Request for Proposals (RFP)

Curriculum Adaptation Services

FastTrackHER Energy Cohort – Avalon Region

Introduction

Equiforce invites proposals from qualified curriculum development consultants or firms to support delivery of a FastTrackHER Energy cohort in the Avalon region of Newfoundland and Labrador.

FastTrackHER is a short-term, industry-informed workforce readiness program designed to support women and gender-diverse individuals in preparing for employment in high-demand sectors.

An initial FastTrackHER pilot focused on the construction sector resulted in the development of a foundational curriculum framework, core program structure, and delivery templates. This procurement builds on that established foundation and focuses on targeted adaptation and strengthening of specific program components for the energy sector.

Program Overview

FastTrackHER is a **three-week intensive workforce readiness program**, incorporating:

- Career readiness and industry awareness
- Industry engagement and exposure
- Sector-specific certifications and preparation

The Energy cohort will be delivered **in person by Equiforce in the Avalon region**. Equiforce will be responsible for participant recruitment, program coordination, program delivery, and overall cohort implementation.

The primary objective of this contract is to adapt, finalize, and strengthen the existing FastTrackHER curriculum to create a comprehensive, industry-informed program that reflects current and emerging workforce opportunities within Newfoundland and Labrador's energy sector. **The successful proponent will deliver a complete implementation-ready curriculum package that is validated through industry engagement and aligned with employer expectations, workforce realities, and sector career pathways.**

2. Scope of Work

A. Curriculum Adaptation and Targeted Development

The successful proponent will review, adapt, and strengthen the existing FastTrackHER curriculum to ensure it reflects the realities, workforce needs, employment pathways, employer expectations, and opportunities within Newfoundland and Labrador's energy sector.

A complete FastTrackHER Construction curriculum framework, program structure, facilitator resources, participant materials, and delivery templates currently exist. The program consists of approximately fifteen (15) days of participant programming, including FastTrackHER curriculum content, industry engagement activities, and external certification training. Existing curriculum materials will be provided to the successful proponent upon contract award.

All existing curriculum components must be reviewed to assess their suitability for the energy sector. Equiforce anticipates that some curriculum components will require only minor adaptation, while others will require significant revision, redevelopment, or replacement. Preliminary estimates suggest that approximately 20-25 hours of participant-facing curriculum content may require substantial modification, while an additional 15-20 hours may require light to moderate adaptation. These estimates are provided for planning purposes only and do not limit the scope of review required.

The successful proponent will be responsible for developing a complete, cohesive, industry-informed curriculum package that aligns with the FastTrackHER program model and is ready for implementation by Equiforce.

Curriculum adaptation and development activities may include, but are not limited to:

- Reviewing existing curriculum materials and identifying required modifications
- Updating labour market information, workforce trends, career pathways, and sector content
- Revising terminology, examples, case studies, and workplace scenarios to reflect the energy sector
- Incorporating current industry practices, employer expectations, and sector realities
- Developing new content where existing materials do not adequately support program objectives
- Revising facilitator guides, participant materials, slide decks, learning activities, and supporting tools as required
- Identifying and recommending appropriate industry engagement opportunities, including guest speaker topics, site visit opportunities, networking activities, panel discussions, and experiential learning components that support program objectives
- Incorporating feedback from Equiforce and industry stakeholders throughout the development process

All curriculum materials must:

- Be industry-informed and aligned with current and emerging workforce opportunities within Newfoundland and Labrador's energy sector
- Be turnkey and ready for facilitator delivery
- Be fully editable and transferable to Equiforce
- Reflect adult learning best practices

- Be gender-informed and culturally responsive
- Align with workforce readiness outcomes
- Support future replication and adaptation of the FastTrackHER model

B. Industry-Informed Curriculum Development

The successful proponent will:

- Work with Equiforce to identify priority sectors, occupations, and stakeholders for engagement
- Conduct a minimum of eight (8) stakeholder engagement activities (which should include one on one interviews) and three (3) advisory committee meetings or other approved approaches
- Engage a range of stakeholders, including employers, industry associations, training providers, subject matter experts, and other sector representatives, as appropriate
- Gather information on workforce needs, skills requirements, career pathways, workplace expectations, and emerging sector trends
- Identify and recommend opportunities for industry engagement within the program, including guest speakers, site visits, networking activities, panel discussions, and other experiential learning opportunities
- Translate stakeholder input into practical, industry-informed curriculum content and learning activities
- Validate curriculum recommendations and draft materials through industry engagement
- Document stakeholder feedback and demonstrate how it informed curriculum development

While eight (8) engagements represents the minimum requirement, proponents should propose an approach sufficient to ensure the curriculum reflects a broad and representative understanding of Newfoundland and Labrador's energy sector.

