



Request for Proposal

Saskatchewan Technology Labour Market and Economic Impact Initiative 2019

Overview

Saskatchewan Interactive Media Association (SaskInteractive) requires an experienced consultant, agency, or data analytic company to conduct a study on Saskatchewan's technology sector.

SaskInteractive and its project partners, composed of government and industry, will be undertaking a research project to develop a labour market and economic impact study of the provincial technology sector. The final report will give stakeholders the information to measure growth; guide future programming and policy at the industry, government, and post-secondary levels; and attract investment and labour participation in the industry. To achieve these outcomes, this project will accomplish the following objectives:

- provide a baseline measurement of the industry and sectors within it;
- measure the tech sector's share of the provincial economy;
- describe the current and future state of the labour market and the skills required to participate in it;
- understand the composition of tech sector participants; and,
- produce a current and accurate study that is accessible, comprehensive, and repeatable.

This study will be the first of its kind in Canada, building on the effective work of other provincial efforts, but designed to be replicable at low cost and include a combination of economic and labour data. The maximum value of this contract is \$190,000.00 with cost being one factor in the evaluation process. It is anticipated that the project will begin on April 15, 2019 and will be concluded by September 30, 2019. An interim report detailing data collection efforts and providing an analysis of results to date will be required by the end of June 2019.

Background Information

The Federal Government has identified the technology sector as a critical and rapidly growing sector of the economy while highlighting several challenges, including the availability of capital for investment, a deep and appropriately educated labour pool, and creating and retaining intellectual property (IP) within Canada. Despite efforts to create a comprehensive picture of

this rapidly changing and growing sector, specific data on the economic impact and labour dynamics of each province remain elusive, with notable exceptions in provinces that have already performed some of the baseline work similar to that proposed.

Further to the challenges of developing localized analyses suitable for informing provincial government and post-secondary institution strategies, the labour divisions (NOC codes) used are no longer entirely relevant to the development of new verticals of technology jobs and the proliferation of technology initiatives into other domains (e.g., FinTech, AgTech, MedTech). Despite that, those domains draw on the same labour pools and frequently intersect with the core technology firms as suppliers or IP providers.

Without a nuanced baseline of labour and economic data, governments, industry, and educational institutions are at risk of developing policies, curriculum, and making investment choices that are sub-optimal for the growth of the sector. This is especially critical in Saskatchewan, where a historical reliance on resource extraction leaves the province open to falling behind as large, global players retool for digital innovation.

By completing a comprehensive tech sector report, a critical knowledge gap will be addressed informing federal, provincial, and institutional policy ensuring investment capital, labour, and IP continue to grow in Saskatchewan apace of national and international trends.

Project Governance:

SaskInteractive has convened a Steering Committee composed of industry and government stakeholders, including representatives from SaskInteractive, Innovation Saskatchewan, SaskTech, and The Ministry of Immigration and Career Training.

The Steering Committee offers their time and resources to advise on the direction of the project, provide oversight, and offer industry expertise and connections. The key objectives for the Steering Committee is the dissemination of an appropriately framed RFP, award of a contract to a reputable consultant or firm, the financial management and disbursement of funds, the successful completion of the study through collaboration with awarded agency, and providing the seed contacts for broader promotion and circulation the report among industry, government, public, and post-secondary stakeholders.

Scope of Services Required:

The goal of this project is to have comprehensive data on the labour market and economic impact of the province's tech sector. This data will guide future policy and programming at the industry, government, and post-secondary levels. Creation of standardized data for future comparisons and benchmarking. The proposed phases found below are an example of an approach that the awarded agency can undertake while completing the project; however, other courses of action may be proposed in proposal submissions.

Phase 1:

- Finalize work plan outlining the steps to be taken from acceptance of the contract to its completion. See project deliverables and timeline. Any recommendations to change timeline or deliverables must be identified in the supplier proposal.
- Develop the scope of the study by establishing criteria and determining methodology for analysis.
- Develop a database to house labour market characteristics, economic variables, and company data. This database will feed into the development of a provincial baseline and will allow for future measurement.

