



REQUEST FOR INFORMATION (RFI) **No. 5000066879/A**

Date: June 03, 2022

Subject: Request for Information (RFI) regarding Project “*Nuclear Energy Agency International Mentorship Workshop 2023 - Canada*”

1. Background and Purpose of this RFI

The purpose of this RFI is to obtain information before finalizing the requirements definition and procurement strategy for the subject project which is being carried out by the Canadian Nuclear Safety Commission (CNSC).

The Canadian Nuclear Safety Commission (CNSC) requires the services of an experienced Contractor to plan, facilitate and develop the program of a 3 day workshop.

The details of the project and requirements are further outlined in Annex “A” – Statement of Work attached to this RFI.

2. Nature of this RFI

This Request for Information (RFI) is simply intended to solicit feedback from industry with respect to the matters described in this RFI and shall not be construed to be a bid solicitation and no agreement/contract will be entered into with/awarded to any vendor based on responses to this RFI, and it shall in no way be considered as authorization by Canada for vendors to undertake any work. This RFI shall in no way be considered as authorization by the CNSC for respondents to undertake any work, which would result in costs to the CNSC. The CNSC shall not be liable for, nor shall it reimburse any of the respondents, or any third-party, for any costs, fees or expenses, incurred in the preparation or submission of a response to this RFI.

Nothing in this RFI shall be construed as a commitment to issue a bid solicitation. Response to this RFI will not create any obligation. The CNSC shall not be bound by anything stated herein. Respondents shall not be bound by any aspect of their response to this RFI.

3. Nature and Format of Responses Requested

Respondents are requested to provide their responses to questions in Section 5.

4. Treatment of Responses

- a) **Use of Response:** Responses will not be formally evaluated. All responses to this RFI will be held by the CNSC on a confidential basis (subject to applicable legislation) and remain the property of the CNSC once they have been received. Respondents are advised, however, that information submitted may be used in the development of future bid solicitation documents. CNSC will review all responses received by the RFI closing date. CNSC may, at its discretion, review responses received after the RFI closing date. Not responding to this RFI shall in no way penalize bidders to any future bid solicitation.
- b) **Confidentiality:** Respondents should mark any portions of their response that they consider proprietary or confidential. The CNSC will handle the responses in accordance with the Access to Information Act.
- c) **Follow-up Activity:** The CNSC may contact any respondents to follow up with additional questions or for clarifications of any aspect of a response.

5. Questions to Interested Parties of this RFI

Note: RFI respondents are not required to respond to all these questions. However, if your organization has any concerns or suggested changes, we encourage you to raise these items in a RFI response so that consideration can be given to the comments prior to a formal bid solicitation process being launched.

- 1) Would you/your organization be able to provide the services outlined in Annex “A” – Statement of Work (SOW) and be interested in bidding on any solicitation that may be issued related to the SOW? Are there any challenges that would prevent you from bidding?
- 2) Is the Statement of Work clear and reasonable? Do you have any general comments or concerns regarding the SOW and/or suggestions for improvements to the SOW?
- 3) Are the estimated dates for each deliverable/milestone defined in the SOW reasonable to complete the work?
- 4) What would be the estimated cost for the services outlined in Annex A? Please provide a detailed breakdown of these costs. Include both a point and range estimate to provide a sense of the potential variability.
 - Total event cost
 - Travel expenses – include: airfare, hotel, meals, ground transportation, communication and incidental. (indicate estimated number of travelers)
 - Hospitality: estimated cost by type of hospitality (breakfast, refreshments AM/PM/evenings, Lunch, Dinner, entertainment, etc.) and per person per meal/activity
 - Incidental fees (including speaker fees)
 - Professional services
 - Room rental

- Equipment Rental
 - Other (describe: e.g. bus, charter, etc.)
- 5) What would be your proposed estimated level of effort and budget for any proposed improvements or any suggested changes in scope? Would a firm fixed price basis of payment be preferable to a cost reimbursable time and material contract?
- 6) What types of resources (human and otherwise) are required to complete the work including experience and qualifications?

