

LMiC LABOUR MARKET
INFORMATION COUNCIL

CIMT CONSEIL DE L'INFORMATION
SUR LE MARCHÉ DU TRAVAIL

Request for Proposals
Market research on LMI data solutions

Release Date: **25 July 2022**
Closing Date: **22 August 2022**

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1. Introduction and project summary

The [Labour Market Information Council](#) (LMIC) is an independent, non-profit organization seeking to provide Canadians with timely, reliable and relevant labour market information.

In 2020, LMIC and the Future Skills Centre (FSC) launched a partnership to develop the [LMIC Data Hub](#), which provides easy access to practical labour market information (LMI) across the pan-Canadian ecosystem. The Data Hub is not a website or a dashboard, but is instead a system of data pipelines design to integrate up-to-date, high-quality LMI for front-end data applications of various organizations (e.g., dashboards, career planning tools, websites, mobile apps, PDF reports, etc.).

The Data Hub draws labour market data from open public sources (e.g., ESDC's COPS employment forecasts), public-but-difficult-to-access sources (e.g., custom tabulations from Statistics Canada), and private sector sources (e.g., online job postings). The collection and processing of these various data sources is done in an automated manner, ultimately exposing the structured information in the form of API end points.

Following the successful deployment of the Data Hub Minimum Viable Product (MVP) in late 2021, LMIC is seeking to scale-up the Data Hub. Before undertaking this work, we are seeking a thorough market analysis of similar public and private labour market data systems. The goal of this market analysis is to: (a) identify similar systems or products already available; and (b) determine solutions to avoid the duplication of existing systems.

To that end, LMIC is seeking a vendor capable of conducting a thorough and objective analysis of public and private sector data platforms, similar to the LMIC Data Hub, that are or may become available in Canada. This includes private and public sector sources that provide, or might provide, data platform offerings to Canadian client organizations and end users.

The key deliverable of this market analysis initiative will be a report containing a comprehensive list of similar and seemingly similar data systems and discussion of how these products differ from and/or overlap with the LMIC Data Hub. The report should include information about data content, methods and delivery; business models (including fee/financial dimensions); complementary offerings such as generic and custom end-applications, as well as professional services; customers/clients; geographic and industry markets; apparent business strategies; and corporate profiles. The report should also highlight any risks of duplication and suggested remedies.

Project Timeline: 10 weeks from the contract signing date, the vendor shall deliver a final market analysis report.

The suggested project timeline is as follows:

Week 0:	Agreement signed with selected vendor
Week 1:	Project kick-off meeting LMIC provides initial list of organizations and data systems to be analyzed
Week 3:	Action plan and complete list of organizations and data systems to be included in analysis provided to LMIC for review
Week 4:	LMIC provides feedback on action plan
Week 5-7:	Regular check-ins with LMIC team as needed
Week 8:	Draft report submitted to LMIC for review
Week 9:	LMIC provides feedback on draft final report
Week 10:	LMIC receives and accepts final report

2. Schedule of events

The following is a schedule of events for this RFP and subsequent project. Dates for milestones after the closing date are provided as estimates only. Best efforts will be made to meet these dates. However, business needs may change timelines. Where dates change, reasonable notice of those changes will be provided to suppliers.

Table 1: Schedule of Events

Last Day for Receipt of Questions: 15 August 2022
RFP Closing Date and Time: 22 August 2021 23:59 Pacific Standard Time
Tentative Evaluation Completion: 31 August 2022
Tentative Interview/Presentation (If required): 6 September 2022
Tentative Supplier Selection and Negotiation: 9 September 2022

3. Proposal submission

To be eligible for consideration, LMIC must receive the proposal, signed by a legal representative on or before 22 August 2022 23:59 Pacific Standard Time at the following address: info@lmic-cimt.ca, cc: anthony.mantione@lmic-cimt.ca with the subject line: "{Market Research- LMIC Data Hub Phase II Validation } – {Vendor name}".

All attachments must indicate that they are for market research on LMI data solutions.

Proposals submitted to any e-mail address or mailing address other than that stated herein will not be considered. LMIC will not assume responsibility for misdirected tenders. Proposals must be submitted before the specified tender closing date and time. LMIC will not assume responsibility for tenders received after the tender closing date and time.

Proposals received after the deadline specified above will not be considered. LMIC reserves the right to extend the deadline for the submission of proposals.

Suppliers who fail to raise issues and questions they may have during the RFP period do so at their own risk. Suppliers must recognize that certain proprietary information may not be released to anyone other than the successful supplier(s) for security reasons. LMIC assumes no responsibility or liability arising from information obtained in a means other than those prescribed in this RFP.

4. Inquiries

Inquiries related to this Request for Proposal are to be directed, no later than **15 August 2022** 23:59 Pacific Standard Time as indicated above, to:

Name	Anthony Mantione
Email	anthony.mantione@lmic-cimt.ca
Organization	Labour Market Information Council

5. Statement of work

LMIC is seeking a comprehensive market analysis of data delivery systems in Canada pertaining to labour market information and related content.

