



CALA Latino Community Needs Assessment for London and Region

TO ALL RESPONDENTS: BIDDING FOR THIS PROJECT WILL BE OPEN FROM MARCH 4th 2009 until March 13th 2009.

Background

The Canadian Latin American Association of London (CALA London) is putting forth an RFP for qualified consultants to conduct a needs assessment of the Latin Americans in London, Ontario and region. Latin Americans are amongst one of the quickest growing ethnic groups in the London region. However a lack of unified services exists for Latin Americans in London. CALA has secured an Ontario Trillium Foundation grant to enable us to conduct a needs assessment of the Latin American community in London. CALA aims to use this needs assessment to better understand what the current and future needs of the Latin American population are and what services are best suited to servicing this quickly growing population.

Purpose of this Project:

- This project will identify the current needs and requirements of London's Latin American population under the general spectrums of Economic, Political, Social and Civic.
- This project will address what residents feel are the current services available to them and where gaps exist between current programs and the actual needs of Latin Americans today in London.
- This project will provide CALA with areas of focus for future projects
- This project will identify future areas of need for future funding applications and quantify that need by prioritizing areas that require immediate action and will provide short and long term objectives for the development of programs and services to work with Latin Americans in London.

Project Outline:

- To conduct a needs assessment which will identify all of the areas that are currently unserved or underserved in the Latin American community of London and region by focusing on the needs of the population
- Will conduct survey and focus groups and additional research as required with community members utilizing proper ethical and generally accepted qualitative and quantitative research methods
- Will prepare these findings into a report for dissemination and distribution in both the community and to wider audience (English, French and Spanish)
- Will help CALA to determine its future direction and the ways to best service the Latin American population in London, Ontario

Deliverables

As part of the contractual agreement, the selected service provider will deliver:

- Report of compiled data
- Printed and electronic copies of the material for CALA
- A final report to be submitted in English, French and Spanish to CALA
- Any other materials that they deem necessary in order to conduct a well-rounded and comprehensive report

Timelines

The selected consultant must begin this work no later than May 1st, 2009 and must complete the work and deliver to CALA a final report no later than October 31, 2009.

Project Principles

The selected consultant will:

- Ensure that all materials, activities and general design are appropriate for both English, Spanish and French audiences as required;
- Ensure that equity principles are reflected in any language used and in the design of the consultations, research and events
- Promote transparency and openness in sub contracting services and materials, including declaration of any interests in or agreements with any supplier of services or materials;
- The consultant will have the overall responsibility for ensuring that the research and analysis meet the goals outlined by CALA

Process:

- Receive funding from Ontario Trillium Foundation
- Hold a Bid process to allow qualified candidates to submit bids
- Review bids and select service provider/Consultant
- Service provider/consultant to conduct study

Proposal Guidelines

Submissions must not exceed fifteen (15) pages and must include but are not limited to, the following components:

- Full details describing the general approach or strategy, work plan with time frames and explanations of how the RFP requirements will be achieved;
- Description of the consultant's work in conducting needs assessment and any background literature review
- Clear evidence of an understanding of the goals and challenges of Latinos in London and the challenges faced by other ethnic groups
- Team profile including an overview of the team's services and relevant experience, including past experience in working with other ethnic groups;
- Team references: Three relevant references. References should include client name, contact person, phone number, project description, project duration and results; and
- Project Costing: A comprehensive breakdown of the costs associated with the work, for example: labour, equipment, materials/supplies, subcontracts and assignments and incidentals. The fees for this contract will not exceed \$25,000 (GST and all costs included).

Service Provider/Consultant Selection Criteria:

At a minimum, the selected firm must comply with the following criteria:

- Consultant firm must have at least 3 similar projects in the last 5 years for which they can provide references (i.e. past work with immigrant groups)
- At least one individual of the consulting firm must have a PHD or be in the process of completing a PHD at a recognized Canadian University
- Consultant must have capability to produce report into English, French and Spanish
- At least one member of consulting firm must have a graduate degree (Masters or PHD) in one of the following: Demographics, Immigrant Studies, Migration Studies or Sociology
- Firm must be able to commit to completing the work by the end of October 2009 for a maximum of \$25,000 dollars inclusive of GST and all costs incurred.
- Research and findings must be conducted using accepted scientific methods and final report must be in format easy to understand and capable of being disseminated to larger community and government stakeholders such as MPP's, government funding organizations and community groups (not for profits) in London working with the Latin American population.
- Consultant must agree that it will share copyrights with CALA

The criteria used for evaluation will be as follows:

- Consultant Past Experience and Quality of References- 30%
- Quality of Project Outline and Proposal - 20%
- Consultant Demonstrated Understanding of Project and Thoroughness of their Project Proposal (including methodologies and report components)- 30%
- Consultant's Fulfillment of Selection Criteria- 20%

RFP deadline

All submissions must be delivered no later than Friday, March 13th, at 4:00 pm. All bidders must register with CALA through the contact info located at the bottom of this section prior to submissions to ensure that they receive any addendum or changes to the proposal.

All proposals must be submitted with both electronic and hard copies. Electronic copies must be provided in either Word, PDF or other compatible formats. All bids must include the bidders (consultant's) name on the front page, their contact information and must be provided in either English or Spanish.

Three original hardcover copies of each proposal must be submitted in addition to the electronic copies. No faxes or email documents will be accepted.

Questions will be accepted until Tuesday March 12th, at 4:00 pm and where deemed necessary, the answers circulated to all registered bidders.

All proposals, registrations and questions are to be directed to:

The Canadian Latin American Association
(519)777-1116
info@calalondon.ca