



Request for Qualifications (RFQ)

LABOUR MARKET RESEARCH & ANALYTICAL CONSULTANTS

Issue Date: **September 13, 2018**

Closing Date and Time: **RFQ responses are due by 11:59 p.m. MST on October 4, 2018.**

Please email an electronic copy of your official submission including company name and RFQ Research & Analytical Consultants in the subject line to: **research@eco.ca.**



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1 INTRODUCTION

Environmental Careers Organization of Canada (ECO Canada) is a not-for-profit organization dedicated to identifying and advancing workforce needs within Canada's environmental sector. For over 25 years since its beginnings in 1992, ECO Canada has established itself as the leader and primary resource for environmental labour market intelligence, certification, training and employment support programs.

ECO Canada is seeking the services of a Research & Analytical Consultant(s) to plan and conduct quantitative and qualitative research, analysis and report writing for short-term labour market information studies funded by the Government of Canada's Sectoral Initiatives Program between October 2018 and November 2020. This Request for Qualifications (RFQ) document is designed to provide detailed information that will enable your firm to respond specifically to the consulting requirements including: scope, objectives, project activities and key responsibilities. RFQ submissions will be accepted from single business entities or from a consortium of firms. However, if the successful proponent is a consortium of firms or consultants, the lead firm must be identified in the RFQ.

Based on the review of the RFQ Responses ECO Canada intends to establish a List of Qualified Suppliers who, on an "as, if and when requested" basis, may be contacted directly, or asked to compete, to enter into a Contract(s) for provision of the services described in this document.

2 ABOUT ECO CANADA

Since 1992, ECO Canada has supported Canada's environmental workforce sector with in-depth research, the largest industry-specific job board, professional development resources and educational partnerships.

ECO Canada is a not-for-profit, HR-based organization focused on identifying, communicating and meeting the needs of environmental practitioners, employers, educators and students. Our programs and services are developed through national partnerships, consultative strategic planning and ongoing [labour market research](#). With a network of over 10,000 organizations, including government, industry and academia, we ensure our services continue to evolve and stimulate professional growth for the environmental workforce.

- [EP® Certification](#) is the only nationally recognized environmental designation. EP® members add value to the environmental sector by meeting rigorous competencies based on the [National Occupational Standards \(NOS\) for Environmental Employment](#). We offer three levels of membership aligned with career progression: Environmental Professional (EP®), Environmental Professional-in-Training (EPt), and EP Auditor (CEA & EMSLA).
- ECO's employment programs create green jobs for students and new Canadians. Our internship and CO-OP programs have helped bridge the school-to-work gap for young

professionals and has led to 5,000+ environmental graduates enter the environmental workforce. Our Immigrant Bridging program helps employers discover the available talent from new Canadians. The ECO Job Board, Environmental Career Profiles, and employment resources receive over 1 million views per year and are a resource hub for both employers and job-seekers.

- ECO'S [accredited programs](#) are regularly assessed to meet the skills required by environmental employers. Graduates of ECO Canada Accredited programs get a head-start with an integrated Environmental Professional-in-Training (EPt) designation.
- ECO's [Building Environmental Aboriginal Human Resources \(BEAHR\) training programs](#) aim to increase Indigenous involvement in the environmental sector. Our network of licensed providers delivers short-term, community and field-based programs combining environmental training with traditional knowledge.
- ECO's online training courses and webinars help individuals upgrade their knowledge and skills for the Canadian environmental sector.

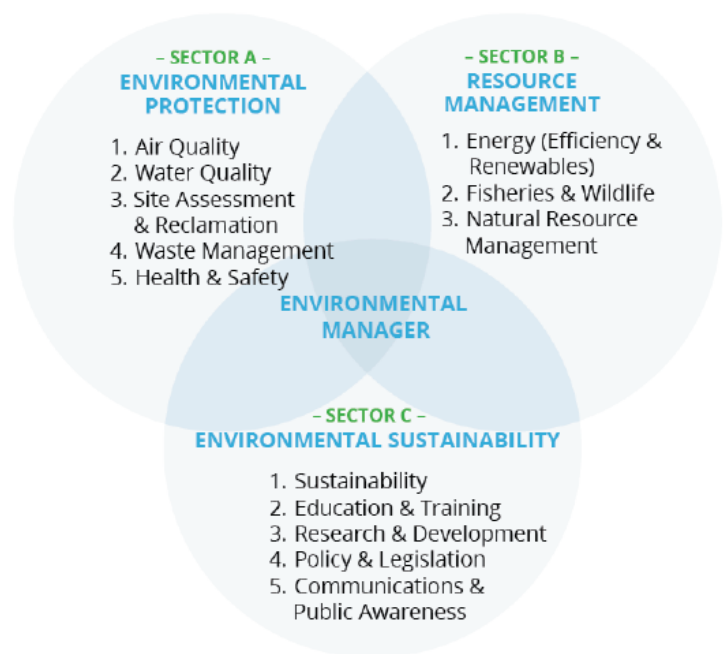
Our research has helped improve access for new graduates and those entering the industry mid-career, while our training programs and educational partnerships have helped practitioners hone their skills and meet the demands of a changing industry.

