

# Request for Proposals:

Disability Occupational Assessments and Supports

September 15, 2023



PINNGUAQ

## Scope of Work

Through funding from the Economic and Social Development Canada Opportunities Fund For People Living with Disabilities, Pinnguaq Association is embarking on a project that will address both new and long-standing labour market barriers for persons living with disabilities and provide innovative programming that:

- Support persons living with disabilities to:
  - prepare for, find, and keep good jobs or become self-employed; or
  - advance in their careers or take on new or greater responsibilities.
- Assist employers to create inclusive and accessible workplaces, through activities, such as:
  - Coaching, Training, Human resources support; and
  - Other activities, to help them diversify their workforces by hiring and retaining persons with disabilities.
- Improve the capacity of workers in a range of occupations to better identify and address barriers faced by persons living with disabilities in the workplace.

Pinnguaq is seeking a qualified independent firm to conduct disability occupational assessments, employer supports and help co-design our programming to include cultural perspectives and Indigenous ways of being.

We are looking for a partner who is experienced with supporting Indigenous people living with disabilities ,through occupational assessments, enhanced employment services, wrap-around supports and working with employers to increase awareness and enhance support to diversify their workplace and provide accessible work environments for employees living with disabilities. This partner will need to be firmly entrenched in community

## Organizational Background

Launched in 2012, Pinnguaq's origin was as an informal youth club in Pangnirtung looking for ways to address barriers faced by Inuit and Nunavummiut in accessing coding and computer science through culturally responsive resources. Our name, Pinnguaq (Inuktitut for "Play"), is at the heart of all we do and reflects these beginnings over a decade ago as an organization that aimed to provide Nunavummiut youth access to technology through games. Since then, Pinnguaq has become a thriving and innovative national not-for-profit organization focused on digital literacy through science, technology, engineering, arts, and math (STEAM) education as a way to move learners from being consumers of digital content to being innovators, creators, and leaders in the thought, design, production, and use of technology. Our vision is vibrant, connected communities where everyone can achieve their full potential. We believe that supporting people to develop technical, social, artistic, and professional skills – firmly grounded in regional cultures – builds pathways to well-being. Our six- phase Lifecycle approach supports learners at any stage based on needs (advocacy, mentorship, production, education, resources, and employment).

## Project Background

Through our Makerspaces, Pinnguaq Association provides a central hub for digital skills training across the North. Our digital training services and workforce development programs focus on equipping equity deserving learners with opportunities to build their digital skills to open career paths in STEAM that intersect with everyday indigenous living, language, and culture.

# Project Overview

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  - prepare for, find, and keep good jobs or become self-employed; or
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  - Coaching, Training, Human resources support; and
  - Other activities, to help them diversify their workforces by hiring and retaining persons with disabilities.
- Improve the capacity of workers in a range of occupations to better identify and address barriers faced by persons living with disabilities in the workplace.

## Project Outcomes

The project outcomes are described below.

Program participants will develop:

- tools, skills, and information to obtain employment
- enhanced employability
- become employed, self-employed or have returned to school
- reduced barriers to workforce participation, and career advancement

Participating employers will:

- have increased ability to hire and support persons living with disabilities in the workplace; and
- hire and retain persons living with disabilities
- gain a stronger understanding of labour market barriers for individuals living with disabilities, including intersectional needs (e.g., related to gender, sex, Indigenous status, income level)

## Project Scope

Our project will target 120 participants from Northwest Territories, Nunavut, Ontario, and Newfoundland and Labrador. Participants will participate in two streams of activities.

### Stream 1

- 60 participants will receive enhanced employment assistance services
- 90 participants will receive training to develop skills for employment
- 110 participants will receive paid work experience and assistance to support employment

## Stream 2

- 30 employers will receive employer awareness and enhanced support enabling employers to diversify their workplace and create inclusive and accessible work environments for employees with disabilities; and assisting them to increase their disability-related skills and capacities

# Project Deliverables

## Stream 1

**Startup Activities** include identification of barriers to employment for persons with disabilities such as needs determination, vocational testing and diagnostic services, and learning disability detection and assessment. Additional activities include background research related to these concepts and participation in the project co - design process.

**Enhanced Employment Assistance Services** include the development and implementation of assessment services to help persons living with disabilities articulate, identify and design responses and accommodations for their needs, and thereby allow them to pursue entrepreneurial activities

## Stream 2

**Employer Awareness Activities** will include developing employer policies and procedures to accommodate prospective employees living with disabilities.

**Enhanced Employer Supports** will include making workplaces more inclusive and accessible to persons living with disabilities including the provision of technological aids and other workplace accommodations that support hiring, onboarding, and retention, career advancement for persons with disabilities, and support for general inclusiveness and accessibility of workplaces, along with providing technological aids to support persons with disabilities within the workplace.

# Project Timeline

This project is a 36 month project from December 1, 2023 through November 30th, 2026 (156 weeks). A brief outline of major project activities for both Stream 1 and Stream 2 are outlined below.

