

## **REQUEST FOR PROPOSALS (RFP)**

### **Gender-based analysis of national engineering licensure assistance and engineering employer awareness programs**

July 2020

Questions concerning this RFP should be directed to:

Cassandra Polyzou  
Manager, Diversity, Equity and Inclusion  
Engineers Canada

[Cassandra.Polyzou@engineerscanada.ca](mailto:Cassandra.Polyzou@engineerscanada.ca)

613-232-2474 x 235

## 1. Background

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### 1.1 About 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.

More information about Engineers Canada can be found on our website at [www.engineerscanada.ca](http://www.engineerscanada.ca).

### 1.2 Existing licensure assistance and engineering employer awareness programs in Canada

Licensure assistance and engineering employer awareness programs are specific to each engineering regulator across Canada and are designed to connect, inform, and support individuals as they progress towards professional engineering licensure following graduation, as well as help employers attract and retain engineering graduates. Some of these programs include, but are not limited to, Member-in-Training (MIT) initiatives, Engineer-in-Training (EIT) programs, awareness initiatives, post-secondary internships, and Licensure Assistance Programs (LAP).

These programs work to assist recent engineering graduates in navigating the licensing process. They also facilitate workforce recruitment and are crucial in developing an individual's professional network, all while simultaneously providing opportunities for relevant work experiences on the pathway to licensure.

### 1.3 About 30 by 30 and Engineers Canada's women in engineering work

30 by 30 is the engineering profession's goal, led by Engineers Canada, to have 30 per cent of newly licensed engineers be women by 2030. That number currently sits at 18.1 per cent nationally. 30 by 30 was first adopted as a national goal by the Engineers Canada Board in 2014. Increasing women's participation was part of the effort to increase diversity in the engineering profession, which would come with benefits that include: meeting labour market needs, improved economic performance, and an engineering profession that reflects the diversity of Canada's population.

Engineers Canada's most recent [strategic plan](#) expanded the 30 by 30 initiative to include not only the recruitment, but also the retention and professional development, of women in the engineering profession and called for this work to become "a national program with high visibility among targeted stakeholders."

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Engineers Canada's primary role in this work is to convene the network of 30 by 30 Champions, which is made up of a representative from each of the engineering regulators, 28 post-secondary institutions, engineering associations, and engineering employers. Engineers Canada collaborates with, and advocates for, the 12 provincial and territorial engineering regulators, connects stakeholders within and outside the 30 by 30 network, produces reports on national engineering membership, and shares research and resources related to women in engineering and diversity and inclusion in engineering. Engineers Canada also acts as a central point for government advocacy in the areas of equity, diversity, and inclusion in the engineering profession.

Understanding the work of Engineers Canada's 30 by 30 initiative is imperative when analyzing current national licensure assistance programming provided by the provincial and territorial engineering regulators. By applying a gender-based analysis on existing licensure assistance programs and engineering employer awareness programs, Engineers Canada will have a clearer understanding of how each program supports both men and women in their journey to licensure.

## 2. Current challenges

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Canada has a strong demand for engineering now and well into the future. This makes licensure assistance and engineering employer awareness programs imperative in promoting engineering licensure while simultaneously supporting increased diversity and inclusivity within the engineering workforce. These programs may work to deliver a solution to overcome skills shortages within the profession, increase Canada's innovative capacity, and encourage the sustainability of the engineering profession.

However, there are several challenges related to understanding the scope, inclusiveness, and effectiveness of these programs across the engineering profession. More specifically, it is unclear what kinds of programs exist, as well as how many assistance programs are offered, or not offered, by the 12 provincial and territorial engineering regulators for individuals on their pathway to engineering licensure.

Other challenges include:

- Uncertainty around what licensure assistance programs and engineering employer awareness programs are offered in Northern and remote communities for engineering students.
- Uncertainty around what licensure assistance programs and engineering employer awareness programs are offered to support women and Indigenous engineering students.
- Lack of awareness around the success of licensure assistance programs and engineering employer awareness programs, benchmarking, and conversion rates of applicants to licensure, for each province and territorial regulator.

- Lack of communication between Engineers Canada and the 12 engineering regulators regarding existing licensure assistance programming and engineering employer awareness programming, success rates in promoting licensure through these programs, and resources available or required to run successful licensure assistance programming and engineering employer awareness programming.

Engineers Canada is seeking a larger picture of the licensure assistance and engineering employer awareness programs that each engineering regulator has in place, how successful they are at increasing licensure in their respective jurisdictions, what programs exist that are specifically tailored to increase the representation of women and Indigenous peoples in the profession, and to make recommendations for where the 12 engineering regulators could improve licensure assistance programming and engineering employer awareness programming in their jurisdiction.