5.1 Project objective

The two objectives of the market analysis are:

- (a) identification of all similar and seemingly similar data systems and products available or potentially available in the Canadian marketplace, and;
- (b) outline solutions to avoid the duplication of existing products.

The results of this analysis should be delivered to LMIC in the form of a professional report, in PDF format, of the highest quality written and design standards.

5.2 Project scope and tasks

The principal task of the project is a comprehensive and objective analysis of the Canadian marketplace (public and private) of data delivery systems.

The Project includes, but is not limited to:

- Interviews with LMIC subject matter experts to provide input on our knowledge of existing data tools
- Identification of potential research targets
- Interviews with representatives from public and private entities providing similar data solutions
- Interviews with clients and customers of these entities
- Research and review of documentation and websites of data solutions systems, as well as other public sources such as media articles and academic research
- Systematic analysis and summary of results

- Analysis, including but not limited to:
 - target users, customers, geography
 - types and coverage of data
 - methodologies
 - system modularization and presentation (e.g., back-end vs front-end, APIs, etc.)
 - complementary products including end user applications (generic and custom), consulting services
 - financial model and pricing
 - business strategy
 - business/organization model, ownership, etc.
 - associated networks and partnerships
 - Any other pertinent information

5.3 Project deliverables and services

The primary product deliverable will be an in-depth market study (the “report”) meeting the above-mentioned criteria, delivered to LMIC in both English and French languages as separate documents.

Initial drafts covering the framing and scope of the report should be shared with LMIC staff for feedback and guidance. The product will be considered complete when the final report is delivered to and accepted by LMIC.

5.4 Estimated value

LMIC has a starting budget range of between \$25,000 and \$35,000 for this project. However, proposals will not be disqualified if they are above or below this budget range.

6. Proposal structure and evaluation

The **submission** of the proposal should include two main elements:

- **Element 1:** A description of how the Statement of Work will be accomplished.
- **Element 2:** A description of how previous experience of the company relates to the proposed work.

These two elements may be intermixed in the proposal, but each should be clearly identifiable in order to facilitate evaluation of the proposal.

Element 1 should include descriptions of:

- the components of the action plan you are proposing to implement
- a detailed description of how you will collect the required information on identified data systems and organizations
- a detailed description of how you will work with LMIC staff on this project, including in-kind support or resources needed
- a timeline of planned activities that accords with the suggested activities listed in the table in Section 1

Element 2 should include descriptions of:

- your team's level of expertise and/or experience in previous relevant projects, and how that experience and/or expertise will inform this project,
- demonstrated knowledge in market research and validation assessments
- names, roles and resumes of individuals who will be tasked with this work
- which elements of the current project are outside of your scope and would require you to work with other companies or sub-contractors.

Note that identifying out-of-scope elements will not automatically disqualify you from participating in the project.

The proposed **budget** should clearly describe which elements and features the pricing for the project encompasses, as well as cost estimates or ranges for these elements. It may also be broken down by project phases, and specifically, the cost of these elements per phase.

Each proposal will be evaluated solely on its content. In submitting a proposal, the supplier agrees that the decision of LMIC will be final. Suppliers acknowledge and understand that LMIC is not obligated to seek clarifications concerning proposals. Decisions to request clarifications or to conduct, if needed, interviews/presentations are at the sole discretion of LMIC.

7. Contractual agreement

LMIC will negotiate a contractual agreement with the preferred supplier. If LMIC is unable to negotiate an acceptable contractual agreement with the preferred supplier, then the second preferred supplier may be selected, and a formal written contractual agreement will be developed. In any case, LMIC, at any time and without liability, may withdraw from negotiations with any potential supplier.

8. Conflict of interest

Suppliers are to fully disclose, in writing, any circumstances of actual or potential conflicts of interest, as well as that which could be perceived as conflicts of interest, to LMIC on or before the closing date of the RFP. LMIC will review all disclosures made by suppliers under this provision and take such steps as it, in its sole discretion, deems necessary to address potential conflicts, including but not limited to requiring the supplier to address and remedy the conflict of interest to the satisfaction of LMIC, or otherwise disqualifying the supplier from further participation.

9. Terms and conditions

- 9.1 LMIC will not be responsible for any costs incurred by a supplier in preparing and submitting proposals and/or attending interviews\presentations. LMIC accepts no liability of any kind to a supplier unless, and until, its proposal is accepted, and a formal agreement is negotiated.
- 9.2 Submission of a proposal shall not obligate, nor should it be construed as obligating LMIC to accept any such proposal or to proceed further with the project. LMIC may, in its sole discretion, elect not to proceed with the project, and may elect not to accept any or all proposals for any reason.
- 9.3 The working languages of LMIC are English and French and proposals to this Request for Proposal can therefore be in either of these languages.
- 9.4 At all times, the supplier has the responsibility to notify LMIC, in writing, of any ambiguity, divergence, error, omission, oversight or contradiction contained within the RFP document as it is discovered.
- 9.5 LMIC assumes no responsibility or liability arising from information obtained in a means other than those prescribed in this RFP.
- 9.6 Suppliers may amend or withdraw their submissions prior to the closing date and

time specified in the RFP by way of email notification to LMIC. After the closing date and time, proposals may be irrevocable at the discretion of LMIC.

