**Proposal Template**

 **Nova Scotia Clean Energy Workforce Planning Request for Proposals (RFP)**

 **Issued by:**

**Clean Nova Scotia Foundation**

90 Alderney Drive

Dartmouth, Nova Scotia B2Y 4S8

Request for Proposal Issue Date: **May 12, 2025**

Responses to this Request for Proposal must be submitted by completing this document and sending it along with any permitted attachments to: WorkforceRFP@cleanfoundation.ca

Proposals submitted through any other means will **not** be accepted.

Proposals are due no later than:

**June 6, 2025** at **4:00 p.m. ADT**

Award Date: **July 2025**

1. **Summary of Requirements**

Please confirm that your proposal meets the mandatory requirements laid out in the Request for Proposals (**RFP**) by clicking on the check-boxes and entering the required information.

## **Mandatory Requirements**

|  |
| --- |
|[ ]  **Complete ALL pages of this Proposal Template.** |
|[ ]  **Provide proof of incorporation of registration for the Respondent and any partners that complies with the eligibility requirements in Section 3.1 of the RFP.** |
|[ ]  **Agree that, throughout the entire term of the Service Agreement, the Proponent will obtain, maintain, and pay for commercial general liability coverage in the amount not less than two million Canadian dollars ($2,000,000 CAD) per occurrence.** * **Proof of such insurance must be provided to Clean in the form of a certificate of insurance signed by the Proponent’s insurance broker within fifteen (15) days of the signing of the Service Agreement.**
 |
|[ ]  **Provide a** [Project Schedule](#_Project_Schedule) **with milestones showing the completion of all Project deliverables by January 31, 2026.** |
|[ ]  **Provide a** [Project Budget](#_Project_Budget) **that reflects only Eligible Expenses and a Total Project Cost of a maximum of one hundred and fifteen thousand Canadian dollars ($115,000 CAD).** |
|[ ]  **Provide resumes for all Project Team members.** |
|[ ]  **Provide two reference letters for projects of a related nature to the Project that is the subject of this RFP.*** **The references should be on letterhead from the issuing organization, and included as attachments at the time this Proposal is submitted.**
* **Where the Respondent is applying on behalf of a partnership, at least one of the reference letters should pertain to the Lead Respondent.**
* **Recommended content for the letters is set out in Table 2 in Section 6 of the RFP, p. 15).**
 |

## **Optional Attachments**

|  |
| --- |
|[ ]  **Please list any additional documents you are including below, and ensure that they are attached along with your Proposal.**  |

|  |
| --- |
| **Optional Documents**  |
| Example: Organizationname\_Workforce\_Report |
|  |
|  |
|  |
|  |

1. **Accepted Document Formats**

Please ensure that this proposal and any attachments are sent in .doc, .docx, .jpg, .png, and/or .pdf format. We encourage Respondents to be judicious in the volume of information to be sent as attachments. However, if there are attachments that are too large to include as an email, the files can be sent as zip files.

1. **Respondent Information**

## Lead Respondent

|  |  |
| --- | --- |
| Organization Name |  |
| Type of Organization |  |
| Jurisdiction of Registration or Incorporation |  |
| Principal Address |  |
| Local Address (if applicable) |  |
| Website |  |
| RFP Contact Name, Phone & Email |  |

## Partner #1 (if applicable)

|  |  |
| --- | --- |
| Organization Name |  |
| Type of Organization |  |
| Jurisdiction of Registration or Incorporation |  |
| Principal Address |  |
| Local Address (if applicable) |  |
| Website |  |

## Partner #2 (if applicable)

|  |  |
| --- | --- |
| Organization Name |  |
| Type of Organization |  |
| Jurisdiction of Registration or Incorporation |  |
| Principal Address |  |
| Local Address (if applicable) |  |
| Website |  |

# Project Schedule

Please complete the table below. The Project Schedule should lay out a logical, well-structured sequence of steps that directly addresses all key elements outlined in the RFP, including deliverables and timelines.

|  |  |  |
| --- | --- | --- |
| **Milestone Name** | **Description** | **Completed By**  |
| *Kick-Off Meeting* | *Meeting with Client + Clean Foundation to confirm Project scope, schedule and deliverables* | *July 18, 2025* |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**<Add rows as required>**

# Project Budget

Please review the list of Eligible and Ineligible Expenses in Sections 3.4 and 3.5 of the RFP. Fill out the table below adding as many rows as needed to ensure you capture all Eligible Expenses. The Project Budget should be clear, convincing, and well-described.

## **Project Budget**

|  |  |  |
| --- | --- | --- |
| **Eligible Expense** | **Description** | **Amount** |
| Salaries and Benefits | *Ex.: Project Manager: 25 hours at $200 / hour**Project Coordinator: 50 hours at $150 / hour**Research Lead: 50 hours at $100 / hour* | *$17,500* |
| Professional Service Fees |  |  |
| Software Licenses and Subscriptions |  |  |
| Travel |  |  |
| Project Administration\* |  |  |
| Taxes\*\* |  |  |
| **Total Project Cost** |  |

\* Project Administration must be no more than 15% of the Total Project Cost.

\*\* GST, PST and HST, net of any tax rebate to which the successful Respondent would be entitled.

