



Request for Proposal for Multi-trade Program Review and Development Services

RFP # 9048

Issue Date:
April 26, 2010

Closing Location:
RTO BC, #403, 21183 – 88th Avenue, Langley, BC, V1M 2G5

Closing Date and Time:
4:00 PM PST on May 10th, 2010.



TABLE OF CONTENTS

Summary of the Requirement	3
Terms and Conditions	3
Request for Proposal Process	3
1.1 Receipt Confirmation Form	3
1.2 Enquiries	3
1.4 Closing Date	4
1.5 Estimated Time-Frames	4
Situation/Overview	5
1.6 Introduction and Background	5
1.7 Overview of Required Service	6
Detailed Requirements.....	6
Evaluation	7
1.8 Mandatory Criteria	7
1.9 Desirable Criteria	7
1.10 To Meet Desirable Criteria.....	7
Definitions and Administrative Requirements	11
Appendix A: proponent section of the proposal	14

Summary of the Requirement

The purpose of this document is to provide information that will help the Resource Training Organization (RTO) select a Vendor to provide technical services to review and make recommendations on changes to the following BC program standards under their purview:

- Planermill Maintenance Technician 1 & 2,
- Lumber Manufacturing Industry-Benchperson,
- Circular Saw Filer
- Saw Fitter
- Natural Gas Compressor Technician (NGCT)

The required response format allows for a primary evaluation of proposals in an efficient and effective manner.

The RTO will provide the existing Occupational Analysis Chart for the trades, where appropriate, which may be subject to change with this initiative, an example of a completed program outline, and ITA Examination Bank Guidelines. The successful Vendor is expected to be familiar with and adhere to all specified guidelines.

Changes to Program Standards are not anticipated for these trades. While the Program Profile will be reviewed, the structure of the majority of these trades is aligned with comparable programs across Canada and RTO does not expect to see changes in technical training duration, workplace hour requirements, etc. The activity for the Saw Trades and the Planermill Maintenance Technicians within the scope of this RFP will focus on updating the OAC and Program Outline and creation and validation of the examination banks. The activity for the NGCT will be to align the program already developed in Alberta with the requirements of BC industry.

Terms and Conditions

All of the terms and conditions that follow will apply to this Request for Proposal. Submission of a proposal in response to this Request for Proposal indicates acceptance of all the terms that follow and that are included in any addenda issued by the Resource Training Organization. Provisions in proposals that contradict any of the terms of this Request for Proposal will be as if not written and do not exist.

Request for Proposal Process

1.1 Receipt Confirmation Form

Prospective vendors are asked to indicate intent to submit by sending an email stating such to *lrichardson@rtobc.com*, no later than, April 30th, 2010.

1.2 Enquiries

All inquiries for clarification of information should be provided to Larry Richardson, Manager Program Standards by e-mail at *lrichardson@rtobc.com*. During the proposal

period any addendum and any responses to questions from proponents will be issued to all persons/organizations who have indicated their intent to submit a proposal.

1.3 Closing Date

The Resource Training Organization (RTO) will give consideration to all proposals received via e-mail by 4:00 p.m. (local time), Monday, May 10, 2010.

The closing location is:

RTO BC
403-21183-88 Avenue
Langley, BC V1M 2G5
Attention: Larry Richardson

It shall be the sole responsibility of the Vendor to ensure that the proposal is received at the aforementioned e-mail address prior to the specified time of 4:00 p.m. (local time), Monday, May 10, 2010

1.4 Estimated Time-Frames

The following timetable outlines the anticipated schedule for the Request for Proposal and contract process. The timing may vary and shall ultimately be determined by the RTO. RTO will not be responsible for any costs incurred by the Contractor related to changes in the estimated time-frames.

Event	Anticipated Date
Request for Proposal is issued	April 26, 2010
Deadline for submitting questions	May 7, 2010
Request for Proposal closes	May 10, 2010
Proposal evaluation completed	May 17, 2010
Contract is signed	May 31, 2010
Service delivery starts	June 1, 2010

Situation/Overview

1.5 Introduction and Background

Through this Request for Proposal, the Resource Training Organization wishes to identify an organization to provide the program development services detailed below for the trades identified in this document.

1.6 Overview of Required Service

RTO is an independent, non-profit industry association that works with employers, employees, apprentices, career seekers, labour, educators, and government on human resource issues impacting the resource sector in the Province. In 2007, the Industry Training Authority (ITA) sanctioned the establishment of RTO which has, as of August 1, 2007, taken over responsibility for training programs of particular relevance to a cross-sectoral group of employers made up of large enterprises in the mining and smelting, oil and gas, pulp and paper, solid wood, utilities, and heavy shipbuilding and repair. RTO has placed a priority on the establishment of rigorous and well-defined industry training program standards in order to ensure the credibility and broad recognition of the qualifications and credentials it provides to trainees.

