Ontario Centre of Innovation –
OVIN Skills, Talent & Workforce Development: Upskilling Platform

Request for Proposals | June 2022

Proponent Information sessions _scheduled for:_

- _Friday June 24th, 2022, and_
- _Wednesday June 29th, 2022._

Details can be found under **Bidding Process and Selection** _section at the bottom of this document._

Deadline for submission of proposals: 2022-08-08

1. Organization Description

The Ontario Centre of Innovation (OCI), established in 1987, is a leading not-for-profit organization that works with industry, academia, and government. OCI focuses on ensuring that the people of Ontario reap the personal and economic benefits of leading-edge research underway at our publicly funded universities, colleges, and research hospitals - research that can be transformed into technologies and services that enhance quality of life and help build a globally competitive, job-creating economy in Ontario.

Specifically, OCI supports the commercialization of academic intellectual property (IP), industry-academic collaborations, and the development and adoption of emerging technologies. This includes overseeing the execution of advanced technology platforms that will equip Ontario companies to compete in a competitive global digital economy. The organization also contributes to the development and retention of talent to ensure that industry has access to personnel with the most advanced skills and knowledge and that highly trained personnel find opportunities to apply their expertise in Ontario.

OCI leads the Ontario Vehicle Innovation Network (OVIN) initiative on behalf of the Government of Ontario. OVIN's mandate is to accelerate the development of the next generation of electric, connected, and autonomous vehicle and mobility technologies and lead the sector through significant change.

OVIN builds upon Ontario's position as a world-leading automotive manufacturing and supply jurisdiction in addition to the large cluster of information and communication technology companies operating in the province. Ontario's high-quality post-secondary institutions, first class talent, innovative small and medium sized enterprises, and infrastructure to support entrepreneurship ensure that the province is uniquely positioned to capture the economic opportunity of the connected and automated vehicle (C/AV) and mobility technology space and lead the global mobility transformation.

Through resources such as research and development (R&D) funding, talent development, technology acceleration, business and technical supports, and demonstration grounds, OVIN provides a competitive advantage to Ontario-based automotive and mobility companies – allowing Ontario to reinforce its position as a global leader in transformative automotive technologies, as well as transportation and infrastructure systems.

OVIN's five objectives are to: foster the commercialization of Ontario-made advanced automotive technologies and smart mobility solutions; showcase Ontario as the leader in the development, testing, piloting and adoption of the latest transportation and infrastructure technologies; drive innovation and collaboration among the growing network of stakeholders at the convergence of automotive and technology; leverage and retain Ontario's highly skilled talent; harness Ontario's regional strengths and capabilities, and support its automotive and technology clusters.

OVIN is supported by Ontario's Ministry of Economic Development, Job Creation and Trade (MEDJCT), Ministry of Transportation (MTO), and Ministry of Labour, Training and Skills Development (MLTSD).

2. Objectives

With significant transformation in the development of advanced automotive technologies and innovative mobility services, Ontario's automotive and mobility sector is facing a workforce shift, where specialized and advanced skillsets are required for the future and companies are competing for the acquisition and retention of qualified talent. Moreover, the labour market has experienced major disruption as a result of COVID-19. The shift in traditional workspaces and its effects on production forced many Ontarians to focus on either quickly developing new skills to support their re-entry into the workforce, or on building their skillsets to maintain their current employment. It is estimated that nearly 50% of Canada's workforce does not have the skills required to fully participate in the labour market now, with existing skillsets becoming obsolete increasingly quickly. Access to education varies for individuals across Ontario and is a significant contributor to uneven employment outcomes. It is estimated that approximately 35% of Ontarians aged 25-64 – roughly 2.5 million people – do not have a post-secondary qualification and as a result have a lower employment and labour market participation rate. Canadian workers often lack opportunities for upskilling and reskilling, or they are unable to take advantage of opportunities due to specific challenges. **The importance of increased investment in employee learning has been emphasized by stakeholders within Ontario's automotive and mobility ecosystem, who have highlighted the criticality of helping employees grow their skills to better retain them within a highly competitive labour market.** From OVIN's perspective, the terms "upskilling" and "reskilling," are differentiated from one another and for the purposes of this project it is important to understand how. The platform will focus on elements related to upskilling current members of the automotive and mobility workforce and will be a place where workers themselves and employers can find opportunities to advance their skillsets. Elements related to rapid reskilling are out of scope for this project but may be considered as additions to the platform in future.

