



REQUEST FOR PROPOSALS

1. PROJECT OVERVIEW

The Sinneave Family Foundation (Sinneave) is an operating foundation based in Calgary, Alberta that works with individuals, communities, and organizations across Canada to reduce barriers and enhance opportunities in education, employment, and housing for Autistic youth and adults. Sinneave also contributes to advancing knowledge related to social policy issues in support of its vision that people live, learn, work, and thrive in their communities and realize their desired futures.

Sinneave has received funding from Employment and Social Development Canada under the Opportunities Fund for Persons with Disabilities to support persons with disabilities to prepare for, obtain, and keep employment or become self-employed, thereby increasing their economic participation and independence. As the 'backbone organization' of the national project -- *EmploymentWorks: Enhancing Employability & Promoting Inclusion* (<https://employment-works.ca/>) -- Sinneave supports the delivery of programming and services across Canada.

Sinneave is expanding EmploymentWorks project activities nationally. **We are seeking proposals from service providers to act as independent contracted facilitators that support Autistics, neurodivergent jobseekers, and persons with disabilities on their employment journeys for a period of 12 months.**¹ Sinneave seeks to collaborate with existing employment programs and services that are connected to active job seekers who would benefit from access to EmploymentWorks content and resources to prepare for and get jobs as well as access to on-the-job supports to succeed in the workplace.

2. EMPLOYMENTWORKS ONLINE PROGRAM STRUCTURE

Participants are eligible to access services and supports for twelve months from their date of enrolment in the EmploymentWorks Online program. All participants are expected to actively participate in the labour market with the objective of getting a job and gaining paid work experience.

0-12 months		
Up to 3 months		
Preparing for Work	Getting Work	Keeping Work
<ul style="list-style-type: none"> ○ Individualized Plan ○ Online Modules ○ Pre-employment Coaching and Training ○ Job Simulations ○ Mentoring 	<ul style="list-style-type: none"> ○ Job Seeking ○ Coaching ○ Funded Work Experience Opportunities 	<ul style="list-style-type: none"> ○ On-the-job Support

Please see Appendix A for detailed supplemental information on available project content, resources and support, including:

¹ Note that the project concludes on March 31, 2026. Therefore, the duration of support available to each participant will depend on their enrollment date and may be less than 12 months.

- a. Curriculum
- b. Support for EmploymentWorks Online Program Facilitators
- c. Resources for Job Seekers

3. SCOPE OF COLLABORATIVE OPPORTUNITIES AND DELIVERABLES

Service Providers supporting active job seekers that are interested in collaborating with Sinneave under the parameters of the EmploymentWorks Project, to deliver on the Program Requirements, Outputs and Expected Results described in Appendix B, will be expected to:

- I. Facilitate participant enrolment in the EmploymentWorks Online program according to Government of Canada requirements
 - Eligible participants are individuals who self-identify as being Autistic, neurodivergent, or as a person with a disability, that are motivated to get a job within the next year and legally entitled to work in Canada.
- II. Participate in three-phase onboarding and training in preparation of program facilitation, including:
 - Phase 1: Welcome and Introduction
 - Phase 2: Orientation to EmploymentWorks Self-Directed Online Training Program
 - Phase 3: Post-Training Support and Integration
- III. Assist participants with the completion of an Individualized Employment Action Plan (IEAP)
 - The purpose of the IEAP is to develop a structured plan and actionable steps for a participant to effectively navigate their employment readiness and to achieve their employment goals.
 - An IEAP template is attached as Appendix C.
- IV. Facilitate participant access to relevant EmploymentWorks Online content and resources
 - Will require review of and familiarization with available content and resources to help guide participants to relevant resources based on their individualized needs. See Appendix A for an overview of available content and resources.
- V. Facilitate participant access to available job supports
 - Assist participants to identify job support needs, such as job coaching and/or workplace equipment or tools, and to submit request forms to EmploymentWorks national project staff through established processes. See Appendix A for an overview of job supports.
- VI. Facilitate funded work experience opportunities for participants with employers
 - Support employers seeking talent by facilitating the hiring of participants into paid work experience opportunities. See Appendix A for an overview of funded work experience.
 - Employers are eligible to access reimbursement for up to 360 hours of work experience at local minimum wage.
- VII. Participate in the Progress Reporting process that supports fee payments (total available payment per Participant is \$5,400, see Appendix B for payment distribution details) and complete progress reporting as required through established processes.