The Planermill Maintenance Technicians and Lumber Manufacturing Industry trades (Benchperson, Circular Saw Filer, and Saw Fitter) are not “Red Seal” Trades, but will require the review and development, if necessary, of their Program Profile, their Occupational Analysis Charts, their Table of Specifications, their Program Outlines, their Exam banks and any other of their provincial apprenticeship standards’ documentation.

The Natural Gas Compressor Technician is proposed by the Alberta Oil and Gas industry to be a compulsory trade. As the work has been completed to meet the Standards requirements in Alberta, the RTO has completed a Labour Market Survey to confirm not only that there is a requirement by industry for this trade but also that there is a preference by industry for a different model. This model will be as a separate trade built upon already recognized credentials, specifically, that of a Millwright or a Heavy Duty Equipment Technician. The common areas of development between these two trades and that of a NGCT will be rationalized to shorten the amount of training needed by removing common areas and minimizing redundancy.

Given the importance of these trades, the ITA has agreed to fund a comprehensive review led by industry to bring these programs current with industry priorities and requirements and to reflect economic and technology changes in the Province.

Detailed Requirements

Under overall direction of the Resource Training Organization (RTO) and in close consultation with the Program Review Committee and Subject Matter Experts (SMEs), the Vendor will review and update, for each position, the following (as required):

- Job Description
- Occupational Analysis Chart

- Program Profile-if necessary
- Program Outline

The Vendor will develop, for each position, the following:

- Table of Specifications (TOS)
- Examination Bank Items for each training level-number relevant to course duration

The contractor will implement for all of the Exam Bank Items the following:

- Examination Question Validation protocol (Ref. Section G)

The Vendor will consider and make recommendations, for each position, with respect to key aspects of the trade which may include, but are not limited to:

- Learning Resources - a gap analysis of: 1) resource materials, listed to required 2) Tools and equipment, listed to required 3) training space-listed to required
- Practical Assessment - opportunities for and designs of practical assessment criteria and procedures
- Bridging & Laddering
- Prior Learning Assessment & Recognition - gap between the Program Profile and industry requirements
- Logbook/Checklist - industry's support within the trade, suggested design and development criteria
- Transition and Implementation Plan - a detailed review against the RTO's standard and the formulation of any necessary plans
- Migration Charts for any changes, deletions or insertions to the OAC
- Pilot Delivery Plan
- Exam Bank - subject to ITA criteria - completion of an ITA Exam Guidelines course is preferred

The Vendor will compile the findings of the above activities in a final report, as well as submit bi-weekly progress reports, which will include an ITA 'proposal package', if required. In addition, all required documentation to ITA will be provided by Vendor (including letter of intent, proposals, etc.).

Evaluation

This section details all of the mandatory and desirable criteria against which proposals will be evaluated. Proponents should ensure they fully respond to all criteria in order to receive full consideration during evaluation.

1.7 Mandatory Criteria

Upon receipt of proposals, the Resource Training Organization (RTO) will examine each submission for compliance with bidding requirements, prior to carrying out the primary evaluation.

Criterion
The proposal must be received at the closing location before the specified closing time.
The proposal must be in English and must be submitted by email in MS Word and as a pdf file.
The proposal must include a signed and completed "Proponents Section of the Proposal" included in Appendix B. Electronic or scanned versions of this completed form are acceptable.

1.8 Desirable Criteria

Proposals meeting all of the mandatory criteria will be further assessed against desirable criteria.

The RTO will use the following evaluation criteria to short-list the potential Vendor.

Criterion	Weight
Experience	20%
Quality/Suitability	15%
Service	15%
Price	15%
Delivery	15%
Total Offering	20%

1.9 To Meet Desirable Criteria

The following evaluation factors will be used in determining the best-qualified offers:

- a. The Master plan for performing the required services
- b. The ability of the Vendor to perform the requested services and fulfill any reporting requirements as reflected by:
 - General experience/capabilities of team providing the requested services
 - Qualifications (including technical training, education and specific experience) of personnel performing the services (maximum of one page per person)
 - Special features or services the Vendor can provide to enhance the quality or schedule of this project
 - Comprehensive risk assessment and mitigation strategy
 - Overall quality and completeness of response
 - Three references from clients for whom the team has provided similar services, within the last two years (maximum of two pages in total)

- Pricing and budget allocation
- Compliance with the RFP specifications

1.9.1 Proposed Service Methodology

The proposal is to include a draft 'Master Plan', outlining the approximate schedule of events and specific deliverables for all five programs over the balance of the 2010/2011 RTO financial year (ending March 31, 2011).

