



Request for Proposal

Consulting Services

Discussion Paper

Developing a Local Immigration Partnership Initiative for Saskatoon

1. Introduction

The City of Saskatoon, in partnership with the broader community, is in the first stage of developing a local immigration partnership initiative for Saskatoon. The purpose of this project is to build upon the work to date of the Immigration Action Plan and detail the process and model for a local immigration partnership in the Saskatoon context.

Background:

The City of Saskatoon has worked with community partners/agencies over a number of years to develop and implement an Immigration Action plan to address the needs of newcomers (immigrants and refugees) to our community.

In 2014 a session was held with various stakeholder groups with a vested interest and currently involved in work that supports the needs of newcomers (immigrants and refugees) to Saskatoon. The purpose of the session was to explore options for increased community coordination and enhanced service delivery to better meet the needs of newcomers to our community.

In 2015, after consultation with our community partners, the City submitted an application to the Federal Government for funding to support a Local Immigration Partnership (LIP) in our community.

“Local Immigration Partnerships represent a new form of multi-level governance involving municipal, provincial and federal partners. The long-term vision for LIPs is to support the development of multi-sectoral partnerships at the local community level to:

- *Integrate newcomer needs into the community planning process*
- *Identify community-specific strategic priorities*
- *Implement a settlement strategy and action plans to improve newcomer outcomes”*

“Local Immigration Partnerships Handbook CIC”

This application has been approved in principle for a three year period from April 1, 2017 to March 31st 2020. The projected annual value of the funding is \$225,000 per year.

2. Project Details

The Consultant is being contracted to provide consultation and assistance to complete the preparatory work of the Local Immigration Partnership (LIP) initiative. The deliverable is a discussion paper that recommends next steps and a proposed model or structure of a Saskatoon LIP.

The paper should include discussions of and suggestions for the role, structure and function of a local immigration partnership initiative in Saskatoon and should answer the following questions:

1. What are the long and short term goals for the community with regards to immigration and integration?
2. What are the challenges in meeting these goals? The priorities?
3. Are structures, plans or projects already in place to address these priorities and how will this initiative align with existing community initiatives and structures?
4. What value will the LIP add to existing structures and initiatives?
5. Who should be engaged to make the LIP successful?

The process will include:

- A review of the expectations and deliverables as outlined by the funder - Immigration, Refugees, and Citizenship Canada (IRCC)
- Identify and consult with key stakeholders involved in the integration of newcomers into our community
- A review of recent reports to summarize currently identified priorities and gaps
- A review of existing ecology including community structures and initiatives that are addressing these gaps and priorities
- Development of a proposed model for a local immigration initiative in the Saskatoon context

3. Procurement Process

Timelines

Proposal Deadline:	Wednesday, November 2nd 5:00 p.m. CST
Award of Project:	By Nov 7 th , 2016
Implementation:	November 10th 2016 to February 28 th , 2017
Delivery Date:	February 28, 2017.

4. Proposal Requirements

Inquiries

All Inquiries and communications regarding any aspect of this RFP should be directed to the Contacts listed below by email:

Shannon Hanson at Shannon.Hanson@saskatoon.ca

Qualifications

- Must have demonstrated experience in needs assessment, program evaluation, outcome measurement and quantitative and qualitative research within the non-profit sector.
- Proven project management experience.
- Outstanding skills as a facilitator and trainer.
- Knowledge and understanding of collaborative governance models
- Able to work effectively in a collaborative, team environment.
- Interpersonal skills that foster the building of community partnerships.
- Knowledge and experience working in the non-profit sector.
- Proficiency in MS Office.
- This project will be highly participatory in nature and the consultant will work collaboratively with the Steering Committee and closely with community-based organizations.
- Particular knowledge of immigration in the Saskatoon context is considered an asset.

Pricing

The City of Saskatoon has identified approximately \$10,000 for this project, including taxes and travel expenses.

Privacy and Confidentiality

The selected consultant(s) will be required to protect all personal and confidential information, which may be presented in aggregated form.

Proposals should address the following

- An overview of expertise in each of the necessary skills and qualifications listed above.
- Proposed plan to implement the project.
- Pricing information and timeline for the project including all fees, travel, expenses, and taxes.
- Interested parties must provide two references that can speak to the quality of the proponent's previous work, ability to meet timelines and the suitability to do this project.

5. Submission Instructions

Please submit all proposals via email to: immigration@saskatoon.ca

6. Selection of Preferred Proponent and Contract Award

6.1. Selection Criteria

The evaluation team will review all submitted material and rank the proposals for the proposed work based on the following criteria.

1) Demonstrated understanding of immigration and integration in the Saskatoon context	/15
2) Knowledge and understanding of collaborative governance models	/20
3) Demonstrated experience in: a) Needs assessment b) Program Evaluation c) Outcome Measurement d) Quantitative and Qualitative research within the non-profit sector	/30
4) Timelines and work plan	/15
5) Pricing	/10
6) Consultation Process	/10
TOTAL	100 points

6.2 Selection and Award

If the City selects a Preferred Proponent(s), the City will invite the Preferred Proponent(s) to enter into discussions to settle all terms of the Agreement, based on the Preferred Proponent's Proposal, including any clarifications that the Preferred Proponent(s) may have provided during the evaluation of Proposals. The City also reserves the right to negotiate changes to the Proposal.

If for any reason the City determines that it is unlikely to reach final agreement with the Preferred Proponent(s), then the City may terminate the discussions with the Preferred Proponent(s) and proceed in any manner that the City may decide, in consideration of its own best interests, including :

- a) terminating the procurement process entirely and proceeding with some or all of the Project in some other manner, including using other contractors; or
- b) Inviting one of the other Proponents to enter into discussions to reach final agreement for completing the Project.

Final approval of City Council will be a condition precedent to the final execution or commencement of the Contract.

7. RFP Terms and Conditions

The City also reserves the right to ask for additional clarification or information on a proposal after the initial deadline. The contract may be awarded as soon as practical after the proposal opening unless otherwise stated. The City of Saskatoon reserves the right to:

- Reject any or all proposals received in response to this RFP;
- Enter into negotiations with any proponent on any or all aspects of their proposal;
- Accept any proposal in whole or in part; and,
- Cancel and /reissue this RFP at any time.