

Request for Proposal (RFP)

Engagement of Indigenous individuals across Alberta

First Nations Technology Council

April 17, 2024

technologycouncil.ca

1. Introduction and Background

The First Nations Technology Council (FNTC) seeks proposals from qualified engagement firms to support and provide qualitative research services. The Alberta Labour Market Study (ALMS) will explore Indigenous labour potential and challenges within Alberta's digital economy. The FNTC is an Indigenous-led non-profit organization dedicated to enhancing digital literacy and Indigenous leadership in technology. This project aims to provide actionable Labour Market Information (LMI) for Indigenous job seekers, training institutions, and employers, enhancing Indigenous representation in technology roles.

2. Project Scope

The selected proponent will collaborate with appointed FNTC and Information and Communications Technology Council (ICTC) staff to engage with Indigenous Albertans to complete this contract's "supply side" research. ICTC will complete the "demand side" of the research to round out a complete picture of opportunities and challenges for Indigenous leadership in tech and tech-enabled industries in Alberta.

The selected proponent will be responsible for:

PLANNING AND PREPARATION

- Develop a plan for engagement with Indigenous Albertans to participate in the "supply side" of the study.
- Work collaboratively with the Information and Communications Technology Council (ICTC) for supply-side data integration.
- Develop a list of Indigenous regional partners with whom to engage in collecting the "supply side" data.
- Develop a list of potential Indigenous participants in survey completion, key informant interviews, and focus groups.

SURVEYS

- Develop a survey questionnaire in consultation with FNTC and ICTC.
- Conduct an online survey with Indigenous people and job seekers across Alberta.
- Collect a minimum of 50 complete surveys.

KEY INFORMANT INTERVIEWS

- Collaborate with ICTC on Key Informant Interview questions with Indigenous communities and job seekers across Alberta.
- Secure a minimum of 15 Key Informants for ICTC to interview.

FOCUS GROUPS

- Develop a focus group methodology in consultation with FNTC and ICTC to gather insights on Indigenous engagement with technology roles and pathways to participation in the digital economy.
- Recruit at least 10 Indigenous participants for one focus group in Calgary and one in Edmonton.
- Create facilitation guides and materials for the focus groups in consultation with ICTC and FNTC.
- Support ICTC with logistics and facilitation for focus groups

ADVISORY COMMITTEE

- Form an advisory committee consisting of representatives from Alberta-based Indigenous-led organizations.
- Collaborate with ICTC to host a total of 6 Advisory Committee meetings.
- Collect, clean, and present feedback on the committee meeting to ICTC.

ADDITIONAL

- Additional tasks as necessary to complete the supply-side research.
- Preliminary engagement work plan available in Schedule A

3. Timeline

- RFP Release Date: April 17, 2024
- Proposal Deadline: May 10, 2024, midnight
- Q&A Period: April 18, 2024 - May 9, 2024
- Evaluation Period: May 13, 2024 - May 17, 2024
- Contract Award Date: June 1, 2024
- Project Completion Date: March 30, 2026

4. Budget

Please provide a detailed budget, including all expenses and taxes. The budget must include hourly rates and a breakdown of additional costs expected to be incurred by the proponent.

5. Proposal Submission Guidelines

Proposals must be submitted in PDF format to christina@technologycouncil.ca by May 10, 2024. The document should address the scope of work, timelines, and budget. Please address your experience and how you will reach and effectively engage Indigenous populations throughout Alberta.

6. Evaluation Criteria

Proposals will be evaluated based on:

- The firm's ability to execute the project within the specified timeline.
- The extent of the firm's ability to engage a broad spectrum of Indigenous Albertans.
- Detailed plans for delivering each engagement element.
- Overall cost-effectiveness of the proposal.

7. Requirements

- IAP2 certification.
- Significant network within Indigenous communities in Alberta.
- Expertise in using CRM systems for managing information.
- Demonstrable experience in similar projects.

8. Terms and Conditions

- Regular bi-weekly reporting to FNTC.
- Quarterly invoicing and payment according to an invoice schedule.
- Business insurance to indemnify FNTC.

9. Contact Information

For any inquiries regarding this RFP, contact christina@technologycouncil.ca during the specified Q&A period. Interested parties are encouraged to express their interest via email to receive further updates on the RFP process. All questions submitted will be sent to any applicant who has sent in an expression of interest.