- **Upskilling** refers to the talent in Ontario's automotive and mobility sector participating in short-term courses, accessing learning resources, and understanding how to upgrade their skillset to match available jobs in the industry.
- **Reskilling** involves identifying and improving organizational capacity for relevant workforce development solutions within the automotive and mobility sector and enabling workers to learn new skills (and earn new credentials) along with their transferrable skills which will support their transition through the sector.

To meet workforce needs and to support economic recovery, OVIN is proposing the development of a **made-in-Ontario Upskilling Platform for the automotive and mobility sector.** Workers at every stage of their career are witnessing the introduction of disruptive technologies and innovation that are launching deep change. Upskilling the workforce ensures that talent in the sector have the necessary tools and opportunities to modernize their skillset, adapt to new technologies, and transition seamlessly with the changing requirements of the industry. This tool would support Ontario's automotive and mobility talent pool in developing and building on new and existing skills that would support their growth in the workforce.

This Upskilling Platform will support Ontario-based automotive and mobility companies and employers to provide access to educational programs online, and target more micro-credential/micro-degree opportunities in order to upskill their employees and workforce to meet future skills-needs. The platform would have the added benefit of facilitating global access to these important resources, at a time when access to learning environments is increasingly challenging. **This will enable wider access to Ontario training and educational programs to regions across Ontario and will facilitate the promotion of Ontario's ecosystem to the global market.**

To support the future of the industry and to strengthen and diversify the next generation talent pipeline and build capacity within all regions of Ontario, OVIN released a Talent Strategy & Roadmap (TS&R) in January 2022. The TS&R is positioning Ontario's automotive and mobility sector for long-term success by outlining key objectives and initiatives to help achieve OVIN's 2030 vision for Ontario's automotive and mobility workforce: to have a highly skilled, adaptable, and diverse workforce in the sector, reinforced by a global-leading network that provides tailored and responsive initiatives that meet the workforce's evolving needs. The creation of this Upskilling Platform addresses one of the four objectives outlined in the TS&R: Workforce Development & Retention. One of the initiatives to support this strategy includes providing "*a digital Upskilling Platform through which Ontario's talent can access short-term courses, micro-credentials, and learning resources developed by educational institutions and industry and understand how to upgrade their skillset to match those required for available jobs*".

The challenges Canadian workers experience when taking advantage of reskilling and upskilling opportunities are compounded by challenges experienced by educational institutions, which often struggle to prepare students with relevant and in-demand skills in the absence of ongoing communication with key stakeholders.

OVIN is calling on interested and qualified consultants and service providers to submit a proposal to assist with this objective. The project consists of three key components outlined in Section 3.

3. Key Components & Technical Requirements

The primary focus of this project includes the development of a technology platform and corresponding mobile application that will be suitable for public launch to support a range of users simultaneously and is built to be scaled beyond the scope of this work. The Upskilling Platform will support the successful implementation of OVIN's Talent Strategy & Roadmap by supporting the workforce to adapt and advance their skills and knowledge to the pace and scale of the sector's transformation. The target audience for the platform are those who are currently working in the industry and are looking to adopt their current skillsets with the changing requirements of the industry. This platform is not for those who are looking to enter the industry for the first time as new workers.

3.1 Upskilling Platform development

The Consultant will share proposed methodologies, development approaches and/or design plans for each deliverable. Each of these plans must be signed-off and agreed upon by OVIN prior to development and implementation stages. Where applicable, the consultant will host planning and design workshops. In the design and implementation of this project, the Consultant will effectively consider the confidentiality and privacy of user data and information security as outlined in PIPEDA and any other Canadian Legal Standards. The Consultant will ensure that data storage, content elements and software elements related to this work will be sustainable beyond the scope of this project.