- 9.7 Proposals submitted shall be final and may not be altered by subsequent offerings, discussions, or commitments unless the supplier is requested to do so by LMIC.
- 9.8 The confidentiality of the Supplier's proposal will be maintained by LMIC, except as otherwise required by law or by order of a court or tribunal. Suppliers are advised that their proposals will, as necessary, be disclosed on a confidential basis, to LMIC advisers retained for the purpose of evaluating or participating in the evaluation of their proposals. If a supplier has any questions about the collection and use of personal information pursuant to this RFP, questions are to be submitted to the Inquiries Contact.
- 9.9 There will not be a public opening. All proposals and accompanying documentation received under this competition will become the property of LMIC and will not be returned.
- 9.10 LMIC may, at its discretion, make certain changes and exceptions to the terms and conditions outlined in this document.
- 9.11 LMIC has reserved the right to waive minor non-compliance by a supplier with the requirements of the RFP. This will allow LMIC to consider and possibly accept any proposal which is advantageous to it even though the proposal may be non-compliant in some minor respect.
- 9.12 LMIC reserves the right to accept or reject, in whole or in part, any or all proposals.
- 9.13 LMIC reserves the right to cancel and/or re-issue this RFP at any time for any reason without penalty.
- 9.14 Prices quoted are to be held firm for a minimum of 120 days following the RFP closing date and shall remain in effect through the duration of the agreement.
- 9.15 LMIC shall, at the request of a supplier who responded to this RFP, conduct a debriefing after the awarding of the agreement, to any suppliers, for the purpose of providing suppliers with feedback on their proposal. All requests must be made in writing to the Inquiries Contact and must be made within thirty (30) days of notification of award. Only suppliers that submitted a proposal to the competitive procurement process may request a debriefing.
- 9.16 The supplier's proposal may form part of the contractual agreement by attachment and may be incorporated by reference. Claims made in the proposal may

constitute contractual warranties. Any provision in the proposal may be included in the contractual agreement as direct provision thereof.

9.17 Governing Law – This Request for Proposal is governed by the laws of the Province of Ontario.

9.18 LMIC reserves the right to eliminate mandatory requirements unmet by all bidders/proposers.

10. Appendix B – Definitions

Throughout this RFP, the following definitions apply:

“Agreement” means the written contract between the preferred supplier and LMIC to provide the services contemplated by this RFP.

“Client” (referring to LMIC) means the Office or Secretariat of the Labour Market Information Council.

“Conflict of Interest” includes any situation or circumstance where, in relation to a LMIC procurement competition, a participating vendor has an unfair advantage, a perception of an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including:

- having, or having access to, information in the preparation of its proposal that is not available to other vendors, but such does not include information a vendor may have obtained in the past performance of a contract with LMIC that is not related to the creation, implementation or evaluation of this or a related procurement;
- communicating with any person with a view to influencing preferred treatment in the procurement competition (including but not limited to the lobbying of decision makers involved in the procurement competition); or
- engaging in conduct that compromises, or could be seen to compromise, the integrity of the open and competitive procurement competition or renders that competition non- competitive, less competitive, or unfair.

“Desirable” “should” means requirements that may have a degree of importance to be objectives of this RFP and may be rated.

“Entity” refers to LMIC for administrative purposes.

“Evaluation Team” means the individuals who will evaluate the proposals on behalf of LMIC.

“Labour market information” or “LMI” is knowledge, facts, data and relevant institutional information on the supply and demand of labour, including economic and labour market trends, education and skill requirements, wage rates, program results and outcomes, etc.

“Labour Market Information Council” or “LMIC” is a federal non-profit corporation with a Board of Directors consisting of FPT government officials and an office located in

Ottawa, ON. As a coordinating body, LMIC will help to ensure better value from existing LMI investments across Canada and foster the exploration of new opportunities for collaboration among governments and with stakeholders.

“Mandatory” “shall”, “must”, and “will” means requirements that are imperative and must be met in order for the proposal to receive consideration.

“Non-Compliant” means the proposal fails to provide sufficient detail necessary to evaluate the proposal against the mandatory requirements outlined in this RFP document.

“Optional” “may” “might” or “could” means requirements that might be rated.

“Preferred Supplier” means the supplier who has been selected through the competition, but with whom a contractual agreement has not been signed.

“Procurement Competition” means the entity receiving bids from suppliers or vendors and evaluating those bids before choosing a supplier.

“Proposal” means the document submitted by a supplier in response to the RFP.

“Rated” “should” means requirements that will be evaluated in accordance with the evaluation criteria and assigned points.

“RFP” means Request for Proposal.

“Services” means the functions, duties, tasks and responsibilities to be provided by the supplier as described in this RFP.

“Successful Supplier” means the organization responding to this RFP who is determined to be successful in this competition and has signed a contractual agreement.

“Supplier” means an individual or a company that submits, or intends to submit, a proposal in response to this Request for Proposal.