



## **ONTARIO ELECTRICAL LEAGUE**

To Promote, Strengthen and Represent the Electrical Industry in Ontario

### **The Ontario Electrical League**

#### ***REQUEST FOR PROPOSAL FOR THE DEVELOPMENT OF A WEB APPLICATION***

#### **FOR THE CONSORTIA PILOT PROJECT - EMPLOYER ENGAGEMENT ELECTRICAL APPRENTICE RECRUITMENT PROGRAM**

**CLOSING DATE: MAY 15, 2018 17:00 EST**

***Issued on May 3, 2018***

#### **Introduction**

The Ontario Electrical League (OEL) is accepting submissions from Vendors that are able to produce web applications. This is a non-exclusive opportunity and OEL may contract with one or more vendors for the provision of the web application.

#### **RFP Process**

#### **Inquiries and Communications**

All inquiries and other communication relating to this RFP are to be directed in writing to:

Name: **Stephen Sell**

Email: **stephen.sell@oel.org**

Any inquiry or clarifications regarding this RFP or its subject matter should be made not less than five (5) working days prior to the closing date to allow OEL sufficient time to reply.

Depending upon the nature of the inquiry, OEL may respond, if appropriate, by a written addendum.

OEL shall have no responsibility for, and all Proponents agree not to rely upon, communications, representations, or statements from any other person regarding this RFP.

#### **Project Overview**

#### **Duration**

This is for the period beginning June 1, 2018 and ending February 28, 2019.

#### **Project Description**

This project is designed to enhance employment opportunities for Electrical Apprentices and provide employers in the field with an efficient, intuitive tool to meet their workforce needs. OEL needs a two-sided employment platform developed to match qualified Apprentices with employers and jobs in the industry using job-matching science. The job seeker needs to be able to use it to build a profile page, complete a full psychometric assessment, obtain immediate feedback on jobs that are a strong fit (or not) and why, and search and apply to openings that match their interests. Employers must be able to post job openings and

search the entire candidate database for people who are a strong fit for the job and who have the requisite skills and attributes.

The successful vendor(s) of this RFP will deliver an integrated web application that when viewed architecturally has the following components:

1. Device-independent Presentation Layer – there are two main users of this interface:

a. Electrical Contractors (Employers)

b. Apprentices.

The content for the landing page for each type of user has been finalized – the successful vendor will be taking this content and, in working with subject matter experts at OEL, turn this into an engaging and intuitive user experience.

2. Business Rules and Analytics Layer – there are six main processing demands of this layer:

a. Create a Custom Position Library, including industry-specific job patterns; testing and validating those patterns with incumbents in those jobs and tailoring additional information/job search resources, such as a Career Planning Report, that will be made available to job seekers. Skills extraction required to auto populate, where feasible, member profiles

b. Create a custom job posting process and recruitment workflow for employers' use, including a numeric score for each applicant's fit for a role and ranking of all applicants based on this score, to OEL specifications.

c. User customizable analytics

3. Data Layer – Any inventory of data that is currently stored, such as Employers, Jobs, and Members, will be made available to the successful vendor, who will provide architectural design and implementation expertise on integrating this data with new data feeds that may or may not require the development of APIs and/or Web Services.

4. User Training, Communication and Support – to be provided for the first year.

5. Unlimited-Use License – Allowing use of the system resources by job seekers and employers, for the first year, anticipating a gradual ramp-up in the first six months

6. Hosting, Technical Support Post-Launch – to be provided for the first year.

7. Include licensing fees beyond first year in your proposal.

### **Reporting**

Selected Vendors must be able to track billings and provide billing and reports upon request of OEL.

The Selected Vendor(s) shall submit written status reports to OEL indicating:

a. Overall summarization of the particular project progress;

b. Services provided;

c. Remaining deliverables, progress, and expected delivery on each; and

d. Issues and concerns affecting specific deliverables and any project schedule or any other aspect of the particular project.

### **Volume, Value, and Exclusivity**

OEL makes no guarantee of the volume of work or the value that Vendors may receive through this RFP.

### **Evaluation Process**

Following the closing date and time, OEL will evaluate all compliant and deemed compliant proposals received according to the following evaluation criteria:

Corporate Information

Creative Capabilities and Overall Experience

Related Experience and Reference

Project/Budget Management

Costs and Rates

Note: Evaluation within each criterion will be done at the complete and total discretion of OEL.

OEL has limited budget for this request and therefore reserves the right to cancel the RFP, negotiate terms and conditions, reduce quantities, or eliminate options to meet budget constraints.

### **Guidelines for Submitting Proposals**

You must submit one (1) original paper version or one (1) electronic copy of your proposal together with any relevant documents (drawings, etc.).

If in paper form, the submission must be mailed to reach prior to the closing date and time, and addressed to:

**Stephen Sell**

**Ontario Electrical League**

**93 Skyway Avenue, Suite 109**

**Etobicoke, ON M9W 6N6**

RFP number and vendor's name shall clearly appear on any and all response documents or packages.

OEL accepts no responsibility or liability for late, misdirected, incomplete, or unreadable proposals.