A dedicated Equiforce team lead will provide overall project coordination and support stakeholder engagement activities throughout the project.

C. Collaboration and Finalization

The successful proponent will work collaboratively with Equiforce throughout the project and participate in scheduled project meetings, working sessions, and review discussions as required.

Draft curriculum materials will be submitted to Equiforce at agreed-upon milestones for review and feedback. The successful proponent will incorporate feedback from Equiforce and the FastTrackHER Industry Advisory Committee into subsequent drafts and final deliverables.

Equiforce reserves final approval authority regarding curriculum content, curriculum revisions, redevelopment decisions, industry engagement recommendations, and all project deliverables.

The successful proponent will deliver a complete, implementation-ready curriculum package that meets the requirements outlined in this RFP. Deliverables will not be considered complete until reviewed and accepted by Equiforce.

Following submission of the final curriculum package, the successful proponent will remain available for a period of thirty (30) days after program delivery to address reasonable clarifications, minor revisions, or implementation-related questions. Any significant curriculum redevelopment, additional content development, or work beyond the approved scope of this contract will require prior approval from Equiforce and will be subject to a separate agreement.

4. Deliverables

Given the compressed project timeline, deliverables will be developed and reviewed on a rolling basis. The successful proponent will be expected to submit materials in phases to support timely review, feedback, and finalization.

A. Industry Engagement Summary and Curriculum Direction

The successful proponent will provide a written summary that includes:

- Stakeholder engagement activities completed and stakeholder groups represented
- Key workforce needs, skills requirements, career pathways, and employer expectations identified through engagement
- Recommended curriculum priorities and proposed areas for adaptation, redevelopment, or new content development
- Recommended industry engagement opportunities, including guest speaker topics, site visit opportunities, networking activities, and experiential learning components
- Any identified gaps, risks, or considerations that may impact curriculum design or delivery

B. Curriculum Blueprint and Development Plan

Prior to full development of final materials, the successful proponent will provide a Curriculum Blueprint and Development Plan for review by Equiforce.

The Blueprint must include:

- A session-by-session outline for the full program
- Proposed curriculum adaptations, redevelopment, and new content areas with learning objectives
- Identification of content to be retained, modified, removed, or newly developed
- Recommended guest speaker topics, site visits, networking opportunities, and experiential learning activities
- A schedule for phased submission of curriculum materials for review

C. Rolling Draft Curriculum Materials

Draft curriculum materials will be submitted in phases, according to the approved development schedule. Each phased submission must include, as applicable:

- Facilitator guides
- Participant materials or workbooks

- Slide decks
- Learning activities, tools, and supporting resources
- A brief change summary identifying what was retained, modified, removed, or newly developed

D. Final Curriculum Package

The successful proponent will deliver a complete, finalized, implementation-ready curriculum package, including:

- Final facilitator guides
- Final participant materials or workbooks
- Final slide decks
- Final learning activities, tools, and supporting resources
- Final curriculum mapping and change summary
- Final recommendations for guest speakers, site visits, networking activities, and experiential learning components

All materials must be fully editable, professionally organized, turnkey, and structured to support delivery by Equiforce.

E. Final Summary Report

The successful proponent will provide a final summary report outlining:

- Work completed
- Stakeholder engagement undertaken
- How industry feedback informed curriculum development
- Key curriculum changes made
- Recommendations and considerations for future cohort delivery and curriculum refinement

F. Intellectual Property

All materials, curriculum content, tools, reports, and deliverables developed under this contract will become the exclusive property of Equiforce.

5. Sector Knowledge Expectations

Given the industry-informed nature of this project, demonstrated knowledge of Newfoundland and Labrador's energy sector is a critical requirement.