DELIVERABLE ONE - Master Plan (Bundled Programs)

This document will outline the approach to be taken by the Vendor to complete all required work on each of the trades on or before June 15, 2010. This plan will include a Gantt chart or equivalent indicating approximate start and end times for each component, deliverable due dates, key milestones (such as committee meetings), a risk assessment and mitigation strategy, and a list of items which they do not believe are within the scope of this project. Semi-monthly progress updates will be submitted in writing to the RTO on the second and last Friday of each month while the program reviews are under way. These reports will include minutes of any meetings, progress status and challenges.

DELIVERABLE TWO - Program Outline (For Each Trade)

This document will be consistent with ITA requirements for Program Outlines, and will include:

- Foreword
- Acknowledgements
- Job Description
- Occupational Analysis Chart
- Schedule of Time Allotment
- Program Outline
- Recommended Reference Textbooks
- Training Provider Standards for Instructors
- Training Provider Standards for Facilities
- Tools and Equipment

DELIVERABLE THREE - Table of Specifications and Exam Bank (For Each Trade)

The Vendor will update a Table of Specifications and an examination test bank with a minimum of 300 items per level. All test items must be weighted in accordance with the Table of Specifications and in compliance with latest ITA guidelines (e.g. to Red Seal standards). It is solely the Vendor's responsibility to ensure that exam bank items are developed in accordance with ITA standards and acceptable to ITA.

DELIVERABLE FOUR - Final Report (For Each Trade)

In addition to the specific deliverables identified above, the final report will address all relevant factors, including but not limited to the following:

- Considerations and recommendations for delivery of each of the apprenticeship programs, including:
 - Learning resources
 - Guidelines and standards for workplace assessment
 - Bridging, laddering and Prior Learning Assessment & Recognition factors
 - Transition planning, if required
 - Migration Chart for competencies that have been deleted, inserted, moved between levels or omitted all together.

- Implementation Plan

- The final report will be submitted to RTO and will include a cover letter from the Vendor (or Review Committee Spokesperson where possible) describing the project outcomes in terms of ITA Policy (PP-1000, Section 3.1) and documenting the consensus support of the PRC and/or SME Committee for the recommended changes. It is anticipated that if a voluntary spokesperson exists the Vendor will assist them to prepare this letter. The final report will also include any letters, forms or submissions necessary to meet the requirements for a "Proposal for Modification to a Program" within ITA guidelines.

1.9.2 Budget

The proposal will provide a price for all of the trades combined, but RTO may find that it becomes necessary to break this contract into individual pieces. With this in mind, bidders are requested to supply a price per individual trade for comparison, along with the proposed combined price. For each element, the Vendor is to provide a budget to reflect all costs including number of days per activity as well as price per consultant. All prices are inclusive of GST.

There is no set price for this project. Subject Matter Experts (SMEs) and Project Review Committee will be designated by RTO. Committee member expenses will be paid by RTO in accordance with RTO expense reimbursement policy. The Vendor will be responsible for distributing expense reimbursement forms which the participants will submit directly to RTO.

If the Vendor intends to use subcontractors to perform any portion of the work described in this RFP, the Vendor must clearly state so. The Vendor's response must include a description of which portion(s) of the work will be subcontracted out, the names and addresses of potential subcontractors and the expected amount of money each will receive under the contract.

1.9.3 References

References of the Proponent scoring the highest against the desirable criteria may be contacted. RTO will not enter into a Contract with any prospective Vendor whose references, in RTO's sole opinion, are found to be unsatisfactory.

DEFINITIONS AND ADMINISTRATIVE REQUIREMENTS

1. Definitions

Throughout this Request for Proposal, the following definitions apply:

- a. "Contract" means the written agreement resulting from this Request for Proposal executed by the Resource Training Organization and the Contractor;
- b. "Contractor" means the successful Proponent to this Request for Proposal who enters into a written Contract with the Resource Training Organization;
- c. "must", or "mandatory" means a requirement that must be met in order for a proposal to receive consideration;
- d. "Proponent" means an individual or a company that submits, or intends to submit, a proposal in response to this Request for Proposal;
- e. "Request for Proposal" or "RFP" means the process described in this document; and
- f. "should" or "desirable" means a requirement having a significant degree of importance to the objectives of the Request for Proposal.

2. Late Proposals

Proposals will be marked with their receipt time at the closing location. Only complete proposals received and marked before closing time will be considered to have been received on time. Hard copies of late proposals will not be accepted and will be returned to the Proponent. In the event of a dispute, the proposal receipt time as recorded at the closing location shall prevail whether accurate or not.

3. Eligibility

- a. Proposals will not be evaluated if the Proponent's current or past corporate or other interests may, in the Resource Training Organization's opinion, give rise to a conflict of interest in connection with the project described in this Request for Proposal. This includes, but is not limited to, involvement by a Proponent in the preparation of this Request for Proposal. If a Proponent is in doubt as to whether there might be a conflict of interest, the Proponent should

consult with the Contact Person listed on the cover page prior to submitting a proposal.

- b. Proposals from not-for-profit agencies will be evaluated against the same criteria as those received from any other Proponents.

4. Evaluation

Evaluation of proposals will be by a committee formed by the Resource Training Organization and may include employees and contractors of the Resource Training Organization. All personnel will be bound by the same standards of confidentiality. The Resource Training Organization's intent is to enter into a Contract with the Proponent who has the highest overall ranking.

5. Negotiation Delay

If a written Contract cannot be negotiated within thirty days of notification of the successful Proponent, the Resource Training Organization may, at its sole discretion at any time thereafter, terminate negotiations with that Proponent and either negotiate a Contract with the next qualified Proponent or choose to terminate the Request for Proposal process and not enter into a Contract with any of the Proponents.

6. Debriefing

At the conclusion of the Request for Proposal process, all Proponents will be notified. Unsuccessful Proponents may request a debriefing meeting with the Resource Training Organization.

7. Alternative Solutions

If alternative solutions are offered, please submit the information in the same format, as a separate proposal.

8. Changes to Proposals

By submission of a clear and detailed written notice, the Proponent may amend or withdraw its proposal prior to the closing date and time. Upon closing time, all proposals become irrevocable. The Proponent will not change the wording of its proposal after closing and no words or comments will be added to the proposal

unless requested by the Resource Training Organization for purposes of clarification.

9. Proponents' Expenses

Proponents are solely responsible for their own expenses in preparing a proposal and for subsequent negotiations with the Resource Training Organization, if any. If the Resource Training Organization elects to reject all proposals, the Resource Training Organization will not be liable to any Proponent for any claims, whether for costs or damages incurred by the Proponent in preparing the proposal, loss of anticipated profit in connection with any final Contract, or any other matter whatsoever.

10. Limitation of Damages

Further to the preceding paragraph, the Proponent, by submitting a proposal, agrees that it will not claim damages, for whatever reason, relating to the Contract or in respect of the competitive process, in excess of an amount equivalent to the reasonable costs incurred by the Proponent in preparing its proposal and the Proponent, by submitting a proposal, waives any claim for loss of profits if no Contract is made with the Proponent.

11. Proposal Validity

Proposals will be open for acceptance for at least 90 days after the closing date.

12. Firm Pricing

Prices will be firm for the entire Contract period unless this Request for Proposal specifically states otherwise.

13. Currency and Taxes

Prices quoted are to be in Canadian dollars; inclusive of duty, where applicable; FOB destination, delivery charges included where applicable; and exclusive of Goods and Services Tax and Provincial Sales Tax.

14. Completeness of Proposal

By submission of a proposal the Proponent warrants that, if this Request for Proposal is to design, create or provide a system or manage a program, all components required to run the system or manage the program have been identified in the proposal or will be provided by the Contractor at no charge.

15. Sub-Contracting

a. Using a sub-contractor (who should be clearly identified in the proposal) is

acceptable. This includes a joint submission by two Proponents having no formal corporate links. However, in this case, one of these Proponents must be prepared to take overall responsibility for successful performance of the Contract and this should be clearly defined in the proposal.

- b. Sub-contracting to any firm or individual whose current or past corporate or other interests may, in the Resource Training Organization's opinion, give rise to a conflict of interest in connection with the project or program described in this Request for Proposal will not be permitted. This includes, but is not limited to, any firm or individual involved in the preparation of this Request for Proposal. If a Proponent is in doubt as to whether a proposed subcontractor gives rise to a conflict of interest, the Proponent should, prior to submitting a proposal, consult with the identified Resource Training Organization contact.
- c. Where applicable, the names of approved sub-contractors listed in the proposal will be included in the Contract. No additional subcontractors will be added, nor other changes made, to this list in the Contract without the written consent of the Resource Training Organization.