**YOU ARE CAUTIONED THAT FAILING TO COMPLY WITH ALL OF THE ABOVE CONDITIONS MAY RESULT IN YOUR PROPOSAL BEING DISQUALIFIED WITHOUT FURTHER EVALUATION, AT THE SOLE DISCRETION OF OEL.**

### **RFP Schedule of Events**

RFP Issue Date: May 3, 2018

Closing Date for Vendor questions: May 10, 2018, 17:00 EST

RFP Closing Date and Time: May 15, 2018 17:00 EST

RFP Award Date and Time: June 1, 2018 17:00 EST

Beta Test Date: September 1, 2018

### **Presentations and Demonstrations**

OEL may require the Proponent, at the Proponent's cost, to make an oral demonstration of its proposal and/or provide a demonstration and/or allow OEL to conduct a site visit and inspection. Such presentations will provide an opportunity for the proponent to clarify its proposal to ensure a thorough and mutual understanding of its benefits. Proponents will not have the opportunity to modify their written proposals or otherwise introduce new information during their oral and onsite demonstration.

OEL may, following any such presentations, demonstrations, or site visits and inspections, require that the information provided during such presentations, demonstrations, or visits be confirmed in writing. The written confirmation will then form part of the Proponent's proposal

### **Proponent Costs**

All costs and expenses with respect to the submission of a proposal and any clarification or presentations pursuant to this RFP shall be the sole responsibility of the Proponent, and OEL assumes no liability whatsoever for any Proponent costs or expenses in responding to this RFP.

### **Assignment**

The Proponent(s) agrees not to assign any contract(s) resulting from this RFP, any interest in it, and any rights derived from it, without prior written consent of OEL. Any change in ownership of the Proponent(s) shall not constitute an assignment of such resulting contract(s). The Proponent(s) further agrees not to use a subcontractor to fulfill any and all contractual obligations under any resulting contract(s) without prior written consent of OEL. In the event of any such assignment, OEL shall be entitled to assert against any assignee all rights, claims, defenses, and setoffs that OEL could assert against selected proponent(s) whether acquired prior to or subsequent to any such assignment.

### **Disclosure of Interest**

Proponents are required to fully disclose in their proposals:

- any relationship the Proponent may have with any employee, officer, or director of OEL; and
- the nature of that relationship

Failure to disclose, or false or insufficient disclosure of the nature and extent of any relationship the Proponent may have with any employee, officer, or director of OEL shall be grounds for immediate termination of any agreement or contract with OEL in OEL's sole discretion, without further liability or notice.

## Schedule A Proposal Submissions

Proposals should contain the information listed below. Additional supporting information may be included but the information listed below must be considered minimum information to be provided, without which the proposal will not be considered, and the vendor will be disqualified from the selection process without notification.

### 1. Company Overview

Please provide an overview about the company, its leadership and executive team. Please also complete Schedule B.

- How long has the company been in business? What is its mission?
- What sets the company apart from its competitors?
- What is the size of the company? What are the sizes of the development, design, quality assurance, product, and project management teams?
- Where are the employees located? Will any work be done overseas?

### 2. Service Offerings

What kind of services does your company offer? Please provide a description of each

- Consulting
- Development
- Design
- Quality Assurance
- Maintenance

### 3. Agile Development Experience

What experience does the company have in delivering projects using an iterative approach and, in particular, where the subject matter experts (product owners) reside in the client organization? Have all these projects been successfully delivered, both on time and within budget? How were these projects priced? Were the teams all in the same physical location or geographically dispersed? In your proposal please describe the process you would follow in order to deliver within an Agile framework this project – please describe both the daily interaction (where it will take place, how, with whom, and over what period of time) and the less frequent meetings. How is risk managed in this process and what is the risk being managed?

### 4. Agile Case Studies

Please provide a list of clients, awards and summaries of client projects. Please summarize the challenge, solution and result.

## 5. Solution Overview

Please provide a summary/description of your understanding of what is to be developed in the form of an architectural diagram, supported by explanatory notes.

- Who will be involved in the project? Please provide a short description of the team, where they will be located, daily points of contact, etc.
- What product management, project management, communication and development tools will be used? Will we have access to these tools?

## 6. Project Scope

Based on your understanding of what is required please provide a detailed scope of the project which includes specific feature and functionality items that will be integrated into the solution.

## 7. Project Timeline

Based on your understanding of what is required please provide a detailed project timeline including estimated start dates, schedule of activities, deliverables and resources to be used.

## 8. Pricing Model

Please provide an estimated price based on your project scope. Please include a fee breakdown in relation to time and scope.

## 9. Intellectual Property

The successful vendor will assign to OEL, for no additional consideration, all rights, including copyrights, in all deliverables and other works prepared by the vendor under this RFP. If this is not the case, please indicate what is excluded and under what terms is this provided.

## 10. Maintenance / Support Plan

Please provide a summary of the types of service level support plans that are offered and breakdown of services and costs and include a sample maintenance contract that would be appropriate to our need.

**Schedule B- Corporate Information**

Company Legal Name

Company Address:

Company Mailing Address (if different):

Phone:                                      Fax:                                      Email

Website:                                      DUNS Number:

Year Company/Contractor Established:

Form of Business (Corporation, Partnership, etc.)

Names and Titles of Officers and Partners:

Contact:                                      Name:                                      Name:

Title:    Title:

Phone:    Phone: