



TIMES CHANGE
WOMEN'S EMPLOYMENT SERVICE

ElevateHer Evaluator Consultant Request for Proposals (RFP)	
Scope of Service/Project	Consultant for the evaluation of an evidence-based workplace mentor/sponsorship initiative.
Maximum Project Budget	\$52,500
RFP#	TC-RFP-2024-002
RFP Issued By	Times Change Women's Employment Service (Times Change)
Issue Date	
Closing Date/Time	Proposals must be received before 05:00pm EST 4th Sep, 2024
Times Change Contact Information and Questions	All enquiries related to this RFP including any requests for information, questions, and clarification, are to be directed to the following email address: hiring@timeschange.org . Times Change will respond if time permits. Information obtained from any other source is not official and should not be relied upon.
Delivery of Proposals	Proponents may submit one (1) electronic copy of their Proposal in Microsoft or Adobe Reader compatible format by email marked in the subject line with the RFP name and number and sent to hiring@timeschange.org . Times Change will reply, acknowledging receipt and it is the Proponent's responsibility to ensure Times Change has received their Proposal. Proponents are advised not to submit files larger than 5 MB by email.
Short-Listed Proponents	Proponents who have not been contacted by end of business day on Sep 6, 2024 are advised that their Proposal submission was unsuccessful.
Expected Proponent Start Date	Sep 16, 2024
Short-Listed Proponents Expected Interview Dates	Week of Sep 9, 2024
Successful Proponent Notified	Sep 11, 2024
Proponent's submissions	<p>A person authorized to sign on behalf of the Proponent must complete and sign the Proponent Section (below), leaving the rest of this page otherwise unaltered and include the originally signed and completed page with the first copy of the Proposal.</p> <p>Note: The RFP timetable is tentative only and may be changed by Times Change in its sole discretion.</p>



Proponent Section

(To be completed by the Proponent and included as the "RFP Cover Page" of the Proposal)

The enclosed Proposal is submitted in response to the above-referenced RFP including any addenda. Through submission of this Proposal, we agree to all of the terms and conditions of this RFP and agree that any inconsistencies in our Proposal will not be considered. We have carefully read and examined the RFP including the Administrative Section and have conducted such other investigations as were prudent and reasonable in preparing the Proposal. We agree to be bound by the statements and representations made in our Proposal.

Signature of Authorized Representative:	Legal Name of Proponent (and Doing Business As Name, if applicable):
Printed Name of Authorized Representative:	Address of Proponent:
Title:	
Date:	
Authorized Representative email address:	Authorized Representative phone:

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1. Summary of the Requirement

Times Change Women's Employment Service (Times Change) is seeking an experienced and qualified evaluator consultant to assess the ElevateHer Program, an evidence-based workplace mentor/sponsorship initiative aimed at advancing women, especially marginalized women, into senior roles within their organizations. This initiative is funded by the Federal government for three years. The consultant will support ElevateHer in evaluating the effectiveness, impact, and sustainability of the mentorship/sponsorship program (target audience: employers), including a consultation phase (design and structure), focus group and interviews surveys (design and content development), stakeholder engagement strategy and employer mentorship and education (through EDI workshops, for example).

The successful Proponent will be invited to negotiate a Contract for consulting services providing the above evaluation services for TIMES CHANGE. The term of the Contract will be for a period of Aug 2024-Mar 2027. Options for extension will be subject to mutual agreement.

2. Terms and Conditions

This RFP does not create any binding legal obligations on TIMES CHANGE. For greater certainty, TIMES CHANGE reserves the absolute right to invite, consider and analyze Proposals from Proponents and to negotiate a Contract with the successful Proponent, as TIMES CHANGE considers desirable.

The terms and conditions applicable to this RFP are identified in Appendix A – Definitions and Administrative Requirements. The submission of a Proposal in response to this RFP indicates acceptance of all terms and conditions that are included in Appendix A, and any addenda subsequently issued by TIMES CHANGE. Provisions in Proposals that contradict any of the terms of this RFP will be as if not written and do not exist.

3. Services to Provide

The successful Proponent will assist Times Change in the following areas:

Program Evaluation Design and Implementation:

- Develop a comprehensive evaluation plan for the ElevateHer Program to assess the program's outcomes, effectiveness, and areas for improvement.



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- Design and implement evaluation tools and methodologies for different phases of the program (consultation, program development, launch and implementation, monitor and capacity building).
- Conduct baseline, mid-term, and end-term evaluations.

Data Collection and Analysis:

- Collect quantitative and qualitative data through surveys, focus groups, and interviews.
- Analyze data to measure program outcomes and impacts.
- Ensure data collection is consistent with Gender-Based Analysis Plus (GBA+) principles and program requirements.

Stakeholder Engagement:

- Engage with program participants, employers, and other stakeholders.
- Facilitate and attend focus groups, interviews and stakeholder meetings to gather insights.

Reporting and Recommendations:

- Prepare interim and final evaluation reports.
- Provide actionable recommendations for program improvement and sustainability.
- Present findings to Times Change staff and stakeholders.

Training and Capacity Building:

- Develop and conduct training sessions on evaluation methods/tools for ElevateHer staff and stakeholders.
- Build capacity within the program to continue evaluation efforts through the different phases of ElevateHer.

4. Service Requirements

The ideal Proponent (individual or team) will have a broad range of skills, experience and education as described below:

Education:

- Advanced degree in Evaluation, Social Sciences, Public Policy, or related fields.
- Certifications in program evaluation or related disciplines.

Experience:

- Minimum of 5 years of experience in program evaluation within the non-profit sector.
- Experience evaluating gender equality and women's empowerment programs.
- Experience with employer engagement strategies and workplace mentorship programs.
- Specific work experience in evaluating/assessing government- funded projects and initiatives is strongly preferred.



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Skills

Analytical Skills:

- Proficiency in quantitative and qualitative research methods.
- Strong ability to analyze complex data sets and draw meaningful conclusions.
- Proficiency in using statistical software and qualitative analysis tools.
- Familiarity with GBA+ principles and their application in program evaluation.

Communication Skills:

- Excellent written and verbal communication skills.
- Ability to present complex information in a clear and concise manner.

Interpersonal Skills:

- Ability to engage and collaborate effectively with diverse stakeholders.
- Strong facilitation and negotiation skills.

Project Management Skills:

- Ability to manage multiple tasks and meet deadlines.
- Strong organizational skills and attention to detail.

Technical Skills:

- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Knowledge of online communication platforms (e.g., Zoom, OneDrive).

The ideal Proponent will be available to provide services on a regular basis. Furthermore, the successful Proponent may delegate or sub-contract the services when deemed reasonable and with TIMES CHANGE's consent.

5. Deliverables

It is anticipated that the Proponent will play a critical role in informing and achieving the following described deliverables during contract period.

1. Evaluation Plan: Detailed plan outlining methodology, data collection tools, and timeline.
2. Data Collection Tools: Surveys, interview guides, and focus group protocols.
3. Interim Reports: Reports summarizing preliminary findings at specified intervals.
4. Final Evaluation Report: Comprehensive report detailing program impacts, effectiveness, and recommendations.



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5. Presentation of Findings: Presentation of key findings and recommendations to Times Change staff and stakeholders.
6. Training Materials: Materials for training ElevateHer staff on evaluation methods and best practices.

6. Working Arrangements

The successful Proponent will have the full cooperation of TIMES CHANGE staff and access to information necessary to provide the services described in this RFP.

TIMES CHANGE will provide reasonable administrative support to facilitate communication and meetings with TIMES CHANGE staff, both past and present. The successful Proponent will be expected to work off-site and to provide any computer and other equipment and software necessary to perform the services.

7. Evaluation

Proposals will be evaluated by a committee that may include employees and contractors of TIMES CHANGE. All committee members will be bound by TIMES CHANGE's confidentiality policies. Proposals will be evaluated on the Mandatory and Desirable Criteria as described below. Proponents should ensure that they fully respond to all criteria in order to be comprehensively evaluated. TIMES CHANGE may request and receive clarification from any Proponent when evaluating a Proposal. The evaluation committee will short-list Proponents based upon the scoring achieved on the Desirable Criteria.