Note that job supports for participants and wage subsidies for employers are centrally funded. This funding is not included in the per Participant facilitation fees.

4. PROPOSAL CONTENT & SELECTION CRITERIA

Complete the attached application form.

Proposals will be evaluated based on the extent and relevance of experience, existing connection to active job seekers and quality of the proposal. The successful applicant(s) will have experience providing employment services and supports to Autistic or neurodivergent job seekers, engaging with employers and businesses, and supporting neuroinclusive work environments.

5. SUBMISSION OF PROPOSALS

This request for proposals will remain OPEN until funding available through the project is fully committed. All proponents should submit their proposals in PDF format via email to Christy Robinson at christy.robinson@sinneavefoundation.org. Sinneave will respond to all proposals within seven days of receipt indicating next steps. Sinneave is open to considering alternative proposal formats, including a verbal presentation.

6. QUESTIONS AND INQUIRIES

All inquiries related to this Request for Proposals, including requests for access to the project content and resources (i.e. EmploymentWorks Online Program, EmploymentWorks Portal, etc.) to review and assess the applicability to jobseekers you support, are to be directed to:

Christy Robinson, Project Officer
The Sinneave Family Foundation
christy.robinson@sinneavefoundation.org

APPENDIX A

AVAILABLE PROJECT CONTENT, RESOURCES AND SUPPORTS

- A. Curriculum
- B. Support for EmploymentWorks Online Facilitators
- C. Resources for Job Seekers

A. CURRICULUM

12-Module Self-paced Online Program organized in Four Key Themes (available in both English and French):

Preparing to Work		Getting Work	
Module 1	Knowing yourself and your employment goals	Module 4	Preparing for and doing well in an interview
Module 2	Matching your strengths to jobs	Module 5	Searching and applying for jobs
Module 3	Writing your resume and cover letter	Module 6	Communicating well in the workplace
Keeping Work		Thriving at Work	
Module 7	Being Professional	Module 10	Disclosure and/or asking for accommodations
Module 8	Making sense of workplace interactions	Module 11	Understanding your pay
Module 9	Dealing with stress at work	Module 12	Creating a career plan

B. SUPPORT FOR EMPLOYMENTWORKS ONLINE FACILITATORS

EmploymentWorks Portal

An online portal accessible through the EmploymentWorks website is available for all program facilitators to support them in navigating a range of complimentary resources, platforms, and processes.

In addition to orienting staff to the EmploymentWorks program, it contains information, resources, strategies, activities, and tools to support jobseekers and address commonly experienced challenges. Topics covered include goal setting, communication, engagement, confidence, disclosure and self-advocacy, as well as employment readiness domains of accuracy, performance, productivity,

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Located at THE ABILITY HUB, 3rd Floor, 3820 24th Avenue NW, Calgary, Alberta T3B 2X9

conversational appropriateness, conversational reciprocity, response to feedback, appearance, hygiene and grooming, safety, flexibility, anxiety, self-management, and seeking assistance. All content is currently available in English only.

C. RESOURCES FOR JOB SEEKERS

Resources to develop and practice employment-relevant skills and build confidence to be successful in a workplace setting, including:

- Job preview videos to explore various entry-level roles in different industries
- Interactive scenario videos to practice problem solving and critical thinking
- Virtual Job simulations, including a cash drawer to practice cashier skills
- LinkedIn Learning courses to develop knowledge and acquire micro-credentials (note - LinkedIn Learning courses are available in multiple languages, and the other resources listed above are available in both English and French).

Access to funded job supports.

- Includes pre-employment coaching, training and certification, on-the-job coaching, workplace tools/equipment, etc.
- Supports also include connection to a Mentor if desired, which provides program participants with the opportunity to acquire realistic information about a job or career path from experienced professionals.

