



*Motor Carrier Passenger Council Of Canada
Conseil canadien du transport de passagers*

REQUEST FOR PROPOSAL

UPDATES TO NATIONAL OCCUPATIONAL STANDARDS (NOS)

FOR BUS OPERATORS AND TRAINING INSTRUCTORS

ISSUED BY:

Joan Crawford
Executive Director & CEO
Motor Carrier Passenger Council of Canada
10350 Yonge Street, Suite 206
Richmond Hill, Ontario L4C 5K9

Tel: (905)-237-0533
E-mail: joan@buscouncil.ca

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1. INTRODUCTION

The Motor Carrier Passenger Council of Canada (MCPCC) is a not-for-profit organization providing human resources products and services for the motor carrier passenger industry in partnership with Employment and Social Development Canada and the Bus Industry. It was formally established in January 1999. The bus sector within our scope is comprised of urban transit systems, intercity bus lines, tour and charter bus services, and school bus transportation. The MCPCC is a cooperative effort of national and provincial employers and associations, labour and government who represent the interests of over 100,000 employees across Canada.

2. BACKGROUND

In 2000 the National Occupational Standards (NOS) for Bus Operators were developed and have been updated and validated by Industry in 2003, 2006, 2009 and 2012. The Training Instructor NOS were developed in 2011 and have not yet been further reviewed and updated by Industry. The MCPCC uses the Standards as a basis for accreditation of training programs and certification of individuals in those occupations. It is therefore imperative that the NOS remain current and relevant. For NOS visit www.buscouncil.ca click Resources, Programs

3. REQUIREMENT

The MCPCC requires consulting services to conduct research, coordinate and direct the efforts of industry personnel via workshops and to produce updated occupational analyses and standards applicable to the entire sector on a national basis. The proposal submitted is to contain the process to be used and fee for services for:

- (a) Research, Review and Analysis
- (b) Pre-workshop Planning
- (b) Conducting Focus Groups/Workshops
- (d) Draft Review and Presentation of Final Documents

4. STATEMENT OF WORK

The consultant will be required to provide project management expertise to conduct the analysis and planning phases for the NOS updates; co-ordinate the participation of industry resources to extract information needed to develop accepted documentation; draft and final reporting.

The consultant shall perform the following tasks and be responsible for the associated deliverables. This is intended as a representative list and not meant to limit the expertise of the consultant.

Research

- (a) Occupation: review and analysis of the existing NOS; review and analysis of the scope of occupation; trends affecting the occupation; occupational qualifications; issues surrounding occupation, e.g. environment, safety, technology, federal/provincial regulations, etc., as they apply to urban transit, accessible services, intercity, tour and school segments of the industry;
- (b) Data collection: review of existing industry work relative to occupational analysis.

Workshop/Facilitation

Consultant will meet with two groups, one for the Bus Operator NOS update, and one for the Training Instructor NOS update, each with approximately 10 to 12 subject matter experts from all sectors and a variety of regions in Canada.

The MCPCC will make the arrangements to convene the working groups. It is anticipated that the two workshops will be conducted back to back.

Updated Report

Consultant will prepare the draft document (chart and text), forward to participants for comments and finalize the document including task profile charts.

5. DOCUMENTATION

The consultant will supply all paper and/or electronic deliverables in English. The translation, graphics, preparation of a camera-ready copy, and printing of the NOS update is the responsibility of the MCPCC.

6. MCPCC DELIVERABLES

The MCPCC will organize the meetings, group participants and travel arrangements. All secretarial duties related to the group meetings and draft documents are to be provided by the consultant.

7. PRESENTATION OF PROPOSAL

Project Organization

This section shall describe the project organization, activities, work schedule and resources proposed to address the requirements of the project. Please include the names and backgrounds of persons that will be assigned to the various tasks.

Planning and Conducting Analysis/Review

This section shall describe the proposed approach to conducting research, focus groups, document review and finalizing research, materials etc.

Project References

Please include three references of clients for whom the organization has conducted similar projects.

8. FEES

Proposals must provide an all-inclusive fixed fee, including overhead and expenses (except travel), for the services herein described. Details should include

- Fixed total fees and cash flow projection as needed
- Per Diem or hourly rates for proposed staff together with the approximate time to be spent by each staff member on the assignment

Per Diem allowances and mileage will be paid in accordance with Treasury Board guidelines at the time of travel.

9. TIMING

Proposal Due Date: March 8, 2019

We anticipate conducting the workshops during June/July 2019, specific dates to be determined relative to Industry and consultant availability.

Submission to:

Ms. Joan Crawford

Executive Director and CEO

Email: joan@buscouncil.ca

10. SELECTION CRITERIA

Proposals will be evaluated based on quality of proposal, understanding of the assignment, demonstrated previous work experience in occupational analyses, standards and curriculum, appropriateness of the skills and experience of the staff proposed to conduct the assignment, proposed fees

11. CONCLUSION

All materials developed by the consultant are solely for use by the MCPCC and are not to be released by the consultant to other parties without the written consent of the MCPCC.

The proposal with the best combination of technical merit and cost will be recommended for the award of the contract.

The MCPCC reserves the right to further negotiate with bidders in order to achieve the most cost-effective contract that is in keeping with the terms and conditions of the RFP, or to not award a contract at all.

If it is necessary for the consultant to replace any personnel assigned to the project, the consultant must provide an immediate replacement with comparable knowledge and experience as the previous incumbent. Any replacement will be at the consultant's expense.

You are invited to provide any general comment regarding the assignment. Should you require additional information or clarification, please feel free to contact Ms. Joan Crawford at (905) 237-0533.