8. Interviews and References

Short-listed Proponents receiving the highest scores from the evaluation committee may be asked to meet with the committee in order to discuss aspects of their Proposals. The evaluation committee will consider these discussions in further evaluating the Proponent's Proposal.

Subsequent to meeting with the evaluation committee, Proponents may be asked to provide contact information for and permission to speak with, three (3) business references. These references must be able to comment and discuss meaningful aspects of the Proponent's Proposal in relation to the Desirable Criteria.



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TIMES CHANGE may contact references in order to verify statements provided in the Proponent's Proposal. TIMES CHANGE will not enter a Contract with a Proponent whose references, in TIMES CHANGE's sole opinion, are considered to be unsatisfactory. Proponents who are not asked to meet with the evaluation committee will serve as notice that their Proposal submission was unsuccessful.

9. Mandatory Criteria

Proponents and/or Proposals that do not meet the following Mandatory Criteria will be excluded from further consideration in this procurement process:

1. Proposals must be received before the **Closing Date/Time** specified
2. Proposals must be in English;
3. Proposals must be submitted as specified in the **Delivery of Proposals** section
4. Proponents must submit one (1) **RFP Cover Page**, with the **Proponent Section** above in its original form fully completed and signed;

10. Desirable Criteria

Proposals meeting all of the mandatory criteria above may be further evaluated against the Desirable Criteria identified below, using the score weightings indicated. Proposals that do not meet the minimum score for each Criterion may be excluded from further consideration.

Desirable Criteria Maximum Score: 100

Minimum Score: 60

Relevant education and technical abilities:

1. Academic qualifications and achievements
2. Professional accreditations or certifications

Maximum score: 10

Minimum score: 4

Work experience:

1. Relating to the design and development and/or evaluation of workplace mentorship/sponsorship initiatives
2. In a similar role in a unionized, non-profit, government-funded organization
3. Working with diverse teams and stakeholders
4. In organizations undergoing significant transition and transformation

TIMES CHANGE WOMEN'S EMPLOYMENT SERVICE 2 Carlton Street, Suite 1005, Toronto, ON M5B 1J3

TEL: 416-927-1900

EMAIL: women@timeschange.org

WEBSITE: www.timeschange.org



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5. Familiarity with gender-based analysis (GBA+)

Maximum score: 30

Minimum score: 18

Relevant skills relating to:

1. Writing and the English language
2. Collaboration and facilitation

3. Microsoft Word, PowerPoint and Excel

Maximum score: 20

Minimum score: 12

Hours of availability and commitment to provide ongoing services

Maximum score: 20

Minimum score: 12

Hourly price for individual(s) providing the services

Maximum score: 20

Minimum score: 12

11. Proposal Format

To ensure consistency in Proposals, Proponents will respond to the Desirable Criteria in the format specified below.

Appendices B through C must be completed and submitted as part of the Proposal. Please note that the "Proponent" referenced in these appendices is intended to mean the individual(s) who will provide the services.

1. One (1) RFP Cover Page with the Proponent Section unaltered and signed by the Proponent;
2. A table of contents including page numbers;
3. A short (one or two page) summary of the key features of the Proposal is optional;
4. Completed Appendix B – Relevant Education and Technical Abilities
5. Completed Appendix C – Work Experience and Examples of Previous Work
6. Completed Appendix D – Relevant Skills
7. Completed Appendix E – Availability and Price

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Appendix A - Definitions and Administrative Requirements

1. Definitions

Throughout this Request for Proposals, the following definitions apply:

- a) "Contract" means the written agreement resulting from this Request for Proposals executed by TIMES CHANGE and the Contractor;
- b) "Contractor" means the successful Proponent to this Request for Proposals who enters into a written Contract with TIMES CHANGE;
- c) "TIMES CHANGE" means Times Change Women's Employment Service Inc.;
- d) "must" or "mandatory" means a requirement that must be met in order for a Proposal to receive consideration;
- e) "Proponent" means an individual or a company that submits, or intends to submit, a Proposal in response to this Request for Proposals;
- f) "Proposal" means a response to this RFP submitted by a Proponent.
- g) "Request for Proposals" or "RFP" means the process described in this document; and
- h) "Should" or "desirable" means a requirement having a significant degree of importance to the objectives of the Request for Proposals.