6. Submission of Responses to Questions to Interested Parties

- a) **Response addressee:** Responses are to be sent by email to:

solicitation-demandedesoumission@cncs-ccsn.gc.ca

- b) **Closing Date for Submission of Responses:** Suppliers interested in providing a response shall submit their responses no later than **4:00 PM (EDT), June 17, 2022.**
- c) **Responsibility of Timely Delivery:** Each respondent is solely responsible for ensuring its response is delivered on time per the instructions specified in this RFI.
- d) **Language of Response:** Responses may be in English or French at the preference of the respondent.

7. Response Preparation Costs

CNSC will not reimburse any respondent for expenses incurred in responding to this RFI.

8. Enquiries

Because this is not a bid solicitation, the CNSC will not necessarily respond to enquiries in writing or circulate answers to all potential suppliers/respondents. However, respondents with questions regarding the RFI may direct their enquiries by email to solicitation-demandedesoumission@cncs-ccsn.gc.ca .

ANNEX A - STATEMENT OF WORK (SOW)

1.0 TITLE

Event facilitator/coordinator for a 3 day student mentorship workshop

2.0 OBJECTIVE OF THE CONTRACT

The Canadian Nuclear Safety Commission (CNSC) has a requirement for a service provider to organize, coordinate and ensure the smooth function of the 3 day student mentorship workshop. The provider will work with the CNSC, the Nuclear Energy Agency (NEA) and others to deliver the program needs. This event will focus on Indigenous youth and will include an Indigenous Leaders Panel, STEM outreach activities and materials, and a visit of a nuclear facility.

The objective of the workshop is to promote gender balance in STEM and the nuclear sector and encourage young girls to strive to meet their potential. It will provide an open dialogue in which students can ask questions and address concerns they may have in pursuing STEM studies and careers.

3.0 BACKGROUND

The CNSC regulates the use of nuclear energy and materials to protect the health, safety, security and the environment; to implement Canada's international commitments on the peaceful use of nuclear energy; and to disseminate objective scientific, technical and regulatory information to the public.

The CNSC has been a participant in several NEA International Mentorship Workshops, which provide the participating students with a rare opportunity to interact with accomplished scientists and engineers from the NEA member countries. These workshops are in line with the initiatives being undertaken by countries around the world to ensure that expertise is maintained in highly technical areas such as nuclear safety, radiation protection and other critical disciplines. Capacity-building efforts focusing on science, technology, engineering and mathematics (STEM) fields need to be sustained and reinforced – particularly those aimed at young women, who are significantly under-represented in many areas.

Aligned with the CNSC's Women in STEM Initiative, the CNSC will be co-hosting a NEA International Mentorship Workshop in Canada in 2023. The focus of this workshop will be on Indigenous youth, specifically Indigenous girls in grade 8.

In addition to gender equity, the Government of Canada is committed to Indigenous Reconciliation. Indigenous People make up 4% of adults in Canada, but less than 2%

work in STEM. The Truth and Reconciliation Commission of Canada: Calls to Action¹ and United Nations Declaration on the Rights of Indigenous Peoples² both call for educational reforms to ensure Indigenous Peoples are accepted as equals in all fields, including STEM.

Research by the Conference Board of Canada has highlighted to no surprise that when educators use a culturally responsive curriculum, one that bridges Indigenous ways of knowing with Western science – Indigenous students are more engaged and perform better³.

It is with this in mind that the approach to the workshop will incorporate Indigenous input and strive to weave both Indigenous and Western sciences and culture into the program.

This contract is being developed as the CNSC will require an event coordinator/facilitator.

4.0 SCOPE OF WORK

In collaboration with the CNSC Technical Authority, the Contractor will be responsible for organizing, coordinating and ensuring the smooth function of the 3 day workshop that will be held in 2023 (tentatively in Spring or Summer). The workshop will endeavor to weave both Indigenous and Western systems of knowledge and culture. The Contractor will either be will have worked significantly with Indigenous communities and Indigenous youth in Canada. The program (Figure 1) for the event will be developed based on the NEA model and will be improved upon in consultation with the CNSC, the NEA and the Program sub-committee and will include Indigenous input.

