



The Halton Resource Connection

REQUEST FOR PROPOSAL

HALTON EARLY YEARS MENTORSHIP PROGRAM

THRC shall only accept electronic proposal submissions that are received no later than **11am, local time, on November 10, 2023.**

Bid Inquiries: All questions/inquiries to be submitted in writing to Melanie Cunha at melaniec@thrc.ca. All questions concerning this bid must be received prior to the submission deadline to receive consideration.

Purpose:

The purpose of this RFP is to solicit proposals from qualified vendors to submit proposals for the provision of consulting services for the development of a mentorship model for Halton Regions Early Years and Child Care Programs.

Background:

The Halton Resource Connection (THRC) is a program of the Milton Community Resource Centre, operated in partnership with Halton Region, and works as a leader and essential partner for professional excellence in Halton's Early Learning and Child Care community. Our programs and services include a professional Resource Library, Professional Learning opportunities, the Quality First Initiative, and the Child Care Directory and Information Line.

THRC works in partnership with individuals and organizations and serves over 2000 child care professionals annually, promoting the best interests of all children and youth within Halton and the broader community. Through the development and delivery of a variety of Professional Learning opportunities, implementation of Halton's Quality Initiative, access to Resources and Equipment, and working with families to find Licensed Child Care options in Halton.

In November 2021, the Ministry of Education announced a one-time Federal investment plan to support workforce capacity in early learning and child care. THRC has been engaged to support Halton Region in developing and implementing a mentorship program that is responsive to sector needs, evidence-based and aligns with Halton's Quality System Framework and professional learning strategy, achieving a priority area of the provincial funding investment.

THRC will collaborate with Halton Region to develop and implement a made-in-Halton sector mentorship program that is evidence informed and based on best practice by the end of 2024.

Scope of Work:

THRC aims to develop a mentorship model that meets the objectives set out by the Early Years Workforce Funding requirements including to support the sustainment of the existing child care and early years workforce to ensure a more stable and high-quality early years and child care system in Halton; and to enhance access to support for the workforce that promote retention and recruitment through a mentorship model that supports organizations with access to a mentor. THRC will provide existing recommendations and supporting documents that have been sourced within Halton to date, to the selected Proponent.

To achieve this, the successful Proponent will provide the following:

Research:

- Complete a Literature Review and Environmental Scan of current Canadian early learning and child care, and/or like sector, mentorship programs and best practices.
- Prepare a summary of various mentorship models, operational processes and methods of evaluation.
- Identify equity, diversity, inclusion and belonging considerations and how best practices can be incorporated into a mentorship program.
- Identify any opportunities for efficiencies or improvements to existing models.

Community Engagement:

- Engage the Halton community and appropriate stakeholders which could include but is not limited to; Halton's Child Care Advisory Committee, Licensed Child Care Operators,

Supervisors, Educators, and Community Partners to conduct a needs assessment and evaluate gaps.

- Prepare a report summarizing stakeholder and community engagement findings, feedback and input.

Recommendations:

- Prepare a report that outlines project findings and includes the identification of a mentorship model or recommendations for local implementation.
- Identify measures of success and opportunities to evaluate program success.

Project Schedule:

Task	Date
Release of RFP	October 27, 2023
Closing date of RFP	November 10, 2023
Shortlisting notification	November 15, 2023
Proponent Interviews	November 22, 2023
Award notification	November 29, 2023
Project start	December 4, 2023
Project completion	March 29, 2024

Deliverables:

In conjunction with our Director, THRC, MCRC's Executive Director and in partnership with Halton Region, Children's Services, you will develop a Mentorship Program Model including delivery format and evaluation process for Halton's Early Years Mentorship Program that:

- Supports the workforce development strategy (specifically career growth, recruitment, and retention) of educators.
- Supports educators' and supervisors' ongoing professional learning, knowledge transition (converting to practice), through access to a mentoring program.
- Supports quality in the sector that aligns with Halton's Quality Framework and How Does Learning Happen? (HDLH?) Ontario's Pedagogy for Early Learning.
- Incorporates equity, diversity, inclusion and belonging best practices to attract and support the development of an increasingly diverse workforce, to more effectively reflect the children and families accessing early years and child care programs.

THRC reserves the right to engage one or more consultant(s) and may divide the components of the project based on subject matter expertise.

Proposal Submission Requirements:

Proposal submissions will be assessed according to how well they assure THRC's success in relation to the RFP requirements. The detail and clarity of the submission will be indicative of the Proponent's expertise and competence including the following:

- A brief description of the firm's history and organization, highlighting the services related to the scope outlined in this proposal. Detail any relevant awards or accomplishments that may support the firm in successfully completing the scope of this project.
- An outline of the project team and their qualifications, experience, and roles and responsibilities to support this project. Individual(s) should be detail oriented, demonstrate superior writing, research, editing and proofreading skills and possess exceptional organizational skills with the ability to effectively manage projects, work under pressure to manage conflicting deadlines while maintaining them.



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- An overview of similar projects completed similar to the scope outlined in this proposal, along with a minimum of 3 references.
- The proposal should describe your understanding of the project and present a clearly articulated statement of approach including tasks and milestone dates that will provide overall guidance to complete the project and achieve deliverables.
- A description of fee structure.

Evaluation Criteria and Process

THRC will utilize the following process to determine a successful Proponent:

1. Proponents shall submit a written response to the Request for Proposal that will be used as a basis for the Proponent short listing.
2. Interviews will be conducted with all Proponents or short-listed Proponents including:
 - a. Brief introduction of evaluation team.
 - b. Presentation by the Proponent reviewing their proposal.
 - c. Question and answer period.
3. THRC's evaluation team will make a recommendation for award.
4. The successful Proponent(s) will enter an Agreement/Contract.

A Proponent may withdraw their submission at any time during the process. Successful bids will be determined based on relevant experience that can support the effective development of the Mentorship Program.

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