2. Terms and Conditions

The following terms and conditions will apply to this RFP. Submission of a Proposal in response to this RFP indicates acceptance of all terms that follow and that are included in any addenda issued by the TIMES CHANGE. Provisions in Proposals that contradict any of the terms of this RFP will be as if not written and do not exist.

3. Late Proposals

Proposals will be marked with their receipt time at the closing location. Only complete Proposals received before the closing time will be considered to have been received on time. Late Proposals will not be accepted and will be returned to the Proponent. In the event of a dispute, the Proposal receipt time as recorded at the closing location shall prevail.

4. Eligibility

Proposals may not be evaluated if the current or past activities or interests of the Proponent, or any sub-Contractors proposed by the Proponent, may, in TIMES CHANGE's opinion, give rise to an unresolved conflict of interest in connection with the project described in this RFP. This includes but is not limited to, involvement by a Proponent or any proposed sub-Contractors in the preparation of this RFP.

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If a Proponent is in doubt as to whether there might be a conflict of interest, the Proponent should consult with the TIMES CHANGE Contact Person identified in this RFP. Proposals from not-for-profit agencies will be evaluated against the same criteria as those received from any other Proponents.

5. Evaluation

Evaluation of Proposals will be by a committee formed by TIMES CHANGE and may include employees and Contractors of TIMES CHANGE. All personnel will be bound by the same

standards of confidentiality. TIMES CHANGE's intent is to enter into a Contract with the Proponent who has the highest overall ranking based upon such an evaluation.

6. Negotiation Delay

If a written Contract cannot be negotiated within thirty days of notification of the successful Proponent, TIMES CHANGE may at its sole discretion at any time, thereafter, terminate negotiations with that Proponent and either negotiate a Contract with the next qualified Proponent or choose to terminate the RFP process and not enter into a Contract with any of the Proponents.

7. Debriefing

At the conclusion of the RFP process, Proponents will be notified unless indicated otherwise in this RFP. Unsuccessful Proponents may request a debriefing meeting with TIMES CHANGE.

8. Alternative Solutions

If alternative solutions are offered, they must be submitted in the format specified in this RFP.

9. Changes to Proposals

By providing clear and detailed written notice, the Proponent may amend or withdraw its Proposal prior to the closing date and time. Upon closing time, all Proposals become irrevocable. The Proponent will not change the wording of its Proposal after closing and no words or comments will be added to the Proposal unless requested by TIMES CHANGE for purposes of clarification.



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10. Proponents' Expenses

Proponents are solely responsible for their own expenses in preparing a Proposal and for subsequent negotiations with TIMES CHANGE, if any. If TIMES CHANGE elects to reject all Proposals, TIMES CHANGE will not be liable to any Proponent for any claims, whether for costs or damages incurred by the Proponent in preparing its Proposal, loss of anticipated profit in connection with any final Contract, or any other matter whatsoever.

11. Proposal Validity

Proposals will be open for acceptance for at least 120 days after the closing date.

12. Firm Pricing

Prices will be firm for the entire Contract period unless this RFP specifically states otherwise.

13. Currency and Taxes

Prices quoted are to be in Canadian dollars, inclusive of duties and non-refundable taxes where applicable; FOB destination with delivery charges included where applicable, and exclusive of Ontario Harmonized Sales Tax (HST).

14. Completeness of Proposal

By submitting a Proposal, the Proponent warrants that if this RFP is to design, create or provide a system or manage a program, all components required to run the system or manage the program have been identified in the Proposal or will be provided by the Contractor at no charge.

