

Request for Proposals (RFP) for the Development of the #ImmigrantsWork Employer Navigator Web Platform

Introduction

The Immigrant Employment Council of British Columbia (IEC-BC) in partnership with World Education Services (WES) is seeking proposals from qualified website development companies to design, develop, and launch a custom-built website for the #ImmigrantsWork Employer Navigator Program. This initiative is designed to empower small and medium-sized enterprises (SMEs) with the tools to effectively recruit, hire, and retain immigrant talent.

About the Project

Based on extensive consultations with community stakeholders in 2023, WES has confirmed interests to empower employers, especially small and medium-sized enterprises (SMEs), with access to vital information, community resources, and programs that promote equitable employment practices and access to immigrant talent, aiming to improve the labor market integration of immigrants and refugees across selected regions in the country.

The interests identified happen to align with IEC-BC's previously work with B.C. based SMEs over an IRCC-funded project, which led up the development of a technical prototype whose key components and features mirror the demands of #ImmigrantsWork Phase 2 partner communities. Leveraging the historical partnership between WES and IEC-BC over previous initiatives (IEC-BC being an #ImmigrantsWork Twitter campaign member in 2020), both parties enter into the agreement to continue building on the IEC-BC prototype towards a pilot launch of the Employer Navigator, a more polished, one-of-its-kind tool to enhance employer readiness and boost awareness of resources with businesses from #ImmigrantsWork Phase 2 communities.

The goal is to create a comprehensive beta version of the website with specific features aimed at enhancing user interaction and operational efficiency for SMEs in better managing access and retention of immigrant talent and diverse workforce.

A rigorous evaluation will be conducted to assess the pilot before testing the scaling prospects of the Employer Navigator to more communities across the country.

About IEC-BC

The Immigrant Employment Council of BC (IEC-BC) is a dynamic not-for-profit that helps BC employers recognize the collective value immigrants bring to the workforce, positively impacting our society and economy. As a growing organization, our programs break down barriers that keep BC businesses from making full use of the diverse skills and experience immigrants bring to the workplace and communities.

Scope of Work

- Online Needs Assessment Tools - designed to collect information and personalize the user experience, adapting to individual user needs and preferences.
- Customized User Dashboard - user dashboard will aggregate user data to provide customized tools and resources, enhancing functionality and user engagement.
- Client Booking and Ticketing System - a streamlined system for scheduling and managing appointments with navigators, designed to optimize operational efficiency and user convenience.
- Online Engagement Tools - develop a digital forum and other interactive tools to encourage community interaction and provide robust support, enabling users to share best practices and access peer-to-peer assistance.
- Resource Database Development - construction of a comprehensive database containing detailed, actionable information on local immigration and employment support programs, designed to assist employers in creating effective, location-specific plans for recruiting and retaining immigrant talent and diverse workforces.

Website Requirements

- Interface - User-friendly, responsive design across all devices.
- Security - Secure login and data encryption.
- Scalability - High availability to handle traffic and data growth.
- Anticipated Website Topology:
 - Homepage: Features call-to-action for signup, existing user login, and key word search.
 - Main Menu: Content organized into phases, with mini hubs and redirections.
 - User Profile & Online Needs Assessment: Tool to guide users and collect essential information.

Budget

Our budget range for the website development and launch is 45,000-50,000 CAD. Additionally, we have allocated a separate budget for web content editing services and potential future website improvements.

Timeline

- RFP release date: September 16, 2024
- Response deadline: October 4, 2024
- Expected date for provider selection: October 18, 2024
- Expected date for project kickoff: October 23, 2024
- Desired launch goal date: December 9, 2024



Proposal Submission Requirements

- **Company Profile** - Overview of the bidder's company and qualifications.
- **Case Studies or Portfolio** - Examples of similar projects.
- **Project Approach** - Methodology for design and development.
- **Project Team** - Information on team members and their roles.
- **Pricing Structure:** Detailed pricing including breakdowns for different services.
- **References:** Contacts for past clients.

Evaluation Criteria

Proposals will be selected based on proven website development expertise, relevance of past projects, and cost-effectiveness. The review committee will make an internal decision, and applicants will be informed of the results via email.

Proposal Submission Deadline

Proposals must be submitted **by October 4, 2024** via stefanus.kurniawan@iecbc.ca and quote "#ImmigrantsWork Employer Navigator Platform" in the subject line.

Bidder Information Session

Companies interested in bidding and with questions are encouraged to register for the upcoming **information session scheduled for September 27 at 9:30 - 10:30 AM PST**. Please register [HERE](#) to attend information session. Note that questions regarding the RFP will only be addressed during this session and not outside of it.