



COLLABORATIVE LABOUR MARKET RESEARCH AND INNOVATION PROJECTS

Call for Proposals

Release Date: October 4, 2017
Application Due Date: October 25, 2017

Submit Proposals to: Heather Gregg, LEPC Project Lead at
hgregg@workforcewindsoressex.com

Call for Proposals- Application Guide

Introduction to the Local Employment Planning Council

The Workforce Development Board Windsor-Essex (Workforce WindsorEssex) receives funding from the Ministry of Advanced Education and Skills Development (MAESD) to serve as the Local Employment Planning Council for Windsor-Essex. Workforce WindsorEssex is funding Collaborative Labour Market Research and Innovation Projects (CLMRIP), which respond to labour market issues, through research and through the implementation of innovation solutions.

The objective of the Local Employment Planning Council is “aimed at improving conditions in the local communities through improved collection and dissemination of local labour market information, and community engagement to drive local approaches in the planning and delivery of employment and training services.”

This objective will be achieved by conducting research and activities with local stakeholders in the following areas:

- Community Partnerships
- Service Coordination for Employers
- Integrated Local Planning
- Research and Innovation
- Analysis and Dissemination of Local Labour Market Information

This Call for Proposals will be a key activity under the **Research and Innovation** area, with the successful applicant working with local partners to undertake responsive and collaborative local labour market projects.

Collaborative Labour Market Research and Innovation Project

The CLMRIP must be innovative and responsive to a clearly identified local labour market issue in Windsor-Essex. Efforts of this work must demonstrate a positive impact on the Windsor-Essex community. The CLMRIP must be collaborative, including one lead organization who will serve as the “Recipient” and a minimum of three partner organizations. The CLMRIP has a defined start and end date and ongoing and/or operational costs are not eligible for project funding.

Proponents must develop a project which responds to the following:

- **Identification of a training gap that exists in Windsor-Essex followed by the implementation of an innovative, sustainable training solution with 15-20 participants completing the innovative training program**

Recipient

The CLMRIP recipient will be the organization that is responsible for the successful delivery of all outcomes, outputs, milestones, and deadlines of the project. The recipient will receive all payments and complete the project in accordance with the project plan outlined in the Call for Proposals, as well as enter into a signed agreement with Workforce WindsorEssex.

Eligible recipients must be incorporated, registered with the Workplace Safety and Insurance Board (WSIB), have a minimum of \$2 million in general liability insurance, and be one of the following eligible organization types:

- Not for Profit Canadian organizations
- Industry/Business Associations
- Charities

- Community Organizations
- Educational Institutions
- Municipal Governments
- For Profit Businesses
- Private Consultants

The following organizations are not eligible to apply as the lead organization but are eligible to serve as a partner:

- Previous recipients of funding from Workforce WindsorEssex through Research and Innovation funding

A minimum of three partner organizations are required. There must be a minimum of one employer and one employment service provider included in the partnership arrangement. The application must include information about the partners involved and should describe each partner's role and contribution (time, financial resources, in-kind, etc.). A letter of support demonstrating the partner organization's commitment and alignment to the project must be included in the application.

Roles and Responsibilities

As the Local Employment Planning Council, Workforce WindsorEssex will commit to contributing funding, information and guidance on the project. In addition, Workforce WindsorEssex will be responsible for the following:

- Promoting the Labour Market Research and Innovation Project Call For Proposals
- Assessing the Proposals submitted in a fair and accountable manner
- Holding the agreement with the successful proponent(s)
- Working with successful proponent(s) to facilitate additional partnerships
- Monitoring the progress of the project by receiving monthly narrative reports (activity and financial) on project status and conducting a minimum of three in-person monitor visits
- Providing funds
- Final evaluation of the project

The Recipient will be responsible for the following:

- Complete and submit a proposal following the Collaborative Labour Market Research and Innovation Project Application Framework and incorporating the Project Deliverables
- Satisfy all eligibility requirements as outlined in the Collaborative Labour Market Research and Innovation Project guidelines
- Identify and demonstrate commitment from a minimum of three partner organizations
- Enter into a signed project partnership agreement with Workforce WindsorEssex which details the roles and responsibilities of all committed partners
- Seek guidance and advice from Workforce WindsorEssex proactively to identify unclear expectations or on an as-needed basis to ensure all aspects of the project agreement will be fulfilled
- Maintain accurate financial and project activity records
- Design and implementation of a project plan, identifying objectives, actions, expected outcomes, etc.
- Ensure that all project objectives are met, as outlined in the project agreement
- Prepare and submit required interim and final reports on time per the project agreement
- Prepare and submit required monthly narrative reports (activity and financial) on time per the project agreement

- Ensure funding provided through the LMRIP is only used for direct project activities

Eligible Project Costs and Contributions

The maximum funds that will be granted for this project is \$65,000. Proponents will identify in their application how much of these funds are required to carry out the activities of the proposed project. Portions of the maximum funds are available.