### 3. Purpose of RFP

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Engineers Canada requires:

1. Research and analysis of the licensure assistance programs, and engineering employer awareness programs currently offered by the 12 engineering regulators that support individuals in their pursuit of a professional engineering license.
2. Recommendations on best practices and improvement to licensure assistance programs and engineering employer awareness programs that support men, women, and Indigenous peoples in obtaining their professional engineering license.

Engineers Canada is seeking proposals from **“Bidders”** to fulfill this work, henceforth referred to as the **“Project.”**

### 4. Project objectives and timelines

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The research project is part of Engineers Canada’s: Strategic Priority 3: recruitment, retention, and professional development of women in the engineering profession and the action plan to retain women in the engineering pathway from graduation to licensure; and Operational Imperative 9 sub-strategy on Indigenous access to engineering. The winning Bidder will work closely with Engineers Canada’s team, including the Manager, Diversity, Equity, and Inclusion as the primary point of contact, on the project deliverables.

By the end of 2020, Engineers Canada aims to have a better understanding of the best practices being used by engineering regulators to support and encourage men, women, and Indigenous peoples in obtaining their professional engineering license. These insights will be used to build future tactics, including research and programs for the 30 by 30 initiative.

To that end, this Project must be completed no later than December 23, 2020.

## 4.1 RFP dates and deadlines

The following is a list of key events from RFP issuance through to the anticipated date the Project will commence. The dates are subject to change by Engineers Canada, at its sole discretion:

Issuance of RFP	July 31, 2020
Deadline for proposal submissions	August 31, 2020
Notice of Award issued to winning Bidder	September 8, 2020
Survey completion	October 2, 2020
Draft Discovery report	October 16, 2020
Final Discovery report and survey analysis	October 23, 2020
Draft summary report	November 6, 2020
Project completion, including detailed summary report and recommendations (in French and English)	December 23, 2020

## 5. Scope of services and Budget

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### 5.1. Research and discovery

#### *Survey and review*

- The winning Bidder will review existing public information for the services and products currently offered by the 12 provincial and territorial engineering regulators in Canada that support individuals in their pursuit of a professional engineering license. A survey will be created by the Bidder and distributed by Engineers Canada to the regulators to capture the current state of programs being offered.

#### *Consultation with provincial and territorial engineering regulators*

- The winning Bidder will be expected to interview and/or communicate with the 12 provincial and territorial regulators to understand their challenges in using or adopting licensure assistance and engineering employer awareness programs in their jurisdictions. At this stage, the research findings should be confirmed with regulators.
- An initial discovery report on the review, survey, and consultation phases will be required.
- The winning Bidder is required to keep the point of contact from Engineers Canada informed of all relevant consultations.

## 5.2. Analysis

- The winning Bidder must provide a detailed description and gender-based analysis of each licensure assistance and engineering employer awareness program of the 12 provincial and territorial engineering regulators.
- The analysis and description must include, but should not be limited, to the following information:
  - Location of program;
  - Diversity demographics of each program;
  - Resources and time each program requires to operate successfully;
  - Obstacles to programming;
  - Success rates of each program in promoting licensure, and a breakdown of success rates for men, women, and Indigenous peoples – success outlined as individuals obtaining licensure.

## 5.3. Report and recommendations

### *Summary*

- The winning Bidder will provide a detailed summary report of best practices that support men, women, and Indigenous peoples in their pursuit towards obtaining their professional engineering license in Canada, including areas that require improvements and/or additional resources.
- The winning Bidder will be expected to provide regular updates on the research development throughout the project with the point of contact for Engineers Canada.

In order to communicate with all regulators, the Bidder must be able to conduct research, interviews, and surveys in English and French. The winning Bidder must be able to deliver the final report and recommendations in English and French unless otherwise agreed to by Engineers Canada.

## 5.4 Budget

Engineers Canada has allocated a budget of up to \$20,000 for this Project. To be considered, proposals should cite a total Project cost in this range.

# 6. Selection and evaluation process

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## 6.1 Evaluation process

Upon the closing of the RFP submission period, all proposals received by Engineers Canada will be assessed by a Review Team comprised of Engineers Canada staff, which may include the VP Corporate Affairs and Strategic Partnerships; the Manager, Equity, Diversity, and Inclusion; and any other individuals(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.

Following the Review Team's assessment of the proposals, Engineers Canada will select and notify the winning Bidder by email.

## 6.2 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 6.5 of this RFP; and
- Proposals must clearly state the total Project cost, including all fees and expenses, in Canadian funds, and that cost must fall within the range identified in section 5.4.

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.

## 6.3 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 6.5, by which each proposal will be evaluated. Each criterion is rated on a scale of 0 to 10 (see section 6.4, 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.