15. Sub-Contracting

The use of a sub-Contractor must be clearly defined in the Proposal. This includes a joint submission by two Proponents having no formal corporate links. In such a case, one of the Proponents must be prepared to take overall responsibility for the successful performance of the Contract and this must be clearly defined in the Proposal. Where applicable, the names of approved sub-Contractors listed in the Proposal will be included in the Contract. No additional sub-Contractors will be added nor other changes made to this list in the Contract without the written consent of TIMES CHANGE.



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16. Acceptance of Proposals

This RFP should not be construed as an agreement to purchase goods or services. TIMES CHANGE is not bound to enter into a Contract with the Proponent who submits the lowest priced Proposal, or with any Proponent. Proposals will be assessed in light of the evaluation criteria. TIMES CHANGE will be under no obligation to receive further information, whether written or oral, from any Proponent. Neither acceptance of a Proposal nor execution of a Contract will constitute approval by TIMES CHANGE of any activity contemplated in any Proposal that requires any approval, permit, or license pursuant to any federal, provincial, regional district or municipal statute, regulation or by-law.

17. Definition of Contract

Notice in writing to a Proponent that it has been identified as the successful Proponent and the subsequent full execution of a written Contract will constitute a Contract for the goods or services. No Proponent will acquire any legal or equitable rights or privileges relative to the goods or services until the occurrence of both such events.

18. Contract

By submission of a Proposal, the Proponent agrees that should its Proposal be successful, the Proponent will negotiate in good faith in connection to the Proposal and enter into a Contract with TIMES CHANGE on the terms set out in TIMES CHANGE's standard contract for services and goods.

19. Contract Negotiation and Award

Following the evaluation and recommendation of the evaluation committee, TIMES CHANGE may select one or more Proponents to enter into negotiations for a Contract or Contracts as follows:

(a) TIMES CHANGE may elect to divide the services into more than one Contract, and enter into negotiations with a Proponent with respect to a portion of the services, and award more than one Contract with respect to the services;

(b) If negotiations with any Proponent are not successful within such time period as TIMES CHANGE may require, TIMES CHANGE may at any time after the expiry of such time period discontinue further negotiation with that Proponent by written notice to the Proponent, and TIMES CHANGE may at any time thereafter commence negotiations with another Proponent to finalize a Contract in accordance with the foregoing process with another Proponent. The foregoing process may be undertaken and/or repeated until either a Contract or Contracts are awarded by TIMES CHANGE or until negotiations have been terminated by TIMES CHANGE; and



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(c) TIMES CHANGE reserves the right to negotiate additional services of a similar nature from the successful Proponent without further competitive procurements.

20. Liability for Errors

While TIMES CHANGE has used considerable efforts to ensure information in this RFP is accurate, the information contained in this RFP is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by TIMES CHANGE, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve Proponents from forming their own opinions and conclusions with respect to the matters addressed in this RFP.

21. Modification of Terms

TIMES CHANGE reserves the right to modify the terms of this RFP at any time in its sole discretion. This includes the right to cancel this RFP at any time prior to entering into a Contract with a Proponent.

22. Ownership of Proposals

Proposals submitted to TIMES CHANGE become the property of TIMES CHANGE. They will be received and held in confidence by TIMES CHANGE.

23. Use of RFP

Any portion of this document or any information supplied by TIMES CHANGE in relation to this RFP may not be used or disclosed for any purpose other than for the submission of Proposals. Without limiting the generality of the foregoing, by submitting a Proposal, the Proponent agrees to hold in confidence all information supplied by TIMES CHANGE in relation to this RFP.

24. No Inappropriate Influence

Proponents must not attempt to communicate directly or indirectly with any employee, Contractor or representative of TIMES CHANGE, including the evaluation committee and any officials of TIMES CHANGE, or with members of the public or the media, about the project described in this RFP or otherwise in respect of the RFP, other than as expressly directed or permitted by TIMES CHANGE.



