

# Workforce Development Board

## Request for Information

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## Confidentiality

All information included in this RFI is confidential and only for the recipient knowledge. No information included in this document or in discussions connected to it may be disclosed to any other party.

## Introduction and purpose of the RFI

With this RFI we request information regarding your company and your products/services. The same information will be gathered from different companies and will be used to evaluate what suppliers we will follow up the sourcing process with a RFP or RFQ.

## Scope

Specific information is requested according to the form below.

## RFI procedure

To answer this RFI please fill in the attached form.

Contact person listed below is available for assistance in case that is needed.

The answers to this RFI will be evaluated by staff from different functions in Workforce Development Board

### *How to deliver the answer*

Send the attached form in word-format (format unchanged) by email to [workforce@wdb.ca](mailto:workforce@wdb.ca)

### *Contacts*

For questions regarding this RFI, you are welcome to contact:

Chi Hang Liu

Communications and Project Coordinator

P: 705-749-3250 ext. 16

E: [chliu@wdb.ca](mailto:chliu@wdb.ca)

### *Timeframe*

This is the timeframe for the RFI and an eventual coming project

- 1/25/2012 – The RFI is sent out
- 3/02/2012 – Last date for questions
- 10/02/2012 – Last date for submission of answer
- 17/02/2012 – Result from the evaluation delivered from Workforce Development Board
- 24/02/2012 – RFP or RFQ sent to suppliers that has passed the RFI
- 2/03/2012 – Final supplier(s) chosen for prototyping and tests
- 30/03/2012 – SOP, start of production

## Background description of what is requested

### *Of Workforce Development Board*

The Workforce Development Board is a community based, not-for-profit corporation that serves the cities of Peterborough and Kawartha Lakes and the counties of Northumberland, Peterborough and Haliburton. WDB works with the community to identify trends and opportunities in the labour market environment which impact our workforce. We then establish community partnerships and work to nurture new ideas which address these issues and help prepare our community to thrive in our local economy.

Our vision:

Northumberland, Peterborough, Kawartha Lakes and Haliburton:  
.....The obvious place to live, learn, earn and invest!

More information can be found on [www.wdb.ca](http://www.wdb.ca)

### *Of the context in which the product or service will be used*

Workforce Development board is seeking to provide Human Resource Management knowledge and materials including a Human Resource Reference manual to small to medium size employers in the cities of Peterborough and Kawartha Lakes and the counties of Northumberland, Peterborough and Haliburton.

### *Statement of need*

As identified in the Integrated Local Labour Market Plan – Update April 2011 (available at [www.wdb.ca](http://www.wdb.ca)), small to medium size employers require clear, concise Human Resource management information at a reasonable cost to ensure they are aware of and following the various pieces of legislation that governs the workplace.

### *Requirements*

Products and services must include, but not limited to:

- Electronically accessible human resource management material
- Human resource management material must be regularly updated with new and changing legislations (provincial and federal) governing the workplace
- Customer support via telephone and email with accredited human resource professionals

### *Qualifications*

- Product and services must have a proven track record and have been available on the market for more than 5-years.

### *Conditions which will be terms for future RFPs or RFQs*

Payment term: Must be negotiable

Delivery term: March 2012 to March 2013

## Form to fill in as answer to the RFI

Question	Answer
Company name	
Company address	
Company web page	
Main products/services	
Main market/customers	
Ownership structure with ownership status in percentage	
Structure of mother corporation, joint ventures, subsidiaries, partnerships or other relevant relations	
Number of years on the market	
Company location(s)	
Environmental management system(s)	
Quality management system(s)	
Describe your business continuity management	
Employees	
Production	
R&D	
Marketing and sales	
Quality department	
Financial information	
Last year turnover	
Last year gross margin	
Last year profit	
Stock markets where your company is listed	
Contact person and responsible for answering this RFI	
Telephone	
Email	
Capacity conditions today	
Anticipated capacity conditions within 12 months	
Conditions that's listed in the RFI and can't be met	
Description of products or services that are already delivered to customers today, and could be comparable to what is requested in this RFI	
Reference customers using comparable	

products or services (including contact information)	
Reference customers using your products or services today, although they are not comparable with what is requested in this RFI (including contact information)	
Locations available for delivery, if not worldwide.	
Availability of spare parts and support worldwide	