Mentorship – Canadian and International mentors

Nuclear facility tour

Indigenous leader panel

STEM outreach

Figure 1: Main components of the tentative program

¹ [calls_to_action_english2.pdf \(gov.bc.ca\)](#)

² [United Nations Declaration on the Rights of Indigenous Peoples | United Nations For Indigenous Peoples](#)

³ [Incorporating Indigenous Cultures and Realities in STEM \(conferenceboard.ca\)](#)

The Contractor will be responsible for four main task categories: event logistics, travel logistics, student recruitment and program development/facilitation. The Contractor will need to collaborate/coordinate with the CNSC Technical Authority, the NEA, and the Program Sub-Committee (PSC) at different levels (see Table 1).

Table 1: Task categories and roles

Task category	Contractor	CNSC	NEA	Program Sub-Committee (PSC)
Event logistics	<p>Identify and provide facility for event; provide catering, IT services, promotional material and decorations</p> <p>Contractor to facilitate the event and ensure seamless programming</p>	<p>Contractor to consult with CNSC Technical Authority to determine event dates</p> <p>Contractor will need final approval from the CNSC and the NEA regarding the choice of facility</p> <p>Contractor will consult with the CNSC Technical Authority at progress meetings in addition to email/video conferencing when necessary</p> <p>CNSC staff will be onsite during the event to provide support and oversight</p> <p>CNSC is responsible for the recruitment of the Canadian mentors, Canadian Co-Chair and Canadian Keynote</p>	<p>CNSC and NEA will determine event dates according to their calendars</p> <p>The NEA will act as moderator and NEA staff will be onsite during the event to provide support</p> <p>The NEA is responsible for the recruitment of the International mentors, International Co-Chair and International Keynote</p>	N/A
Travel logistics	Provide transportation, accommodations and incidental fees for all participants except CNSC staff, NEA staff, and International Mentors/Keynote	CNSC will cover their own travel costs. The CNSC will also cover the travel costs for NEA Staff and International Mentors/Keynote. Contractor will facilitate accommodation bookings for CNSC staff (block of rooms)	Contractor will facilitate accommodation bookings for NEA staff and International Mentors/Keynote (block of rooms)	N/A
Student Recruitment	Design and implement regional recruitment process of ~30 grade 8 Indigenous girls	CNSC Technical Authority to approve final proposal before implementation	N/A	PSC to provide guidance/input on the Contractor's proposal
Program development and facilitation	Design, develop and deliver program (Figure 1)	CNSC Technical Authority to approve final program and agenda before distribution	Develop agenda and program booklet based on the approved content provided by the Contractor (produce layout and obtain final approval)	Contractor to collaborate with the PSC to design the program – improving upon the NEA's model PSC including Contractor

			<p>NEA responsible for drafting the guidelines for mentors</p> <p>The NEA will need to approve the program before the CNSC can provide the final approval to the Contractor</p> <p>NEA will moderate and manage the flow of the 3-day event</p>	<p>to review agenda and program booklet</p> <p>Contractor to consult with PSC to develop, student surveys, meet the students document, and the country education brief</p>
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5.0 TASKS

The Contractor must complete the following tasks in close consultation with the CNSC Technical Authority:

5.1 Event logistics

- a) Identify and provide facilities for a 3 day workshop in Ontario, near a nuclear facility in 2023 (less than 1 hour drive from the facility) (tentatively in the Spring or Summer)
 - a. Contractor to work with the CNSC and the NEA to confirm exact dates
- b) Ensure that appropriate pandemic restrictions (federal, provincial, and local restrictions) are respected throughout the event
 - a. If required, provide the necessary equipment and materials (e.g. masks, hand sanitizer, etc.)
 - b. Contractor staff/participants must be fully vaccinated (medical exemptions accepted)
- c) Provide catering for approximately 60-100 people for 4 days (arrival day and 3 day workshop)
 - a. Meals include: breakfast, lunch, supper as well as beverages and snacks throughout the days/evenings
 - b. Must accommodate food allergies/restrictions
 - c. Including Indigenous cuisine would be an asset
- d) Provide IT equipment and support
 - a. Audiovisual equipment and support
 - i. E.g. Large screen displays, projector, microphones, cameras, laptops etc.
 - ii. Access to WiFi is an asset
 - b. To provide translation services if required
 - c. To provide videos and photos of the event
- e) Provide and set-up promotional material and decorations at the event
- f) Provide all participants with a NEA/Government of Canada branded tote bags
 - a. Provide students with event memorabilia and STEM-related gear – with input from the PSC
 - b. Provide participants event memorabilia
- g) Design and provide t-shirts to all participants
 - a. NEA/Government of Canada/event branded t-shirts – with input from the PSC
 - b. T-shirts should identify the participant (as student, mentor, volunteer, etc)
 - c. Appropriate sizes shall be sought by the Contractor
- h) All branding will need coordination and approval from the CNSC and the NEA