The Consultant will ensure to include their plans to address the below in their proposal submissions:

- Cybersecurity protocols
- Proposed protections for data collection and storage, including relevant privacy protocols
- Proposed platform and mobile application architecture
- Governance and policies for information security
- Recommendations for platform integration within existing OVIN infrastructure

To improve access to information within the platform, as well as to increase the accessibility of the platform and mobile application to external audiences, the following elements are requested to optimize site performance:

i. Design, development, and implementation of search engine optimization (SEO) functionalities to improve the quality and quantity of site traffic from Google and other webpage search engines. This includes identifying key search terms the target market is likely to use and identifying opportunities to update site language and optimize layout to facilitate SEO.

ii. In addition to the current Google Analytics capabilities available on the MVP, OVIN is exploring the opportunity to collect user data on a voluntary basis via user sign-up forms. An appropriate form will be designed, developed, and implemented to capture relevant user data as identified by OVIN and the Consultant. Preference is to capture data and integrate with Google Analytics, however the Consultant may propose other options on how captured data can be analyzed using other tools.

iii. Data capture will include but is not limited to information on better characterizing site users and their preferences, identifying ways to optimize site outputs and/or performance, and improve user journey. This will include a form to incorporate user feedback related to their experience using the platform (i.e.: did using the upskilling platform help them achieve the skills they desired to develop?)

iv. Building out the platform's user interface that will support a large range of users and can be scaled to 100,000 users

v. Mobile application must be compatible with both Apple and Android devices

vi. To ensure compliance with the Accessibility for Ontarians with Disabilities Act (AODA), enhancements will be made as identified by an AODA assessment to ensure site elements adhere to the requirements of the Act. An AODA assessment is required prior to initiation of the enhancements to identify gaps, as well as afterwards to ensure compliance. Please note, as part of the pricing breakdown for this requirement, pricing for an AODA assessment should be included, however OVIN may leverage its own internal resources to complete this assessment should it choose.

vii.   The Consultant will ensure that the site and all its content is accessible across multiple browsers including Chrome, Safari, Firefox, and devices including desktop, tablet, and mobile phones. Furthermore, the service provider will ensure that site social media and external website integration are functional across all platforms.

viii.   The Consultant will develop comprehensive training modules to improve accessibility for:
a.   The front-end user, presented clearly on the platform landing page so users are drawn to interact and understand how they can set up their profile, engage with the content, view their course dashboard, etc.
b.   The back-end user (ex: OCI), including product training, platform and site maintenance, uploading content, troubleshooting, etc.

3.2 Activities within scope

i.   **Consultant will present proposed Technology Architecture**
a.   Describing logical software and hardware capabilities that are required to support the deployment of business, data, and application services
b.   Including IT infrastructure, middleware, networks, communications, processing, standards, etc.

ii.   Ensure the platform is embedded with the existing OVIN Skills and Career Navigator

iii.   Ensure that key messaging, (info)graphics, imagery, videos, interactive functionalities, visual representations, and colours align to the OVIN branding guidelines.

iv.   Ensure there is an Equity, Diversity, and Inclusion (EDI) lens applied throughout all stages of platform development (i.e.: ensuring there is diverse representation when using images within the platform and in marketing and communications materials, ensuring consultation related to industry needs and gaps are with individuals at all levels of seniority, etc.) including accessibility considerations for a virtual learning platform

v.   Bilingual accessibility:
c.   Ensure that the front-end interface allows users to access and interact with the content in both English and French
d.   Ensure that content uploaded onto the platform is translated and available in both English and French

ix.   The platform should have two public-facing landing pages:
a.   One for employers, who want to recommend courses and content for their staff to take
b.   One for the workforce, who want to see what is available so they can bring the opportunities forward to their employer

x.   Content must be presented using best practices and standard acceptable formats
a.   Ensure content can be uploaded to the platform on an ad hoc basis, as content streams continue to grow and if there are updates or changes needed.
b.   Ensure there is a variety in the types of content pieces that are being offered (e.g., interactive, practical elements, includes shorter bursts of content along with longer course elements, community discussion board, testing at specific milestones along course journey) so the platform can be as accessible as possible and accommodate different types of learning styles

xi.   Data and analytics to report on user progress through courses/content pieces

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In order to create an Upskilling Platform that is sustainable beyond the scope of this project, the Consultant must ensure that the addition of content streams and project growth beyond the MVP is built into the structure so that future expansion is seamless.