3 RFQ BACKGROUND, OBJECTIVES AND SCOPE

ECO Canada is sourcing consultants with the objective of creating a List of Qualified Labour Market Research and Analytical consultant(s) to contract for one or more short-term projects as required between October 2018 and November 2020.

3.1 Background and Objectives

The environmental employment sector is broad. ECO Canada divides it into 13 subsector areas of practice with a 14th subsector area of practice being the "environmental manager" who pulls it all together (see ECO Canada's Sector Model diagram on the right). The 13 subsectors are as diverse as Air Quality specialists, Fisheries and Wildlife specialists and Communications professionals, for example. The consequence is that it is difficult to establish the precise validity of employment forecasts for the entire environmental employment sector as the range of possible drivers which influence future



demand and supply is so broad. ECO will therefore supplement its [basic statistical data and macro-economic forecasts](#) with tailor-made subsector studies, each one designed to drill-down into a specific environmental employment area in order to develop the most valid possible subsector-based profiles including workforce projections. The sub-sector profiles could be within the existing ECO Canada Sector Model or could be an emerging sector or cross-functional specialty, such as Cleantech.

For example, the latest sub-sector profile to be published is on Environmental Assessments (EA) in Canada. Stakeholder consultations revealed that other sub-sectors of interest and value include Cleantech (or components of cleantech), Watershed or Ecosystem management, Climate change, etc. Natural Resource Management, which is an existing sub-sector and is the largest sub-sector employer within environmental employment is also a key area of interest.

Depending on costs and market needs, ECO proposes to conduct three to four (3-4) more sub-sector studies, following the release of its EA sector profile report in October.

The estimated total value of work among project(s), and among selected consultant(s) during the timeline outlined will be approximately \$120,000 plus GST. As other related project work is identified, this amount may be adjusted.

3.2 Consultant Activities

The following activities may be required once a consultant is selected for one or more sub-sector profiling work:

- In collaboration with ECO Canada’s research team, develop a work plan and schedule to ensure timely delivery of outputs and achievement of research objectives;
- Conduct research and analysis. Activities can include, but are not limited to:
 - Reviewing and analysing secondary research;
 - Conducting surveys and/or stakeholder interviews;
 - Estimating and if possible, forecasting employment for the sub-sector based on available or collected statistical data or other appropriate methodologies (e.g., economic impact analysis, econometric modelling, surveying, etc.)
 - Conducting meetings for consultation purposes, analysing or validating data and findings;
 - Develop key messages for research reports;
 - Developing PowerPoint slides and other materials for delivering presentations and/or facilitating discussions of key research findings and proposed messages;
 - Developing, and possibly presenting in-person or virtually to a specific audience, such as ECO Canada’s Labour Market Information (LMI) National Steering Committee.

- Prepare and provide draft and final copies of the research report/sub-sector profiles, presentations and raw data.
 - Note: ECO Canada maintains document standards and a style guide that must be followed for all materials. Copies will be provided to a successful consultant at the onset of a study/project.
- Maintain a detailed record of all stakeholder participation during the study/project and provide records to ECO Canada's Research team and more specifically to the appointed Project Lead.
- Participate in regular status meetings with and submit progress reports to ECO Canada.
- In collaboration with the ECO Canada Research team, participate in project reviews to evaluate successes and areas for improvement.

