

REQUEST FOR PROPOSAL

Consulting Services & Discussion Paper/Final Report

Purpose

Determining Need for a Local Immigration Partnership (LIP) Initiative in the Community of Moose Jaw

1. Introduction

The Moose Jaw Multicultural Council (MJMC), is seeking a consultant that will help to determine the need for establishing a Local Immigration Partnership (LIP) in the Community of Moose Jaw.

Background:

Local Immigration Partnerships (LIPs) are community-based partnerships that:

- Systematize local engagement of service providers and other institutions in newcomers' integration process;
- Support community-level research and strategic planning; and,
- Improve coordination of effective services that facilitate immigrant settlement and integration.

2. Project Details

The Consultant is being contracted to provide consultation and assistance to justify the viability of a LIP in Moose Jaw as well as begin the preparatory work of the Local Immigration Partnership (LIP) initiative. The **deliverable** is a discussion paper that recommends next steps and a proposed model or structure of the Moose Jaw LIP.

The Consultant will begin by establishing a steering committee that will help guide their work and conduct an environmental scan to help determine where gaps may exist in the integration process of newcomers (as identified in the 17 characteristics of a Welcoming Community.)

The Project Deliverables are:

- Establish a project steering committee and terms of reference for the steering committee's guidance
- A review of the expectations and deliverables as outlined by the funder - Immigration, Refugees, and Citizenship Canada (IRCC) (via the Steering Committee once established);
- Conduct initial environment scan to help determine where gaps may exist in the integration process of newcomers (as identified in the 17 characteristics of a Welcoming Community.)
- Identify, engage, and consult with key stakeholders across a variety of sectors involved in the integration of newcomers into our community to ask the question "How will a LIP add value to the work you are doing?"
- A review of recent reports to summarize currently identified priorities and gaps;
- A review of existing community structures and initiatives that are addressing these gaps and priorities;
- Final discussion paper that answers and includes:
 - What structures, plans or projects are already in place to address issues of immigration and integration of immigrants and refugees in Moose Jaw and Surrounding Area?
 - What value will a LIP add to these existing structures and initiatives?
 - Development of a proposed model for a LIP in the Moose Jaw context;
 - Recommendations on the membership of the Partnership Council
 - Draft terms of reference for Partnership Council
 - Top 5 gaps identified by the community
 - Detailed description of the process undertaken to accomplish the above deliverables.

3. Procurement Process

Timelines

Proposal Deadline:	Friday July 21, 2017 3:30PM
Award of Project:	By Friday, July 28, 2017
Implementation:	August 8, 2017 – November 16, 2017
Final Report Delivery Deadline:	Friday November 17, 2017

4. Proposal Requirements

Inquiries

All Inquiries and communications regarding any aspect of this RFP should be directed to the Contact listed below by email:

Stefanie Palmer at stefanie.palmer@mjmcinc.ca

Qualifications

- Must have demonstrated experience in needs assessment, program evaluation, outcome measurement and quantitative and qualitative research within the non-profit sector.
- Proven project management experience.
- Experience in facilitation.
- Knowledge and understanding of collaborative governance models
- Knowledge and experience working in the non-profit sector
- Particular knowledge of immigration in a small centre (Moose Jaw in particular) context is considered an asset.

Pricing

The Moose Jaw Multicultural Council has identified approximately \$10,000 for this project, including taxes and travel expenses.

Privacy and Confidentiality

The selected consultant(s) will be required to protect all personal and confidential information, which may be presented in aggregated form.

Proposals should address the following

- An overview of expertise in each of the necessary skills and qualifications listed above.
- Proposed plan to implement the project.
- Pricing information and timeline for the project including all fees, travel, expenses, and taxes.
- Interested parties must provide two references that can speak to the quality of the proponent's previous work, ability to meet timelines and the suitability to do this project.

5. Submission Instructions

Please submit all proposals via email to: stefanie.palmer@mjmcinc.ca

6. Selection of Preferred Proponent and Contract Award

6.1. Selection Criteria

The evaluation team will review all submitted material and rank the proposals for the proposed work based on the following criteria.

1) Demonstrated understanding of immigration and integration in the Moose Jaw context	/15
2) Knowledge and understanding of collaborative governance models	/20
3) Demonstrated experience in: a) Needs assessment b) Program Evaluation c) Outcome Measurement d) Quantitative and Qualitative research within the non-profit sector	/25
4) Timelines and work plan	/10
5) Pricing	/10
6) Consultation Process	/10
7) Innovative Ideas and Additional Benefits: Consultants are encouraged to provide their own innovative ideas or additional benefits that will provide added value to the project.	/10
TOTAL	100 points

6.2 Selection and Award

If the MJMC selects a Preferred Proponent(s), they will invite the Preferred Proponent(s) to enter into discussions to settle all terms of the Agreement, based on the Preferred Proponent's Proposal, including any clarifications that the Preferred Proponent(s) may have provided during the evaluation of Proposals. The MJMC also reserves the right to negotiate changes to the Proposal.

If for any reason the MJMC determines that it is unlikely to reach final agreement with the Preferred Proponent(s), then the MJMC may terminate the discussions with the Preferred Proponent(s) and proceed in any manner that the MJMC may decide, in consideration of its own best interests, including:

- a) terminating the procurement process entirely and proceeding with some or all of the Project in some other manner, including using other contractors; or
- b) Inviting one of the other Proponents to enter into discussions to reach final agreement for completing the Project.

7. RFP Terms and Conditions

The MJMC also reserves the right to ask for additional clarification or information on a proposal after the initial deadline. The contract may be awarded as soon as practical after the proposal opening unless otherwise stated. The MJMC reserves the right to:

- Reject any or all proposals received in response to this RFP;
- Enter into negotiations with any proponent on any or all aspects of their proposal;
- Accept any proposal in whole or in part; and,
- Cancel and /reissue this RFP at any time.