Based on data gathering and baseline research assessing automotive and mobility sector upskilling needs, the Consultant will incorporate the content of the Upskilling Platform, including developing user interface and other activities. This activity must include implementation of best practices of UX/UI for online learning and upskilling platforms, including but not limited to:

i. Types of badges/certifications/etc. for recognition of course completion, along with an area within the user's profile for certificate storage
ii. User Career Path: Tracking for courses or programmes completed for individual platform users/accounts, along with suggestions for future courses or programmes that are related to the content stream
iii. Authentication and user profiles
    o Including Admin panel for both landing pages where (1) employers can see progress for their staff through different content pieces and (2) individuals from the workforce can track their own progress and continue to track their learning journey
iv. Dashboard and course pages
    o Including a section for prior learnings/courses/certificates, etc. as well as areas of improvement
v. Responsive design features
vi. # of site visits and page clicks

3.3 Upskilling Platform testing and updates

After their development and implementation, all enhancements to upskilling platform functionalities must include quality assurance checks and testing prior to being finalized to ensure enhancements and upgrades align to the intended objectives of the project. Testing of the platform and its functionalities may also include testing by an external user group to provide additional feedback, including:

- Beta testing of platform with focus groups prior to official launch
- Data and analytics on user metrics, such as:
    o User demographic data (age, ethnic background, place of work, place of residence, education level, sector of work)
    o Course completion rate
    o User progress in courses
    o User satisfaction with course content and structure
    o Industry satisfaction with course content and structure
    o How is it being used? (i.e., by employers encouraging workers to upskill themselves or by workers themselves who are curious about what is available to them?)
    o How many participants were able to use the skills learned in future employment?

Enhancements may include design updates and the added use of interactive elements and functional tools to improve and modernize the site's look and feel and increase user engagement with site content.

The service provider will identify and implement opportunities to improve the upskilling platform architecture and information layout to provide a user-friendly and intuitive experience when navigating the platform and ensure that data and information are easily accessible through the site structure and associated functionalities.

The Consultant will provide a user manual (this could be in PDF or video format) of site mapping and how to complete back-end platform updates/content edits, etc. to ensure continued knowledge and information sharing beyond the scope of this project.

4. Key Components & Non-Technical Requirements

The Consultant will undertake the mapping, conceptual design, platform development, and content implementation of the OVIN Upskilling Platform as outlined below. The Consultant will be responsible for carrying out enhancements and upgrades to the Platform based on beta-testing and preliminary user feedback.

Please note, while the Consultant is responsible for carrying out the enhancements and platform upgrades, all text content and raw data will be provided by OVIN. In addition to the enhancements outlined below (3.3), we invite the Consultant to exercise creativity and ingenuity, and to provide suggestions and recommendations on the approach in order to identify opportunities to improve the user journey/experience, improve the platform look and feel, increase the level of interactivity, and optimize the functionality of the platform.

For each of the unique requirements, OVIN is requesting a breakdown of the associated activities and costs. OVIN reserves the right to select which enhancements may or may not be included in the final scope of work. Where applicable, required plug-ins should be specified and included as part of the costing. All applicable IP will fall under the Ontario Centre of Innovation's ownership.

4.1 Primary and secondary research

This activity will provide OVIN with comprehensive research and insightful data to support the development and implementation of the Upskilling Platform. Furthermore, it will help to further identify the automotive and mobility sector's current and future skills gaps across the province in various sector segments. Deliverables in this section will include:

i.   Gathering baseline research assessing automotive and mobility sector upskilling needs to better understand:
  o   Existing industry training opportunities (ex: other automotive and mobility upskilling platforms) in the ecosystem and beyond, including nationally and globally
  o   Current automotive and mobility learning and career pathways
  o   Best practices for virtual upskilling platforms (within the automotive and mobility sector but should also include research into other industries)
ii.   Outlining required degrees and level of education (e.g., high school diploma, PSI degree), specific credentials and certificates (e.g., professional association accreditation, technical/professional learning certificates) for automotive and mobility sector-related occupations
iii. Identifying gaps and areas to support development of new learning modules, micro-credentials to support Ontario's ongoing development of talent in the automotive and mobility sector

iv.   Identifying barriers to upskilling and representation of traditionally underrepresented groups within the automotive and mobility sector. Underrepresented groups should include (but are not limited to):
- Women
- Black, Indigenous & people of colour (BIPOC) communities
- 2SLGBTQ+
- People with disabilities
- Immigrants/refugees/newcomers to Canada
- French-speakers
- Those living in remote areas
- Those living in under-served communities (in this context, populations of people who face additional barriers to accessing learning or educational opportunities such as those with low socio-economic status)

