



Request for Proposal
FARM EMPLOYER SERVICES ASSESSMENT
August 12, 2022

About Nova Scotia Federation of Agriculture

The Nova Scotia Federation of Agriculture has been the voice of Nova Scotia farmers since 1895. Representing the interests of over 90% of all agricultural production across the province. The NSFA supports farm families and businesses through lobby and advocacy efforts and delivering programs and services. The NSFA works in the best interest of our members.

Mission:

To influence and affect change for the continual success of agriculture in Nova Scotia.

Vision:

A prosperous and sustainable future for Nova Scotia farms and farmers.

General Information

The Nova Scotia Federation of Agriculture (NSFA) is accepting proposals for a project to understand the resources that farm employers who employ workers through the Temporary Foreign Worker and Seasonal Agricultural Worker Program require, and the feasibility of offering said services in Nova Scotia.

1. Should any item in this request for proposal be unclear, please contact Maxine MacLean, Policy Analyst, at 902-893-2293 for clarification. To be effective, any changes to this proposal will be made by written addendum. If it is considered that a proponent meeting would be beneficial, proponents will be so advised.
2. It is anticipated that the proposal received from a successful candidate will form the basis of an agreement.
3. In choosing the successful proposal, attention will be paid to the services assessment, associated reports and pricing. Please see *Schedule A* for the scoring rubric and weights.
4. NSFA reserves the right to accept or reject any proposal, not necessarily accepting the lowest cost proposal, but accepting any proposal it considers to be in its best interest. NSFA also reserves the right to waive formality, informality, or technicality in any proposal.
5. The project is expected to be completed by December 31, 2022

Proposal Regulations

1. NSFA reserves the right to reject any or all proposals or parts thereof, and the lowest price will not necessarily be accepted.
2. All proposals shall be and remain irrevocable unless withdrawn prior to the designated submission deadline. No adjustments to submitted proposals will be allowed. However, vendors

may withdraw their proposals prior to the closing date and time for submitting proposals. After the closing date and time, the proposal is binding on the vendor. Incomplete proposals will not be evaluated.

3. Late proposals will not be accepted.
4. The vendor must be prepared to include in the contract for services any oral or written representations, undertakings or guarantees that are made prior to the final agreements, including the complete response to this RFP or parts thereof.
5. No fees or other payments will be made to the successful Proponent for any costs incurred in preparing and submitting proposals or participating in the RFP process.
6. The RFP and its supporting documents must be considered proprietary and confidential.
7. The selection of any contractor by NSFA as the preferred contractor shall not constitute a contract between NSFA and the contractor.
8. Any contractual relationship to be established between the parties will be governed by the provisions of the agreement.
9. NSFA may at its discretion:
 - a. Select any one proposal
 - b. Select more than one proposal with specified services provided by different contractor
 - c. In selecting a proposal, not choose the lowest price, or
 - d. Reject all proposals and, in so doing, develop additional evaluation criteria
10. To ensure a fair and transparent process, all responses to questions submitted to NSFA for clarification will be posted on the NSFA website www.nsfa-fane.ca/rfp.
11. NSFA reserves the right to enter discussions with the preferred contractor to arrive at mutually satisfactory terms and conditions if such vendor's proposal does not entirely address the requirements and desires of NSFA. Accordingly, any mutually acceptable terms and conditions as agreed between the parties will constitute a modification to the preferred vendor's proposal.
12. All proposals and pricing shall remain in effect until the initial agreement is complete.
13. The tentative project start will be September 16, 2022.
14. All charges for carrying out each method of service outlined in this proposal call must be clearly identified.
15. Each proposal should include the name and title of one individual who may be contacted if further clarification of the proposal is required.

General Overview

The project will start September 16th. Phase One will be completed by December 31st 2022. Phase Two will be completed by March 31, 2022.

For clarification, for this RFP and associated proposals, it is understood that the term “farms” implies farms in Nova Scotia that employ through the Temporary Foreign Worker and Seasonal Agricultural Worker Programs. There are estimated to be 100 farms in Nova Scotia.

The proposed contract will include two phases:

Phase One:

- conduct a needs assessment on the supports and resources farms need;
- conduct a jurisdictional scan across Canada;
- conduct a gap analysis on the services and supports available to and required by farms;
- develop an interim report with the findings from the needs assessment, jurisdictional scan and gap analysis. The interim report will also identify recommendations to best support farms.
- create a complementing findings presentation that NSFA staff can deliver to stakeholders.

Phase Two:

- include a feasibility study to review different models of services for farms;
- develop final report with the feasibility study. The report will also identify further recommendations to best support farms;
- create a complementing findings presentation that NSFA staff can deliver to stakeholders.

Proceeding to Phase Two will be determined following the completion of Phase One.

It is expected the successful candidate will engage with the NSFA contact person throughout the project at points identified in an agreed upon project plan.

The successful applicant will demonstrate knowledge about the TFW and SAWP programs, and the agriculture workforce in their proposal.

