



Atira Women's Resource Society
#201 - 190 Alexander Street
Vancouver, BC V6A 1B5

T 604 681 4437
E info@atira.bc.ca
www.atira.bc.ca

REQUEST FOR PROPOSALS

Curriculum Developer, Volunteer Support Worker Training Program

Deadline for Submissions:	Friday January 8 th , 2021 at 12:00 (noon)
Agency Contact:	Caithlin Scarpelli
Email Submission to:	rfp@atira.bc.ca

Contents

Introduction	3
Who We Are	3
Request	3
Purpose & Scope	3
Our Priorities	3
Requirements of the Contractor	4
RFP Process	4
RFP Timetable	4
Response Format	4
Contact Information	5
Additional Conditions	5
Right of Selection	6
Selection Criteria	6
Appendix A: Budget Submission Form	7

Introduction

Who We Are

Atira Women's Resource Society is a not-for-profit organization committed to the work of ending violence against women through providing direct services, as well as working to increase awareness of and education around the scope and impact on our communities of men's violence against women and children. The Society was incorporated in British Columbia, Canada in 1983 and registered as a charitable organization in 1984. In 1987, Atira opened its first transition house, Durrant transition House for Women and Children, in the South Surrey White Rock community. Atira began expanding its services in 1993 and today Atira has more than 40 housing programs, two trauma-informed daycares (with five more in development) and dozens of support programs, all located across Vancouver's Lower Mainland. Since 1993, Atira has gone through extraordinary growth from a single transition house with a staff of seven to a large, award-winning multi-service agency with two for-profit subsidiaries, a development arm and more than 900 employees.

Request

Purpose & Scope

The purpose of the Request for Proposal (RFP) is to obtain proposals from qualified proponents for the opportunity to be contracted as a Curriculum Developer for our Volunteer Support Worker Training Program.

The Women's Volunteer Support Worker Training Program will provide volunteers and peers with the training they need to be effective women's volunteer support workers which will significantly enhance the services already provided by Atira. The program will also provide skills to women with lived expertise and who are looking to reenter the workforce and/or volunteer to provide peer support to women with similar life experiences.

Atira engages approximately 100 volunteers, including practicum students, and over 50 peer workers, representing over 7,000 volunteer hours and over 50,000 peer hours annually. Their involvement in program activities boosts our capacity to support more women and children who have been impacted by violence / abuse.

While volunteers and peers are invaluable to the work that we do, there is a need to offer a structured training that would ensure a deep understanding of our values, best practices, and other practical skills required to best provide support to the women in Atira's programs. Many volunteers do not typically have experienced working with a vulnerable population group and although all the peers have lived expertise they can lack some of the specific practical skills required.

With the development of a curriculum, the program will allow Atira to consistently offer safe, non-judgemental, trauma-informed, culturally-appropriate spaces and quality services without compromising the extent of volunteer- and peer-involvement.

Our Priorities

1. Engage a group of program managers, staff and peers to help guide the curriculum
2. Identify needs of potential participants in the training program

3. Design a standard training program for volunteers and peers to gain knowledge and skills to begin volunteering as a Women's Support Worker
4. Design an evaluation process with the Director of Operational Excellence
5. Develop a recruitment plan with the Volunteer Coordinator
6. Implement first round of training
7. Develop a train the trainer process

Requirements of the Contractor

- Experience developing and writing curriculum for training
- Experience interviewing for the purpose of content creation
- Commitment to practicing Atira's values in daily work
- Proof of current WorkSafe BC clearance must be provided
- Previous experience working with not-for-profit clients, especially those in direct service

RFP Process

RFP Timetable

December 11 th 2020	Distribute RFP and post on website at www.atira.bc.ca .
January 8 th , 2021	Response deadline. All RFP responses must be received by email by 12:00 p.m. (noon) to rfp@atira.bc.ca .
January 11 th to 15 th , 2021	Evaluation of responses by Atira
January 18 th , 2021	Notification by email to proponents selected for interviews. Notifications will go out by email.
January 20 th – 22 nd 2021	Interviews at Atira's head office or by zoom / conference call
January 25 th , 2021	Phone and email notification to proponent(s) selected, and posting of same on website. Notification by email to proponents who were not selected for further contract discussions.
January 26 th to 29 th 2021	Contract discussions
February 1 st , 2021	Contract begin date
May 31 st , to July 31 st , 2021	Anticipated project completion date.

Atira reserves the right to adjust the timetable and these will be made on the website

Response Format

It is expected that the proponents will provide the following in their response:

- Cover page including
 - Proponent company name

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- Company address, phone and email
 - Primary contact name
 - Primary contact phone and email
 - Submission letter (on company letterhead) which includes:
 - Understanding that your proposal is valid for six months from the submission deadline
 - You are authorized to commit your company to the RFP proposal
 - Your name, title and signature
 - Response summary
 - Brief overview of the scope of work and timeline for performance of same
 - Proponent qualifications for both the company and the individual(s) directly responsible for the work done.
 - Three references, including company / organization name, contact name, email and phone number. For each, also specify the year and duration of the contract, the type of contract and their role in it, and any other information that helps to identify the role the proponent had with the project.
 - Attach any samples of similar completed work, or provide links to websites and indicate the involvement of company and individuals.
 - Statement of work explaining the services the proponent will provide
 - Availability to perform the services
 - Budget (see Appendix A: Budget Submission Form) you may use your own form, but keep the format consistent with this form.

Contact Information

For questions prior to the deadline, contact:

Contact Caithlin Scarpelli
Email caithlin_scarpelli@atira.bc.ca
(all contact will be made by email)

Proponents must not send any advertising to Atira during the RFP period.

Proponents may not contact any Atira staff or board member with respect to this RFP and if they do so, it may result in the disqualification of the proponent.

Additional Conditions

Only respondents who show they are able to demonstrate their ability to conduct the research, interviews and writing in clear language that reflects Atira's mission, vision and values will be considered.

Changes, modifications or additions to responses submitted after the deadline will not be accepted.

Atira reserves the right to change the schedule or to issue amendments to the RFP at any time. Atira also reserves the right to cancel or reissue the RFP at any time. Amendments or a notice of cancellation will be posted on Atira's website.

It is the sole responsibility of the proponent to monitor Atira's website for any amendments to the RFP.

It is the responsibility of the proponent to ensure their proposal is received by Atira by the submission deadline.

**All responses must be received by Atira no later than
12:00pm (noon) on January 8th, 2021 to rfp@atira.bc.ca**

Right of Selection

Atira reserved the right to reject any or all proposals.

Selection Criteria

Proponent's previous experience and reference checks	20 points
Resource capacity: proponent's qualifications and availability to perform the requested services	20 points
Approach: response and statement of work	40 points
Proposed budget	20 points

Appendix A: Budget Submission Form

RFP for Website Content Writer, Atira Women's Resource Society

Proponent's Name	
Budget's Date Range	

Description	Expenses
Personnel	
a. Staff time including hourly billing rate	
b.	
Other Costs (please describe)	
a.	
b.	
c.	
d.	
e.	
Total Projected Costs	\$