vii. The course content for this project will be unique to OVIN's Upskilling Platform and will work with the Skills, Talent and Workforce Development team in their consultations with at least 10 public post-secondary institutions, including colleges, universities, and other training institutions, across different regions of the province, and include diverse segments of the automotive and mobility sector. Consultations will be focused on:
- Developing a course curriculum unique to this Upskilling Platform, including a minimum of 12 content/curriculum pieces to support upskilling on the platform (content pieces will represent the various segments of the sector)
- Identifying relevant soft skills as a part of content requirements
- Curriculum evaluation to ensure it meets the needs of the changing automotive and mobility sector
- Encouraging educational institutions to take their program offerings online and pursue more micro-credential/micro-degree options

viii. Identify gaps in learning pathways, micro-credentials, nanodegrees

Consultants will contribute to the development of a comprehensive accreditation guideline to ensure training and upskilling learning outcomes and skillsets match those required by the industry. This includes but is not limited to:

- Partnering and consultations with post-secondary institutions to commission curriculum elements that are unique to this Upskilling platform and integrating existing relevant content
- Includes guidance and implementation of content pieces for a virtual platform
- Collaborating with industry partners who already have existing internal upskilling opportunities for their staff (ex: Honda's online school)
- In collaboration with the Skills, Talent & Workforce Development team, consult with Skills and Talent Committees to ensure content on the platform is accredited and recognized within the industry
- Development of industry-specific mission and objectives
- Defined curriculum models, instructional methodologies, composition, and duration
- Ensuring that workers receive the information necessary to perform skills, rather than simply knowledge acquisition
- Defined assessment methodology for learners
- Established mechanisms for program evaluation and knowledge sharing between institutions

- Outcome: certified (badge, certificate, diploma, degree)

4.2 Project Management

As part of the project management activities, the Consultant will prepare for a kick-off meeting, develop a workplan with detailed timelines for all project deliverables and deliver a status and/or weekly update meeting for the OVIN team. The Consultant will work closely with and provide updates to the OVIN Project Lead, Workforce Development, and the wider OVIN team as needed.

4.3 Marketing and Communications

In consultation with the OVIN team, the Consultant will create marketing materials for the automotive and mobility upskilling platform to promote Ontario's active role in supporting talent development and economic recovery across Ontario, and on a global scale. The official launch of this platform is scheduled for March 2023. The Consultant will work with OVIN's Skills, Talent and Workforce Development team to provide a reference guide including a key messages document that can be used for OCI's Marketing and Communications promotional materials and any relevant speaker's notes when speaking about the upskilling platform and its connection to the wider OVIN strategy, and any other materials as needed.

4.4 Site Maintenance and Support

To support readiness of the platform prior to its public launch, the service provider will provide full maintenance support and updates as required on an ad-hoc basis for a period of six (6) months after completion of the project. Service providers should detail what activities they can support during this time in their proposal. The service provider will assist OVIN to troubleshoot and resolve site issues and technical problems and will be available to respond to questions as applicable.

The Consultant will provide a Sustained Operations and Maintenance Plan, including a proposed cost breakdown of annual maintenance of the Upskilling Platform and associated mobile application.

5. Summary of Key Performance Indicators & Deliverables

5.1 Key Performance Indicators (KPIs) for the Upskilling Platform

Based on initial data and findings of the Labour Market research of sector:

i.   Increased access to digital learning programs for current and prospective employees of the automotive and mobility sector
ii. Increased access and uptake of Ontario-based digital upskilling programs in regions across the province
iii. Development of an accreditation guideline to ensure training and upskilling learning outcomes/skillsets match those required by the industry
   o Engage industry to validate and support micro-course/micro-certificate/degree development
iv. Increase in number of Ontario-based accredited online micro-credentials/nanodegrees

- o Development of a minimum of 12 new content/curriculum pieces to support upskilling on the platform (content pieces will represent the various segments of the sector)
- v. Increase in the number of individuals from underrepresented groups who are engaged with the sector through learning and development
- vi. A minimum of 200 users enrolled to the upskilling platform and progressing through the content within the first six months, with representation from various user groups including:
    - o Employers and workers in the automotive and mobility sector
    - o Prospective workers in the automotive and mobility sector
    - o Underrepresented groups including women and Black, Indigenous and people of colour
- vii. Development and implementation of data analytics techniques to track user interaction with platform