Access to up to 360 hours of funded work experience.

- Funded work experience provides participants with a source of income while they develop practical workplace skills, gain experience, and enhance their employability.
- Employers can receive reimbursement for wages up to 360 hours at local minimum wage rates.

Access to free and timely mental health supports.

- Participants will be able to access educational videos and related materials that explore key topics to support positive mental health and well-being.
- Participants are also able to access the free and confidential Member and Family Assistance Program (MFAP) through Homewood Health for counselling and support.

APPENDIX B

SERVICE PROVIDER AGREEMENT DETAILS

Service Providers are engaged as independent contractors to facilitate Participant enrolment, access to resources, and the following per Participant Program Requirements, Outputs and Expected Results:

Program Outputs and Results	Minimum	Maximum
Completion of Self-Paced Program Modules*	3	12
Individualized Employment Action Plan* NOTE: Participants are eligible to receive a \$250 IEAP completion bonus paid directly to the participant.	1	unlimited
Funded Job Supports (\$ per participant)	\$0	\$500
Funded Work Experience (in hours)	0	360
Participant Employment (reported at any time during the program)	50%	100%

* To be completed within three months of program enrolment.

FEE STRUCTURE

The total available payment for Service Providers is \$5,400 per Participant, with the following payment distribution:

Fee Trigger	Payment
Initial Progress Report Reporting on a Participant's initial progress is required upon completion of the following core program elements, within three months of program start : 1. when a Participant has completed a minimum of three (3) Program modules, and 2. has created an Individualized Employment Action Plan.	\$2,100
Participant Progress Report - 6 months after initial progress report	\$300
Participant Progress Report - 12 months after initial progress report NOTE: Participants are eligible to receive a \$100 bonus for completion of the 12-Month follow-up report paid directly to the participant.	\$500
Participant employed at any point during the program A Participant is deemed employed if they have worked a total of 180 hours or more within twelve (12) months after enrolling in the Program. The hours worked cannot be at a social enterprise affiliated with the Service Provider.	\$2,500

TERMS OF PAYMENT

- Sinneave will make progress payments to Service Providers monthly.
- Each progress payment shall cover eligible fees earned during the Payment Period as approved by Sinneave, acting reasonably, following verification of Participant data and report submission by Service Provider.
- Monthly Progress Reports are initiated by Sinneave one week following month-end and validated by Service Providers within two weeks.

APPENDIX B

EXCERPT FROM INDIVIDUALIZED EMPLOYMENT ACTION PLAN IF YOU WOULD LIKE TO SEE THE COMPLETE PLAN, PLEASE REQUEST ACCESS



INDIVIDUALIZED EMPLOYMENT ACTION PLAN (IEAP)

Participant Name:	
Support Staff Name:	
Date IEAP Created:	
Program Status:	<input type="checkbox"/> Preparing for Work <input type="checkbox"/> Finding Work <input type="checkbox"/> Keeping Work

Introduction:

The purpose of the EmploymentWorks IEAP is to provide a structured plan and actionable steps for a participant to effectively navigate their career development and achieve their employment goals. It serves as a flexible tool to help participants in identifying their strengths, skills, interests, and values, align them with career aspirations, and take concrete actions to attain their desired employment outcomes.

The effectiveness of this IEAP is heavily dependent on the proactive involvement of the participant and the guidance of the Support Staff to adjust the plan as necessary. It is also essential to consider the participants' circumstances, including physical abilities, mental health considerations, and any other potential barriers to employment.

Support Staff are encouraged to use personalized and flexible tools and resources to assist with the completion of each section of the IEAP.

Table of Contents:

- Program Learning Plan
- Employment Barriers Assessment
- Self-Assessment Summary
- Goal Summary
- Employment Portfolio Checklist
- Career Assessment and Exploration Summary
- Support Planning



INDIVIDUALIZED EMPLOYMENT ACTION PLAN (IEAP)

Program Learning Plan

The following learning plan outlines individualized skill areas to focus on based on the readiness of the participant and their employment objectives.

