



## Request for Proposals – MentorAbility Hubs

**PROJECT TITLE:** MentorAbility Canada  
**PROJECT START DATE:** October 1, 2024  
**PROJECT END DATE:** March 27, 2026  
**LEAD ORGANIZATION:** The Canadian Association for Supported Employment (CASE)

### EXECUTIVE SUMMARY

#### ABOUT CASE

The Canadian Association for Supported Employment (CASE) is a national association of community-based service providers and stakeholders working towards employment inclusion of persons experiencing disability.

Our association strives to promote full citizenship and personal capacity through the facilitation of increased labour market participation. Through workforce participation, CASE also promotes social inclusion for Canadians who experience disability.

- CASE represents a national network of employment service providers, employers, community allies, and stakeholders.
- CASE works to increase the employment inclusion of Canadians experiencing disability through the provision of leadership, resources and ongoing opportunities for learning, dialogue, and engagement.
- CASE builds the capacity of service providers to achieve success in their work towards employment inclusion.
- CASE promotes the benefits of employment inclusion in the business community.

Through the Government of Canada's Opportunities Fund for Persons with Disabilities, CASE coordinates the national MentorAbility Canada initiative. The MentorAbility Canada initiative is



expanding and is looking to partner with new organizations that are committed to our shared goal of increasing employment equity for Canadians who experience disability. We believe that our workforce, and our communities, are stronger when they include the contributions of all members.

## **ABOUT MENTORABILITY CANADA**

MentorAbility Canada is a national initiative built on a supported employment foundation that promotes the recruitment, employment, and retention of persons experiencing disability. The initiative provides and celebrates in-person and virtual mentoring experiences, networking and learning events, social media campaigns, as well as building a body of evidence through research activities. With a specific focus on facilitating unique, short-term (from one hour to one day) mentoring opportunities between employers and persons experiencing a disability, this initiative is part of a national effort to promote the employment of Canadians experiencing disability.

MentorAbility Canada is coordinated nationally by CASE in collaboration with implementing partners (MentorAbility Hub organizations) in each province and territory across the country. The Hub organizations coordinate all MentorAbility project activities in that province or territory.

For more information on MentorAbility Canada please click on the following link:  
<https://supportedemployment.ca/initiatives/mentorability>

## **PURPOSE OF THE REQUEST FOR PROPOSALS**

The purpose of this Request for Proposal (RFP) is to invite eligible supported employment service providers and/or network or member-based agencies to submit a proposal to partner with CASE in the delivery of the MentorAbility Canada initiative in the Northwest Territories.

As a national initiative, MentorAbility Canada will work in all provinces and territories in Canada. Established Hub organization partnerships exist in all other provinces and territories in



Canada. For more information on these organizations, or to be involved in the initiative in these provinces, please visit our website at the following link:

<https://supportedemployment.ca/initiatives/mentorability/#MentorAbility-Hubs>

CASE is responsible for contracting one organization to act as the Provincial or Territorial Coordinator for the initiative and to serve as a hub in that area. The contracted Provincial or Territorial Hubs will in turn be responsible for the grassroots engagement of employers, other supported employment service providers, community partners in the province or territory to carry out project activities. Please note that applications from two or more organizations who are joining together to implement the Provincial or Territorial Hub are accepted.

## ELIGIBILITY

Organizations meeting all the following criteria are eligible to apply:

- Supported employment service provider or member organization, incorporated as a not-for-profit organization federally, provincially, or territorially.
- Organizations must understand and uphold CASE's 9 Guiding Principles in all project activities and communications, which can be found at the following link: [Guiding Principles - Canadian Association for Supported Employment](#).
- Organizations must have presence in the province or territory for which they are applying to undertake the role of MentorAbility Hub.
- Organizations must be able and willing to:
  - Deliver the project activities, outputs, and outcomes in their province or territory.
  - Demonstrate long-term financial and operational sustainability of their organization.
  - Demonstrate strong linkages with employers in the province or territory of operation.
  - Demonstrate the ability, experience, and interest to engage, collaborate, and partner with supported employment service providers, other employment services service providers, employers, and other community members across the province or territory to deliver MentorAbility programming. This includes activities such as:



- Creating the structures and providing supports to partners, thus securing the uptake of MentorAbility mentorships across the province or territory.
- Coordinating networking and learning activities and events for peer-peer discussion between employers, service providers, and/or a mix of both employers and service-providers.
- Connecting employers and service providers in the MentorAbility Hub to share promising practices.
- Sharing stories using social media.
- Lead by example by embracing the MentorAbility initiative in their own organization's activities (e.g. embed MentorAbility in the organization's job seeker onboarding processes, promote the initiative on social media and on the organization's website). It is important for the Hub organization to engage and support stakeholders across the province or territory to engage in the project.
- Organizations selected as a MentorAbility Hub will be expected to maintain an active CASE membership; membership costs are excluded from project expenses.
- Provide in-kind contributions of 20 per cent of the value of the allotted provincial/territorial budget (e.g. rent, administration, and project costs provided by the Hub organizations are eligible as in-kind contributions).

