

## Request for proposals:

# Environmental Scan to Support the Creation of a Truth and Reconciliation Framework for the Engineering Profession

---

Date Issued: July 28, 2025

Proposal Submission Deadline: August 13, 2025

Questions concerning this RFP should be directed to:

Kim Bouffard  
Manager, Belonging and Engagement  
Engineers Canada  
[kim.bouffard@engineerscanada.ca](mailto:kim.bouffard@engineerscanada.ca)

## Table of contents

1	Statement of purpose .....	3
2	Background information .....	3
2.1	Engineers Canada background .....	3
2.2	Background on Engineers Canada's truth and reconciliation work.....	4
3	Scope of work .....	4
3.1	Deliverables.....	4
4	Budget.....	5
5	RFP submission and evaluation process .....	6
5.1	Project schedule .....	6
5.2	Inquiries .....	6
5.3	Proposal Evaluation .....	6
5.3.1	Evaluation Process.....	6
5.3.2	Mandatory Requirements.....	7
5.3.3	Scoring .....	7
5.3.4	Scoring Legend .....	8
5.3.5	Proposal evaluation.....	8
5.3.6	Submission instructions.....	9
5.3.7	Additional notes .....	9
5.3.8	Confidentiality.....	9
5.4	RFP terms and conditions .....	9
5.4.1	Process conditions.....	9
5.4.2	Competitive process .....	10
5.5	Proposal revisions.....	10
5.6	Cost of preparing proposals .....	10
5.7	Clarification of proposal.....	10
5.8	Acceptance of RFP conditions .....	10
5.9	Negotiation delay .....	10
5.10	Notification of success .....	10
5.11	Reservation of rights.....	11
5.12	Limitation of damage.....	11
5.13	Proposal Documents.....	11

## 1 Statement of purpose

Engineers Canada invites qualified consultants or organizations (“Bidders”) with expertise in Indigenous engagement, equity-focused environmental scans, and the Canadian engineering landscape to submit proposals to conduct an environmental scan and develop a Truth and Reconciliation Framework and an action plan for the engineering profession.

Engineers Canada recognizes the critical importance of advancing truth and reconciliation with Indigenous Peoples and ensuring that there is meaningful Indigenous representation within the engineering profession and that the profession respects Indigenous knowledge systems, rights, and aspirations.

## 2 Background information

### 2.1 Engineers Canada background

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 more than 320,000 members of the engineering profession.

Our work is focused on ten (10) core purposes, as established by Engineers Canada’s members, the engineering regulators:

1. Accrediting undergraduate engineering programs.
2. Facilitating and fostering working relationships between and among the regulators.
3. 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.
4. Offering national programs.
5. Advocating to the federal government.
6. Actively monitoring, researching, and advising on changes and advances that impact the Canadian regulatory environment and the engineering profession.
7. Managing risks and opportunities associated with mobility of work and practitioners internationally.
8. Fostering recognition of the value and contribution of the profession to society and sparking interest in the next generation of professionals.
9. Promoting diversity and inclusivity in the profession that reflects Canadian society.
10. Protecting any word(s), mark, design, slogan, logo, or any literary or other work, as the case may be, pertaining to the engineering profession or its objects.

## 2.2 Background on Engineers Canada's truth and reconciliation work

Engineers and engineering work intersect with Indigenous people and Indigenous communities (First Nation, Métis, and Inuit) in many ways. Engineers Canada, under the guidance of our Indigenous Advisory Committee, has made truth and reconciliation a priority for our organization, and we have committed ourselves to providing national support and leadership to advance truth and reconciliation in the engineering profession.

Over the past year, we have undertaken historical and present-day research to reflect on how the systemic and structural dimensions of engineering have contributed to enduring inequities. This work will inform our journey towards truth and reconciliation and foster mutual understanding and collaboration toward systemic change.

## 3 Scope of work

The successful Bidder will be responsible for the following:

- Conducting a comprehensive scan of existing Indigenous-led or Indigenous-serving organizations and initiatives relevant to post-secondary education and professional development in STEM and engineering.
- Mapping opportunities for partnerships aligned with Engineers Canada's purposes and national scope.
- Reviewing and synthesizing the Truth and Reconciliation Commission (TRC)'s Calls to Action, as well as relevant policies, frameworks, and reconciliation initiatives within the education, engineering, and regulatory sectors.
- Reviewing literature (academic and grey) to identify and validate barriers to Indigenous participation in engineering pathways.
- Engaging key interest holders and Rights holders including, but not limited to, Engineers Canada's Indigenous Advisory Committee, engineering regulators, and representatives from post-secondary institutions.