Schedule A

Alberta Labour Market Study — ENGAGEMENT SCOPE
In consultation with FNTC Research Manager and ICTC
Comms materials support from FNTC

| |
|--|
| MONTHS 1-3 — APR-JUN '24 |
| Liase with FNTC & ICTC <ul style="list-style-type: none">● Regular meetings - monthly or bi-weekly as needed |
| Deliver an Engagement Plan: <ul style="list-style-type: none">● Advisory Committee Plan - 10 Indigenous participants● 50 Completed surveys - Indigenous participants● 15 Key Informants secured for ICTC● 2 Focus groups - 10 members each Calgary and Edmonton |
| MONTHS 4-6 — JULY-SEPT '24 |
| Liase with FNTC & ICTC <ul style="list-style-type: none">● Regular meetings - monthly or bi-weekly as needed |
| Advisory Committee Formation <ul style="list-style-type: none">● Develop a list of Indigenous Advisory Committee members● Outreach messages/invitations● Complete outreach to secure at least 10 Indigenous member● Track acceptance/declines● Finalize committee members● Develop and send Consent forms, tentative meeting schedule, TOR |
| Advisory Committee Meeting #1 <ul style="list-style-type: none">● Plan Advisory Committee Meetings with ICTC● Consult on materials for meetings● Co-host Advisory Committee meeting with ICTC● Collect clean committee feedback for ICTC |
| Develop a List of Regional Partners <ul style="list-style-type: none">● Source and create a list of regional partners to engage● Reach out to relevant Indigenous/supply-side partners |
| Develop a List of Potential Indigenous Participants <ul style="list-style-type: none">● Surveys (50)● Key Informant Interviews (15)● Focus Groups (10 participants each in Edmonton and Calgary) |
| Survey Questionnaire <ul style="list-style-type: none">● Develop a survey questionnaire in consultation with ICTC and FNTC |

| |
|--|
| <ul style="list-style-type: none"> • Launch the supply-side survey. |
| <p>MONTHS 7-12 — OCT '24 - MAR '25</p> |
| <p>Liase with FNTC & ICTC</p> <ul style="list-style-type: none"> • Regular meetings - monthly or bi-weekly as needed |
| <p>Advisory Committee Meeting #2 & #3 - With ICTC</p> <ul style="list-style-type: none"> • Plan Advisory Committee meetings • Consult on materials for meetings • Co-host Advisory Committee meeting • Collect and clean committee feedback |
| <p>Survey</p> <ul style="list-style-type: none"> • Circulate online, phone, and in-person surveys for Indigenous people • Collect 50 completed surveys of Indigenous respondents |
| <p>Focus Group Planning and Recruitment</p> <ul style="list-style-type: none"> • Develop focus group methodology in consultation with ICTC and FNTC • Secure 10 Indigenous participants for Calgary and 10 for Edmonton • Create facilitation guides and materials with ICTC |
| <p>Key Informant Interview Support and Recruitment</p> <ul style="list-style-type: none"> • Provide feedback to ICTC on interview questionnaires • Secure at least 15 Indigenous interviewees to participate • Pass interviewees to ICTC to interview |
| <p>MONTHS 13-18 — APR '24 - NOV '25</p> |
| <p>Liase with FNTC & ICTC</p> <ul style="list-style-type: none"> • Regular meetings - monthly or bi-weekly as needed |
| <p>Focus Groups - Calgary & Edmonton</p> <ul style="list-style-type: none"> • Logistics for two focus groups • Facilitation support for ICTC at Focus Groups |
| <p>Advisory Committee Meeting #4 & #5 - With ICTC</p> <ul style="list-style-type: none"> • Plan Advisory Committee meetings • Consult on materials for meetings • Co-host Advisory Committee meeting • Collect and clean committee feedback |
| <p>MONTHS 19-24 — DEC '25 - MAR '26</p> |
| <p>Liase with FNTC & ICTC</p> <ul style="list-style-type: none"> • Regular meetings - monthly or bi-weekly as needed |

Advisory Committee Meeting #6 - With ICTC

- Plan Advisory Committee meeting
- Collaborate on materials for the meeting
- Co-host Advisory Committee meeting
- Collect and clean committee feedback

Post Research Engagement

- Notify all participants and contacts of the report when it is completed
- Notify all participants and contacts of the launch events