

National Research Strategy RFP - Questions and Answers

As of September 19, 2023

1. QUESTION: *Would Engineers Canada consider extending the date to September 22, 2023, for bidders to provide a submission?*

ANSWER: Yes, amendment completed August 30, 2023.

2. QUESTION: *Would Engineers Canada be able to provide a copy of the 2018 environmental scan that is referenced in Section 3 of the RFP?*

ANSWER: This document has been added as an appendix to the RFP.

3. QUESTION: *For Deliverable 1, does Engineers Canada currently have a database of all relevant internal documents, including past reports, survey data, statistics, and research developed by provincial and territorial engineering regulators in Canada, that would be shared with the successful bidder at the start of this Project?*

ANSWER: Access will be provided to all relevant documents that Engineers Canada has produced. In the case of research developed by provincial and territorial engineering regulators in Canada, Engineers Canada will request from their regulator contacts links to any relevant research and share this with the successful bidder. Any other research will be the responsibility of the successful bidder.

4. QUESTION: *As part of Deliverable 1(c) and 1(d), is the environmental scan expected to include peer jurisdictions outside of Canada?*

ANSWER: Yes. We want to know how we are doing in relation to other professions within Canada. On the international stage, according to the annual Global Gender Gap Index, Canada was in 25th place in 2022. What does this mean for engineering in Canada? What are some comparable countries, what can we learn?

5. **QUESTION:** *For Deliverable 2, would Engineers Canada be able to provide additional details regarding key stakeholders within the Canadian engineering network for the stakeholder engagement process, as well as the number of hours of engagement or number of groups that Engineers Canada may be interested in engaging through this process?*

ANSWER: We have a champion network with representatives from the following groups: our regulators, higher education institutions, engineering employers, and the broader engineering community. Each brings a unique perspective, and we would want to consult with all four groups and with specific individuals that have insights and expertise.

QUESTION: *In addition to the provincial and territorial engineering regulators in Canada, is Engineers Canada interested in engaging with select post-secondary engineering schools/departments in Canada?*

ANSWER: Yes, as mentioned above, we are already working with them.

6. **QUESTION:** *As part of Deliverable 2(f), it is noted that Engineers Canada is interested in an assessment of “key insights from survey and focus groups...”. Is the intention for the winning bidder to conduct a short-form or long-form survey as part of the stakeholder engagement process? If so, does Engineers Canada have an estimate of the number of stakeholders who may be engaged through this survey?*

ANSWER: Yes, the lengths and questions of the survey are to be determined. We anticipate that the number of people engaged through a survey would be less than 500. Similarly, the composition and size of focus groups is to be determined.

7. **QUESTION:** *Would Engineers Canada consider proposed Project timelines that are shorter than those outlined in Section 3.1?*

ANSWER: Yes.

8. **QUESTION:** *Would Engineers Canada consider bids with budgets above those outlined in Section 3.2?*

ANSWER: No.

9. **QUESTION:** *What are the language requirements for engagements during the environmental scan, formative evaluation, and final presentation? Do we need to play for engagements to be in both French and English, or just English?*

ANSWER: Quebec is a large province that is dedicated to this work. We would need to consult with them in French.

10. **QUESTION:** *What are the language requirements for the final deliverables?*

ANSWER: All initial deliverables are to be submitted in English and once finalized, the expectation is for them to go to translation.

11. **QUESTION:** *What format does Engineers Canada expect the written final deliverables to be in? For example, are bidders responsible for copy editing, layout, graphics, translation of final deliverables in*

French or do we just need to supply an English version in Word that Engineers Canada will edit and translate into the final public versions?

ANSWER: We expect a final polished version in English, which Engineers Canada will then send to our translators for translation into French. All deliverables provided (reports, graphics, etc.) in English should be provided in an editable format so that our translators can produce French equivalents.

12. **QUESTION:** *What is the expected review process for final deliverables? For instance, would we be responsible for facilitating a review process with a project lead who will seek out and consolidate feedback from other key stakeholders or are we responsible for leading the review process?*

ANSWER: The successful bidder would be responsible for facilitating the review process. We anticipate that the majority of the review will be done with our core team made up of three staff.

13. **QUESTION:** *Please confirm if the final presentation is intended to be in person (section 3.1 of the RFP) or virtual (section 3.0 RFP). If in person, please let us know where the presentation may occur so we can include travel costs in our proposal or let us know if our proposal should omit travel costs.*

ANSWER: We would like to present the findings at our national conference taking place in Winnipeg on May 22, 2024. It would be a joint presentation that would include Engineers Canada staff and the research team. Please include travel cost estimates in your proposal, but the expectation is that Engineers Canada will cover those costs separately from this RFP.

14. **QUESTION:** *Will Engineers Canada facilitate the collection of statistics on women's participation in engineering? For example, will the successful bidder be given the data directly or will we need to contact post-secondary institutions and regulators to obtain the information?*

ANSWER: Engineers Canada has this information and will provide it to you.