16. Acceptance of Proposals

- a. This Request for Proposal should not be construed as an agreement to purchase goods or services. The Resource Training Organization is not bound to enter into a Contract with the Proponent who submits the lowest priced proposal or with any Proponent. Proposals will be assessed in light of the evaluation criteria. The Resource Training Organization will be under no obligation to receive further information, whether written or oral, from any Proponent.
- b. Neither acceptance of a proposal nor execution of a Contract will constitute approval of any activity or development contemplated in any proposal that requires any approval, permit or license pursuant to any federal, provincial, regional district or municipal statute, regulation or by-law.

17. Definition of Contract

Notice in writing to a Proponent that it has been identified as the successful Proponent and the subsequent full execution of a written Contract will constitute a Contract for the goods or services, and no Proponent will acquire any legal or equitable rights or privileges relative to the goods or services until the occurrence of both such events.

18. Liability for Errors

While the Resource Training Organization has used considerable efforts to ensure information in this Request for Proposal is accurate, the information contained in this Request for Proposal is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the Resource Training Organization, nor is it necessarily comprehensive or exhaustive. Nothing in this Request for Proposal is intended to relieve Proponents from forming their own opinions and conclusions with respect to the matters addressed in this Request for Proposal.

19. Modification of Terms

The Resource Training Organization reserves the right to modify the terms of this Request for Proposal at any time in its sole discretion. This includes the right to cancel this Request for Proposal at any time prior to entering into a Contract with the successful Proponent.

20. Ownership of Proposals

All proposals submitted to the Resource Training Organization become the property of the Resource Training Organization. They will be received and held in confidence by the Resource Training Organization, subject to the provisions of the *Freedom of Information and Protection of Privacy Act* and this Request for Proposal.

21. Use of Request for Proposal

Any portion of this document, or any information supplied by the Resource Training Organization in relation to this Request for Proposal may not be used or disclosed, for any purpose other than for the submission of proposals. Without limiting the generality of the foregoing, by submission of a proposal, the Proponent agrees to hold in confidence all information supplied by the Resource Training Organization in relation to this Request for Proposal.

22. Reciprocity

The Resource Training Organization may consider and evaluate any proposals from other jurisdictions on the same basis that the government purchasing authorities in those jurisdictions would treat a similar proposal from a British Columbia supplier.

23. No Lobbying

Proponents must not attempt to communicate directly or indirectly with any employee, contractor or representative of the Resource Training Organization, including the evaluation committee and any elected officials of the Resource Training Organization, or with members of the public or the media, about the project described in this Request for Proposal or otherwise in respect of the Request for Proposal, other than as expressly directed or permitted by the Resource Training Organization.

24. Collection and Use of Personal Information

Proponents are solely responsible for familiarizing themselves, and ensuring that they comply, with the laws applicable to the collection and dissemination of information, including resumes and other personal information concerning employees and employees of any subcontractors. If this Request for Proposal requires Proponents to provide the Resource Training Organization with personal information of employees who have been included as resources in response to this Request for Proposal, Proponents will ensure that they have obtained written consent from each of those employees before forwarding such personal information to the Resource Training Organization. Such written consents are to specify that the personal information may be forwarded to the Resource Training Organization for the purposes of responding to this Request for Proposal and use by the Resource Training Organization for the purposes set out in the Request for Proposal. The Resource Training Organization may, at any time, request the original consents or copies of the original consents from Proponents, and upon such request being made, Proponents will immediately supply such originals or copies to the Resource Training Organization.

APPENDIX A: PROPONENT SECTION OF THE PROPOSAL

Proponent Section of the Proposal

A person authorized to sign on behalf of the Proponent **must** complete and sign the Proponent Section (below), leaving the rest of this page otherwise unaltered, and include the signed and completed page with the first copy of the proposal. An electronic version of the Proponent's original signature is acceptable.

“The enclosed proposal is submitted in response to the above-referenced Request for Proposals, including any addenda. Through submission of this proposal we agree to all of the terms and conditions of the Request for Proposals and agree that any inconsistent provisions in our proposal will be as if not written and do not exist. We have carefully read and examined the Request for Proposals, including the Definitions and Administrative Requirements, and have conducted such other investigations as were prudent and reasonable in preparing the proposal. We agree to be bound by statements and representations made in our proposal.”

Signature of Authorized Representative:

Legal Name of Proponent
(and Doing Business As Name, if applicable):

Printed Name of Authorized Representative:

Address of Proponent:

Title:

Date:

Authorized Representative phone, fax and email address: