



Request for proposals: Workshop Facilitation – Scoping Our National Role in Sustainability

Date issued:

Tuesday, March 10, 2026

Proposal Submission Deadline:

Wednesday, March 25, 2026

Questions concerning this RFP should be directed to:

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1 Statement of purpose

The purpose of this project (“the Project”) is to design and facilitate a national workshop that will engage Canada’s twelve engineering regulators, their Presidents, and Engineers Canada’s Board of Directors in a consultation to scope Engineers Canada’s national role in advancing or supporting sustainability initiatives for the engineering profession.

This workshop will build on the findings of Engineers Canada’s environmental scan and comparative analysis, which examined the current state of sustainability and climate-related practices across the engineering profession and other regulated professions in Canada.

The goal of the workshop is to collaboratively develop concrete, actionable recommendations that define Engineers Canada’s national role in sustainability and environmental stewardship. These recommendations will inform future strategic initiatives and support regulators in addressing environmental stewardship and advancing the United Nations Sustainable Development Goals (UNSDGs) within their mandates.

The successful completion of this Project will result in a “What-We-Heard” report summarizing the consultation outcomes and a set of recommendations to guide Engineers Canada’s sustainability leadership moving forward.

2 Background information

2.1 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 engineering regulators that regulate engineering practice and license the country’s more than 330,000 members of the engineering profession.

Our work is focussed on ten 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, 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

2.2 Strategic direction: realizing our role in sustainability

The facilitated workshop is part of [Engineers Canada's 2025-2029 Strategic Plan](#) and is identified therein as Strategic Direction: Realizing our role in sustainability. This strategic direction aspires to define a role for Engineers Canada in environmental stewardship and sustainability that complements existing efforts by the regulators and is broadly aligned with the United Nations Sustainable Development Goals (UNSDGs).

As part of this work, Engineers Canada conducted an environmental scan of engineering regulatory practices and a comparative analysis of engineering to other professions in Canada. The environmental scan assesses how Canada's provincial and territorial engineering regulators are currently addressing climate change, sustainability, and environmental stewardship within their regulatory frameworks and identifies gaps, barriers, and opportunities for Engineers Canada to support regulators and provide national leadership on sustainability. The comparative analysis evaluates how the engineering profession compares to other regulated professions in Canada in relation to environmental stewardship and sustainability.

The environmental scan and comparative analysis will form the basis of the facilitated workshop consultation.

3 Deliverables and timeline

3.1 Scope of work

The successful Bidder will work closely with Engineers Canada staff to design, facilitate, and report on a national workshop that engages Canada's twelve engineering regulators, their Presidents, and Engineers Canada's Board of Directors in a structured workshop consultation. The scope of work includes the following key components:

- **Workshop Design and Planning**
Develop a detailed half-day workshop plan that incorporates the findings of Engineers Canada's environmental scan and comparative analysis. The facilitator should synthesize these documents into concise supporting materials for the workshop (one-pagers, etc.), as the complete environmental scan and comparative analysis will not be provided to attendees. To support the development of the proposals, bidders may request copies of the environmental scan and comparative analysis in advance of submitting their bids. The plan

should include facilitation approaches and session formats that promote inclusive, informed, and action-oriented dialogue among participants.

- **Facilitation of National Workshop**

Deliver a professionally facilitated, in-person workshop that enables participants to explore and provide concrete recommendations for Engineers Canada’s national role in sustainability. The facilitation should guide participants through structured discussions that surface shared priorities, regional and regulatory considerations, and opportunities for national coordination. The workshop will be primarily developed in English, but the successful Bidder must be able to effectively interact with participants in French. Translation of workshop materials will be handled by Engineers Canada.

- **Synthesis and Reporting**

Produce a comprehensive “What-We-Heard” report that captures the key themes, insights, and recommendations emerging from the workshop. The report should include actionable guidance to inform Engineers Canada’s future strategic initiatives and support regulators in advancing sustainability and the United Nations Sustainable Development Goals (UNSDGs). Translation of the report will be handled by Engineers Canada.

3.2 Services and deliverables

The successful Bidder should be able to competently deliver to Engineers Canada each of the items outlined in section 3.1 (Scope of Work), resulting in successfully completing the Project. All deliverables are subject to review and approval by Engineers Canada.

3.3 Budget

To be considered, proposals should cite a total Project cost not exceeding \$20,000.00 CAD plus Ontario HST, and including costs for travel and accommodations if not located in Ottawa.

3.4 Project schedule

The successful Bidder will outline a project schedule for developing the 3.5-hour workshop which will take place in Ottawa on October 7, 2026.

4 RFP submission and evaluation process

4.1 Submission schedule

The following is a list of key dates from Request for Proposal (“RFP”) issuance through to Notice of Award. The dates are subject to change by Engineers Canada, at its sole discretion.

Description	Key dates
Issue RFP	Tuesday, March 10
Question period deadline	Friday, March 20
Proposal submission deadline	Wednesday, March 25
Proposal review	March 25 – April 1

Interview period and reference review, as required	April 2-9
Notice of award	Friday, April 10

4.2 Inquiries

Questions concerning this RFP may be directed by email to the Contact Person, Nathan Durham.

4.3 Proposal submission

Proposals must be submitted by the Proposal Submission Deadline via email to the Contact Person, Nathan Durham, at public.affairs@engineerscanada.ca.

Late proposals will not be considered and will be deleted.

Confirmation of receipt will be sent to the Bidder by reply email.

4.4 Required proposal content

In responding to this RFP, all Bidders should provide the following information:

- **Qualifications and relevant experience:** Detail your experience in providing services similar to those required for this Project. Provide a brief description of your company's history, including its size, the number of years it has been in operation, and the names of personnel who would be assigned to work on this Project, including their qualifications and experience as they relate to the Project. Also include the Bidder's full contact information, including mailing address, telephone number and email address, as well as the name and contact information for the individual who would be the main point of contact for the Project.
- **Approach and methodology:** Describe how you will approach the Project. Include recommended methodology and work to successfully achieve the objectives of the Project and provide the deliverables. Include a timeline that identifies Project milestones and when they would be completed. Describe potential additional services the Bidder recommends be provided, if any. Identify the expected challenges for the Project and the proposed mitigation strategies and provide the communication process you will use to engage with Engineers Canada throughout the Project.
- **Fees:** Include the total cost of the Project, as well as a cost breakdown of the various services to be provided.

In addition to the above, Bidders must supply the name, email address and phone number of two recent clients who have received services similar to those requested in this RFP and who may be contacted as references. Include a short description of the work performed, including how it is similar to this Project.

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

4.5 Evaluation process

Upon the closing of the Proposal Submission Deadline, all proposals received by Engineers Canada will be assessed by a Review Team comprised of Engineers Canada staff, which may include:

- Manager, Public Affairs
- Regulatory Affairs Advisor
- Executive Vice President, Corporate Affairs and Strategic Partnerships
- Any other individual(s) that the Review Team deems 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 the Scoring Legend.

The Review Team will conduct interviews with Bidder(s) to further confirm their ability and fit to deliver the services related to the Project. The references of the Bidder(s) may also be contacted.

Once the Review Team completes its assessment, Engineers Canada will select and notify the successful Bidder. Thereafter, Engineers Canada will draft and provide the successful Bidder with an agreement governing the provision of services.

4.6 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 5.4 (Required Proposal Content) of this RFP.
- Proposals must clearly state the total Project cost, including all fees and expenses, in Canadian funds, and that cost must fall within Budget.

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 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.

4.7 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 4.9 (Proposal Evaluation), by which each proposal will be evaluated. Each criterion is rated on a scale of 0 to 10 (see section 4.8, 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.

4.8 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 demonstrate that the Project will be performed in an acceptable manner	The proposal fails to meet the requirements of the applicable scoring criteria in a suitable and documented manner. The proposal reveals significant weaknesses that could result in unacceptable shortcomings in performance of the Project.	The proposal barely meets the requirements of the applicable scoring criteria in a suitable and documented manner. The proposal reveals weaknesses that could result in tolerable or reasonably correctable shortcomings in performance of the Project.	The proposal reasonably demonstrates that the requirements of the applicable scoring criteria are met in a documented and suitable manner. The proposal reveals minor weaknesses that should not significantly impact performance of the Project.	The proposal fully demonstrates that the requirements of the applicable scoring criteria are met in a documented and suitable manner. There are no apparent weaknesses.

4.9 Proposal evaluation

The proposals will be evaluated based on the following criteria, based on the submitted proposal and interview:

No.	Criteria/Factor	Weight
1	Mandatory requirements	Elimination
2	Understanding of project scope and objectives	25

3	Qualifications and Relevant Experience	30
4	Approach and Methodology	25
5	Cost-effectiveness and value	20
	Total	100

5 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 and any others, as may be deemed necessary from time to time (for example, to our legal advisors for the purpose of conducting contract negotiations with the successful Bidder).

6 RFP terms and conditions

6.1 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.

6.2 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.

6.3 Proposal revisions

All proposal revisions must be received by Engineers Canada prior to the RFP submission/closing date and time stated in Section 4 (RFP Submission and Evaluation Process), above.

6.4 Cost of preparing proposals

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

6.5 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 (identified in Section 6.2) or their delegate 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 proposal. 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.

6.6 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.

6.7 Notification of success

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

6.8 Negotiation delay

Time is of essence. If a written agreement in the form developed by Engineers Canada cannot be concluded within ten (10) business days of notification to the successful 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.

6.9 Reservation of rights

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

- modify, amend, delay, 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 6, 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.

6.10 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, delayed, 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 delayed, suspended, cancelled or modified at any time; or (iii) cancellation occurs per the above.

6.11 Proposal Documents

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