

Questions for CFP posed during the Information Session, and for the week of October 19 – October 23, 2009

1. The outcome states youth to be served is 115-127, are these youth to be served by the successful agency that wins the Call for Proposal or combined agencies?

One agency will win the Call for Proposal so the youth served will be by the successful applicant

2. Since the intakes are continuous should applicants target a specific clientele?

This particular Call For Proposal is not targeting one specific group. The client group is for youth with barriers to employment: Participants are between the ages of 15 and 30 years, out of school, Canadian citizens, not in receipt of EI benefits and in need of assistance in order to overcome employment barriers.

Successful applicant must show how they will be targeting the youth with barriers population. You can have a range of high/low barrier youth. The Client Assessment/ Case Management centre will refer clients to the appropriate program.

3. Has there been an instance where Service Canada has received 2 strong applications and was tied? What happens in that instance??

This hasn't happened to date in the Calgary Area.

4. How did Service Canada come up with the number of clients to be served?

The number of clients to be served is over a two year period based on historical data.

5. Is Service Canada responsible for recruitment of clients?

No, the successful applicant is responsible for the advertising and recruitment of clients. The clients will then be assessed by the Client Assessment/Case Management Centre who will assess the needs of the youth and create action plans. Clients will then be referred to programs that suit their needs.

6. Does the maximum 40 pages include the cover letter, budget and other forms?

No, the 40 pages is just the proposal.

7. Are you looking for interventions that include Employability skills through work experience?

No, we are only focusing on interventions for the Group Based Employability skills workshops.

8. Do applicants have to include all the components of life skills and employability skills as defined by the Conference Board of Canada?

It is up to the applicant to determine what is needed by their clients using life and employability skills as defined by the Conference Board of Canada. Applicants can decide the term of interventions, the workshops and other details.

9. Who do we submit our proposal to?

Please ensure that you have the proposal addressed to:

Tracy Callander  
Suite 272 220 4<sup>th</sup> Ave SE  
Calgary AB T3G 4X3

By having the envelope addressed to Tracy Callander ensures the proposal will be brought to her desk.

10. Is this Call for an additional Group Based Employability Skills intervention, or is there an incumbent and also when you say continuous do you mean daily or weekly/bi-weekly?

There is currently an incumbent that holds an agreement as a result of the first Call for Proposal that was held for this intervention almost 3 years now.

As far as the continuous aspect, it's up to the organization to determine the intake design.

11. Can the proposal be for Group-based Employability Skills and Work Experience? Page 7 of the application package "Important Skills Link Considerations" lists all of the interventions.

Page 7 of the application package provides a complete list of eligible activities under the Skills Link program. Please refer to page 4 of the package; it gives you the details of this call for proposal. It states that we are looking for applications from organizations to provide a Group Based Employability Skills intervention. There is no mention of a work experience intervention in this call.