## 6.4 Scoring Legend

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

## 6.5 Proposal evaluation

The proposals will be evaluated based on the following criteria:

<b>No.</b>	<b>Criteria/Factor</b>	<b>Points</b>
0	Mandatory requirements	Elimination
1	<p>Approach to the work and ability to provide the requested services and deliverables</p> <p>a) Clear demonstration of plan to execute the Project, including ability to meet timelines and successfully deliver deliverables.</p> <p>b) Quality of proposal</p>	<p>50</p> <p>10</p>
2	Company profile and qualifications of personnel assigned to Project (including relevant experience of both company and personnel)	15
3	References and relevant experience delivering similar projects	10
4	Proposed cost	15
	<b>Total</b>	<b>100</b>

To confirm the above criteria, Bidders should provide the following information:

- **Name and address of Bidder**

The Bidder's name, street address, mailing address, telephone number, and email address.

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- **Bidder overview**  
An overview of the Bidder's company including its size, the number of years it's been in operation, and any experience relevant to this RFP.
- **Main contact**  
The name and contact information (email address and telephone number) of the individual who would be the main point-of-contact for the Project, if selected as winning Bidder.
- **Personnel**  
The names of the individuals who would be assigned to work on the Project and their specific qualifications and experience as they relate to the requirements of the Project.
- **Services provided**  
A detailed description of the services to be provided in satisfying the requirements of the Project outlined in Section 5 of this RFP. 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 services the Bidder recommends be provided, if any.
- **Cost**  
Include the total anticipated cost of the Project, as well as a cost breakdown of the various services to be provided.
- **References**  
Two (2) current or recent past clients to whom the Bidder supplied services similar to those in Section 5 and who may be contacted as references. Please include name, email address, phone number, and a short description of the work performed, including how it was similar to this Project.
- **Additional information**  
Any additional information that the Bidder would like to include to help Engineers Canada assess its suitability for this Project.

Engineers Canada will communicate with the winning Bidder throughout this Project in English, and all proposals must therefore be submitted in English. However, the final report and recommendations must be delivered in both English and French unless otherwise agreed to by Engineers Canada

## 8. How to submit a proposal

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Proposals must be sent electronically no later than **August 31, 2020 at 11:59 pm EDT** (the "Proposal Submission Deadline") to Cassandra Polyzou at [Cassandra.Polyzou@engineerscanada.ca](mailto:Cassandra.Polyzou@engineerscanada.ca). Late proposals will not be considered and will be deleted, unopened. Confirmation of receipt will be sent to the Bidder by reply email.

## 8.1. Inquiries

Questions concerning this RFP should be directed to:

Cassandra Polyzou  
Manager, Diversity, Equity, and Inclusion  
Engineers Canada  
[Cassandra.Polyzou@engineerscanada.ca](mailto:Cassandra.Polyzou@engineerscanada.ca)  
613-232-2474 x235

## 9. Confidentiality

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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 with the selection and approval process.

This RFP is, similarly, intended solely for the purposes of the Bidder and should not be further distributed to any party not involved in the preparation of the Bidder's proposal. The Review Team reserves the right to disqualify a Bidder from the selection process if any breach of confidence is determined by the Review Team or if information is used for purposes other than the submission of a proposal.

## 10. RFP terms and conditions

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### 10.1 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 into a service agreement with a Bidder. Without limiting the foregoing, since this clause precludes Contract A, none of the usual Contract A terms applies, and Engineers Canada may:

- Reject or accept any proposal, whether or not complete, and whether or not it contains all the required information or meets all the required criteria;
- 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;
- Conduct negotiations with one or more Bidders;
- Cancel and reissue the RFP;
- Extend any of the stated dates and deadlines and/or amend the procurement process;
- Re-advertise for new submissions, or call for tenders for this work or for work of a similar nature.

Further, 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.**

## 10.2 Competitive process

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

## 10.3 Proposal revisions

All proposal revisions must be received by Engineers Canada prior to the Proposal Submission Deadline.

## 10.4 Cost of preparing proposals

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

## 10.5 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 (as set out in section 8.1) 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.

## 10.6 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.

## 10.7 Notification of success

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

## 10.8 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 6.5, above, as determined in the sole discretion of Engineers Canada;
- change the RFP timeline or other portions of this RFP and may cancel or re-issue the RFP at any time without obligation or liability;
- not accept any proposal; and
- reject or disqualify all or any proposal without any obligation, compensation or reimbursement to any Bidder.

The full execution of a written service agreement will constitute a contract for the services, and no Bidder will acquire any legal or equitable rights or privileges relative to the services until a written Notice of Award has been delivered and a written agreement has been duly executed.

## 10.9 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.

## 10.10 Proposal documents

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