Eligible costs must be incurred and paid by the applicant after the project has been approved. Eligible costs must be expensed and used during the duration of the project term. Preference will be given to applications demonstrating financial contributions from partners.

A final financial report is required and must be submitted as a part of the final summary report, and any unspent funds must be returned to Workforce WindsorEssex.

- Wages and employment related costs (this cannot include termination or severance costs)
- Contracted services
- Purchase of data/information
- Research costs
- Materials and supplies
- Marketing and communications
- Training implementation costs
- Accommodations for persons with a disability (direct cost relating to staff or a training participant)
- Travel
- Hosting of events
- Other directly related project costs

Eligible project contributions include:

- Cash and in-kind contributions must be documented in order to assess the level and nature of the partner involvement and the importance of its contribution to the success of the project.
- Only those in-kind contributions that are considered essential to carrying-out the project work should be included. This could be in the form of cash-equivalent goods or services that would have to be purchased by project funds if not donated.
- In-kind may also include the time of the proponent or partner's scientific and technical staff providing direction and participating in the project and/or access to special equipment.

Ineligible Costs and Contributions

- Capital purchases or costs
- Secretarial or accounting services
- Cost of time attributed to research by management
- General overhead costs or other operational costs
- Membership or professional fees
- Post-project activity by the proponent or partner

Project Deliverables

Deliverables for the project have been developed to demonstrate a results-driven approach to an identified training gap in Windsor-Essex. All activities must be completed by August 15, 2018, with the final summary report to be submitted August 31, 2018.

The following deliverables will be required as part of the project:

1. A labour market analysis on the training gap
 - a. Identify the sectors and/or occupations that are affected by the training gap
 - b. Factors that contribute to this labour market issue, and if applicable, opportunities
 - c. An environmental scan of current local training
2. Development of a training solution
 - a. Identified knowledge and skills that participants will be taught
 - b. Development of curriculum
 - c. Identify participants to receive training
3. Implementation of a training solution
 - a. Deliver training to a minimum of 15-20 participants
 - b. Access effectiveness
 - c. Track participants post completion to gather employment statistics
4. Interim Progress Report – Date to be determined following the signing of the partnership agreement
5. Monthly narrative reports (activity and financial)
6. Final Summary Report – **Due August 31, 2018 at 5:00pm E.S.T.**
 - a. Report to include:
 - i. Final project activities, outputs and outcomes
 - ii. Final evaluation report
 - iii. Products developed through the project
 - iv. Final financial report

Evaluation and Monitoring of the Project

Workforce WindsorEssex is committed to working with the selected proponent(s) to ensure a successful delivery of the project deliverables. Workforce WindsorEssex will evaluate and monitor the project in accordance with the Call for Proposals and signed agreement(s) with the Project Recipient. This will also include the documentation provided during the submission of all specified activity and financial narrative reports to Workforce WindsorEssex. In addition, there will be a minimum of three on-site in-person monitoring visits from a Workforce WindsorEssex representative. Feedback from the visit will be shared in a timely manner with the recipient. The project must also be audited within the purview of the organization's external auditor.

The project recipient will be expected to keep project documentation and other records for no less than two years or as legally required by the laws of the land.

Workforce WindsorEssex reserves the right to request missing or omitted documentation at any time following the end of project report.

Application Framework and Submission

All submissions must be completed using the *Application Form – Collaborative Labour Market Research and Innovation Projects*. Questions regarding the proposal and the application form will be answered until Wednesday, October 18th, 2017 at 5:00pm E.S.T. All all questions and completed forms must be submitted to Heather Gregg, LEPC Project Lead, at hgregg@workforcewindsoressex.com

Call for Proposal Timelines and Assessment of Proposals

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| Public Release of the Call for Proposals | Wednesday, October 4, 2017 |
| Question Period Relating to the Call for Proposals and Application | Questions will be answered until Wednesday, October 18, 2017 at 5:00pm E.S.T. |
| Call for Proposals Closing Date | Wednesday, October 25, 2017 at 5:00pm E.S.T. |

Workforce WindsorEssex is committed to assessing the proposals received in a fair and accountable manner. Feedback will be provided to the applicants as requested after the agreement with the successful proponent has been signed.

Contact Information

Please send any questions to:

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