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25. Collection and Use of Personal Information

Proponents are solely responsible for familiarizing themselves, and ensuring that they comply, with the laws applicable to the collection and dissemination of information, including resumes and other personal information concerning employees and employees of any sub-Contractors. If this RFP requires Proponents to provide TIMES CHANGE with personal information of employees who have been included as resources in response to this RFP, Proponents will ensure that they have obtained written consent from each of those employees before forwarding such personal information to TIMES CHANGE.

26. Confidential Information

Proponents may acquire confidential information regarding clients and staff. Proponents will keep all confidential information strictly confidential and not disclose information to anyone under any circumstances unless authorized to do so by Times Change Women's Employment Service.

Appendix B – Relevant Education and Technical Abilities

1. Academic Qualifications and Educational Achievements

Describe the relevant academic qualifications and educational achievements of the Proponent, including advanced degrees in Evaluation, Social Sciences, Public Policy, or related fields. Provide details about the institution attended, degrees obtained, and any significant coursework or research that pertains to program evaluation and gender equality initiatives, specific experience with government funded projects is strongly preferred.

2. Professional Accreditations and Certifications

Identify and briefly describe any relevant professional accreditations or certifications held by the Proponent. This may include certifications in program evaluation, project management, Gender-Based Analysis Plus (GBA+), DEI or other relevant areas. Highlight the certifying body and the year of certification.

Appendix C – Work Experience and Examples of Previous Work

1. Evaluation of Evidence-Based Initiatives (500 words or less)

Describe the work experience of the Proponent relating to the evaluation or assessment of evidence-based workplace mentor or sponsorship initiatives. Provide details of the types of evaluations suitable for women empowerment and gender equality initiatives and the scope of their application. Describe the role of the Proponent and the scope of their responsibility.



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2. Role in a Non-Profit Organization (250 words or less)

Describe the work experience of the Proponent in a similar role in a non-profit organization. Include details about the size, nature, and purpose of the organization. Describe the Proponent's scope of responsibility and position titles. Identify the duration of employment or engagement.

3. Experience with Diverse Teams and Stakeholders (250 words or less)

Provide examples of the Proponent's relevant working experience with diverse teams and stakeholders. Include the Proponent's familiarity with gender-based analysis (GBA+) and DEI strategies. Describe the Proponent's roles and responsibilities when working with these teams/groups.

4. Examples of Previous Work

Provide access to examples of relevant previous work or include, as a separate document, a collection of samples of relevant previous work. These examples should showcase the Proponent's experience and expertise in program evaluation of mentorship initiatives.

Appendix D – Relevant Skills

1. English Language Writing Abilities (250 words or less)

Describe the English language writing abilities of the Proponent. Include details of any plans, strategies, surveys, focus groups, or workshop/training documents that the Proponent has written. Identify the top three qualities that are most important when creating these documents and explain why they are important.

2. Facilitation and Collaboration Skills (250 words or less)

Describe the Proponent's style and skills in facilitating outcomes and enabling collaboration when working on projects that involve multiple stakeholders. Provide examples of how these skills have been applied in past projects to achieve successful outcomes.

3. Proficiency with Microsoft Office Suite

Describe the Proponent's level of skill and ability with Microsoft Word, PowerPoint, and Excel. Provide specific examples of how these tools have been used to support project management, data analysis, and presentation of findings in past evaluations or related work.



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Appendix E – Availability and Price

Identify the Proponent's hours of availability for this project over the 2 years and (6) month period between Aug 26, 2024, and March 31, 2027.

Identify the hourly price/rate in (CAD\$/hour) for the Proponent(s) providing the services. Identify any other expectations with respect to compensation. Note that any required travel will be reimbursed at TIMES CHANGE's standard rates for employees and contractors.

Note: The project has a maximum budget of \$52,500

Appendix F – Overview of TIMES CHANGE

Times Change Women's Employment Service is a non-profit charitable community agency established in Toronto in 1974. Our staff members are experienced professionals with a special interest in helping women reach their employment goals in today's labour market. As a client once said, "Whether you know what you're looking for or you don't know what you're looking for, this is a good place to start."