



REQUEST FOR INFORMATION (RFI)

2025 30 by 30 – Workshop Facilitator

January 28th, 2025

RFI Title: 2025 30 by 30 – Workshop Facilitator

Response Due Date: All RFI responses must be received by:

3:00 PM Eastern Time February 5, 2025

E-Mail Response to: kim.bouffard@engineerscanada.ca

1. Introduction to Engineers Canada

Engineers Canada upholds the honour, integrity, and interests of the engineering profession by supporting consistent high standards in the regulation of engineering, encouraging the growth of the profession in Canada, and inspiring public confidence. For over 80 years, we have worked on behalf of the provincial and territorial associations that regulate engineering practice and license the country's 300,000 members of the engineering profession.

Our work is focused on 10 core purposes, as established by Engineers Canada's members, the 12 provincial and territorial engineering regulators:

- Accrediting undergraduate engineering programs.
- Facilitating and fostering working relationships between and among the regulators.
- Providing services and tools that enable the assessment of engineering qualifications, foster excellence in engineering practice and regulation, and facilitate mobility of practitioners within Canada.
- Offering national programs.
- Advocating to the federal government.
- Actively monitoring, researching, and advising on changes and advances that impact the Canadian regulatory environment and the engineering profession.
- Managing risks and opportunities associated with mobility of work and practitioners internationally.
- Fostering recognition of the value and contribution of the profession to society and sparking interest in the next generation of professionals.
- Promoting diversity and inclusivity in the profession that reflects Canadian society.
- Protecting any word(s), mark, design, slogan, or logo, or any literary, or other work, as the case may be, pertaining to the engineering profession or to its objects.

More information about Engineers Canada can be found on our website at www.engineerscanada.ca.

2. 30 by 30 Initiative

Engineers Canada is working to increase the representation of women within engineering through its 30 by 30 initiative. This initiative, first conceived by the Association of Professional Engineers and Geoscientists of Alberta (APEGA) in 2010, was adopted by Engineers Canada as the national goal of raising the percentage of newly licensed engineers who are women to 30 per cent by the year 2030—reaching 30 by 30 will help drive the shift in the overall membership of the engineering profession as more and more women continue to enter the profession.

30 by 30 has received national support across all provinces and territories. Engineers Canada collaborates with engineering regulators and other stakeholders to facilitate a national vision on this issue.

3. Purpose of RFI

Engineers Canada is seeking proposals from facilitators for sessions during our 2025 30 by 30 Conference: Solutions and accountability towards an inclusive engineering profession, taking place on May 21, 2025, at The Sheraton Vancouver Wall Centre, 1000 Burrard St., Vancouver, BC.

The engineering profession has committed to increasing the number of newly licensed female-identifying engineers to 30 per cent by 2030. This conference will bring together engineering regulators, higher education institutions, industry leaders, and gender equity champions to discuss what we've learned over the past five years. Our goal with this conference is to encourage underrepresented groups—including women, Indigenous peoples, people with disabilities (PWD), and members of the 2SLGBTQI+ community—to pursue careers in engineering, equally importantly for companies to realize the benefits of hiring from within these groups and how to retain them. We believe that by bringing more diversity into our field, we can foster a stronger engineering profession, one that is better able to meet the design, product and service needs of an increasingly diverse Canadian society.

4. Background and scope of work

Interactive Workshop

Reimagining Engineering: Amplifying Early Career Voices for Inclusive Change

In this workshop, we'll elevate the voices and perspectives of early career engineers. Guests will have an opportunity to share their visions, insights, and challenges as we brainstorm together actionable strategies for promoting equity within engineering. Guided by the unique perspectives of early career professionals, this session will provide the tools, insights, and connections needed to achieve a more inclusive future in engineering.

Workshop Goals and Objectives:

1. **Foster cross-generational dialogue:** Create a platform where early career engineers, senior leaders, regulators, and educators can engage in meaningful conversations, bridging generational gaps and fostering mutual understanding.
2. **Amplify emerging voices:** Highlight and prioritize the perspectives, visions, and lived experiences of early career professionals to drive actionable change toward equity in engineering.
3. **Identify equity barriers and opportunities:** Collaboratively uncover systemic challenges and opportunities within the engineering profession that impact inclusivity and equity.

4. **Strengthen professional networks:** Facilitate relationship-building among participants to foster ongoing collaboration and mentorship across sectors and career stages.
5. **Encourage commitment to action:** Inspire all attendees to take tangible steps toward building a more equitable and inclusive future in engineering.

- **Estimated session size:** 350 people
- **Time:** 75 minutes
- **Budget:** \$8,000 + taxes and travel expenses

Onsite logistics and responsibilities of respondents:

- Session rooms will be equipped with a projector, screen, presentation clicker, and Windows laptop with internet access and connected to in-room sound system. The room will also have a podium with microphone and head table and chairs.
- The interactive workshop will have a room layout of table rounds and a stage.
- All facilitators are asked to bring any presentation materials on a flash drive or other USB storage device. Presentation laptops are not equipped with CD/DVD drives. You may use your own computer, but Engineers Canada will not be able to support computers that do not have an HDMI connection.
- Presenters are responsible for providing all other materials necessary for their facilitation/presentations besides A/V.
- All finalized presentations/facilitation materials must be sent to the Engineers Canada's Belonging and Engagement team in advance.

5. Response to this RFI

In response to this RFI, Engineers Canada is seeking:

- Description of the session(s) in 500 words or less
- Facilitation plan
- Presentation type and format
- Presenter information (Contact info and a short bio)
- Cost estimate

Responders who wish to provide any further comments, highlights, or information about the strengths of their work and services particularly as they relate to the scope of the work, the key deliverables of the project, or the cost information are welcome to do so.

6. Engineers Canada Follow-up

Following the submission of Responses, Engineers Canada may contact Responder(s) with follow up questions to gather a clearer understanding of the services referenced in the response.

Such follow-up activities are at the sole discretion of Engineers Canada. Therefore, to ensure that Responder input is considered in the development of any subsequent solicitation, Responders are encouraged to provide a complete Response as described above.

7. Administrative Requirements and RFI Terms and Conditions

7.1 RFI Coordinator

Upon release of this RFI, all Responder communications concerning this RFI must be directed to the RFI Coordinator listed below. Responders should rely only on written statements issued by the RFI Coordinator.

Responses to verbal requests for information or clarification will be considered unofficial until received in writing.

All Responder communications should include the RFI title in the subject line. Please address email to RFI Coordinator, as follows:

Kim Bouffard; kim.bouffard@engineerscanada.ca

7.2 RFI Timeline and Delivery of Responses

Engineers Canada asks that all Responses be submitted by **3 pm Eastern Time on February 5, 2025**.

RFI Responses must be provided via e-mail and submitted to the RFI Coordinator listed in 7.1 *RFI Coordinator*, above.

7.3 Cost of Response Preparation

Engineers Canada will not reimburse Responders for any costs associated with preparing a Response to this RFI.

7.4 Amendments and Right to Cancel

Engineers Canada reserves the right to change the RFI timeline or other portions of this RFI and may cancel or re-issue this RFI at any time without obligation or liability.

7.5 No obligation to Buy

Participation in this RFI is voluntary. This RFI process is not a bid solicitation, and a contract will not result from this request.

Engineers Canada may utilize the results of this RFI in developing an appropriate procurement process to acquire the subject solution or services, however, the release of this RFI will not obligate Engineers Canada to release a subsequent solicitation or make any purchases. Engineers Canada is not bound to accept any responses or expressions of interest or to consider such responses further in any associated documents such as an RFP. Engineers Canada reserves the right to accept or reject any or all comments it receives in reply to this RFI.

7.6 Confidentiality

Responders should identify any information they submit that is to be treated as either confidential or proprietary to the Responder. Engineers Canada will make best efforts to protect and maintain the confidentiality of any such information.