Phase 2:

- Conduct a literature review and jurisdictional review.
- Begin collecting primary and secondary research from industry participants, such as companies, incubators, industry associations, not-for-profit organizations, post-secondary institutions, and government. Information to be collected is to include, but is not be limited to the following:
 - Industry Data:
 - Definition of industry and types of sectors within it
 - Sectors within industry that are high growth
 - Sectors within industry where there are job or skills shortages
 - Types of jobs (including technical and non-technical)
 - What job title do they associate to? Does it correlate to a NOC code?
 - Salaries: Range and Average
 - Workforce structure and types
 - Required skills generally required and existing/emerging
 - Number of open jobs at time of survey in each category

- Approximate rate of growth in each category of jobs (n jobs per year or % given baseline)
- What methods to employers report as most effective for recruiting (job fairs, online aggregators, specific job sites, word of mouth, etc.)
- What percentage of new hires in last year were permanent residents or foreign workers?
- Other demographic information (gender, First Nations/Metis identification, age) as available while respecting privacy laws
- Average length of time to fill a posting
- Average number of applicants before positions is filled
- Churn rate/retention length
- Diversification and decentralization of jobs (the degree to which jobs are spread out across multiple industries, and whether the entire industry in a city is concentrated into a single company)
- Tech Company Data:
 - Company size in tech industry
 - Distribution of companies by employee size
 - Distribution of companies by annual revenues
 - Company growth
 - Employee & revenue
 - 3-5 year forecasted growth
 - Company age
 - Technology adoption
 - Investment in training
 - Geographical
- Post-Secondary Data:
 - # of students enrolled in tech related post-secondary programs
 - Demographics of students
 - # of graduates from tech related post-secondary programs (including diplomas, certificates, undergraduates, and graduates)
 - Demographics of graduates
 - # of graduates finding employment in related field
- Economic Data:
 - Industry's contribution to provincial exports
 - Industry's contribution to GDP

- Dollars received through external investment
 - Amount of private investment in tech sector/year
 - Amount of public investment in tech sector/year

Phase 3:

- Analyze and assess data collected on the labour market and economic impact.
- Organize the data into an impactful final report that will be used for communications with various stakeholder groups.

Channels from which to gather data:

Understanding the tendering process will provide more information on this, we assume the sources may include:

- Direct polling of industry corporations/employers
- Data from multiple sectors (e.g., mining, agriculture, oil & gas)
- Data from post-secondary institutions
- Data from government (such as Immigration & Career Training; Workers Compensation Board; Education; Finance; Parks, Culture, and Sports, Trade; and Trade and Export Development)
- Data from Statistics Canada Labour Market Reports
- NAICS codes data on tech and non-tech occupations
- Data from ICTC reports
- Job posting websites (e.g., SaskJobs, SaskTech, Monster.com, LinkedIn)
- Data from incubators

Characteristics of Data:

- Accuracy
- Validity
- Consistency
- Relevance
- Timeliness

Characteristics of Finished Product:

This study will provide a comparative analysis and assessment of Saskatchewan's tech ecosystem by coupling the labour market intelligence and economic impact data, with a review of other jurisdictions and best practices. Specifically, this study will provide a baseline measurement of the tech industry and sectors within it; measure the tech sector's share of the provincial economy; describe the state of the current and future state of the labour market and the skills required to participate in it; understand the composition of tech sector participants;

and, produce a current and accurate report that is accessible, comprehensive, and repeatable. This will address a large information gap and will allow industry, government, and post-secondary institutions to make informed policy and programming decisions that will best serve the province.

Proposal Content Requirements

To ensure a proposal is considered for evaluation it should include all the information requested, and be presented, in the order described below.

Responses containing references to documents, manuals and/or websites in lieu of providing the requested information may result in the proposal being rejected. This type of information can be provided as “additional information” but will not be evaluated unless it is specifically requested in the RFP.

1.0 Title Page

The first page should show the project title and the closing date and time. Included on this page should be the supplier’s contact information as follows:

Legal company name:

Business name registration number:

Company address:

Contact name:

Contact phone number:

Contact fax number:

Contact e-mail address:

1.1 Table of Contents

A listing of the proposal contents with reference to the appropriate page number. Page numbering and tabs are beneficial.

1.2 Executive Summary

Provide a summary of the key features of your proposal.

1.3 Supplier Experience

Provide a brief introduction of your company including:

- Length of time in business
- Location of head office and any sub-offices
- Experience with:
 - Tech industry in Saskatchewan, its players, challenges and opportunities

- Labour market and economic trends
 - Various types of data and research collection, analysis of findings, and report writing
 - Engaging with diverse stakeholders
- Provide details as to where and when the stated experience was obtained
- Include a summary of relevant assignment(s) and responsibilities for the past twelve (12) months including an explanation on how the past projects are relevant to this project
- Provide an indication of the knowledge, education, qualifications and/or skill sets of the personnel assigned to the project
- Any sub-contracting or partnership arrangements. Outline the nature of the proposed involvement and the nature of the relationship.

