



## RFP: SERVICE DELIVERY PARTNERS FOR EMP

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### REQUEST FOR PROPOSALS: SERVICE DELIVERY PARTNERS FOR EMP

Jake's House is requesting proposals from service delivery partner to deliver various public services for its Employment Mentoring Program. This Request For Proposals (RFP) includes multiple areas of engagement including:

- Transportation Partner
- Employment Training Partner
- Apprenticeship Training Partner
- Employment Job Fair Partner
- Employment Marketing / Consultant Partner

Your company is invited to take part in this process and provide a proposal that satisfies one of more of the above-mentioned areas of engagement, that are further outlined below. This engagement will require close collaboration with the Jake's House Team.

### BACKGROUND

Founded in 2004, Jake's House is a national registered charity both Provincially and Federally funded. Jake's House mission is to provide meaningful support to families living with autism across the country. Recognizing that more than any other single issue, families dealing with autism need a community, Jake's House is committed to growing a strong network of people who understand and care - a family, determined to provide tangible solutions at every stage of life.

In addition to growing a caring, committed community, Jake's House offers a continuum of structured services to provide practical help today and lasting hope for tomorrow. Through four strategic offerings – social events for the whole family; mentoring programs for youth; employment opportunities for young adults; and housing for the aging population – Jake's House supports individuals on the spectrum throughout their entire lifespans.

Through these events and services, as well as other strategic initiatives, Jake's House strives to empower individuals with autism; offer their caregivers support and respite; raise awareness; share resources; and build a caring community. Jake's House is dedicated to delivering assistance to those who need it right now, while also determined to establish a support system for future generations.



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### SCOPE OF WORK

PROJECT AREA	OVERVIEW	PROJECT OBJECTIVES	PROJECT TIMELINES
<b>Transportation</b>	Jake's House is inviting bids for vehicle transportation for adults with autism and / or developmental disabilities going to and from the head office in Mississauga to a training facility with a distance of up to 100km (one direction). This RFP is intended to find a single vendor who will supply bus transportation under the terms and conditions contained in this document.	Provide transportation to and from multiple training facilities in Toronto, London and Ottawa for up-to 300 individuals with autism and / or developmental disabilities from Monday to Friday, between 8am – 6pm within a 60km radius.	June 2023 to December 2023
<b>Employment Training</b>	Jake's House is inviting bids from organizations to provide employment readiness and training for individuals with autism and / or developmental disabilities.	Deliver employment training and skill development to individuals with autism and / or developmental disabilities.	Minimum of one week, between June 2023 – December 2023
<b>Apprenticeship Training</b>	Jake's House is inviting bids from organizations to provide apprenticeship training for individuals with autism and / or developmental disabilities.	Deliver apprenticeship training for a skilled trade, award certification, and employment readiness support/employment opportunity to individuals with autism and / or developmental disabilities.	Minimum of one week, between June 2023 – December 2023
<b>Employment Job Fair</b>	Jake's House is inviting bids from organizations to plan, organize, and host multiple job fairs in 2022 targeting participation by employment partners, and participants with autism and / or developmental disabilities.	Host 1 – 4 job fairs, virtual or in-person across Ontario; focusing on Toronto, London and / or Ottawa.	Minimum of one job fair (virtual or in-person) between March 2023 – December 2023
<b>Employment Consultant Partner</b>	Jake's House is inviting bids from consultants to enhance the Employment Mentoring Program model by supporting ongoing communication with government, recruitment of employment business partners across multiple regions while ultimately supporting the programs' ability to scale and build capacity.	Enhance the Employment Mentoring Program model through government relations, scalability and recruitment of employment business partners.	February 2023 – December 2023



## SUBMISSION AND REQUIREMENTS

The following submission guidelines and requirements apply to this Request for Proposal:

1. All proposals must be received no later than 5:00 pm on February 15<sup>th</sup>, 2023 and should be sent via email to [charityliaison@jakeshouse.ca](mailto:charityliaison@jakeshouse.ca). Please include in the e-mail subject line "RFP: EMP Partner Proposal".
2. Applicants may submit their question(s) in writing or schedule a call with our team until February 10<sup>th</sup>, 2023, to [charityliaison@jakeshouse.ca](mailto:charityliaison@jakeshouse.ca). Please include in the e-mail subject line "Questions: RFP: EMP Partner Proposal".
3. Only qualified individuals or firms with prior, similar project management experience should submit proposals in response to this Request for Proposal.
4. Proposers must list at least three (3) projects that are substantially similar to this project as part of their response, including as many references as possible. Examples of work should be provided as well.
5. Proposals must include a technical proposal that provides an overview of the proposed approach as well as a list of qualifications for all key personnel performing the work. In addition, the technical proposal should provide a proposed schedule and milestones, as applicable; including the hours estimated for completion of each phase of the project.
6. A price proposal must also be provided, which can include hourly rates for service and any other associated costs.
7. Proposals must be signed by a representative that is authorized to commit proposer's company.
8. Proposals must remain valid for a period of 60 days.

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This RFP does not guarantee or commit Jake's House to proceed with the above-described work. Due to the overwhelming responses, not all candidates will be contacted.