



CALL FOR PROPOSALS:

We are looking for someone to take on a challenging and rewarding research assignment in the wonderful mountain community of Jasper, Alberta. We are looking for a personable, team-oriented goal-focused person with knowledge of the immigration and settlement process in Canada as well as research skills and experience.

This is a Request for Proposals (RFP) and qualified contractors can submit a proposal. We would like to enter into a contract with a researcher to gather data and report on the contributions of newcomers to the local workforce. You will develop and undertake a research project gathering information from both newcomers and their employers.

Here is what is expected:

- Engage a minimum of 50 local employers via survey, interview or focus group.
- Engage with a minimum of 175 local individual newcomers (immigrants, refugees and temporary foreign workers) residing in Jasper via survey, interview or focus group.
- Collect and analyze data on the number of newcomers in Jasper, their countries of origin, the languages they speak, the types of jobs they have, the types of jobs they are seeking, the number of jobs they currently have, their current level of education, the type of education or training they are interested in as well as their career advancement since entering the workforce in Jasper.
- Collect and analyze data on the types of barriers newcomer face in the workforce, the types of barriers employers face in recruiting, retaining or supporting newcomers as well as the types of initiatives that have worked to reduce those barriers.
- Compile and synthesize the data into a report on newcomer contributions to the workforce and newcomer experiences in the workforce in Jasper.
- Based on the data gathered, compile an analytical report on newcomer contributions to the workforce, newcomer experiences in the workforce and the role employers, organizations, and individuals play in supporting successful newcomer participation in the workforce

THE CONTRACT PERIOD:

The contract period will start as soon as possible and extend to March 31, 2024 with the possibility of extension/renegotiation. We are open to hearing part-time as well as full-time proposals. Hours of work per week can vary.

QUALIFICATIONS:

To be a “Qualified Contractor” the successful contractor needs to show:

- A degree, diploma in a related field or an equivalent combination of education and experience satisfactory to the Municipality of Jasper
- Canadian Residency for the purposes of Canadian Income Tax legislation
- An ability and willingness to obtain:
 1. a valid Municipality of Jasper Business License;
 2. liability Insurance (minimum 5,000,000 with the additional requirement to add The Municipality of Jasper as an “additional named insured”); and
 3. a valid Workers Compensation Board (WCB) clearance certificate

LOCATION:

The Contractor will direct and control the manner and method in which the research and report writing is done, in consultation with the Municipality of Jasper.

FEE:

The total budget for this work is \$55,000. In your proposal, please break down what you would do, the estimated timeline, the result and the costs associated using the chart below as a template:

Activity	Result/Output	Timeline	Cost

EVALUATION:

All proposals will be reviewed and ranked on the following attributes:

- 20% Clear understanding of project goals, specific outcomes, and outcome measurement plan
- 30% Approach, method, activities proposed, and draft schedule showing milestone dates throughout
- 15% Contractor education, experience, and ability to complete
- 20% References who can speak to the proponents past work in related projects (please include minimum 2 maximum 4 references we can contact)
- 15% Neatness, accuracy, and completeness of proposal

DEADLINE TO SUBMIT: 5:00 PM on Friday, July 7, 2023, to Contact listed below.

Please note:

The Municipality of Jasper is not bound to take the lowest or any bid.

The Municipality of Jasper retains the right to negotiate with preferred proponents.

CONTACT: Lisa Riddell | Municipality of Jasper | 627 Patricia St.
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