Please Note: To validate the experience of the company and/or sub-contractor or partnership, short-listed suppliers may be required to provide, upon request, three (3) references (including, contact name and telephone number).

1.4 Proposed Approach

Provide a detailed description of your proposed approach to meet the requirements as stated in the scope of this RFP.

The description should include your understanding of the project requirements as well as outline any creative alternatives, opportunities or innovations that may be beneficial to the project.

1.5 Project Work Plan

Provide a detailed work plan that includes:

- the estimated start and end dates for each task or phase of the project
- an indication of the deliverables and milestone dates associated with each task or phase
- an indication of the resource allocation for each task or phase
- the method of project monitoring and reporting that will be provided
- an indication of the expectations and support required from the steering committee
- include a risk management plan outlining potential risks and plans for mitigating the risks

1.6 Project Costs

Complete a detailed quote and include it with your proposal. All prices quoted will be in Canadian Funds.

Project Deliverables

Following is a list of the project deliverables:

- Interim report to be completed by **June 30, 2019**.
- Final report to be completed by **September 30, 2019**.
- **Bi-weekly** updates for the Steering Committee.

Qualifications/Selection Criteria

Quality of Proposal (relative weight of 6)

The proposal demonstrates:

- The capability of the firm/consultant.
- Understanding of the project requirements, the intent of the study and its application.
- Consistency with the Request for Proposal package.
- Commitment to time management of the project.
- Quality of criteria and methodology for proposed approach to the study.
- Adequacy of data purging techniques.
- Ability to protect and maintain the confidentiality of data while stored and to return to the original source or destroy data at the end of the project according to agreements.
- Degree to which the risks and research limitations are comprehensively identified, and appropriate action plan to manage those challenges.

Experience/Capacity (relative weight of 9)

- Demonstrates the firm's capacity to collect a wide variety of primary and secondary data.
- Demonstrates the firm's capacity to compile, analyze, synthesize, and assess primary and secondary data.
- Demonstrates the firm's experience using rigorous data cleaning approaches to examine the integrity of data and eliminate unrealistic answers and input responses.
- Demonstrates the firm's experience searching for, and successfully facilitating the participation of, hard-to-reach stakeholders.
- Firm's experience with similar participant groups and similar research projects.
- Firm's experience with, and knowledge of, Saskatchewan's post-secondary system and government.
- Firm's years and range of experience and expertise in quantitative research.
- Firm's experience reviewing data analysis and ensuring accuracy.
- Firm's knowledge and expertise in conducting multi-mode surveys, analysis of findings and report writing.

- Includes samples of previous projects that are similar in nature to the RFP requirements.
- References.

Cost (relative weight of 5)

- Pricing schedule for all aspects of activities this project requires.
- Appropriate value for experience and level of service provided.
- Clearly defined, itemized budget.

The project will not necessarily be awarded to the lowest bidder.

Schedule of Events:

RFP Release Date: March 18, 2019

Last Day for Receipt of Questions: April 1, 2019

RFP Closing Date and Time: April 8, 2019 by 5:00pm CST

Tentative Evaluation Completion Week of: April 15, 2019

Tentative Supplier Selection and Negotiation Week of: April 22, 2019

Proposal Submission:

Electronic versions of the consultant's response to this RFP shall be emailed as a PDF to the Steering Committee, rfp@saskinteractive.com by 5:00pm CST on April 8, 2019. Please name the proposal in the following manner, "Saskatchewan Technology Labour Market and Economic Impact Initiative 2019 Proposal".

Proposals received after the closing time will not be considered.

Conflict of Interest Declaration

By submitting a proposal, the agency is committing they do not have any conflict of interest with the provision of work to be done in the scope of the project. The agency shall immediately disclose to SaskInteractive any actual or potential conflict of interest which currently exists or which may arise during the period of the contract.

Commitment to Ownership and Confidentiality

The agency has to confirm they have the capacity to ensure that all documents, data, information, digital files and other material provided by the Steering Committee to keep confidential and secure unless Steering Committee has consented to its release. All materials, concepts and digital files developed and produced for the Steering Committee, including copyright, become the property of SaskInteractive on receipt of payment.

Inquiries:

Inquiries related to this Request for Proposal are to be directed, **in writing**, by email to: rfp@saskinteractive.com.