



REQUEST FOR PROPOSALS

Housing Catalyst Plan

Invitation

Hospitality Newfoundland and Labrador is seeking proposals from qualified consultant(s) with demonstrated research experience in Newfoundland & Labrador housing options. The research will focus on the housing resources, process, and an overview of the housing information for Newcomers in City of St. John's.

The Client

Hospitality NL, the Tourism Industry Association in Newfoundland and Labrador, represents tourism and hospitality operators in all sectors of the industry throughout the province. Formed in 1983, Hospitality NL is dedicated to the development and promotion of the tourism industry in all regions of Newfoundland and Labrador. Hospitality NL works with its members to articulate issues and concerns and to develop recommendations for industry related policy.

Background

Immigration is critical to the population growth of Newfoundland and Labrador. Despite having a higher level of education and skill, today's newcomers are not doing as well in terms of employment, housing, and income. Hospitality NL is working to support and engage non-traditional labor pools to integrate them into the tourism labor market. The importance of immigration to economic growth cannot be overstated and it is as important to tourism as it is to other industries, with the 2016 census showing that 28% of tourism employees were immigrants or non-permanent residents. Hence, we would like to retain these workers and be able to provide them with an overview of what to expect in Newfoundland & Labrador in terms of housing so they could choose better.

There is a need for improved access to information and services for newcomers. As a result, providing newcomers with accurate and accessible materials is critical. Newcomers should not only be informed about available services, but also have access to basic knowledge regarding their housing rights and responsibilities.

Project Scope and Deliverables

Housing has been a big issue that affects all sectors in all directions. However, housing for newcomers arriving to Newfoundland & Labrador is essential and so are other housing resources. The project is focused on combining all resources, services, and life skills necessary to live in the city in one "resource kit". The final report will help newcomers to be prepared for what to expect and how the housing market works in the City of St. John's.

The availability of housing assistance services is not widely known among those who need it the most. According to our research, rather than formal housing or settlement services, most arrivals obtain housing-related information through social networks of family and friends. There is considerable variety in housing experiences, which can be linked to immigration status, country of origin, and other factors.

We also have found that a part of the challenge is also locating the resources as they are spread out on the different websites which is time consuming and causes confusion. The goal of this project is providing the newcomers with information about all resources, and services related to housing in the City of St. John's at a "one-to-stop."

Hence, this project will not only provide information to newcomers looking for housing information but also to employers to better assist the future and existing employees they hire through immigration.

The deliverables in this project need to be completed upon the submission of the final report by **April 30, 2023**.

Deliverables:

- Research all resources information available for immigrants, low-income housing etc.
- Identify the application process and the other requirements to rent, lease or own a house in the city and province.
- Identify information from the research that will be relevant for learning and knowledge development to get a better understanding of the housing system.
- Research all housing market structure (housing pricing, availability of various forms of housing) and governmental housing regulations and knowledge of individual rights and duties under the law.
- Research should clearly specify regulations and resources available to buy, rent or lease a house as immigrants and refugees' housing options are primarily limited by financial constraints.
- Combine all resources & services area-wise and provide better information on how to find housing.
- Final Report

Qualifications and Experience

The consultant(s) should have relevant, demonstrable expertise in research and information collection, with a focus on Immigration and have a deep knowledge about the housing sector. Extensive experience in project management and reporting.

The minimum required qualifications and experience of the consulting firm are:

Specific Experience:

Research

Information Collection

Immigration and/or Housing

Project Management

Proposal Submission Guidelines

1. Personnel

The company shall identify the management staff and project personnel, including third parties (subcontractors) that will be responsible for implementation of the anticipated contract.

2. Components of the Proposal

All submissions must be marked with the contractor's name. Submissions must not exceed fifteen (15) pages and must include, but not limited to, the following:

a. Corporate Profile

An overview of the company's services and relevant experience.

b. Information

Including current resumes on the level and experience of personnel to be utilized on the project and their relationship to the consulting company.

c. Work Plan and Critical Path

Full details of the scope of work including general approach or development strategy, activity plans with time frames, and explanations of how RFP (Request for Proposals) requirements will be achieved, including a schedule of meetings with the Steering Committee.

d. Project Costing

A comprehensive breakdown of the costs associated with both the development and delivery work with the project, for example, labor, materials/supplies, subcontracts, travel, taxes, and incidentals.

e. Special Considerations

Please identify any unique challenge(s) that you perceive in executing the project, and how you might approach the challenge(s).

Electronic .pdf copies of the proposal with all submissions must be received no later than the specified date and time. Proposals must be marked with the name and address of the company, and the words "**Housing Catalyst Plan**" in the subject line. Potential contractors MAY be requested to provide a presentation.

Any questions on this RFP must be submitted by email.

Proposals must be received no later than 4:30 pm Newfoundland Standard Time on Friday, November 4, 2022, at the following email address:

Manny Kaur
mkaur@hnl.ca

Proposal Evaluation

Proposals will be evaluated by the Steering Committee. A contractor will be chosen on a proponent's response to the enclosed project requirements and evaluated to the criteria listed below:

Proposed Work Plan (50%)

- Understanding of project
- Creative and innovative approach of project
- Methodology
- Strategy for development and delivery
- Clarity and relevance of proposal

Contractor Evaluation (40%)

- Qualifications as outlined in company requirements
- Experience in Immigration and Housing
- Experience working with industry/government groups
- Samples of work, references

Project Costs (10%)

- Costs realistic for work plan
- Cost related to professional and creative product
- "Fairness" of price related to market value

Timing

The consultant must be prepared to begin work on the project immediately upon award of contract.

Acceptance of Proposals

Hospitality NL reserves the right to reject all Proposals for any reason or to accept any proposal in whole or in part based on the proposals received which Hospitality NL in its' sole unrestricted discretion, deems to be the best value for the organization. The proposal offering the lowest bid may not necessarily be accepted.

Proposals will be assessed considering the evaluation criteria and Hospitality NL is under no obligation to accept further information, whether written or oral, from any proponent.

Hospitality NL reserves the right to enter negotiations with one or more Proponents concerning the terms and conditions of the services to be provided, and expressly reserves the right through such negotiations to request changes, alterations, additions, or deletions from the terms of any proposals received.

Proponents acknowledge Hospitality NL rights under this clause and absolutely waive any right of action against Hospitality NL the Organization's failure to accept their proposals whether such right of action arises in contract, negligence, bad faith, or any other cause of action.

Proponents' Expenses

Proponents are solely responsible for their own expenses in preparing their proposals. If Hospitality NL elects to reject all proposals, the organization will not be liable to any proponent for any claims for costs or damages incurred by the proponent in preparing the proposal, loss of anticipated profit in connection with a final engagement, costs for returning unopened proposals, or any matter whatsoever.

Ownership of Proposals

All documents, including proposals, submitted to Hospitality NL become the property of the organization. Each proposal should clearly identify any information that is confidential or proprietary information. Hospitality NL reserves the right to make extra copies for utilization during the evaluation process only.

Confidentiality of Information

This document, or any portion thereof, may not be used for any purpose other than the submission of proposals. Information pertaining to Hospitality NL obtained by the proponent as a result of participation in this process is confidential and must not be disclosed without written authorization from the organization.