5.2 Travel logistics

- a) Provide appropriate lodging for students for 4 nights that will maximize safety and supervision
 - a. For hotels, a 4-5 star rating will be required
 - b. Or other facilities (e.g. campground, retreat, etc.) will require necessary amenities (e.g. tents, camping equipment, shower and toilet facilities)
- b) Provide transportation for students to and from home and for local activities
 - a. Must ensure safety and supervision of students
- c) Provide appropriate lodging for mentors, keynote speaker, Indigenous Leaders panelists, educators/supervisors for 4 nights (approximately 30 adults)
 - a. For hotels, a 4-5 star rating will be required
 - b. To facilitate lodging for CNSC staff (costs to be defrayed by the CNSC)
 - c. To also facilitate lodging for International mentors and NEA staff (costs to be defrayed by the NEA/CNSC)
 - d. CNSC Technical Authority and select CNSC Staff and educators/supervisors will stay in similar facilities as the students
- d) Provide transportation for all participants to and from the event during their entire stay (including transportation to and from home) except for CNSC staff, NEA staff and International mentors and International Keynote/co-chair
- e) Cover incidental fees for all participants except for CNSC staff, NEA staff and International mentors and International Keynote (including potential speaker fees)

5.3 Student recruitment

- a) Recruit ~30 9th grade Indigenous girls
 - a. Work with local Indigenous communities to recruit students.
 - b. Design, develop and apply recruitment tool to assess applicants in consultation with the PSC
 - c. Develop and collect consent forms from students and participants to be completed before event
 - i. The NEA will provide examples and the Contractor shall get the input from the PSC

5.4 Program development and facilitation

- a) Consult with the CNSC Technical Authority to develop the workshop program in line with NEA guidance
 - a. To consult with the PSC
- b) Develop and implement student surveys

- a. Survey 1 filled out prior to the event by students to provide the mentors a better understanding of the student's expectations and concerns regarding the workshop.
 - i. Adapt from NEA draft and translated if necessary
- b. Survey 2 sent to the students after the event to acquire their feedback and reflections
 - i. Adapted from NEA draft and translated if necessary
- c) Develop "Meet the Students" document
 - a. Document for mentors, including a picture, name and interests of students
 - b. Adapted from NEA draft and translated if necessary
 - c. To consult with the PSC regarding the type of information that should be collected and how
 - d. Distribute the final document to the Canadian participants
- d) Develop Country Education Brief
 - a. The document is for informing mentors
 - b. Brief country note on the education system to inform and guide mentors
- e) Design, facilitate and provide STEM outreach program, materials and equipment
 - a. To braid both Indigenous and Western sciences
- f) Provide trained STEM outreach facilitators and supervisors
 - a. Facilitators/supervisors would be responsible for facilitating the STEM outreach activities
 - b. Facilitators/supervisors would be responsible for the safety of students throughout the event (24h per day).
 - c. Facilitators/supervisors will provide security checks
- g) Organize and facilitate the Indigenous Leaders Panel
 - a. A panel consisting of strong female Indigenous STEM leaders to speak to their journey in STEM
 - b. In consultation with the CNSC Technical Authority and the PSC, the Contractor would be responsible for inviting the panelists, designing the panel, including its content and format.
- h) Facilitate additional activities in consultation with the CNSC Technical Authority
 - a. Tour of nuclear facility
 - b. Evening activities for youth
- i) Facilitate Indigenous input into program and event
 - a. Hire Elders to provide input into the program through the PSC and to participate during the event

6.0 DELIVERABLES

6.1 Start up meeting

Date: Within 7 days following award of the contract

Location: Via tele/videoconference

Purpose: To discuss and review the event workplan

The Contractor will meet with the CNSC Technical Authority the NEA and make a presentation to discuss the proposed approach, workplan and schedule to ensure achievement of the contract objectives.

