

Project Name: Inclusive Place to Work Certification – Call for Proposals

Addendum #: 2

Pages: 3

Documents: N/A

Amendment Date: April 15, 2024

The following will now form part of the documents for the Call for Proposal (CFP) and amend the applicable information contained in the original tendering document.

Question 1: When is the expected start date of the Program/launch?

Response: As outlined in section 6.0 Contract, the contract term start date is June 3, 2024, and the contract end date is March 31, 2026. The contract deliverables are outlined in Section 5.3, Scope of Work. Each proponent will propose the expected launch date, with the expectation that the program launch occurs within the contract term outlined in section 6.0.

Question 2: Is the program intended to be delivered in BC only or which other provinces?

Response: The program is intended to be delivered nationally across Canada.

Question 3: Is the program intended to be subsidized by the provincial or federal government, or is the intention to create a program for employers to pay a fee?

Response: As outlined in section 5.3.2 Considerations, the proponent will design a sustainable and scalable program, flexible enough to adapt to changing needs and circumstances and accommodating organizations of varying sizes and sectors across Canada. It may include a combination of a service fee and to be subsidized through government funding. This is up to the proponent to decide.

Question 4: Can you expand on the section under Scope of Work?

Response: The expanded outline of the Scope of Work listed below are some examples of the scope of work, that a proponent may consider, but they are not limited to:

Scope of Work:

1. Research, Evaluation, needs assessment and planning:
 - Define program objectives, target audience, and scope.
 - Develop a project plan with a timeline and milestones.
 - Write a business startup plan for The Program

2. Framework development:

- Define certification criteria and standards.
- Research industry best practices, regulatory requirements, and accessibility standards (i.e. Canada, Ontario, Manitoba, and British Columbia's Accessibility Standards).

3. Consultation and engagement with interested parties:

- Engage with industry representatives and experts.
- Gather feedback to inform program development.

4. Content, resources, documentation, and policies:

- Design and create product(s), professional content, resources, and systems for the employer certification program.
- Develop program documentation and policies.
- Ensure compliance with accessibility standards.

5. Technology and infrastructure:

- Select and implement technology platforms.
- Establish infrastructure for program administration.

6. Training and capacity building:

- Develop training materials and resources.
- Provide training for program staff and assessors.

7. Marketing and promotion:

- Develop marketing strategy and materials.
- Promote the certification program to target audiences.

8. Assessment and evaluation:

- Establish assessment procedures and criteria.
- Conduct evaluations of applicants for certification.

9. Quality assurance and continuous improvement:

- Implement mechanisms for monitoring and evaluation.
- Regularly review and update program components.

10. Administration and governance:

- Establish governance structures and roles.

11. Administer the certification program.

- Develop a program launch plan.
- Create materials for the launch.

Key Deliverables:

1. Program objectives and project plan.
2. Certification criteria and standards.
3. Interested Parties Consultation and Engagement report.
4. Program documentation, content, resources, and policies.
5. Technology platform and infrastructure.
6. Training materials and capacity building plan.
7. Marketing strategy and promotional materials.
8. Assessment procedures and criteria.
9. Monitoring and evaluation mechanisms.
10. Governance structure and administration procedures.

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