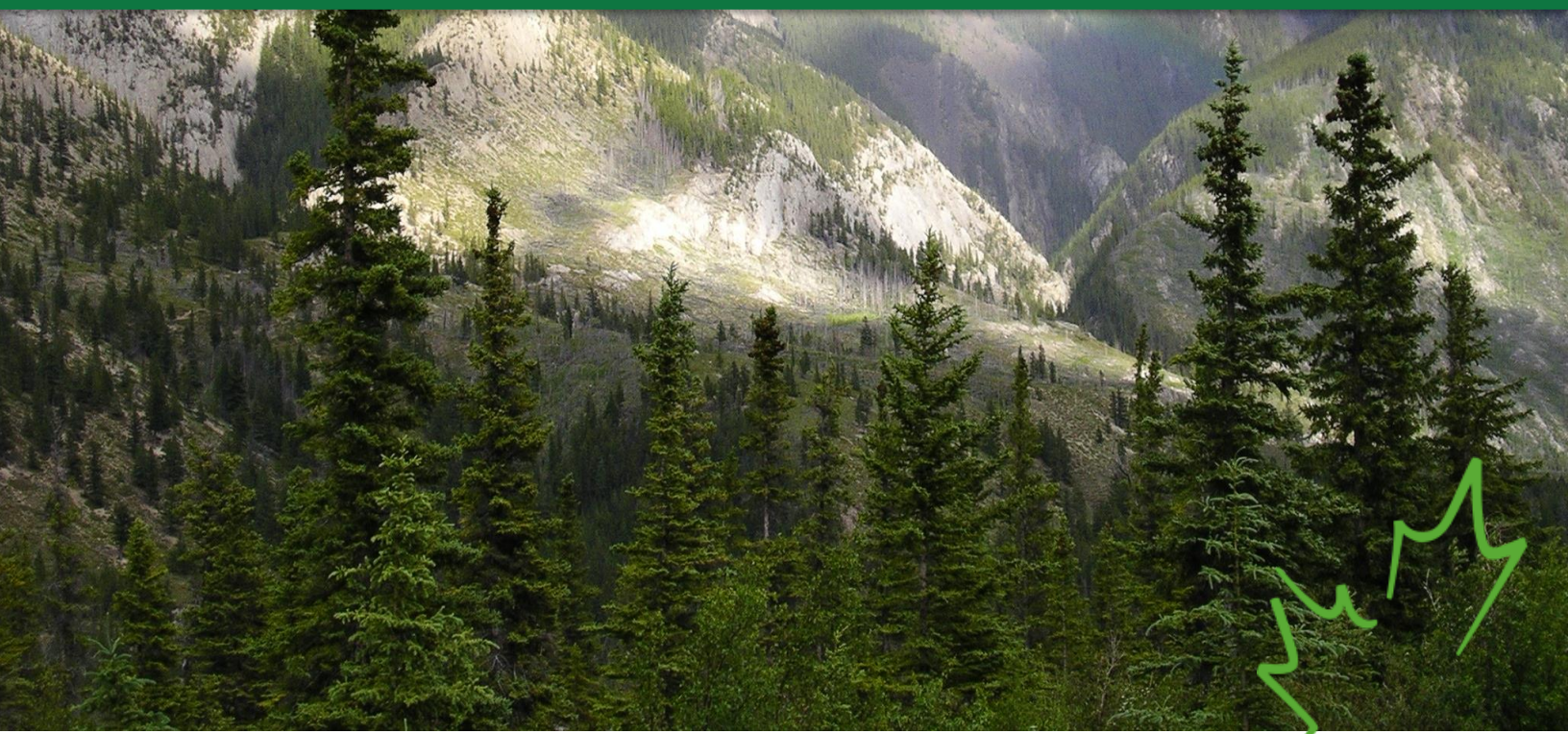




# **Q&A (RESPONSES TO SUBMITTED QUESTIONS)**

## **FROM REQUEST FOR QUALIFICATIONS (RFQ): LABOUR MARKET RESEARCH & ANALYTICAL CONSULTANTS**

Q&A posted September 24, 2018



This document contains ECO Canada’s response to questions submitted by interested and potential bidders for the **Request for Qualifications (RFQ): Labour Market Research & Analysts consulting opportunity**. The RFQ document was posted September 13-14, 2018 on [MERX](#) and on ECO Canada’s [website](#).

As a reminder, RFQ responses are due by 11:59 p.m. MST on October 4, 2018. RFQ responses/submissions must be emailed to [research@eco.ca](mailto:research@eco.ca) with the consultant’s company name and RFQ Research & Analytical Consultants indicated in the subject line.

## Questions and Answers

**Q1: Can you clarify how you determine in-scope occupations using National Occupational Standards (NOS) and National Occupational Classification (NOC)? Is there a base/specific proportion of environmental competencies required by an occupation to be considered an "environmental occupation"?**

A1: Definitions of environmental employment are in constant evolution and so too is ECO Canada’s methodology for producing quantitative labour market information for Canada’s environmental sector.

