

# Service Canada



***Calgary***  
**Call for Proposals**

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**Information Session**

*October 19, 2009*

*CFP – BAT – 0910 – Calgary - 002*

*Group Based Employability Skills*

## Call for Proposals (CFP) Information Session

- Agenda
  - Background & Process
  - Details of CFP – BAT – 0910 – Calgary - 002
  - Review of Application Package
  - Assessment Process
  - Notification Process
  - Tips for Completing your Proposal
  - Qs & As

## Call for Proposals Background

- The Call for Proposals process is part of a series of Employment Program Directives introduced by HRSDC in February 2004, which were designed to improve the administration, management and accountability of contribution programs.

## Call for Proposals Background

- The Directive was revised in March and September 2005 as a result of ongoing consultations with stakeholders, including feedback heard at the Standing Committee on Human Resources, Skills Development, Social Development and the Status of Persons with Disabilities.
- Changes included standardization of timeframes for posting public notices and completing the assessment process, inclusion of assessment grid in the application package, and mandatory information sessions for applicants.

## Call for Proposals Background

- The Joint Service Canada/Voluntary Sector report on “Developing New Approaches to Funding Results,” contained a number of recommendations on enhancing the Call for Proposal (CFP) process.
- The CFP Process was put on hold in December 2005 to further revise the process to bring it in line with the recommendations of the Joint Working Group.

## Programs that Require a CFP

For Agreements with an annual value of \$500,000 or more, a CFP is required for the following Programs:

- Employment Assistance Services
- Labour Market Partnerships
- Self-Employment Benefit
- Community Coordinator Agreements ( for Targeted Wage Subsidy, Self Employment Benefit, and Skills Development)
- Career Focus
- Skills Link
- Opportunities Fund for Persons with Disabilities

## Programs excluded

- Job Creation Partnerships
- Targeted Wage Subsidies
- Agreements with or for a single individual (Self Employment, Skills Development, Career Focus, Skills Link, Canada Summer Jobs)
- Supporting Communities Partnerships Initiative
- Agreements with other levels of government

## CFP Process

- Local/regional business plan, encompassing an **Annual CFP Plan**
- **Public notices** in The Calgary Herald and Le Chinook, and on website <http://www1.servicecanada.gc.ca/eng/ab-nwt-nu/cfp/cfp.shtml>
- Detailed **Guide for Applicants; Forms**
- **Assessment** by Service Canada committee
- **Notification** of results
- **Assessment and negotiation of agreement** with highest ranked applicant(s)\*

\*Please note that at this stage further information may be requested of the highest ranked applicant to complete assessment and negotiation.

## CFP Process

- The CFP process:
  - Is mandatory for all agreements with an estimated annualized value of \$500,000+
  - Is guided by best value, not lowest bid

## Guiding Principles for CFP

### ■ **Clients:**

- Minimize client service disruptions
- Strive for highest quality of service
- Enhance consistency of service delivery

### ■ **Applicants:**

- Transparent, equitable process
- Enhance access of service organizations
- Enhance consistency of dealings with funding applicants
- Ensure appropriate wind-downs where required

## Guiding Principles

- CFP principles (cont'd) :
  - Geographic accessibility
  - Impartiality
  - Value for money (quality and cost)
  - Equitable access to funding (factors in start-up vs. operating costs)

## Details of CFP-BAT-09/10-Calgary-02

- Intervention type: Group Based Employability Skills
- *Client group:* youth with barriers to employment
- *Location of service:* Calgary
- *Number of youth to be served:* 115 – 127
- *Funding amount:* \$1,000,000 - \$1,400,000
- *Maximum cost per participant:* \$12,000
- *Duration of funding:* 2 years
- *Proposed start date:* February 22, 2010
- *Questions will be answered between October 19 – October 30, 2009*

## Details of CFP-BAT-09/10-Calgary-02

- The expected outcomes for this project are:
- Number of clients served: 115 – 127
- Number of clients who complete the intervention – 65%
- Number of clients who become employed after the intervention – 15%
- Number of clients who return to school after the intervention – 5%
- Number of clients who move on to another intervention – 45%

## Details of CFP-BAT-09/10-Calgary-02

- The intervention should consist of life and employability skills workshops as outlined by the Conference Board of Canada. The youth can be placed in either a life skills module, employability skills module or both depending on their individual needs. The intakes for these interventions will be continuous. The maximum amount of time a youth may engage in this intervention is 24 weeks.

