

Request for Proposal (RFP)

**English-language Public Employment Services Survey
Advisory Committee for English-speaking Quebecers (ACESQ)**

Issued: January 10, 2025
Responses Due: February 20, 2025

For the provisions of information surrounding this request for proposals, please contact:
ACESQ Research Coordinator, Abbey McGugan, at abbey@ccqea.ca

Background and Context

The Advisory Committee for English-speaking Quebecers was founded on the 13th of May of 2021 through a partnership between the *Commission des partenaires du marché du travail* (CPMT) and community stakeholders to promote the employability interests of English-speaking Quebecers and develop solutions to improve their labour market integration and retention. The ACESQ comprises representatives from partner organizations that serve the English-speaking population, each with specific expertise on the issues faced by Quebec's English-speaking communities.

Supported by its mandating organization, the Provincial Employment Roundtable (PERT), the ACESQ is responsible for identifying employability challenges facing Quebec's English-speaking community and providing recommendations to the *Ministère de l'Emploi et de la Solidarité sociale* (MESS) and the CPMT on how to address these issues.

Purpose of the Project

This project aims to assess the accessibility of English-language public employment services in Quebec and identify challenges faced by (1) employment services providers delivering these services and (2) users accessing these services. For the purposes of this study, public employment services providers will be broadly defined as external resources funded by the Ministère de l'Emploi et de la Solidarité sociale (e.g. Services Québec).¹

Objective of the Project

Create an overview of the challenges faced by employment service providers in delivering English-language public employment services and challenges faced by users in accessing these services to inform the understanding of stakeholders and the Quebec government.

Timeline* **

RFP Release	January 10, 2025
Deadline for Questions	January 21, 2025
Proposal Submission Date	February 20, 2025
Bid Notification Date	March 3, 2025
Project Kick-Off	April 21, 2025
Research Progress Report	October 16, 2025
Report First Draft	December 16, 2025

¹ For more information on external resources funded by Emploi Québec:
https://www.accueil.servicesquebec.gouv.qc.ca/fileadmin/fichiers_ServicesQC/guide_mesures_servic/es/05_Mesures_progr_Emploi_Quebec/05_1_Services_aide_emploi/Guide_SAE.pdf

Collection of Feedback and Revisions	January 15, 2026
Updated Report	February 17, 2026
Final Report	March 20, 2026

*This is a suggested timeline; consultants may submit a new timeline with their proposal.

** All timelines are subject to change based on the needs of the ACESQ's funder, the *Commission des partenaires du marché du travail*.

Methods

Proposed methods for this study include holding a series of focus groups with representatives from organizations offering public employment services, including French and English-language organizations in rural and urban regions across Quebec. The first focus group will be dedicated to identifying four common issues related to delivering English-language employment services, and four subsequent meetings will be held to discuss each issue. Representatives will only participate in meetings that touch on a relevant theme to their organization. This methodology is based on that used by Aspect BC for a similar project.²

The results from this focus group will be complemented by results from qualitative interviews with English-speaking employment service users regarding their success in accessing such services, as well as a literature review. The consultant will be responsible for conducting all research.

The ACESQ is also willing to define the scope of this study with the consultant.

Deliverables

The following are the expected outputs from the study:

- Production of a report on the accessibility of English-language public employment services in Quebec.
 - This report will illustrate potential delivery challenges and gaps in access to English-language public employment services and inform industry partners on the current state of English-language public employment services in Quebec. It will also serve as a foundation for strategic recommendations.
- Research and analysis of current public employment services policies, programs, infrastructure, and stakeholders and how these are potentially under-serving Quebec's English speakers.

² ASPECT BC (2022) Refocusing the Urban Lens for Rural and Remote Employment Services.

Accessed from:

<https://aspect.bc.ca/resources/Documents/Sector%20Reports/ASPECT%20BC%20Refocusing%20the%20Urban%20Lens.pdf>

- The analysis will be included in the final report and will inform stakeholders of immediate, intermediate, and long-term needs.

Fees and Payment Terms

Labour market survey: \$35,000 - \$50,000

Proposals should include a breakdown of the consultant's fees and disbursements in completing the services. Proposals can include an honorarium for participants. Please include the following with a breakdown of costs:

- Per diem rates;
- Travel, if required;
- Administration overhead;
- IT costs;
- Translation of project into French/English (optional);
- Graphic design (optional);
- Honorarium for participants (optional).

Prices must be stated in actual dollars and cents expressed in Canadian funds and inclusive of all taxes.

Please provide options for the project team to contribute to reducing project costs and be prepared to consider which aspects of the proposal might be optional.

Submission Criteria and Information

Interested and qualified candidates should send the following items:

- A financial proposal including daily rate in CDN\$ and total cost;
- A delivery plan;
- A proposed project timeline.

Consultants should be aware that certain mandatory requirements have been set out in the RFP. Proposals that fail to provide these requirements may not be evaluated.

Proposals should be sent to Abbey McGugan, ACESQ Research Coordinator, at abbey@ccqea.ca before 5 pm on the 20th of February, 2025.

The ACESQ may elect not to consider any proposal that:

- Is received after the exact time and date noted above.
- Does not indicate the request for the proposal's title, closing date and consultant's name on the proposal in response to the RFP;
- Is delivered to an address other than that provided above.

Consultant Questions

All questions regarding this RFP must be directed via email to the ACESQ Research Coordinator. Enquiries and responses may be recorded and may be distributed to all consultants.

The consultant must immediately notify the ACESQ Research Coordinator in writing of any ambiguity, divergence, error, omission, oversight, or contradiction in this RFP discovered by the consultant and request whatever clarification is required to prepare the consultant's proposal.

For ACESQ to deal effectively with consultant questions or concerns about any terms, conditions, or requirements of this RFP, including the standard terms and conditions, such questions or concerns must be communicated in writing to the ACESQ Research Coordinator per the timeline indicated above.

Questions received after this time will be answered if, in the opinion of the ACESQ, the circumstances warrant and time permits.

Conflicts of Interest

Consultants must fully disclose, in writing, to the ACESQ Research Coordinator on or before the proposal submission date of this RFP, the circumstances of any possible conflict of interest or what could be perceived as a possible conflict of interest then known to the consultant between the consultant and the ACESQ and/or PERT. The ACESQ may reject any proposal where, in the opinion of the ACESQ, the consultant is or could be perceived to be in a conflict of interest.

Confidentiality

All information provided by or obtained from the ACESQ in any form in connection with this RFP either before or after the issuance of this RFP, including any confidential information is the sole property of the ACESQ and must be treated as confidential; it is not to be used for any purpose other than replying to this RFP and the performance of any subsequent contract; must not be disclosed without prior written authorization from the ACESQ; and must be returned by the consultant to the ACESQ, or destroyed if held in electronic format immediately upon the request of the ACESQ.

Reservation of Rights

Proposals shall be irrevocable and remain open for acceptance for at least thirty (30) days after the closing time, whether or not another proposal has been accepted.

The ACESQ reserves the right and full discretion to:

- Select or not any of the submitted proposals.

- Withdraw the RFP and cancel the RFP assessment process.
- Seek clarifications about elements of submitted proposals.
- Change any scheduled date outlined in this RFP.
- Negotiate with the successful service supplier the nature and scope of the resulting service contract.

Reference checks will be made at the full discretion of the ACESQ.