



Request for Proposals

Facilitation Partner: The Joint Economic Development Initiative (JEDI) Indigenous Skilled Trades Readiness (ISTAR) Project Three Trades (Carpentry, Plumbing, and Electrical) Trade Orientation

JEDI is requesting proposals from experienced facilitators for development and delivery of the JEDI ISTAR project's Three Trades (Carpentry, Plumbing, and Electrical) Trade Orientation curriculum, training session to be delivered in Elsipogtog First Nation.

PROJECT GOAL

The goal of the project is to assist Indigenous participants to become well-positioned for employment in the Skilled Trades sector.

JEDI Background

JEDI is an Indigenous not-for-profit organization dedicated to supporting Indigenous participation in New Brunswick's economy. JEDI began in 1995 as a tripartite partnership between Indigenous communities in New Brunswick, the Government of Canada and the Government of New Brunswick. Since then, JEDI has worked closely with its partners from Indigenous communities, organizations, government and the private sector to foster Indigenous economic and workforce development in New Brunswick.

JEDI focuses its work on the support of Indigenous:

- Entrepreneurship and business development
- Community economic development
- Workforce development
- Partnerships with the public and private sectors

PROJECT INFORMATION

Project Name

ISTAR Project Three Trades (Carpentry, Plumbing, and Electrical) Trade Orientation Program
Delivery Partner.

Project Description

JEDI's ISTAR project seeks to open doors for Indigenous peoples in New Brunswick to access careers in the Skilled Trades sector.

Proposal Objective

As a major component of ISTAR, the JEDI Three Trades (Carpentry, Plumbing, and Electrical) Orientation program is designed to provide Indigenous participants with the skills and resources required to become job ready with a solid foundation for continued career success. This is a 16-week program for a cohort of approximately 12-18 participants.

JEDI requires the assistance of an experienced proponent to provide curriculum development and facilitation services. The successful proponent must be able to participate in the planning, development and delivery of the program beginning in March 2024 with conclusion of the training and work placement arrangements by September 2024.

Description of Activities and Deliverables to be undertaken

- i) Develop, facilitate delivery and manage the training schedule of a 16-week curriculum for approximately 12-18 participants:
 - Carpentry, Plumbing, and Electrical training.
 - Workplace Essential Skills instruction, to include resume writing and interview preparation.
 - Other related training as required (such as WHMIS, Fall Arrest, First Aid).
- ii) Must be an accredited program:
 - Outcomes must align with the New Brunswick Apprenticeship and Occupational Certification Board.
 - Participants should receive instruction utilizing Red Seal instructors and finish the program with hours that can be applied to Block certification.
- iii) The training session will start in May 2024 in Elsipogtog.

- iv) Provide Indigenous instructors whenever possible.
- v) Provide all participant course materials and supplies.
- vi) Arrange for program-related guest speakers and field trips.
- vii) Assist with arranging 12-week pre-apprenticeship work placements at the end of the program. JEDI can support work placements by providing a wage subsidy.
- viii) The successful proponent must take part in the Indigenous Reconciliation Awareness Module (IRAM) provided by JEDI. IRAM training for Indigenous participants is at no cost, and for non-Indigenous participants will be at a discounted rate of \$150.00 that should be factored into the proponent’s budget.
- ix) Provide a final report on the cohort once completed.

This project is supported by the Government of Canada.

Timeframes

The project will begin in March 2024 to be completed in September 2024 as outlined in the timelines below.

Item	Start	Completion
Meet with JEDI to discuss curriculum, training plan, and participant recruitment.	March 2024	March 2024
Program delivery to participants, work placement arrangements in place, completion of final report.	May 21, 2024	September 13, 2024

REQUEST FOR PROPOSAL INFORMATION

Qualifications of Consultant

Proposals will be considered from experienced proponents who have demonstrated experience in skilled trades training instruction. The proposal will include evidence of experience, competence and knowledge of First Nation communities, cultural sensitivity and social concerns in New Brunswick.

Approach

JEDI staff and partners will be involved in the project. JEDI will be the main contact and coordinator for this project.

Process

JEDI can provide administrative support such as identifying participants and organizing meetings. The proponent will be responsible for all other aspects of the process and tasks.

Analysis

In close consultation with JEDI, the successful proponent will provide a report detailing the successes and lessons learned from delivering the cohort.

Scope

Proposals will include details of the time required, fee structure, staff costs, overhead and other related expenses. The proposal should include maximum prices for:

1. Services related to the development of the curriculum.
2. Training-related costs.
3. Other anticipated expenses.

Project Cost and Budget

Proponents must provide a comprehensive quote for this project, itemizing all components of the project in a detailed budget. The total budget must not exceed \$60,000.00 taxes included.

Evaluation of the Proposals

Proposals will be evaluated according to the following point system:

ITEM	POINTS
Relevant Skilled Trades Training Curriculum and Delivery Experience	35 points
Quality of Curriculum and Training Plan	35 points
Knowledge of Indigenous Culture and Social Concerns	25 points
Budget	5 points
TOTAL POINTS	100 Points

Proposal Due Date

Proposals are due by 5:00 p.m. AST on March 21, 2024. **Late proposals will not be accepted.**

Submit proposals to:
Joint Economic Development Initiative
Attention: Janis Flemming
150 Cliffe Street, Box 11
Fredericton, NB E3A 0A1
janis.flemming@jedinb.ca

Consultants requiring further information about the project should contact Gabe Isaac at gabe.isaac@jedinb.ca.

NOTES:

1. Proposals will become the property of JEDI. All proposals will be considered in strictest confidence.
2. JEDI reserves the right to cancel, amend, or change the RFP in the event that a suitable proposal is not received.
3. The successful proponent will not issue any announcements or news releases concerning the Request for Proposal, the Proposal, or the Contract without the express written consent of JEDI and its partners.