

REQUEST FOR PROPOSAL



TALENTED GREATER CALGARY TALENT MATCHING PLATFORM

Reference Number: 2510-001

Issued: October 24th, 2025

Responses Due: November 18th, 2025

Calgary Economic Development Ltd.

Suite 2600, 237, 4th Ave. SW

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REQUEST FOR PROPOSAL

Table of Contents

1.	INTRODUCTION	3
2.	TIMELINES	3
3.	DEFINITIONS.....	3
4.	STANDARD FORM CONTRACT	4
5.	VENDOR QUESTIONS.....	4
6.	CONFLICT OF INTEREST.....	5
7.	VENDOR EXPENSES	5
8.	PRICING.....	5
9.	BACKGROUND	5
10.	PURPOSE OF THE PROJECT.....	5
11.	SCOPE OF WORK.....	6
12.	DELIVERABLES.....	8
	PHASE 1: Discovery	8
	PHASE 2: Data Collection, Storage, Connectivity and Security	8
	PHASE 3: Platform Build	8
	PHASE 4: Platform Implementation	10
13.	COMMUNICATION CADENCE	11
14.	FEES AND PAYMENT TERMS	11
15.	PROJECT LEAD AND CONTRACTING MANAGER	11
16.	PROPOSAL EVALUATION CRITERIA	12
16.1	SELECTION METHODS.....	12
	16.1.1. Vendor Response Guidelines	12
	16.1.2. Team Competence & Resources	12
	16.1.3. Proposed Approach	12
	16.1.4. Fees And Expenses	12
17.	SOLUTION PREFERENCES	14
18.	SUBMISSION INFORMATION.....	14
19.	CED RESERVATION OF RIGHTS.....	15
20.	NO FURTHER CONTRACT OR LIABILITY ARISING FROM RFP PROCESS	16
21.	APPENDIX A.....	17
22.	APPENDIX B.....	18
23.	APPENDIX C.....	19

REQUEST FOR PROPOSAL

1. Introduction

Calgary Economic Development Ltd. (CED) invites qualified firms to submit a proposal for the **TalentED Greater Calgary – Talent Matching Platform Request for Proposal (RFP)**. A proposal, in electronic form must be submitted no later than **November 18th, 2025** via email as outlined in Section 18 to the attention of the Contracting Manager. Late proposals will not be accepted.

2. Timelines

RFP Release	October 24 th , 2025
Deadline for Questions	November 11 th , 2025 – 17:00 MST
Proposal Submission Deadline	November 18 th , 2025 – 17:00 MST
Meetings with Short-listed Vendors	November 24-25 th , 2025
RFP Award Notification	November 26 th , 2025
Anticipated Project Kick-Off	December 5 th , 2025
Target MVP Delivery	January 30 th , 2026
Platform Maintenance	February 1 st , 2026 to August 31 st , 2027

Vendors are welcome to submit accelerated or more efficient timelines to complete the proposed work. If a longer implementation timeline is required, please include sufficient rationale.

3. Definitions

“CED” means Calgary Economic Development Ltd.

“The City of Calgary” refers to the municipal government of the City of Calgary.

“Request for Proposal” or “RFP” means this document including attached appendices.

“Contracting Manager” means the person identified in Section 15 of this RFP.

“Vendor” means an organization or Proponent responding to this RFP.

“Proposal” means a Vendor's response to this RFP and includes all the Vendor's attachments and presentation materials.

“Services” means the duties, tasks, and responsibilities of the Vendor as described in this RFP.

“MVP” means Minimum Viable Product, as defined in this RFP.

“SaaS” means Software as a Service.

“PaaS” means Platform as a Service.

“AI” means Artificial Intelligence.

REQUEST FOR PROPOSAL

"ML" means Machine Learning.

"API" means Application Programming Interface.

"CRM" means Customer Relationship Management and refers to software.

"TalentED team" refers to the internal staff at CED who will lead and carry out the Project.

"Calgary" refers to the geographical area of the city of Calgary.

"(Greater) Calgary Region" refers to the city of Calgary and the surrounding area inclusive of municipalities, towns and other communities.

"IP" means Intellectual Property.

"SME" refers to small to medium sized enterprises.

"WBL" means work-based learning. This term is inclusive of, but is not limited to: internships, co-op education, apprenticeships, and short-term cohort-based projects.

"the Platform" refers to the Talent Matching Platform – the subject of this RFP.

"the Project" refers to the TalentED Greater Calgary project.

"Youth" refers to people aged 18-24, having received at least a high school diploma.

