



Request for Proposals

**Immigration Consultants for Support to Tech Companies**

Date of Issue: January 10, 2023

Submission Deadline: January 27, 2023



## Background

techNL is a not-for-profit membership association that enables a thriving innovation-driven economy in Newfoundland and Labrador. techNL provides visibility, business growth services and a collective influential voice to the tech sector in Newfoundland and Labrador with a vision to make Newfoundland and Labrador the most sought-after Canadian tech ecosystem, globally recognized for its collaborative community, diversity and quality of life. More information can be found on the website [technl.ca](http://technl.ca).

The tech sector is growing in Newfoundland and Labrador, and the shortage of highly skilled workers continues to be a challenge. Start-ups and businesses need help to recruit highly skilled, experienced and diverse workers with specific technical, artistic, and business skill sets.

techNL's Talent Team funded by the provincial government is committed to developing a robust and diverse talent pipeline for the short, medium, and long term. To achieve this, we work closely with stakeholders, educators, job seekers, and employers to create and maintain various avenues for talent acquisition and retention within our ecosystem.

The talent team is developing a service that will help build a pipeline of experienced and diverse talent to help support the growth of NL tech companies. The service will source experienced and diverse talent from different streams, including immigration/international talent, to help start-ups and businesses recruit the workers they need to keep growing their businesses and stay competitive.

The service will engage immigration consultants to help companies with immigration processes and other services for hiring international talent. techNL is seeking experienced immigration consultants to become preferred vendors and help support the tech industry and the next generation of tech workers in Newfoundland and Labrador.

The immigration consultants who submit proposals will be vetted and those selected will be included on a preferred vendor list. Tech companies will use the list to select immigration consultants to help them with hiring international candidates.

The proposal should include company information, experience supporting tech sector professionals with immigration, team information, services, and pricing for the services offered.

## Scope of Work

The successful proponent will support tech companies, who hire talent with the support of techNL, with the immigration process and/or relocation support. The following is a preliminary framework of the service.

1. techNL will share candidate packages of international tech professionals with tech companies sourced through different channels, including independent recruiters, public/private databases, immigration consultants, etc.
2. Once the tech company selects a candidate that they want to hire techNL will share a list of preferred Immigration consultants that they can choose to work with to hire the candidate.



3. Immigration consultant will then support the company with navigating the immigration and/or relocation process to bring the candidate to Canada.

Notes:

- techNL will consider providing grants to some companies to offset a part of the cost of retaining a regulated immigration consultant, subject to the availability of funding.
- In cases where the candidate shared with the company came from an immigration consultant's database, the company will have to work with the same immigration consultant.
- techNL will only facilitate the introduction between the consultant and the client and will not interfere in the consulting engagement. techNL will leave the two parties to handle the engagement as they see fit.
- techNL may charge the consultant a fee to be a part of the preferred vendor list.

## Eligibility Requirements

Consultants may be businesses, independent for-profit, or non-profit service providers with an expertise in processing immigration applications for start-ups and businesses.

To be listed, you must meet the following eligibility criteria:

- Be registered at the College of Immigration and Citizenship Consultants as a Regulated Canadian Immigration Consultant;
- Lawyers or notaries must be a member of a Canadian provincial or territorial law society, or the Chambre des notaires du Québec;
- Be in good standing with the College of Immigration and Citizenship Consultants;
- Have a minimum of 3 years of experience providing immigration advice and processing immigration applications;
- Have experience/expertise in working with businesses and start-ups on various immigration programs;
- Be able to provide advice/recommendations and processing immigration applications on immigration programs specific to the tech sector (NL Priority Skills, Global Talent stream); and
- Have experience in working with businesses and start-ups in the tech sector will be an asset.

Consultants who meet these eligibility criteria are encouraged to submit a proposal.

## Schedule

RFP issue date	January 10, 2023
Vendor questions accepted until	January 23, 2023 at 4:00pm NST
RFP Closing Date	January 27, 2023 at 4:00pm NST



## Evaluation Criteria

Submissions will be evaluated according to the following criteria:

- Understanding of the scope and objectives of the project: demonstrated comprehension of/adherence to the RFP;
- Knowledge and experience in relation to the work: demonstrated ability to meet expectations based on completion of similar projects and/or quality of previous works;
- Price and flexibility in pricing strategies;
- Flexibility in approach to the provision of services;
- Demonstrated experience in attracting tech workers with experience and from minority groups (women and non-binary genders, Indigenous people, visible minorities, etc.);
- Consideration will be given to local activity, including ownership and operation in Newfoundland and Labrador and in-province team presence. However, out-of-province consultants with added value and relevant networks and services will also be considered.

## Proposal Submissions

The contracting organization for this RFP is techNL. A single electronic document is sufficient. The proposal should be no longer than three (3) pages, and be concisely worded with clearly described objectives, methods, timelines, and outcomes. The proposal must acknowledge and fully accept the terms and conditions as laid out in this RFP.

The proposal should feature appendices, including:

1. A brief description of the respondent's company and relevant experience with similar projects;
2. A description of the relevant work experience of the staff assigned to this project;
3. A table with the list of services offered, including pricing;
4. Proof to show that you meet the eligibility requirements; and
5. Data supporting organization's performance in attracting tech workers with experience and from minority groups over the last two years (if available).

The electronic copy of submissions should be in DOC and/or PDF format, and sent to Habin Haridas, International Talent Lead, techNL, via email at [habin@technl.ca](mailto:habin@technl.ca) no later than Friday, January 27, 2023, at 4:00 p.m. NST. Questions from interested applicants can be directed to the same address.

## Terms and Conditions

- All proposals received will be considered strictly confidential;
- The lowest cost, or any proposal, will not necessarily be accepted;
- Proposed costs must be represented in Canadian dollars;
- No payment will be made for the preparation and submission of proposals for this project;
- Standard contract terms of techNL will be made available to shortlisted or the winning proposal;



- No fee will be made on the cost of work incurred to remedy errors or omissions for which the consultant is responsible; and
- techNL reserves the right to meet with all, or any, of the applicants during the proposal evaluation stage to clarify information in the submissions and seek additional detail which may be used in the evaluation.