5.2 Summary of Deliverables and Timeline

The timeline below must be considered when developing the project workplan as part of the service provider's response to this RFP. The service provider must further identify the overall approach to the project, work details, and schedule to complete all the required project tasks detailed in Section 3. It should be noted that the selected service provider will work with the internal project team to finalize the work plan and confirm the timeline

The deliverables for this scope are summarized in the table below:

Section	Specific deliverable	Format	Timeline
Deadline for proposal submissions	1. Proponents will submit proposals to OCI	PDF	August 8th, 2022
Decision by OCI	2. Decision by OCI	Email with formal contract PDF	September 12th, 2022
Project Management	3. Project kick-off deck	PowerPoint	Contract award + 1 week
	4. Project plan including schedule	PowerPoint and/or PDF	Contract award + 2 weeks
	5. Weekly project status updates	PowerPoint and/or PDF	
	6. Proposed research methodology outline	Word	Contract award + 2 weeks

Section	Specific deliverable	Format	Timeline
	(detailing assumptions and approach)		

Primary and secondary research	7. Raw data for all data points in this section. Data should be categorized as follows:
	
	   a. Total for Ontario
	
	   b. Breakdown by geographic location within Ontario (where possible)
	
	   c. Breakdown by geographic location across Canada
	
	   d. Internationally
		Excel	Contract award + 1 month

	8. All data visualized in data chart format (bar charts, pie charts and/or map for geographical representation), including all raw files	Excel and PowerPoint	
	9. Draft 'summary of key findings' report	PowerPoint or Word	
Upskilling platform development	10. Proposed methodologies, development approaches and/or design plans for each section (detailing assumptions and approach)	Word	Contract award + 2-3 months

	11. Development of content features:
	
	   a. UX design with a learner-centered approach
	
	   b. Outline steps to ensure content
		PowerPoint and/or PDF	

Section	Specific deliverable	Format	Timeline
	accreditation guidelines that are recognized by the automotive and mobility sector		
	12. Detailed report of consultations with at least 10 post-secondary institutions a. Proposed recommendations for custom and unique course offerings for this upskilling platform b. Minimum of 12 new content/curriculum pieces c. Identify gaps in current industry learning pathways and micro-credentials	Word	
Platform design and build	13. Develop MVP-specific content 14. Ensure back-end coding is developed in full 15. Ensure user interface is consistent, easy to navigate, informative, functional 16. Front-facing content meets the needs of the user, is accessible, ensures that key messaging, (info)graphics, imagery, videos, interactive functionalities, visual representations, and colours	PowerPoint and/or PDF	Contract award + 2-3 months

Section	Specific deliverable	Format	Timeline
	align to the OVIN branding guidelines.		
User testing	17. Beta testing of platform with focus groups (comprised of industry, workforce, academia and government to ensure feedback is reflective of future users) 18. Testing involves setting measurable goals to determine whether the Upskilling Platform meets them (ex: user metrics and feedback) 19. Detailed and critical feedback from testing focus group users in the form of surveys and individual interviews (feedback will not be anonymous so that there is transparency with reporting and follow ups as appropriate)	Word/Excel	Contract award + 4 months
Final Upskilling platform and mobile application ready for public release	20. Consultant will take learnings and direct user feedback from beta-testing to make any and all necessary enhancements to the Platform and mobile app in order to create a seamless user experience 21. Technical Upskilling Platform and mobile application will be ready and functional for public use		April 30th, 2023

Section	Specific deliverable	Format	Timeline
Marketing and promotion of platform	22. Provide a reference guide including a key messages document that can be used for OCI's Marketing and Communications promotional materials and any relevant speaker's notes when speaking about the upskilling platform and its connection to the wider OVIN strategy, and any other materials as needed		Contract award + 7-8 months
All	23. Final report including: a. Data, insights, and key findings to support a baseline assessment of the state of industry (research stage) b. Detailed account of updates and changes made from initial beta version of platform (after taking in beta-testing feedback, questions, enhancements to UX Design etc.) into final iteration of platform ready for public launch c. Progression to show a measure of total impact (combined Primary/Secondary Research and Upskilling Platform Development) d. Complete breakdown of user	Word or PowerPoint (Data must be provided in Excel and attached as an appendix)	Presented 2 weeks before project close

Section	Specific deliverable	Format	Timeline
	metrics, including (but not limited to): individual user demographic information, course completion rate, platform engagement, user registration numbers vs. attendance and completion, number of courses that were not successfully completed, and user comments and feedback.		