6.2 Progress meetings

Date: One month following award of contract

Frequency: monthly until the event

Location: Via tele/videoconference

Purpose: To provide update on the workplan progress

The Contractor will meet with the CNSC Technical Authority to provide an update on the workplan progress.

6.3 Program sub-committee working meetings

Date: 2 months following award of contract

Frequency: monthly and ad hoc until the event

Location: Via tele/videoconference

Purpose: To develop event program

The Program sub-committee will consist of the Contractor, CNSC Technical Authority, Indigenous representatives (Elders), NEA representatives and other Government of Canada (GOC) representatives.

The Contractor will be responsible for hiring the Indigenous representatives. The CNSC Technical Authority will invite, CNSC, NEA and other GOC representatives.

6.4 Event planning

Date: 3 and 6 months before the event

Purpose: Provide written report of progress

The progress reports should include the following:

- An executive summary
- A table of contents
- Report on the planning progress (e.g. logistics, recruitment, program committee meetings, etc.)
- Highlights or issues of concern (and possible solutions if needed)
- Conclusion

Copies: One electronic copy via email to the CNSC Technical Authority

6.5 Event facilitation

Date: TBC

Purpose: Ensure that the event takes place seamlessly

The Contractor is responsible for ensuring the facilitation and quality control of the 3 day event. The Contractor will be on site a day before the event begins and will remain for the entirety of the event to coordinate, support and ensure proper set-up. The CNSC Technical Authority will be on site as well for consultation and oversight.

6.6 Final report

The report should include the following:

- An executive summary
- A table of contents
- Description of all processes and strategies for planning and facilitating the event (e.g. the recruitment strategy, program and program development and outcomes, etc.)
- Best practices and lessons learned that could be applied for future events
- Conclusion

Due Date: Due in the last month of the contract

Copies: One electronic copy via email to the CNSC Technical Authority

7.0 FORMAT OF DELIVERABLES

The Contractor must provide the deliverables in the following formats:

- electronic;
- using font Times New Roman 12;
- MS Office 2010 or later (Word, Project, PowerPoint, Excel, Visio); and
- PDF format.

Any electronic files that cannot be read or require major formatting changes when opened are not acceptable and will be returned to the Contractor for correction at their expense.

The CNSC reserves the right to distribute the final report publicly at its discretion.

8.0 CLIENT SUPPORT

CNSC Staff will facilitate meetings between the Contractor, the CNSC Technical Authority, the NEA and the Program Sub-Committee.

9.0 CONSTRAINTS

The primary factor that may affect the contract is the ongoing global COVID-19 pandemic. Local, provincial, and national restrictions may change and may create challenges and delays. The Contractor must be able to adapt and strategize to mitigate any such risks that may affect the event.

The Contractor may face challenges with recruitment of students within a specified region given the smaller population of Indigenous Peoples, and thus the smaller number of Indigenous girls in grade 8.

10.0 LANGUAGE OF WORK

With the involvement of international partners, the work will be conducted in English. All deliverables must be submitted in English.

11.0 TRAVEL REQUIREMENTS

The Contractor must travel to the site of the event a day before the event begins and will remain for the entirety of the event to coordinate, support and ensure proper set-up.

12.0 LOCATION OF WORK

Most work will be completed off site at the Contractor's offices, with exception to their role a few days prior and during the event.

APPENDIX A: SUMMARY OF ACCOMMODATIONS

Task	Estimated number of individuals to accommodate
Catering <ul style="list-style-type: none">• 4 days• breakfast, lunch, supper, and beverages and snacks throughout the days/evenings	60-100 people
Lodging <ul style="list-style-type: none">• 4 days	50-85
Branded tote bags and t-shirts	60-100
Transportation (to and from home)	50-85
Transportation (to and from facility)	50-85
Transportation (for tour)	60-100