



CASE Partner Selection and Request for Proposal (RFP) Process

Last updated March 2024

CASE is committed to a partnership and procurement process that is inclusive, fair, and fully transparent. Our Request for Proposal (RFP) process allows us to select partner organizations and vendors who are equipped to deliver high quality work in a fiscally and socially responsible manner.

An RFP will be conducted for any contract valued at \$25,000 or more. Notices for RFPs will be posted on the CASE website, social media, newsletters, and / or industry platforms to recruit the broadest selection of qualified applicants. CASE may also choose to conduct an RFP for contracts valued at less than \$25,000 to ensure that the best partner organization / vendor is selected.

On occasion, proposals for participation in CASE initiatives are submitted by CASE member organizations, or by organizations whose staff may be members of the CASE board of directors.

All proposals will be evaluated by a Selection Committee that includes relevant CASE staff and board members and external interest-holders, such as employers, persons experiencing disability, community partners, etc. No board members or interest-holders who stand to benefit in any way from the selection decisions will be on the selection committee.

A list of current CASE partners and service providers / contractors is available upon request.

CASE's RFP process is subject to change since we will regularly review it to continuously improve the efficiency and effectiveness of future RFPs. If you have questions about how CASE selects partner organizations and vendors, please reach out to contact@supportedemployment.ca