6. Bidding Requirements

a. **Financial. Must include a breakdown of costs by activity (including things like different plug-ins required and enhancement options, etc.).** Daily rate for the project including any estimated expenses is to be provided. Any expenses or additional cost must be approved by OCI in advance and in writing.

b. **Firm Fixed-cost Proposal.** Descriptions of the approach and methodology. Detailed timelines and deliverables are to be provided. 30-minute interviews including a presentation on approach and methodology and Q&A may be scheduled with short-listed candidates.

c. **Collaborative Bids**. Proponents are welcome to submit collaborative bids in partnership with other vendors**.**

d. **Service Level.** Delivery of milestones on time and of a quality acceptable to OCI.

e. **Terms and Conditions.**

   o Any information provided by OCI either in this RFP or in subsequent verbal or written communications shall be considered confidential and for express use in the preparation of this proposal.

   o All proposals submitted become the property of OCI and are to be received and held in confidence.

   o All data collected and all resulting reports and publications prepared by the successful bidder will be the exclusive property of OCI.

   o This RFP does not create an employment relationship. Individuals performing services required by the contract are not employees of OCI.

- Any changes to scope of services and associated costs following execution of contract must be submitted in writing and are subject to approval by OCI.

- Travel and travel reimbursement may be authorized for this acquisition and will require written requests, breakdown of costs, and formal approval by OVIN.

- The successful bidder will be paid at the prices stipulated on the contract upon submission of final invoice to OCI after the successful completion of the project.

- Invoices will contain the contract number and reference number.

f. **Conflict of Interest.** Arms-Length relationship or disclosure of potential conflict of interest is required.

g. **References.** References with details of work completed are to be provided.

h. **Evaluation Criteria.** Proposals will be evaluated on the basis of:

Expertise & Diversity (40%)

Successful bidders will ensure that those assigned to deliver this project reflect a diverse team of qualified individuals who will each have an active and intentional role in the work.

- CV and brief overview of relevant experience and qualifications of project team is to be provided.

- Understanding of the project objectives and context.

- Qualifications and expertise, including how you collaborate amongst team members through to project close.

- Relevant experience and references in research, future forecasting, and/or data analysis, preferably in automotive, technology and mobility sectors and/or the future of work.

Methodology (40%)

- Proposed approach and methodology to the project, including budget per line item. Project timeline will be mutually agreed upon between successful vendor and OVIN.

- How well does the proposal address RFP requirements?

- Management and organization of the assignment.

- Commitment to assignment timelines, deadline, and overall terms and conditions.

Cost (20%)

j. **Submission Format.** Proposals are to be submitted in free form electronically in Word and PDF format. Please have proposals named as "Company Name Submission OVIN_Upskilling_Platform RFP_DD- MM-YYYY". The receipt will be confirmed via e-mail.

k. **Contact.** Send proposals submissions and any questions and additional information requests to Alèque Juneau at ajuneau@oc-innovation.ca. Please note that any responses may be shared with all potential bidders.

Bidding Process and Schedule:

1. There will be two Proponent Information sessions scheduled on **Friday June 24th, 2022, from 1:00pm to 3:00pm EDT** and **Wednesday June 29th, 2022, from 1:00pm to 3:00pm EDT.** Please note that there are two sessions to ensure proponents have sufficient availability to attend either session, if desired. These two sessions will take place via Zoom and joining details can be found below:

Friday June 24th, 2022 (1:00-3:00pm EDT)

    a. Link to register
    b. Meeting ID: 875 3049 4155

Wednesday June 29th, 2022 (1:00-3:00pm)

    a. Link to register
    b. Meeting ID: 833 3008 0144

2. The application deadline is **Monday August 8th, 2022, at 12:00pm EDT**.
3. Short-listed candidates may be invited for an interview.
4. Final selection is expected to be done by **Monday September 12th, 2022**.

We reserve the right not to award the contract to any of those submitting proposals, and we may seek further responses.