### 3.1 Deliverables

The successful Bidder will deliver:

1. A comprehensive final report (in Word and PDF) that encompasses:
  - a. **An environmental scan:** The purpose of the environmental scan is to generate foundational knowledge and strategic insight to support the creation of a national Truth and Reconciliation Framework and action plan for the engineering profession. The scan should achieve the following outcomes:
    - **Identify Indigenous organizations, communities, and knowledge-holders** with whom Engineers Canada should build relationships, considering our national convening and advocacy role.

- **Inventory resources and programs** available across Canada that support Indigenous youth pursuing higher education—particularly in engineering—and identify opportunities to share or amplify these nationally.
  - **Review Engineers and Geoscientists British Columbia’s short-list of Truth and Reconciliation Commission Calls to Action** and other reconciliation-focused initiatives relevant to the engineering profession such as, but not limited to, the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP) and Missing and Murdered Indigenous Women and Girls (MMIWG) and recommend calls to action for Engineers Canada.
  - **Provide a validated list of known barriers** to entry and retention for Indigenous Peoples in engineering, informed by academic and grey literature, Indigenous knowledge, consultation with Engineers Canada’s Indigenous Advisory Committee (IAC), and input from provincial and territorial engineering regulators.
- b. **A National Truth and Reconciliation Framework and Action Plan:** The purpose of the Truth and Reconciliation Framework and the action plan is to provide direction and guidance to the broader engineering community and to Engineers Canada as the national voice of the profession in Canada in our journey towards truth and reconciliation. Informed by the environmental scan, the successful Bidder will create:
- **A National Truth and Reconciliation Framework** for Engineers Canada. It will serve as an umbrella guidance document for Engineers Canada to focus its efforts to advance reconciliation with Indigenous Peoples.
  - **A Truth and Reconciliation Action Plan** for Engineers Canada. This is crucial for implementing the recommendations of the TRC and advancing reconciliation, guided by the UNDRIP. It will provide a roadmap of specific actions and commitments for Engineers Canada and how we can help advance reconciliation within engineering regulation, among engineering employers, and within post-secondary engineering faculties to address the legacy of residential schools and build a more just and equitable future for Indigenous peoples in engineering.
2. An **executive summary** suitable for board and leadership audiences
  3. A **presentation deck** highlighting key findings and recommendations
  4. **Facilitation** of a virtual knowledge-sharing session with Engineers Canada and key interest holders

## 4 Budget

Proposals should include the entire Project cost capped at a maximum of \$20,000, exclusive of taxes.

## 5 RFP submission and evaluation process

### 5.1 Project schedule

The following is a list of key events from Request for Proposal (RFP) issuance through to the delivery of the final deliverables. The dates are subject to change by Engineers Canada, at its sole discretion.

No.	Description	Key Dates
1	RFP issued	July 28, 2025
2	Deadline for questions	August 8, 2025
3	Proposal submission deadline	August 13, 2025
4	Notification of successful proponent	August 21, 2025
5	Project start	August 28, 2025
6	Final deliverables due	November 6, 2025

### 5.2 Inquiries

Questions concerning this RFP may be directed by email to Kim Bouffard, Manager, Belonging and Engagement, at [kim.bouffard@engineerscanada.ca](mailto:kim.bouffard@engineerscanada.ca).

### 5.3 Proposal Evaluation

#### 5.3.1 Evaluation Process

Upon the closing of the Proposal Submission Deadline, Engineers Canada will evaluate proposals in accordance with the following process:

##### Stage 1: Initial Assessment

All proposals received by Engineers Canada will initially be assessed by the staff team and any other individuals(s) that are deemed necessary.

The assessment of each proposal will be based on the contents of the Bidders' written proposal and any statements provided in writing, if needed, in response to requests for clarification made by Engineers Canada. Staff will ensure compliance with the stated mandatory requirements and will score each proposal, in accordance with section 5.3.4 (Scoring Legend).

##### Stage 2: Interviews and Reference Checks

Following staff's initial assessment of the proposals, the 1-2 highest scoring Bidders may be contacted to conduct interviews and further confirm their ability and fit to provide the required

services and deliverables. The references of the top-scoring Bidders may also be contacted at this stage.

Once this assessment is complete, Engineers Canada will proceed to select and notify the successful Bidder by issuing a Notice of Award.