## Stream 1:

Weeks 1-4: Start-up Activities (December 1, 2023 to November 30, 2026 )

Weeks 5-153: Stream 1 - Enhanced Employment Assistance Services (ongoing)

Weeks 5-153: Stream 1 – Skills for Employment Training (12 weeks). Intake will stop at week 141 (April 27, 2026)

Weeks 5-153: Stream 1 – Work Experience (12 weeks paid placement). Intake will stop at week 141

Weeks 153 – 156: Close-Out Activities (3 weeks)

## Stream 2:

Weeks 1-4: Start-up Activities (December 1, 2023 to November 30, 2026)

Weeks 5 – 153: Stream 2 – Employer Awareness (ongoing)

Weeks 5 – 153: Stream 2 – Enhanced Employer Supports (ongoing)

Weeks 153 – 156: Close-Out Activities (3 weeks)

## Applicant/Organizational Competencies

To complete the work within the project, Pinnguaq Association would like the following competencies from the applicants/organizations selected.

**Close Collaboration:** The selected applicant/organization is expected to work closely with Pinnguaq Association, Director of Mentorship and Job Creation, Director of Education and Director of Delivery to develop and implement project deliverables including planning process, final timelines and logistics. The successful applicant is expected to demonstrate collaborative projects with relevant stakeholders, government agencies and other organizations.

**Cultural Competence:** The successful organization is expected to have extensive experience within the disability sector in northern, rural and remote communities with a focus on Indigenous, Metis, and Inuit populations. Preference will be given to Indigenous, Metis and/or Inuit organizations.

**Disability Presence:** The successful organization is expected to have a familiar presence, reputation and experience working directly with and within the disability sector in northern, rural and remote communities with a focus on Indigenous, Metis, and Inuit populations.

## Project Budget

Pinnguaq Association has allocated up to \$200,000 plus GST for this project.

## Proposal Requirements

Each submitted proposal must contain the following elements:

### Consultant Information

Provide details of your organization (your name, address, website URL, and telephone number) as well as the name, title and email address of the primary contact for this application.

### Overview of Firm

Provide a brief description and history of your organization including its size, years of existence.

### CV for Key Staff

Provide current CV's for key staff who will be involved in meeting project deliverables.

### Experience

Provide details of your experience with projects of similar scope and nature. Provide evidence of how the organization meets the Applicant/Organizational competencies outlined above.

## References

Provide a list of 3-5 current references for similar projects your firm has completed.

## Project Approach

Based on the project objectives highlighted above, outline your approach to this work. Please include a timeline for each of the key activities involved in the study, as well as resources/materials you would require from Pinnguaq to effectively complete all tasks. Highlight key deliverables you would be providing. Please also describe your approach to occupational disability assessments for northern, rural and remote communities with a focus on Indigenous, Metis, and Inuit populations along with why this approach benefits the project.

## Financial Breakdown

Provide the estimated cost for completing all tasks and deliverables outlined in your submission including travel and incidental costs.

## Conflict of Interest Statement

Provide a disclosure statement of any potential conflicts of interest and how these would be addressed by your organization.

## Additional Information

Provide any additional information that the firm wishes Pinnguaq Association to consider in the evaluation of the proposal.

# Proposal Submission Format

Please submit your proposal in the following format:

1. **Title Page:** Provide the RFP title, organization name, contact persona and contact information.
2. **Proposal:** Include all information requested in the RFP.
3. **Appendices:** Attach any relevant documentation and supporting evidence required within the proposal such as CV's work samples, etc.

## Proposal Submission Process

Proposals must be submitted **no later than September 29, 2023** to Ryan Oliver (CEO) at [ryan@pinnguaq.com](mailto:ryan@pinnguaq.com). All applications must be submitted electronically. Paper submissions will not be accepted. Only those applicants/organizations selected for an interview will be contacted. Interviews will be held the first week of October.

For any questions relating to the RFP for Disability Occupational Assessments and Supports or the requirements of this work please contact Toulia Murche (Chief Development Officer) at [toulia@pinnguaq.com](mailto:toulia@pinnguaq.com).

## Anticipated Selection Schedule

Our expected timelines are indicated below:

Task	Date
Issue Request for Proposals	September 15, 2023
Proposals due	September 29, 2023

RFP evaluation process (including interviews, if necessary)	October 2-6, 2023
Decisions announced and chosen consultant begins work	October 9, 2023

## Evaluation/Scoring Rubric

RFP submissions will be evaluated against the following criteria.

Criteria	Points
Applicant/Organizational profile/Qualifications	15
Experience and References	15
Project Approach	25
Knowledge of disability sector with a focus on Indigenous, Metis and Inuit participants	30
Pricing	15
TOTAL	100

## Legal RFP Selection Conditions

Pinnguaq Association reserves the right to:

- reject any or all proposals and to re-advertise or re-commence the RFP process if it desired
- Lowest or any tender will not necessarily be accepted
- pursue all, some or none of the subject of the RFP
- hold negotiations with multiple firms and request additional information or further clarification from multiple organizations
- clarify any response without being obligated to offer the same opportunity to any other application
- accept a proposal, which in its sole opinion, is deemed most advantageous
- takes no responsibility for any organization lacking information or for the accuracy of information provided in the RFP document
- takes no responsibility for any expense incurred by an organization in preparing or submitting proposal.

The RFP process is a solicitation for offers and Pinnguaq Association reserves the right to negotiate terms with the selected organization.