# Merit Criteria

## Understanding of the Project

1. Describe your understanding of the transformation occurring in Nova Scotia’s energy landscape, including references to major legislative and policy developments that are driving this transformation (max 500 words).
2. Describe your understanding of Nova Scotia’s workforce gaps in relation to the labour needs to sustain the clean energy transformation (max 500 words).

## Project Schedule, Approach, and Methodology

1. Describe your approach to completing the Project. Why was it chosen? How does it reflect the Project scope and objectives? How does it draw upon established best practices, frameworks, or methods with demonstrated success in similar contexts? (max 500 words).
2. Describe your plan for building the Clean Energy Sector Workforce Modelling Tool, including assumptions, methodology, software, and end product (max 500 words).
3. Describe how your approach will address strategic recommendations for promoting opportunities to foster greater equity, diversity, inclusion, and accessibility (EDIA) within the Clean Energy Sectors to increase the recruitment and retention of underrepresented and equity-deserving groups in the clean energy workforce (max 250 words).

## Organizational/Project Team Qualifications

1. Describe your organization’s mission and objectives, and those of any partner organizations (max 150 words each).
2. Describe how your organization’s particular assets and capabilities position you to deliver the Project. Where applicable, include references to relevant project experience in workforce modelling, analytical tools and approaches used in similar projects, access to relevant workforce data and information, and any other assets that would add value to the execution of the Project. Include the same information for any partner organizations (max 500 words each).
3. Provide the names, job titles, and Project roles for each member of the Project team. Highlight relevant experience, skills and qualifications for each team member, and any relevant projects in which they played a material role. Please note that Project team members cannot be changed once the Service Agreement has been signed without written consent from Clean (max 250 words per team member).

## Demonstrated Capacity for Delivery

1. Describe your organization’s capacity to deliver the Project, taking into consideration your resources and timelines. Where applicable, include reference to partner organizations’ capacity (max 250 words).
2. If applying as the Lead Respondent for a partnership, describe how you will ensure the effective management of the partnership to meet the Project deliverables and timelines (max 150 additional words).

## Value

1. Describe the rationale behind your Project budget, explaining how your organization offers good value for the proposed cost (max 250 words).

## Innovation and Value-Added Elements

1. Describe any thoughtful enhancements or novel elements that could improve Project outcomes without compromising feasibility (max 250 words).
2. Describe your organization’s commitment to EDIA. This may be reflected through internal policies, staff composition, partnerships with equity-deserving communities, or approaches to inclusive and accessible project delivery (max 250 words).
3. Describe your organization’s commitment to environmental sustainability (max 250 words).

# Conflict of Interest

## Declaration

**Please check the appropriate box below, and provide additional details as instructed.**

We have carefully reviewed the definition of “Conflict of Interest” provided in Section 4.11 of the RFP, and declare that:

[ ]  There was **no** Conflict of Interest in preparing this Proposal, whether relating to the Respondent or to any of the partners named in Section 2 above; and there is no foreseeable Conflict of Interest in performing the contractual obligations contemplated in the RFP.

[ ]  There was Conflict of Interest that arose in the course of preparing this Proposal, whether relating to the Respondent or to any of the partners named in Section 2 above, and/or there is a foreseeable Conflict of Interest that may arise in the course of performing the contractual obligations contemplated in the RFP.

**If you checked the 2nd box, please describe the details of the individuals and events that gave rise to the Conflict of Interest.**

## Employees of Clean Foundation or the Province

**Please check the appropriate box below, and provide additional details as instructed.**

[ ]  There were **no** individuals who participated in the preparation of this Proposal and who were employees of Clean Foundation and/or the Province at any time during the eighteen (18) months prior to the date this Proposal was submitted.

[ ]  There were individuals who participated in the preparation of this Proposal and who were employees of Clean Foundation and/or the Province at any time during the eighteen (18) months prior to the date this Proposal was submitted.

**If you checked the 2nd box, please provide the names, titles, and current and former employers of any such individuals.**

# Attestations

**By submitting this Proposal, the Respondent attests to the following statements on its own behalf as well as that of all partner organizations:**

* That any proprietary or Confidential Information provided as part of the Proposal by any party is provided with the approval of that party.
* That until both the successful Respondent and Clean sign the Service Agreement for this Project, there is no commitment or obligation on the part of Clean to accept the services of the Respondent or make any payment in this respect.
* That any expenses incurred or paid by the Respondent or its partners prior to the execution of the Service Agreement by both parties are the sole responsibility of the Respondent and its partners, respectively, and no liability exists on the part of Clean or the Province.
* That neither Clean, nor any of its employees, officers, agents, directors or partners, nor the Province or any of its employees, officers, agents, directors, or officials will entertain any request by Respondent or its partners to review or revisit the evaluation process and its outcomes.
* That Clean reserves the right to alter or cancel the currently envisaged process at its sole discretion.
* That no Member of the Nova Scotia Legislature shall be admitted to any share or part of the Service Agreement, or any resulting benefit.
* That it is acting on behalf of all partners and collaborators and has received written permission from them to do so.
* That it and any partners have full capacity to execute the Project in the manner set out in its Proposal.