### **5.3.2 Mandatory Requirements**

Engineers Canada has several requirements that are deemed mandatory when submitting a response to this RFP. The following criteria have been identified as mandatory:

- Proposals must be received prior to the Proposal Submission Deadline;
- Proposals must indicate that the Bidder is able to deliver the services and complete the Project within the stated timelines;
- Proposals must include the information requested in section 5.3.5 (Proposal Evaluation) of this RFP; and
- Proposals must clearly state the total Project cost, including all fees and expenses, in Canadian funds.

Proposals which fail, in the sole discretion of Engineers Canada, to meet any mandatory requirement will be eliminated from further consideration in the evaluation process. However, Engineers Canada reserves the right to waive any mandatory requirements if it deems fit and appropriate to meet the interests of and provide the best value to Engineers Canada. This clause should be interpreted solely for the benefit of Engineers Canada and not for the benefit of the Bidders.

### **5.3.3 Scoring**

Proposals will be evaluated and scored by Engineers Canada, using predetermined criteria to determine which proposal potentially provides the best value. Scoring of proposals and evaluation comments are confidential and will not be disclosed.

In terms of relative importance, each criterion is given a pre-assigned weight, as outlined in section 5.3.5 (Proposal Evaluation), by which each proposal will be evaluated. Each criterion is rated on a scale of 0 to 10 (see section 5.3.4 (Scoring Legend), below). Each criterion's rating is then multiplied by the assigned weight to yield a total for that element. Summation of the individual totals yields a total score, which represents the overall degree of satisfaction for the respective submission.

### 5.3.4 Scoring Legend

0 Points Deficient	1-3 Points Poor	4-6 Points Fair	7-8 Points Good	9-10 Points Excellent
The proposal fails to meet the requirements of the applicable scoring criteria in a suitable and documented manner.	The proposal fails to meet the requirements of the applicable scoring criteria in a suitable and documented manner.	The proposal barely meets the requirements of the applicable scoring criteria in a suitable and documented manner.	The proposal reasonably demonstrates that the requirements of the applicable scoring criteria are met in a documented and suitable manner.	The proposal fully demonstrates that the requirements of the applicable scoring criteria are met in a documented and suitable manner.
The proposal fails to demonstrate that the Project will be performed in an acceptable manner.	The proposal reveals significant weaknesses that could result in unacceptable shortcomings in performance of the Project.	The proposal reveals weaknesses that could result in tolerable or reasonably correctable shortcomings in performance of the Project.	The proposal reveals minor weaknesses that should not significantly impact performance of the Project.	There are no apparent weaknesses.

### 5.3.5 Proposal evaluation

The proposals will be evaluated as follows:

No.	Scoring Criteria	Weight	Points	Total Points
1	Mandatory requirements (section 5.3.2)	Elimination		
2	Relevant experience and expertise	25		
3	Quality and creativity of proposed approach	30		
4	Cultural and equity sensitivity	15		
5	Clarity and feasibility of workplan	15		
6	Cost-effectiveness and value	15		
<b>Total</b>		<b>100</b>		

To confirm the above criteria, Bidders must include with their proposal, at a minimum, the following supporting information:

- A brief understanding of the project and approach
- A detailed work plan and timeline
- Qualifications and relevant experience of the team
- Examples of similar work, especially involving Indigenous communities or reconciliation-focused scans



- A budget, including hourly/daily rates, and total cost (inclusive of taxes)
- References (minimum of 2)

Engineers Canada will communicate with the winning Bidder throughout this Project in English. All proposals must therefore be submitted in English.

### 5.3.6 Submission instructions

Please submit your proposal electronically in PDF format to:

**Kim Bouffard, Manager, Belonging and Engagement**

Engineers Canada

[kim.bouffard@engineerscanada.ca](mailto:kim.bouffard@engineerscanada.ca)

Subject line: *RFP – Environmental Scan for TRC Framework*

### 5.3.7 Additional notes

Engineers Canada is committed to reconciliation and expects proponents to demonstrate a culturally appropriate, respectful, and strengths-based approach to this work.

Preference may be given to Indigenous-owned or -led organizations or teams with meaningful Indigenous partnerships.

### 5.3.8 Confidentiality

Proposals and information submitted by Bidders will be treated as proprietary, held confidential, and used only for evaluating the ability of the Bidder to handle the Project. The details of any proposals will be shared only with the persons involved in the Project evaluation process.