## Details of CFP-BAT-09/10- Calgary-02

- Eligible organizations:
- businesses, including federal crown corporations found on Schedule III, Part II of the *Financial Administration Act* (FAA) and comparable provincial crown corporations (the FAA can be found at:
  - <http://laws.justice.gc.ca/en/F-11/index.html>;
- organizations, including public health and educational institutions;
- band/tribal councils and municipal governments;
- individuals; and
- provincial/territorial government departments and agencies if specifically approved by the Minister.

## Details of CFP-BAT-09/10-Calgary-02

- Eligible Participants:
  - *between 15 and 30 years of age (inclusive) at the time of intake/selection;*
  - *out of school;*
  - *a Canadian citizen, permanent resident, or person on whom refugee status has been conferred;*
  - *legally entitled to work according to the relevant provincial/territorial legislation and regulations;*
  - *not in receipt of Employment Insurance (EI) benefits; and*
  - *in need of assistance in order to overcome employment barriers.*

Application Package  
6 Application Eligibility Factors

- **All six of the Application Eligibility Factors must be met in order to have your proposal assessed further.**

## Application Package

### Application Eligibility Factor #1

1. Completed Application/Proposal received no later than November 13, 2009 at 4.30pm, at the following address:  
Service Canada office, Room 270 – 220 – 4th Avenue,  
SE, Calgary, Alberta. T2C 4X3
  - Faxed or e-mailed proposals will not be accepted
  - Must be physically received at the location indicated by the closing time and date
    - Postmarked by the closing time and date will not be accepted

## Application Package

### ...Application Eligibility Factor #1 – Complete Application received on time

- All documents specified in the Guide to Applicants must be fully completed
  - No blocks left blank
  - No allowance for 'see attached', e.g.. On Application Form
- The proposal cannot exceed 40 pages, which does not include the cover page, index, and 3 required forms
  - Application for Funding
  - Forecast of Cash Flow
  - Budget Template information
    - Contact your Service Canada Centre for electronic versions of these forms (Word or Excel)

Application Package  
Application Eligibility Factor #2

2. The Applicant has provided four (4) paper copies of the complete application package, plus 1 diskette (or cd-rom).
- Including 4 copies of the Proposal and Required Forms
  - Electronic version (diskette or cd-rom) preferably in MS Word or Rich Text Format.

## Application Package

### Application Eligibility Factor #3

3. Three (3) references must be provided, who can attest to the organization's:
  1. Mandate
  2. Experience in dealing with the participant group(s) and providing the specified activities/services
  3. Capacity and skills to provide the specified activities/services
  4. Organizational and financial stability
    - Include full name, address, and telephone number for each reference
    - CFP Committee will contact at least one of these
    - If you have had funding from another organization, but do not use them as a reference, the CFP Committee may contact that organization to verify your experience

Application Package  
Application Eligibility Factor #4

4. Original application signed by organization's legal signing authority(ies)
  - The original signature(s) must appear on the Application form

## Application Package

### Application Eligibility Factor #5

#### 5. Applicant meets eligibility criteria

- businesses, including federal crown corporations found on Schedule III, Part II of the *Financial Administration Act* (FAA) and comparable provincial crown corporations (the FAA can be found at:
  - <http://laws.justice.gc.ca/en/F-11/index.html>;
- organizations, including public health and educational institutions;
- band/tribal councils and municipal governments;
- individuals; and
- provincial/territorial government departments and agencies if specifically approved by the Minister.