4 RFQ REQUIREMENTS AND EVALUATION

Responses submitted to ECO Canada should not exceed 12 pages in length. The following are required elements for the response:

- Summary of qualifications, ensuring the following requirements are met:
 - Relevant education and/or certification;
 - At least five years of experience conducting research, analysis and reporting including generating or surveying employment projections;
 - Experience in and understanding of the environmental sector in Canada and/or specific sub-sectors or areas of interest;
 - List of team members, work locations, area(s) of expertise and specific role/tasks.
 - Identify key contact or project lead for correspondence and provide contact information.
 - Note: Bilingualism (English and French) is an asset.
- Consultant hourly rate.
 - Please also specify hourly rates if these vary for each key role (e.g., senior researcher, junior researcher, analyst, project lead, etc.)
- A discussion of key environmental sub-sectors recommended for profiling, including rationale, proposed methodology(ies) for research and forecasting (if any) and estimated timelines and budget.
 - Note: Consultant's travel costs to attend meetings and to conduct research must be included in the estimated budget. This fee includes the distribution of research tools (e.g., surveys) used in the research phase of the project. For example, if the consultant(s) chooses to conduct a mail survey, they are responsible, both financially and logistically, for its distribution.

- Identification of measures that will be taken by your team to ensure the highest level of quality and timely production and submission of reports, documents, correspondence and communication with ECO Canada and key project stakeholders.
- Identification of any potential risks that your team may foresee in carrying out research and analysis activities and possible actions to mitigate these risks.
- Identification of support(s) required from ECO Canada leadership and research teams to ensure project success (e.g., roll out of electronic surveys to ECO Canada’s subscriber base of over 65,000 contacts).

Each RFQ response/proposal will be measured against the following criteria:

Criteria	Weighting
1. Consulting firm’s qualifications and capacity to carry out project	40%
2. Consultant hourly rate	20%
3. Recommendation and proposed approach to sub-sectors for profiling	20%
4. Project quality and risk management	10%
5. Overall cohesiveness and presentation of response to RFQ	10%
TOTAL	100%

Note: Responses not meeting all mandatory criteria (e.g., RFQ response exceeds page limitation) will be rejected without further consideration. Responses that do meet all the mandatory criteria will then be assessed and scored against the above criteria.

Expressions of interest and/or questions from potential bidders are requested by **11:59 p.m. MST on September 20, 2018**. Please email these to research@eco.ca with the following subject line: RFQ Research & Analytical Consultants. Responses to compiled questions will be posted on [ECO Canada’s blog](#) by 12:00 p.m. MST on September 24, 2018.

Please note **RFQ responses are due by 11:59 p.m. MST on October 4, 2018**. Kindly email an electronic copy of your official submission including company name and RFQ Research & Analytical Consultants in the subject line to: research@eco.ca.

5 RFQ AND CONSULTANT SELECTION PROCESS AND TIMELINES

The following table outlines the RFQ and consultation selection process and timelines:

RFQ and Consultant Selection Process	Timeline for Completion
RFQ posted/issued	September 13, 2018
Questions from interested bidders submitted/received	September 20, 2018
Responses to submitted questions circulated on ECO Canada's blog	September 24, 2018
RFQ responses submitted/received	October 4, 2018
Consultants short-listed by Qualifications Review Committee	October 11, 2018
Short-listed consultants contacted for presentation/interview schedule	October 11-12, 2018
Presentations/interviews from short-listed consultants and final selection	October 19-23, 2018
Reference checks	October 24-29, 2018
Notify selected consultant(s) and advise next steps	October 30, 2018

The Qualifications Review Committee will be comprised of select ECO Canada staff and where possible, volunteers from ECO Canada's LMI National Steering Committee.

Respondents are solely responsible for their own expenses in preparing a Response and for subsequent negotiations. Firms selected to present to or be interviewed by the Qualifications Review Committee will be notified of the logistics by ECO Canada. Participation in the presentations/interviews will be the sole financial responsibility of the consultant(s) and will not be reimbursed from the project budget. All documents, including Responses, submitted to ECO Canada become the property of ECO Canada. Information pertaining to ECO Canada obtained by the Respondent as a result of participation in this RFQ is confidential and must not be disclosed without written authorization from ECO Canada.

This RFQ is not an agreement to purchase services. ECO Canada is not bound to enter into a Contract with any Qualified Supplier. At the same token, notice in writing to a Respondent that it has been identified as a Qualified Supplier will neither constitute a Contract nor give the Respondent any legal or equitable rights or privileges relative to the service requirements set out in this RFQ. Only if a Qualified Supplier and ECO Canada enter into a subsequent full written contract will a Respondent acquire any legal or equitable rights or privileges.

A consultant from the List of Suppliers may be contacted to request for a detailed estimate and/or discuss scope, activities and budgets for specific studies. A contract will then be negotiated for the work outlined in each project.

A Qualified Supplier may withdraw its name from the List of Qualified Suppliers by notifying ECO Canada in writing. ECO Canada may withdraw a name of a Qualified Supplier from the List of Qualified Suppliers by notifying that Qualified Supplier in writing.