## 5.4 RFP terms and conditions

### 5.4.1 Process conditions

This RFP is not an offer by Engineers Canada to any person, and no contract of any kind whatsoever (including, without limitation, no “Contract A”) is formed between Engineers Canada and any Bidder upon the submission of a proposal in response to it. For greater certainty, nothing in this RFP, including without limitation, the use of mandatory language, language reserving rights to Engineers Canada, or other language that might, but for this clause, be indicative of contractual intention, is intended by Engineers Canada to indicate an intention to be contractually bound to any Bidder in any manner whatsoever. Engineers Canada retains the right, in its absolute discretion, to consider and analyze the proposals, negotiate with any Bidder at any time, select a preferred Bidder, or enter a service contract with a Bidder. Without limiting the foregoing, since this clause precludes Contract A, none of the usual Contract A terms apply, and Engineers Canada may:

- Reject or accept any proposal, whether or not complete, and whether or not it contains all the required information;
- Require clarification of any proposal;
- Request additional information on any proposal;
- Reject any or all proposals without any obligation, or any compensation or reimbursement to

the Bidders;

- Refuse to enter into a service contract with any of the Bidders;
- Re-advertise for new submissions, or call for tenders for this work or for work of a similar nature.

Engineers Canada may, in its sole discretion, independently verify any information in any proposal. The proposals submitted by Bidders must be offers made in good faith, and Engineers Canada reserves the right to make a choice from the various proposals, or not choose any. Engineers Canada shall not be obligated in any manner until a written agreement relating to an approved proposal has been duly executed.

#### **5.4.2 Competitive process**

With the issuance of this RFP, Engineers Canada is making a business opportunity available to Bidders having the experience, competence, and managerial sophistication to enter into a service contract to complete the work.

### **5.5 Proposal revisions**

All proposal revisions must be received by Engineers Canada prior to the Proposal Submission Deadline stated in Section 5 (RFP Submission & Evaluation Process), above.

### **5.6 Cost of preparing proposals**

Bidders are solely responsible for all costs they incur in preparing and submitting proposals.

### **5.7 Clarification of proposal**

Engineers Canada reserves the right, but does not have an obligation, to request clarification of a proposal or request further information from any or all Bidders. In addition, if, in the opinion of Engineers Canada, any proposal contains a minor defect or irregularity or fails in some way to comply with any requirement of the RFP in a way that, in the opinion of Engineers Canada can be remedied without providing an unfair advantage to one or more Bidders, the Engineers Canada Contact Person may request rectification from the Bidder(s).

Engineers Canada, upon receipt of appropriate clarification and/or rectification, may waive the minor defect or irregularity and accept the Bidder. Failure by a Bidder to provide a written response that, in the opinion of Engineers Canada, properly clarifies or rectifies its proposal, within the time specified in the request for clarification or rectification, may result in disqualification of the proposal.

### **5.8 Acceptance of RFP conditions**

Receipt of a proposal by Engineers Canada will be considered acceptance by the Bidder of the RFP terms and conditions, and will be incorporated in the Bidder's proposal.

### **5.9 Negotiation delay**

If a written agreement cannot be concluded within fifteen (15) business days of notification to the designated Bidder, Engineers Canada may, in its sole discretion, terminate negotiations with that Bidder and either negotiate a service agreement with another Bidder of its choice or choose to terminate the RFP process and not enter into a contract with any of the Bidders.

### **5.10 Notification of success**

A written Notice of Award shall be the only valid form of notification of success in response to this RFP.

### **5.11 Reservation of rights**

Engineers Canada reserves the right, in its sole discretion, to:

- modify, cancel or suspend the selection process, or any or all stages of the selection process, including before or after provision of a Notice of Award, at any time for any reason;
- accept or reject any proposal based on the evaluation criteria in section 5, above, as determined in the sole discretion of Engineers Canada;
- not accept any proposal; and
- reject or disqualify all or any proposal without any obligation, compensation, or reimbursement to any Bidder.

### **5.12 Limitation of damage**

Each Bidder, by submitting a proposal, agrees that:

- In the event any or all proposals are rejected or disqualified, or the Project or selection process is modified, suspended or cancelled for any reason, neither Engineers Canada, nor its employees, agents, officers, or directors will be liable under any circumstances for any claim, or to reimburse or compensate any person in any manner whatsoever, including but not limited to costs of preparation of the proposal, loss of anticipated profits, loss of opportunity, or for any other matter; and
- The Bidder waives any claim for loss of profits or loss of opportunity if: (i) the Bidder is rejected or disqualified or is not successful in the selection process; (ii) the selection process for the project is suspended, cancelled or modified at any time; or (iii) cancellation occurs per the above.

### **5.13 Proposal Documents**

All documents submitted by Bidders will become the property of Engineers Canada.