The MentorAbility Canada initiative is founded on collaborations. We welcome one or more organizations in a province or territory to co-apply for the Provincial or Territorial Hub. One organization would be identified as the lead organization and would be the signatory to the Hub agreement and the other(s) would be a named implementing partner(s) in that agreement. Innovation, local context, and creativity are at the base of MentorAbility. As an example, the additional organization(s) could be a not-for-profit industry or professional association.

## **INTRODUCTION TO RFP**

This document describes CASE (Canadian Association for Supported Employment), the Project, Scope of Work, Timeline, Eligibility Requirements, Proposal, Review, and Assessment and Selection Process.

## **TIMELINE**



Applicants are encouraged to read this document carefully and to contact CASE with any questions.

- **August 9, 2024:** Launch of MentorAbility Canada Request for Proposals – Northwest Territories Hub.
- **August 16, 2024:** An information session is being offered on Friday August 16 to review the RFP process. Please email [mentorabilitycanada@supportedemployment.ca](mailto:mentorabilitycanada@supportedemployment.ca) to indicate your interest in attending the information session.
- **September 6, 2024:** The application must be submitted by 11 p.m. Eastern on September 6, 2024 to be eligible for consideration. The application is submitted by emailing the full proposal form to [mentorabilitycanada@supportedemployment.ca](mailto:mentorabilitycanada@supportedemployment.ca). The proposal application form is available at the following link:  
<https://forms.office.com/r/3kzqHgRtqp>

And the budget template is available at the following link:

[https://supportedemploymentcase-my.sharepoint.com/:x:/g/personal/erin\\_supportedemployment\\_ca/EfihtrrOuZOpybzEUCPtIIBpxGtdiihH7WO1mb9LFkS4A?e=D5sWT2](https://supportedemploymentcase-my.sharepoint.com/:x:/g/personal/erin_supportedemployment_ca/EfihtrrOuZOpybzEUCPtIIBpxGtdiihH7WO1mb9LFkS4A?e=D5sWT2)

If you have not received confirmation within 24 hours that the proposal was received, please contact CASE at [mentorabilitycanada@supportedemployment.ca](mailto:mentorabilitycanada@supportedemployment.ca).

## **BUDGET**

CASE will provide an annual budget to support Hub organizations in implementing project activities in the province or territory.

We want to be responsive to differences in population density in the provinces and territories. Additional compensation will be available for transportation in the territories which will be identified during budget negotiations. We also know that momentum for MentorAbility grows over time and new hubs will require that time to grow and strengthen their employer and



service-provider networks. As such there may be opportunities to increase financial resources as the project evolves.

- The **Northwest Territories** are eligible for an annual budget of **\$150K-\$180K CAD per year**.

Please note that the annual fiscal year is April 1 – March 31 and budgets will be prorated accordingly for the second year of the project.

### **REVIEW, ASSESSMENT, AND SELECTION**

All proposals will be reviewed and assessed by Friday September 20 at the latest. The selected applicants will be contacted and a ZOOM meeting set up on to confirm and finalize the selection.

### **HUB AGREEMENTS**

CASE will enter an agreement with the selected organization(s). The Agreement will include Terms of Reference, including Goals and Objectives, Expected Activities, Outputs and Outcomes, Reporting Requirements, Roles and Responsibilities, Timeline, Budget, Review Processes, Support Mechanisms and Payment Protocols. The Agreement will be provided to the selected organization in advance of the ZOOM meetings.

### **CONTRACT START AND END DATES**

- **START DATE:** Contract will begin October 1, 2024 or earlier.
- **END DATE:** March 27, 2026



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## THE CANADIAN ASSOCIATION FOR SUPPORTED EMPLOYMENT

### CASE

Canadian Association for Supported Employment: [www.supportedemployment.ca/](http://www.supportedemployment.ca/)

### BOARD OF DIRECTORS

<https://supportedemployment.ca/about/board-of-directors/>

### MAILING ADDRESS

7051 Bayer's Road, Suite 501 (5th Floor), Halifax, NS B3L 2C1  
The CASE staff work remotely from home offices across the country.

### CONTACT INFORMATION

Joanna Goode, Executive Director: [joanna@supportedemployment.ca](mailto:joanna@supportedemployment.ca)

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Halifax, NS B3L 2C1  
1-800-684-5628



## INTRODUCTION TO PROJECT

### OVERVIEW

Over the next two years, the Canadian Association for Supported Employment (CASE) will continue to support Canadian job seekers and employees experiencing disability in preparing for, obtaining, and maintaining employment or becoming self-employed, thereby increasing their economic participation and independence. By recruiting and engaging employers to offer mentorship opportunities and matching them with job seekers who experience disability, MentorAbility Hubs will provide meaningful career exploration opportunities for job seekers to successfully explore careers in their area of interest.