### A Brief History



In the past, statistical surveys were ECO Canada’s primary approach to quantifying the current and future demand for environmental workers, including profiling workforce demographics. The definition of ‘environmental employment’ constantly changed as evidenced in our Profile of Canadian Environmental Employment reports (see [2007](#), [2009](#), [2013](#) and other past reports).

In 2015-2016, ECO Canada implemented a new approach to defining and capturing environmental employment which begins with mapping online job postings to environmental (or “green”) jobs and further classifying these within ECO Canada’s 13 sub-sectors using the [National Occupational Standards for Environmental Employment](#). Today, the process of identifying whether a job is environmental (or “green”) or not has been removed and job postings are now directly classified into one or more of the 13 environmental sub-sectors, using algorithms developed for each sub-sector and applying pattern matching within job titles and/or job descriptions.

It should be noted that online job posting data grouped by up to 3-digit National Occupational Classification (NOC) codes are already available to ECO Canada from the online job posting data supplier.

*Special note: ECO Canada also utilizes a secondary methodology to measure the size of the environmental sector. This is done through the collection and monitoring of economic contributions including employment of the [environmental goods and services sector in Canada](#). Employment in this sector includes both environmental and non-environmental roles (e.g., non-environmental roles such as those in accounting and HR are included for as long as these are directly employed by the companies making up the sector).*

*A summary of our existing quantitative models and data are included in our [Canadian Environmental Employment: Summary Analysis report](#) (September 2017).*

**Q2: Given your previous profiles of environmental sub-sectors in 2017, do you prefer the focus of upcoming work/project(s) be on different sub-sectors or are you considering a more in-depth look at one or more of the sectors previously studied? How did you decide on which sub-sectors to study in the past?**

A2: The majority of the previous sub-sector profiles developed historically were selected from the ECO Canada sector model. The sub-sectors were selected or prioritized based on those with the greatest employment number (e.g., [Natural Resource Management](#)) and/or growth rates (e.g., [Waste Management](#)).

In 2018, ECO Canada established a National Steering Committee for its Labour Market Information program. Committee members are asked to provide input into the sectors to be studied over the next 2-3 years. There appears to be more interest from members to see emerging or unique sectors (or practice areas) profiled, such as what was identified for the current study on Environmental Assessment. However, an additional criterion suggested by committee members is that the study is unique and does not duplicate ongoing or recently completed work by ECO Canada and other organizations.

**Q3: Can you confirm the level of detail expected for the requirement to discuss/recommend a key environmental sub-sector for profiling. (e.g. methodology, estimated timeline, budget, etc.)? Is this section of the RFQ being viewed as a proposal for the recommended profile?**

A3: ECO Canada is seeking a business case summary (1-2 paragraphs) and a high-level plan or proposal (with approximately 2-3 paragraphs for scope and methodology, one line each for total estimated timeline and budget) for each sub-sector recommended for profiling (note: a consultant may recommend one or more sub-sectors for profiling).

This section of the RFQ serves two purpose:

- It will be considered a preliminary proposal. If the consultant is pre-qualified through the RFQ process and the recommended sub-sector is confirmed for sub-sector profiling, the consultant will

be invited to submit a formal proposal with potential adjustments to scope, methodology, time and budget where required.

- It allows ECO Canada to assess both the consultant's understanding of the environmental sector in Canada (or within key practice areas or sub-sectors) and availability (or non-availability) of labour market information to determine an appropriate methodology, timeline and budget to meet the project's objectives.

**Q4: How has ECO used surveys in the past to inform labour market information (LMI)?**

A4: Surveys have been a primary methodology used by ECO Canada in the past to produce environmental employment data.

Surveys, along with stakeholder interviews and consultations have also been the primary methodology used to seek input and feedback regarding ECO Canada's LMI product offerings and dissemination strategies amongst different stakeholder groups including industry, workers, governments, job seekers, students, academia, etc.

**Q5: From a review of your past LM products, it appears you have an established methodology for determining labour demand and supply. You have included the estimating and forecasting employment as activities for this project. Are you looking for the consultants to bring skills and experience in labour market modelling/forecasting or is the greater requirement for conducting analysis of data produced by your existing methodology?**

A5: ECO Canada's model for estimating and forecasting labour demand and supply is still in its infancy and as a result, has data limitations.

If the sector being profiled is within the current ECO Canada sector model, there's an opportunity for the consultant to refer to the existing model and data -- with the expectation however that some industry validation of the model and results may be conducted during the project.

If the work to be undertaken is to profile a sector outside of the ECO Canada sector model, the selected consultant has the option of working with ECO Canada to capture the sector within its model (beginning with developing algorithms for the online job posting data) and/or conducting its own qualitative or simple quantitative methods to produce labour demand estimates and projections.

It should be noted however that labour demand forecasting is a preferred but not mandatory activity of the labour market research and analytical consultant undertaking the sector profiling study.

**Q6: Does the 12-page limit include appendices such as CV's or detailed experience overviews?**

A6: Appendices are not part of the 12-page limit for the main RFQ response/submission. That said, ECO Canada cannot guarantee that the additional documentation/pagination beyond the page limit can and will be reviewed by the Qualifications Review Committee members. The ability to review appendices and additional documentation is likely dependent on the number of RFQ responses/proposals submitted by the October 4<sup>th</sup> due date.