and/or licensed to operate within British Columbia;
- is registered and in good standing with the Workers' Compensation Board of British Columbia;
- is able to demonstrate that they have been in operation for at least 1 year prior to their funding request/application;
- is suitable for public funding (e.g. not engaged in any illegal, discriminatory or offensive business activities or practices); and
- is operating within one of the four targeted sectors (Professional, Scientific & Technical Services; Health Care & Social Assistance; Manufacturing; and, Transportation & Warehousing).

1.6 *Employee Eligibility*

For the purposes of the Targeted Skills Shortage Pilot Program, “eligible employee” is defined as an individual who is employed by an “eligible employer” (see Section 1.5 of this RFP) and who is low-skilled.

- An “employed” individual is an individual who is receiving, or entitled to receive, wages for work performed for an employer and who is subject to regular employment deductions (i.e. Employment Insurance, Canada Pension Plan, Income Tax).
- “Low-skilled” individuals are those who do not have any post-secondary education towards a university degree and:
 - do not have a high-school diploma (or equivalent); or
 - who have a high-school diploma (or equivalent) but do not have any recognized certification.

Recognized certification is a credential that is recognized by industry (or within specific occupational sectors) to provide required job-specific skills. For example, a Class 1 Driver’s License would be considered to be recognized certification. External credentials, such as FoodSafe, WHMIS, and Serving it Right, are excluded from this definition of recognized certification. An individual is considered to have recognized certification, even if they are not currently using that skill in the workforce, or if they are pursuing another career path. For instance, a certified insurance agent who is working in an industry other than the insurance industry would not be eligible to participate in the Program.

In addition, an eligible employee must:

- be legally entitled to work in Canada;
- be living in BC;
- not be a full-time post-secondary student;
- not be a high school student; and

- not be participating in another LMA funded Program.

1.7 *Training Funding and Eligibility*

Funding of up to \$1,500 per employee, to a maximum of \$7,500 per employer will be available for training activities where an employer's training plan is approved by the Subcontractor and ASPECT.

Approved training plans will include training activities designed to achieve the following:

- Provide eligible employee(s) with a certificate or recognized credentials; and/or
- Enhance eligible employee's ability to carry-out job-related duties; and/or
- Provide eligible employee(s) with skills relevant to the current and future labour markets.

Eligible training activities will take place in British Columbia. They may be provided off-site (e.g. at a training facility) or in-house at the employee's place of work. All training will be formal, structured and delivered by a training provider at arm's-length from the Employer.

Eligible costs associated with training activities include:

- Training Purchase Costs – includes: registration fees and purchase of training services from a Recognized Training Institution; and
- Other Training Related Costs – includes: books, manuals, and/or other study materials necessary to complete the training.

“Recognized Training Institution” means a public post-secondary institution in British Columbia **OR** a private career training institution registered with and/or accredited by Private Career Training Institutions Agency of BC (PCTIA) as set out at the following URL - www.pctia.bc.ca/search/registeredInstitutions.htm **OR** in the case of recognized certification training (i.e. Foodsafe, Serving it Right, WHMIS) the training provider must be appropriately registered and licensed.

Activities/items not eligible for funding include:

- Training undertaken by employees prior to Subcontractor/ASPECT approval;
- Training delivered by the employer and/or the employer's staff;
- Training for owner/operators or independent contractors;
- Training normally provided by suppliers or manufacturers;
- **Training that could be undertaken without funding assistance;**
- Capital items, equipment or furnishings; and
- Employee and/or employer travel costs.

1.8 *Expected Outcomes (Results)*

The Program is designed to achieve the following outcomes:

- employee acquisition of skills and credentials relevant to their employer's needs and the needs of the current and future labour markets;
- improved workplace productivity and competitiveness; and
- increased employer retention of employees.

1.9 Reporting Requirements

The Program activities and results will be monitored and documented through the following:

- Participant Intake Forms;
- Participant Exit Forms;
- Targeted Skills Shortage Database;
- 3rd Party Invoice Transmission;
- A final report – (if required).

Copies of the Participant Intake Form and Participant Exit Form are included in Appendix A of this RFP.

Participant Intake Forms must be completed by every eligible employee who participates in training funded through the Program within 30 days of their training start date. The Subcontractor will submit completed Participant Intake Forms ASPECT on a monthly basis.

Participant Exit Forms must be completed by each eligible employee at the end of their participation in Program-funded training. The Subcontractor will submit completed Participant Exit Forms to ASPECT on a monthly basis.

1.10 Budget

The total amount of funding available for the Direct Service Delivery Costs of the Program is 1.26 Million for the Term.

- Direct Service Delivery Costs – (a maximum of \$1050.00 per eligible employee) the reasonable expenses incurred by a Subcontractor in delivering the Services, directly identifiable with Program activities/operations. Examples include staff wages and mandatory employment-related costs, materials and supplies, rental of premises, utilities, Program marketing-related costs, and travel costs.

2. The Fee for Service Breakdown for Subcontractor Services will be as follows:

SERVICE DELIVERY COMPONENTS	FEE
<p>1) Registration</p> <p>Marketing</p> <ul style="list-style-type: none"> • Set up initial meetings with potential employer/clients • Explain program and eligibility requirements • Outline expectations of the program <p>Employer Eligibility/Needs Assessment</p> <ul style="list-style-type: none"> • Determine commitment to the program • Facilitate completion of the Eligibility/Needs Assessment Form • Outline Training Plan options • Notify employer of acceptance <p>Participant Eligibility/Needs Assessment</p> <ul style="list-style-type: none"> • Determine commitment to the program • Facilitate completion of the Eligibility/Needs Assessment Form • Facilitate the completion of the Participant Intake Form and submit to ASPECT • Notify employee of acceptance 	300.00
<p>2) Training Coordination</p> <ul style="list-style-type: none"> • Research and/or recommendation of 3rd party training • Collect receipts and invoices for processing • Enter payment information on the database • Submit “proof of payment” documentation to ASPECT • Support training activities where appropriate • Communicate with employer and employee as necessary • Follow-up and troubleshoot as necessary 	500.00
<p>3) File Closure</p> <ul style="list-style-type: none"> • Complete all client notes and documentation on the database once the training is complete • Notify the employer and the employee that the file is being closed 	100.00
<p>4) Exit Form Completion</p> <ul style="list-style-type: none"> • Facilitate the completion of the Participant Exit Form and submit to ASPECT 	100.00
<p>5) Holdback – to be released at Program conclusion on a per clients basis contingent upon the completion of Service Delivery Components 1 – 4.</p>	50.00
TOTAL Subcontractor Fee per Client *	1,050.00

* The payments ASPECT receives from the Province for administering/delivering employment related services are not considered a supply/service and not subject to GST/HST. The supplies/services provided by ASPECT/Subcontractors under the Contract with the Province are, therefore, exempt from GST/HST under section 10 of Part VI of Schedule V of Excise Tax Act.

3. Response Guidelines

- 1) Name a contact person for the proposal, and include this person’s address, phone and fax numbers, and email address. This information will not be evaluated, but will be used to contact the Proponent as required.
- 2) Please provide job descriptions and qualifications that would be required for the following Program positions: 1) Program Manager 2) Training Coordinator **(20 points)**
- 3) Proponents should demonstrate their experience in delivering a similar program to Targeted Skills Shortage Pilot Program, as outlined in this Request for Proposals. For example, previous experience may include the delivery of wage subsidy and/or training fund agreements, working with employers to develop training plans for employees, etc. Proponents are required to provide references for the experience cited. **(25 points)**
- 4) Keeping in mind the targeted sectors, describe your anticipated approach for the Targeted Skills Shortage Pilot Program in the following areas: **(35 points)**
 - a) marketing the Program and recruiting eligible employers and employees;
 - b) ensuring accurate completion and collection of Participant Intake Forms and other documentation;
 - c) developing Training Plans;
 - d) updating the Program database and ensuring timely closure of participant files;
 - e) collecting Participant Exit Forms and submitting to ASPECT.
- 5) Identify the Service Area that is applicable, the communities that would be served, the minimum number of clients that you would be willing to serve, and the maximum client load that you would be capable of serving in year one of the Pilot. **(20 points)**

Development Region	✓	Communities to be Served	Minimum Client capacity	Maximum Client capacity
Vancouver Island/Coast				
Lower Mainland/Southwest				
Thompson/Okanagan				
Kootenay				
Nechako				
North Coast				
North East				
Cariboo				



Appendix A



Canada/British Columbia Labour Market Agreement Participant Intake Form

PLEASE PRINT CLEARLY AND ANSWER ALL QUESTIONS ON THE FORM.
IF YOU HAVE ANY QUESTIONS ABOUT THE FORM PLEASE ASK PROGRAM STAFF OR SEE THE DEFINITIONS PAGE ATTACHED. THANK YOU.

Name of Program: _____

Organization: _____

Your Name: _____			
First Name	Middle Initial	Last Name	
Date of Birth: ____/____/____			
Day / Month / Year			
Mailing Address: _____			
Street Address			
_____		_____	
City / Town		Postal Code	
Email Address: _____			
Phone Numbers: Home (____) _____ Alternate (____) _____			
Community you live in (if different than your mailing address): _____			

1. What is your first day with the program: ____/____/____
Day / Month / Year

2. Gender: Male Female

3. Do you self-identify as an Aboriginal Person? No Yes
If yes, please check one:
 First Nations
 Métis
 Inuit

4. Are you an Immigrant? No Yes
If yes, how many years have you been in Canada? _____ years.

5. Are you a Person with a Disability? No Yes

6. At the time of registration for this program, were you receiving Provincial Income Assistance?
 No Yes

7. What is the highest level of education you've attained: (please check one)
 Less than high school

- High School diploma or recognized equivalent
- Some post-secondary
- Non-university certificate or diploma such as a trades certificate
- University - Bachelor's Degree
- University - Above Bachelor's Degree

8. At the time of registration for this program, were you: (please check one)

- Employed
- Self Employed
- Unemployed - On a temporary layoff and available for work
- Unemployed - Have looked for work in the past 4 weeks
- Unemployed - Available for work and have a new job to start within the next 4 weeks
- Unemployed - Have NOT looked for work in the past 4 weeks

9. If you checked Employed or Self Employed for Question 8, how many hours do you typically work in a week?

_____ hours

Would you prefer to work more hours? No Yes

10. What were your approximate gross earnings per hour at your most recent or current job (i.e. before taxes and deductions are taken)? This includes any tips and commissions.

\$_____ per hour

11. In which industry was your most recent or current job? _____

My signature below means:

- **I have answered all questions on this form and certify that all information I have provided is complete and accurate.**
- **I understand the Province of British Columbia receives funding for this program from the federal government as a result of the Canada/BC Labour Market Agreement.**
- **I understand that information I have provided on this form or that has been collected about me during my participation in this program will be forwarded to the Ministry of Regional Economic and Skills Development who is the provincial oversight for British Columbia's allocation of the Canada/BC Labour Market Agreement.**
- **I understand the Ministry of Regional Economic and Skills Development is responsible for fulfilling reporting obligations associated with the Canada/BC Labour Market Agreement; however, no personally identifiable information about me will be exchanged with the federal government to fulfill this requirement.**
- **I consent to being contacted by the Ministry of Regional Economic and Skills Development (or its agent) at intervals and up to 12 months after completion of my participation in this program for the purpose of program evaluation.**

Collection and Use of Information. All information is collected pursuant to section 26(c) of the *Freedom of Information and Protection of Privacy Act*. The information provided will be used for administrative and evaluation purposes of this program. If you have any questions about the use of this information, contact the Director of the Labour Market Agreement, Ministry of Regional Economic and Skills Development, (250) 952-0642

Signature: _____ Date: _____

Print Name: _____

Canada/British Columbia Labour Market Agreement Participant Exit Form

PLEASE PRINT CLEARLY AND ANSWER ALL QUESTIONS ON THE FORM.
IF YOU HAVE ANY QUESTIONS ABOUT THE FORM PLEASE ASK PROGRAM STAFF.
THANK YOU.

Name of Program: _____

Organization: _____

Your Name: _____
First Name Middle Initial Last Name

Date of Birth: ____/____/____
Day / Month / Year

Mailing Address: _____
Street Address

City / Town Postal Code

Email Address: _____

Phone Numbers: Home (____) _____ Alternate (____) _____

Community you live in (if different than your mailing address): _____

1. What is your last day with the program: ____/____/____
Day / Month / Year

2. Are you satisfied with the Program that you participated in?

Yes

No

Comments:

3. Did you leave the Program early (i.e. before completion)?

Yes

No

4. Did your participation result in any training certificates (trade ticket, diploma, etc)?

Yes (please specify) _____

No

5. Now that you are leaving the Program, what are your plans? (Please check one)
- Return to/continue prior employment
 - Have recently found new employment
 - Seeking employment
 - Attending training, school, or another Program
 - Other (please specify): _____
6. If you are working, starting new work, or seeking work, will you be self-employed?
- Yes
 - No
7. If you are working or starting new work, how many hours per week do you expect to work?
 _____ hours
8. What will your gross earnings be per hour at your new job (before taxes and deductions are taken)? This includes any tips and commissions.
 \$_____ per hour

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Signature: _____ Date: _____

Print Name: _____