Proponents must demonstrate:

- Knowledge of Newfoundland and Labrador's energy sector, including key industries, employers, workforce trends, and employment opportunities
- Understanding of workforce pathways, entry-level occupations, skills requirements, and employer expectations
- Experience engaging employers, industry stakeholders, and subject matter experts

- Experience translating labour market and industry insights into practical training, curriculum, workforce development, or educational programming

Preference will be given to proponents who demonstrate:

- Established relationships and networks within Newfoundland and Labrador's energy sector
- Direct experience working with employers, industry associations, training providers, or workforce development initiatives within the sector
- Knowledge of emerging workforce needs and future opportunities within the energy sector

6. Evaluation Alignment

Curriculum must align with FastTrackHER program outcomes and existing evaluation approaches.

Proponents should demonstrate the ability to:

- Develop measurable learning outcomes
- Integrate evaluation tools into curriculum design

7. Timeline

- RFP Release: June 29, 2026
- Submission Deadline: July 6, 2026
- Anticipated Contract Award: Subject to funding confirmation, anticipated July 15, 2026
- Curriculum Development & Stakeholder Engagement: July – September 2026
- Final curriculum delivery: October 9, 2026
- Program delivery: October 19, 2026

The program delivery timeline is a **priority**, and proponents must demonstrate the capacity to meet required milestones.

Proponents must confirm their availability to begin work immediately upon contract award and demonstrate their capacity to meet all required project milestones and deliverables within the timelines outlined in this RFP.

The successful proponent will be expected to:

- Participate in a project kickoff meeting within five (5) business days of contract award.
- Provide a detailed work plan and schedule within ten (10) business days of contract award
- Meet all agreed-upon milestones and deliverables
- Respond to requests for feedback, revisions, or clarification in a timely manner.
- Maintain regular communication with Equiforce throughout the project.

8. Budget

The maximum budget for this contract is $75,000 inclusive of HST. Proposal exceeding this amount will not be considered.

Proponents are expected to demonstrate cost-effective approaches that leverage the existing FastTrackHER curriculum framework and focus on targeted adaptation rather than full redevelopment.

9. Proposal Requirements

Proposals must include:

- Overview of relevant curriculum adaptation experience
- Project Team/Roles
- Experience in workforce or sector-based training initiatives
- Description of knowledge, relationships, or engagement within NL's energy sector
- Proposed approach to efficient curriculum adaptation
- Proposed Work plan and timeline
- Budget and fee structure, including hourly rates and total estimated cost
- Examples of similar work
- A statement confirming availability to commence work immediately upon contract award and ability to meet the project timeline, milestones, and deliverables outlined in this RFP

10. Evaluation Criteria

Proposals will be evaluated based on:

- Sector Experience and Alignment — 30%
- Approach to Curriculum Adaptation — 25%
- Quality and Practicality of Outputs — 20%
- Demonstrated Results and References — 15%
- Cost-Effectiveness — 10%

Submission Guidelines:

The contracting authority for this RFP is Equiforce.

Proposals must be submitted as a single PDF document and should not exceed eight (8) pages, excluding appendices. Submissions should be concise, clearly outlining objectives, methodology, timelines, project team roles, and expected outcomes.

Appendices may include but are not limited to: firm descriptions, bios/CVs of project staff, references, and sample curriculum materials.

Submissions should be sent to via email at **opportunities@equiforce.ca** by 5:00 PM NST on the deadline date.

Any questions regarding this RFP should also be submitted in writing to the same email no later than 48 hours prior to the submission deadline.

11. Terms and Conditions

Late submissions will not be considered.

This RFP is issued subject to the availability of funding. Equiforce reserves the right, at its sole discretion, to cancel, postpone, amend, or not proceed with this RFP or any resulting contract, in whole or in part, should funding be delayed, reduced, or not approved.

The lowest-cost proposal, or any proposal, will not necessarily be accepted.

No payment will be made for the preparation or submission of proposals.

All proposals received will be considered strictly confidential.

Applicants must be a company or organization legally incorporated or registered in Canada, with all work undertaken within Canada.

Proposed costs must be provided in Canadian dollars (CAD).

Intellectual Property: Any materials, reports, branding elements, or deliverables produced as part of this project will become the exclusive property of Equiforce.

By submitting a proposal, proponents acknowledge acceptance of all terms and conditions outlined in this RFP.