Completed by: Participant & Support Staff

Time Point: Preparing for Work (Program Intake)

THIS SECTION IS MANDATORY FOR ALL PARTICIPANTS

EmploymentWorks Online Program Modules	
Please check the Modules completed:	
<input type="checkbox"/>	Knowing yourself and your employment goals
<input type="checkbox"/>	Matching your strengths to jobs
<input type="checkbox"/>	Writing your resume and cover letter
<input type="checkbox"/>	Preparing for and doing well in an interview
<input type="checkbox"/>	Searching and applying for jobs
<input type="checkbox"/>	Communicating well in the workplace
<input type="checkbox"/>	Being professional
<input type="checkbox"/>	Making sense of workplace interactions
<input type="checkbox"/>	Dealing with stress at work
<input type="checkbox"/>	Disclosure and/or asking for questions
<input type="checkbox"/>	Understanding your pay
<input type="checkbox"/>	Creating a career plan
Job Preview Videos	
Interactive Scenario Videos	
LinkedIn Learning Courses	
Virtual Job Simulations	



INDIVIDUALIZED EMPLOYMENT ACTION PLAN (IEAP)

Employment Barriers Assessment

Completed by: Participant

Time Point: Preparing for Work

Adapted From: <https://www.adcogov.org/sites/default/files/Barriers-Worksheet.pdf>

The Employment Barriers Assessment involves identifying and understanding the challenges and obstacles that may prevent an individual from achieving their career goals. These barriers could be personal, or external, like transportation issues or lack of necessary skills. Recognizing these barriers helps in developing strategies and identifying resources to navigate past them.

For a comprehensive Barriers Assessment: <https://www.paradiomeducation.com/products/barriers-to-employment-success-inventory>

THIS SECTION IS MANDATORY FOR ALL PARTICIPANTS

FINANCIAL AND PERSONAL BARRIERS
<p>I have reliable transportation to/from work or job search</p> <p><input type="checkbox"/> YES</p> <p><input type="checkbox"/> NO</p>
<p>I have a current driver's license</p> <p><input type="checkbox"/> YES</p> <p><input type="checkbox"/> NO</p>
<p>I have current insurance for my vehicle</p> <p><input type="checkbox"/> YES</p> <p><input type="checkbox"/> NO</p>
<p>I am concerned about employment discrimination based on gender, race, religion, age, sexual orientation, national origin, etc.</p> <p><input type="checkbox"/> YES</p> <p><input type="checkbox"/> NO</p>
<p>My current living situation is secure</p> <p><input type="checkbox"/> YES</p> <p><input type="checkbox"/> NO</p>
EMOTIONAL AND PHYSICAL WELLBEING
<p>I have physical health issues that may limit or prevent part time employment</p> <p><input type="checkbox"/> YES</p> <p><input type="checkbox"/> NO</p>
<p>I have physical health issues that may limit or prevent full time employment</p> <p><input type="checkbox"/> YES</p> <p><input type="checkbox"/> NO</p>
<p>I am concerned about my physical fitness, weight and/or my appearance</p> <p><input type="checkbox"/> YES</p> <p><input type="checkbox"/> NO</p>



INDIVIDUALIZED EMPLOYMENT ACTION PLAN (IEAP)

I have mental health concerns that may limit or prevent employment

- YES
- NO

I have depression, low self-esteem, lack of energy or motivation

- YES
- NO

I have a history of drug and/or alcohol abuse

- YES
- NO

TRAINING AND EDUCATION

I have a high school diploma or a GED

- YES
- NO

I have a college degree or other advanced education

- YES
- NO

I have a certification and/or I am licensed

- YES
- NO

I have basic reading and/or math skills

- YES
- NO

I have some beneficial work experience

- YES
- NO

I know I have marketable job skills

- YES
- NO

I have technical skills

- YES
- NO

I have been fired from a job

- YES
- NO

I have been laid off from my job in the last 12 months

- YES
- NO

I might appear overqualified for the jobs I am interested in

- YES
- NO