

# REQUEST FOR SUBMISSIONS

## 1. MANDATE

The Sinneave Family Foundation is seeking Coaches to provide support for Autistic and neurodivergent job seekers involved in the national EmploymentWorks (EW) program. This is an OPEN request for submissions as we are seeking professionals to support the provision of:

- Pre-employment support - assistance for new, neurodivergent job seekers who are looking for entry-level jobs.
- Employment Coaching - assistance for neurodivergent individuals who are actively employed and would benefit from additional tactical on-the-job guidance and support.
- Career Coaching: assistance for neurodivergent individuals who are mid-career, have extensive work experience, and/or a specific professional role, but are seeking assistance with job seeking, career progression or career transitions.

Respondents may provide a response to one or more aspects of the Scope of Work (SOW).

## 2. PROJECT OVERVIEW

EmploymentWorks (<https://employment-works.ca/>) offers employment readiness training, support, and experiential learning through job sampling and job simulations to Autistic and neurodivergent youth, adults, and people with disabilities. The program is designed for individuals who want to find and keep a job, and who are willing to develop and practice the essential skills needed to support employment success.

EmploymentWorks is currently offered in-person at 10 sites in 8 provinces. The program includes 60 hours of guided learning, application, and practice with a focus on social, communication, and job skills development. Job sampling in real workplace environments enables participants to try different job tasks and explore a variety of career opportunities in a supportive learning environment.

We also offer an online program for individuals who prefer the flexibility of self-paced learning. Like the in-person program, the program modules are organized under four key themes including preparing for work, getting work, keeping work, and thriving at work. Content includes tools, resources, and strategies to help participants identify employment goals, develop and practice employment relevant skills, and build confidence to be successful in the workplace.

With funding renewed for three years (April 1, 2023- March 31, 2026), The EmploymentWorks national project is building a new stream of activities to support Autistic and neurodivergent participants across Canada in their employment journey, including access to individualized and small group employment coaching supports and services.

The Sinneave Family Foundation, based in Calgary, Alberta, acts as fiscal agent and provides backbone support to the national project team.

### **3. SCOPE OF WORK AND DELIVERABLES**

#### **A. 1:1 Support Services**

- I. Pre-employment support - assistance for new, neurodivergent job seekers who are looking for entry-level jobs.
  - a. Facilitate access to employment opportunities based on skills, knowledge and interests of individuals
  - b. Find and develop opportunities for work experience
  - c. Assess potential worksites for suitability for participant
  - d. Provide guidance to increase self-determination in career development
  - e. Support to identify any adjustments that may be beneficial to support employee once employed.
- II. Employment Coaching - assistance for neurodivergent individuals who are actively employed and would benefit from additional tactical on-the-job guidance and support.
  - a. On the job i.e. at the work site
  - b. Remote support related to job tasks (i.e. Zoom/Virtual coaching sessions)
  - c. Other location support (i.e. community setting)
  - d. Support to identify any adjustments to work environment to support employee
  - e. Support employer and employee to implement adjustments (i.e. accommodations).
  - f. Employer support (i.e. building employer confidence and capacity)
- III. Career Coaching - assistance for neurodivergent individuals who are mid-career, have extensive work experience, and/or a specific professional role, but are seeking assistance with job seeking, career progression or career transitions.
  - a. Advancement support (i.e. applying for a promotion, seeking to progress)
  - b. Career Transitions (i.e. seeking opportunities in another sector)

#### **B. Small group support**

- I. Small group sessions (virtual or in-person) on specific employment-related topics for those seeking work and/or actively working. Some areas of interest include:
  - a. Disclosure
  - b. Accommodations
  - c. Self-advocacy at work

#### **4. PROPOSAL CONTENT**

Maximum of 3 pages per submission. The following information should be fully addressed in proposals:

- I. Provide a description of the one or more Coaching services you offer, including modes of delivery. Hourly rates for service offerings must be disclosed in the proposal.
- II. State the added value you, the proponent, brings to the project and provide a description of relevant education, training, and experience supporting neurodivergent job seekers along their employment journey and working with employers to create more neuroinclusive workplaces.
- III. Proof of liability insurance (if willing to offer on-the-job coaching)

#### **5. SELECTION CRITERIA**

Proposals will be evaluated based on extent and relevance of experience, as well as the quality of the proposal. The successful applicant(s) will ideally have experience with coaching neurodivergent job seekers and working with employers to create more neuroinclusive work environments. Lived experience considered an asset.

#### **6. SUBMISSION OF PROPOSALS**

This is an OPEN request for submissions. All proponents should submit their proposals in PDF format via email to Sarah Darrell at [info@neuroinclusive-solutions.ca](mailto:info@neuroinclusive-solutions.ca). Sinneave will respond to all proposals received and indicate which (if any) services will be contracted.

#### **7. QUESTIONS AND INQUIRIES**

All inquiries related to this Request for Submissions are to be directed to:

Sarah Darrell  
Inclusive Workforce Specialist  
The Sinneave Family Foundation  
[info@neuroinclusive-solutions.ca](mailto:info@neuroinclusive-solutions.ca)