The MentorAbility Canada initiative is expanding to provide enhanced opportunities in all Canadian provinces and territories. CASE is responsible for contracting one service provider (or a partnership of service providers) to act as implementing partners (MentorAbility Hubs) in each province and territory. The contracted MentorAbility Hub, in turn, is responsible for the coordination of project activities and achieving project outcomes in their province or territory of operation. They are responsible for the grassroots engagement of other supported employment service providers, community partners, and employers to carry out project activities. The MentorAbility Hub organizations will be active CASE members for the entire duration of the contract.

The purpose of this Request for Proposals (RFP) is to invite eligible organizations with workplace disability inclusion experience to coordinate the MentorAbility project in their province or territory.

### ADDITIONAL CONTEXT

MentorAbility Canada is funded by Economic and Social Development Canada's Opportunities Fund for Persons with Disabilities. This initiative started with eight provincial Hubs in 2019 and is now expanding to offer presence in all provinces and territories in Canada. The initiative will be in operation until March 27, 2026, and hopefully beyond.





The specific goals of the MentorAbility Canada initiative are to:

1. Build employer awareness related to inclusive employment,
2. Build employer capacity to hire and integrate persons experiencing disability, and
3. Facilitate connections between employers and job seekers experiencing disability (who are interested in their field of work).

We do this by coordinating and organizing activities including:

1. Activities to build awareness related to the inclusive employment of persons who experience disability:
  - a. Host employer-focused awareness campaigns and events.
  - b. Support and participate in partner events and activities.
  - c. Promote employer champions of inclusion and business case success stories.
  - d. Develop employer-focused resources.
2. Activities to build employer capacity for hiring and integration of employees experiencing disability:
  - a. Connect employers to local supported employment service providers.
  - b. Develop and deliver employer-focused learning sessions and workshops.
  - c. Equip service providers and community partners with best practices and practical tools to effectively engage and support employers.
3. Activities to engage employers in effective mentorship matches and to make connections between employers and supported employment professionals who can support them:
  - a. Connect national and regional employer partners with job seekers interested in mentorship opportunities, both virtual and in-person.
  - b. Implement effective preparation and follow-up plan to maximize long-term participant engagement for continuous learning, sharing, and networking.
  - c. Develop and share tools and resources to better support the mentorship cycle, for employers, mentors, and mentorship facilitators to be more informed and inclusive to persons experiencing disability, including intersectional considerations.



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## **FUNDING**

The MentorAbility Canada Project is funded in part by the Government of Canada, through Economic and Social Development Canada's Opportunities Fund for Persons with Disabilities.

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## REPORTING STRUCTURE

CASE Board > CASE Executive Director > MentorAbility Canada Director > Project Staff and Contractors

### ROLES AND RESPONSIBILITIES:

Further to the Project Description above:

#### *Canadian Association for Supported Employment*

CASE is responsible for leading and coordinating the project including providing direction, monitoring, support and accountability to all key stakeholders.

- Maintaining relationship with funder, the Government of Canada's Opportunities Fund for Persons with Disabilities), and holding accountability for the project and submitting all required activity and funder reports to the funder.
- Staging CASE's Annual Conference and providing opportunities for MentorAbility HUB networking events nationally.
- Marketing and organizing national Disability Employment Awareness Month events, responsive to project timelines and resources, to provide opportunities to engage the MentorAbility network and promote the project.
- Coordinating the project, including project management structures, project resources, and national hub meetings.
- Provide MentorAbility Hub funding, as well as Project Activities Fund and Accessibility Fund that can be accessed by the Hub organization and its project partners.

#### *MENTORABILITY HUB (PROVINCE, TERRITORY)*

The MENTORABILITY HUB is responsible for coordinating and implementing the MentorAbility project within its province or territory. The MENTORABILITY HUB is accountable for the effective delivery, monitoring and support of project activities in its province or territory.



- Engage grassroots partners from across the province or territory to participate in the initiative. This includes businesses and employers from all sectors, mentors, job seekers, service providers and other community organizations to participate in the project.
- Actively establish partnerships with supported employment organizations, employment service providers, and community organizations across the province or territory. They will ensure that the initiative is providing supports to interested participants across the province/territory.
- Identify and support a project coordinator to lead the implementation of the Project in the MENTORABILITY HUB province / territory.
- Promote and embed the project within the MENTORABILITY HUB organization's practices and sphere of influence to better amplify and build sustainability for the initiative.
- Ensure active engagement in project coordination meetings:
  - MENTORABILITY HUB executive participation in biannual or as needed executive level meetings with the MentorAbility Director and/or CASE Executive Director.
  - Monthly national MentorAbility Hub meetings with MentorAbility Director and National Hub Coordinator.
  - Organize monthly/quarterly meetings with MentorAbility Hub partners to build and strengthen the Hub community , providing supports and sharing of promising practices.
- Ensure that activities and financial reporting occur in a timely manner and that participant feedback is secured as per the project's evaluation and assessment structures.



## PROPOSAL

### INSTRUCTIONS

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