15. **QUESTION:** *In the 2018 environmental scan, there was a SP3 survey conducted of 30 by 30 champions. Is this a survey that Engineers Canada has repeated since 2018? Are we able to see the questions and data? Would the successful bidder be responsible for conducting a similar survey as part of this environmental scan or is this something that Engineers Canada has already done?*

ANSWER: We have not done a survey since and will provide the actual 2018 environmental scan. The original data and questions may not be available to share.

16. **QUESTION:** *Does Engineers Canada have an ethics review process or procedure for surveys, interviews, or focus groups?*

ANSWER: This is not applicable to this RFP.

17. **QUESTION:** *Our understanding of the engagements required in the formative evaluation is to conduct key informative interviews with staff and key stakeholders, and broad surveys and smaller focus groups. We assume the informative interviews will be primarily with Engineers Canada and regulator's staff and/or volunteers focused on EDI and 30 by 30 initiatives. In the surveys and focus groups we would expect to target current and future members (registrants and students), employers, regulators, and like-minded organizations (ie. CCWEST, ACEC chapters, Black Engineers of Canada, AISES, EngiQueer, Women in Mining chapters, Women in STEM organizations, etc). Can Engineers*

Canada help with the mobilization of recruitment information for these engagements with participants? Are there any concerns about the successful bidder promoting the recruitment information on social media and through our own connections?

ANSWER: Yes we can. In regard to promoting through social media or own connections, so long as they are relevant.

18. QUESTION: *Does Engineers Canada have a preference for the type of survey tool used? Are there any concerns with using [Survey Monkey](#)?*

ANSWER: No, as long as it can support both French and English questions and responses.

19. QUESTION: *Are there any adjacent projects underway by Engineers Canada or others that may influence or inform this project? For example, the CEAB review process.*

ANSWER: There are two projects underway that could have an influence and they have been identified as:

- Validating the purpose and scope of Accreditation:
 - Background materials:
 - <https://engineerscanada.ca/news-and-events/news/engineers-canada-issues-rfp-for-complex-change-management-services-to-support-their-strategic-priority-to-investigate-and-validate-the-purpose-and-scope-of-accreditation>
 - www.engineeringfutures.ca
- Strategic Priority 1.2 Collaboration and Harmonization
 - Background materials: <https://engineerscanada.ca/news-and-events/news/request-for-proposals-strengthening-collaboration-and-harmonization>

20. QUESTION: Will there be a presentation on findings expected as part of the scope of work for the successful bidder?

ANSWER: Yes, please refer to Section 3. Deliverables and Project Timeline and 3.1 Deliverable high level milestone dates in the current RFP.

21. QUESTION: *Is the presentation referenced in sections 3. Deliverables and Project Timeline and 3.1 Deliverable high level milestone dates expected to be an 'in person' or over Zoom presentation?*

ANSWER: Ideally, we'd like this to be presented at our 30 by 30 Conference taking place in Winnipeg and plan for this to be a joint presentation by the selected bidder and Engineers Canada staff.

22. QUESTION: *Are travel expenses for any presentations reimbursed by Engineers Canada, or will they be covered by the successful bidder?*

ANSWER: Yes, Engineers Canada can cover the travel costs for the selected bidder to attend in person. Please include estimates of those travel costs in your proposal.

23. QUESTION: *To fully understand the issues and barriers faced by women in the engineering sector, we are thinking of proposing a survey of a sample of female engineers in Canada. To do this, we would need access to a consolidated database that lists the female engineers in each member of your network. Does this database exist? If so, will it be shared with us as part of the mandate?*

ANSWER: No, there is no consolidated list. Regulators have direct access to all registrants however

they are not able to provide/allow access to these lists for privacy reasons. They are also restricted in what they can send out directly to registrants. What Engineers Canada has done in the past is distribute a survey through convenience sampling (shared through regulator newsletters, social media, and other communication channels) followed by post-stratification using data provided by regulators.

24. **QUESTION:** *Should curriculum vitae be provided, or are biographies sufficient information about personnel who would be assigned to work on this Project?*

ANSWER: Please provide any information that will support your ability to complete the work.

25. **QUESTION:** *What format would you like the proposed cost in?*

ANSWER: Table breakdown by key deliverable.

26. **QUESTION:** *Who completed the previously conducted environmental scan? If it was an external contractor, are they an incumbent vendor that you're interested in working with again?*

ANSWER: It was completed by internal staff.

27. **QUESTION:** *Regarding the Approach and Methodology section, under the point "Identify what sources of information and data you anticipate using," can you provide further instruction regarding the level of detail and types of information sources you expect us to provide in this proposal?*

ANSWER: We want you to provide a list of sources that you will use to collect data, provide a rationale as to why you are using this source and explain how you anticipate collecting and analyzing the data.

28. **QUESTION:** *Is the budget quoted in the RFP inclusive or exclusive of HST?*

ANSWER: The budget quoted is exclusive of HST.