NSFA will support in the following aspects of the project:

- Contact the majority of farm employers in Nova Scotia that participate in the TFW and SAWP program;
- Examples of resources and/or service providing organizations available across Canada to inform the jurisdictional scan; and,
- Anecdotal information on the information gaps to start the basis of the needs assessment and gap analysis.

NSFA is able to support with the following, if necessary:

- General program and industry knowledge,
- Targeted email distribution;
- Survey administration;
- External contacts.

Objective, Scope and Deliverables

The following describes the deliverables of the project and other necessary requirements to ensure a successful project. This project will help NSFA identify how farms in Nova Scotia can be best supported. The candidate should describe how they will fulfill the aspects of the project.

1. Services assessment
 - a. Needs assessment
 - b. Jurisdictional scan
 - c. Gap analysis
 - d. Feasibility study
 - e. Recommendations
2. Scheduled Updates & Check-in

Employer Service Assessment

There will be two key deliverables of this project. One will be an interim report after phase one and the second will be a final report at the completion of the project.

The following information will be in the interim report:

1) Needs Assessment

Work with NSFA staff to conduct a needs assessment to understand what supports and resources farmers need with respect to employing through the Temporary Foreign Worker and Seasonal Agricultural Worker Programs. This should include methodology to connect with farmers. NSFA staff will provide support to connect to farm employers.

2) Jurisdictional scan

Conduct a jurisdictional scan to understand the resources and services that are already available to farmers, at what cost and by what organization. The scan should take into consideration what information is available and how easy farms can access the information they need (example: information is easily accessible on a website, need to call someone, need to be a member of an organization). NSFA can provide support in identifying some of the organizations that provide resources and services in Canada.

3) Gap analysis

The gap analysis will take into consideration the resources and services farms need that aren't easily accessible or available. The gap analysis will also identify resources and services that farmers haven't identified, yet will benefit farms. The analysis will also note whether and where the resources are available.

The following will be included in the final report:

Feasibility study

The feasibility study should consider different service options for farms to receive the information and services they need. Based on what is determined in the jurisdictional scan, needs assessment and gap analysis, different options for supports should be considered.

The following will be incorporated into both reports:

1) Recommendations

The recommendations section of the reports should reflect the findings for the respective phases. Recommendations may include what NSFA can do as an industry association including programming, information sharing and lobbying government. Recommendations may also include what governments and other organizations can do to improve resources and services for farms.

Scheduled Updates and Project Touch Points

NSFA is accountable to membership on the success of this project and may need to provide updates to stakeholders throughout the project. Regular touchpoints will be important to NSFA to make sure this project stays on track and that NSFA has enough information as the project progresses to provide updates as necessary.

Submission of Proposals

The following is to be used to prepare a proposal for a services assessment report including a needs assessment, jurisdictional scan, feasibility study and recommendations. Your response must include details and commentary indicating how you propose to handle each of the specific requirements and the related charges. If you wish to have an alternate method of conducting a particular requirement, please provide full details and indicate the associated costs separately.

1. Proposal submissions must be addressed Nova Scotia Federation of Agriculture, Attention to Maxine MacLean, and delivered in one of the following manners:

By Courier, Mail, or In Person:

Attention: Maxine MacLean
Nova Scotia Federation of Agriculture
7 Atlantic Central Drive
East Mountain, NS B6L 2Z2

Email:

mmaclean@nsfa-fane.ca
Subject: TFW Employer Services
Assessment

Please provide three paper copies of the completed proposal if a proponent submits a paper submission.

2. If any clarification on specific requirements is needed, please contact Maxine MacLean via email at mmaclean@nsfa-fane.ca or call 902-893-2293. If connecting via email, please include TFW Employer Services Assessment Inquiry in the subject line.
3. Proposals must be submitted in a sealed envelope or via email and clearly marked "TFW Employer Services Assessment."
4. Proposals are due no later than 1:00 pm (Atlantic) on **September 6, 2022**.
5. No submissions will be opened until after the closing date and time.
6. Regrettably, late proposals will not be accepted.
7. It is anticipated that the successful contractor will be selected and notified no later than September 14, 2022
8. All proponents will be contacted and provided a summary of the decision.

Schedule "A"

NSFA is committed to the fair and transparent evaluation of the Farm Services Assessment process. Three people will evaluate each proposal using a ten (10) point scoring system for each metric. Once each proposal has been evaluated using this scoring system, the scores will be combined and entered in a weighted scoring matrix below to calculate a final score.

Measurable	Weighted Score
RFP Submission	5
Demonstrated Subject knowledge	10
Services Assessment	50
Needs Assessment Process	10
Jurisdictional Scan Process	10
Gap Analysis Process	10
Feasibility Study Process	10
Recommendations	8
Supporting Suggestions	2
Pricing	20

Grading	Score	Qualification
Outstanding	10	meets or exceeds all criteria and expectations
Good	7	meets or exceeds most criteria and expectations
Average	4	meets some criteria and expectations
Unsatisfactory	1	meets minimal criteria and expectations