Application Package  
Application Eligibility Factor #6

6. Proposal meets CFP requirements in terms of clients identified and range of funding and location(s) of service outlined in CFP
  - Proposals must demonstrate how the Applicant will address the needs of clients as specified in the CFP
  - Proposals must state a funding amount that is within the range given in the CFP
  - Proposal must show that services will be provided in the specified location(s)

## Application Package Required Categories

- All proposals **must** address the following categories as outlined in the Guide to Applicants and the Assessment Grid:
  - A. Organizational Experience
  - B. Proposed Service Delivery Approach and Activities
  - C. Proposed Human Resource Plan
  - D. Community/Labour Market Knowledge
  - E. Budget

## Required Category A Organizational Experience

- Organizational Experience is worth 30% of the overall mark
- In this section, you must address the following criteria:
  - Mandate and Client Focus
  - Past Projects and Their Achievements
  - Financial Management

## Required Category B Proposed Service Delivery Approach

- Service Delivery Approach and Activities is worth 30% of the overall mark
- In this section, you must address the following criteria:
  - Plan to manage the project
  - How outcomes/results will be achieved
  - Service standards
  - Suitable facility
  - Practical and feasible proposal (how your proposal meets the objectives and priorities of the program).

**Required Category B  
Proposed Service Delivery Approach**

- **The Proposal provides clear evidence that the project design is client centered and has the flexibility to respond to the individual needs of youth facing barriers to employment**

## Required Category C Proposed Human Resource Plan

- Your Human Resource Plan is worth 10% of the overall mark
- In this section, you must address the following criteria:
  - Rationale for number and categories of staff
  - Appropriate human resource policies for project
  - Availability of existing qualified staff OR a suitable plan to recruit and hire

## Required Category D Community/Labour Market Knowledge

- Demonstration of your Community & Labour Market Knowledge is worth 10% of the overall mark
- In this section, you must address the following criteria:
  - How your project links to labour market needs and priorities and the community to be served
  - How you plan to integrate these services with existing programs and resources in the community

## Required Category E Budget

- The Budget is worth 20% of the overall mark
- In this section, you must address the following criteria:
  - Project costs are eligible, itemized and reasonable and support the project activities
    - Requires completion of Forecast of Cash Flow and Budget Template information
  - Staff wage rates are within acceptable range

## Required Category E Budget (cont'd)

- In this section, you must address the following criteria:
  - Capital Costs and all other project costs are reasonable and relevant to the project.
  - Sound financial controls are in place
  - Financial or in-kind contributions from other sources

## Assessment of Proposals

- A CFP Committee has been convened All proposals that meet the application eligibility criteria will be assessed against the Assessment Grid provided in the Application Package

## Assessment of Proposals

- An overall score of 60% is required in order to qualify.
- As well, a pass mark of 60% is required in each category.
- If 60% is not reached in a category, the remaining categories will not be assessed.
- The Assessment Grid outlines the value assigned to each of the criteria and how it will be scored

## Proposal Preparation Tips

- Tips when preparing your proposal:
  - Carefully review the information provided in the annexes to the applicant's package to guide your proposal development
  - Review the on-line training for the Change Agenda to ensure you understand budgeting procedures
  - Provide all information requested
  - Provide “what, how and why” information in the description of your proposed activities
  - Provide the information in the format and sequence suggested
  - Do not exceed 40 pages
  - Be sure to reflect your knowledge of the participant group(s) and the community

## Proposal Preparation Tips

- Tips when preparing your proposal (cont'd):
  - Ensure that only eligible expenses are included in your budget (using the budget template)
  - Distinguish between start-up and ongoing operating costs
  - Assess your eligibility for organizational infrastructure and the applicability of the flat rates
  - Proofread for errors, omissions, grammar, etc.
  - Check that you have completed and included all required forms
  - Ensure one application has original signatures by legal signing authority

## Notification of CFP Results

- All applicants will be notified of the results
  - Each applicant will receive a letter advising them of their score and result, including the completed assessment grid for their proposal
  - Each applicant will be invited to meet with a Service Canada representative to discuss their results and opportunities for improvement
  - Public notice of the highest ranked applicant will be provided on the website after an agreement has been signed.

## Highest Ranked Applicant

- Service Canada will negotiate a contribution agreement with the highest ranked applicant(s)
- The proposal of the highest ranked applicant will be assessed in greater detail to ensure that all budget items and proposed activities are eligible and reasonable.
- This assessment may include requests for additional information and subsequent modification.

## Distribution List for Qs & As

To be added to the distribution list for Qs & As, e-mail us at:

[tracy.callander@servicecanada.gc.ca](mailto:tracy.callander@servicecanada.gc.ca)

Thank you for your interest  
in our Call for Proposals.

**Good Luck!**

Questions?

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