"PSI" means post-secondary institution.

"PII" means Personal Identifiable Information.

4. Standard Form Contract

By submitting a Proposal, a Vendor acknowledges it agrees that the terms and conditions of this RFP are incorporated by reference into its Proposal. If a Vendor's Proposal is accepted the Vendor will be expected to execute CED's standard contractor agreement. Terms of the standard contract agreement will be provided upon request. Vendors who are unwilling to abide by these standard terms and conditions should not submit a Proposal.

5. Vendor Questions

All questions regarding this RFP must be directed via **email** to the Contracting Manager. Enquiries and responses may be recorded and may be distributed to all Vendors or posted on CED's website.

The Vendor must immediately notify the Contracting Manager in writing of any ambiguity, divergence, error, omission, oversight, or contradiction in this RFP discovered by the Vendor and request whatever clarification is required to prepare the Vendor's Proposal.

In order for CED to deal effectively with Vendor questions or concerns about any terms, conditions or requirements of this RFP, including the standard terms and conditions, such questions or concerns must be communicated in writing to the Contracting Manager in accordance with the Timeline indicated in Section 2 above. Questions received after this time will be answered if, in the opinion of CED, the circumstances warrant and time permits.

6. Conflict of Interest

Vendors must fully disclose, in writing, to the Contracting Manager on or before the Proposal Submission Date of this RFP, the circumstances of any possible conflict of interest or what could be perceived as a possible conflict of interest then known to Vendor between the Vendor and CED and/or the Selection Committee. CED may reject any Proposal where, in the opinion of CED, the Vendor is or could be perceived to be in a conflict of interest.

7. Vendor Expenses

The Vendor is responsible for all costs of preparing and presenting its Proposal.

8. Pricing

All Proposals will be issued in Canadian dollars.

9. Background

Calgary Economic Development (CED) is a leading economic development agency that markets Calgary's competitive advantages and pro-business climate within Canada and across the world. Through business retention, expansion, and investment attraction activities, and in collaboration with business, community and government, CED plays an integral role in promoting and facilitating sustainable economic growth and prosperity. The organization is responsible for expanding, retaining and attracting companies, capital and talent.

Access to high quality talent is one of the most important advantages that differentiates Calgary from other major cities across North America and globally. Over two-thirds of Calgary's workforce has post-secondary education, the proportion of which are STEM graduates is the highest of major Canadian cities. Calgary's labour force also leads Canada by proportion of individuals who are prime working age. In recent years the region has experienced a high unemployment rate – this is especially true for youth whose average unemployment is two-times the average.¹ Factors such as a rapidly growing labour force, automation, and skills gaps have resulted in an extremely competitive job market. Youth face different barriers when trying to secure meaningful full-time employment, one of which is access to a limited number of opportunities to develop the applied skills required by employers.

10. Purpose of the Project

The Project's main goal is to connect youth talent with employers for WBL placements and projects. To increase youth employment in the Calgary region and development of employer talent pipelines, both the volume of WBL opportunities accessible to youth and the ease of engaging with these opportunities must be improved. Building on the success of its pilot project,² TalentED has received funding to August 2027 to facilitate an additional 2000 WBL placements in Calgary and the Greater Calgary Region. This will be

¹ Statistics Canada.

² More information on TalentED and the outcomes of the pilot project can be found at <https://talentedyyc.com/>

REQUEST FOR PROPOSAL

accomplished primarily through a Talent Matching Platform (the Platform) – an easy-to-use tool meant to connect qualified youth talent to employers offering WBL.

CED is seeking proposals from qualified vendors for development and implementation of **the Platform** which will provide youth and employer users with a streamlined matching experience resulting in a high volume of placements facilitated.

11. Scope of Work

The Platform must meet several key functions to meet the use case of the Project. Respondents are encouraged to propose solutions that may leverage CED's existing technology stack (e.g., HubSpot, Power BI) or recommend new, cost-effective alternatives that align with the stated goal. Please note, the Platform must be fully operational from deployment through to August 31, 2027.

Function	Must-have	Nice-to-have
Quick sign-up	- Each user group (e.g. youth, employers, and PSIs) needs to be able to sign-up quickly with their key information (outlined in Appendix A) and then have access to the Platform according to the unique permissions of their user group (outlined in Appendix B). - The TalentED team will need to create accounts on behalf of employers as the need arises. - In some cases, youth will belong to a cohort such as a PSI course – a tagging mechanism to assign users to their respective cohort(s) is required. - The platform must limit the collection of PII where possible e.g., first and last name.	Preference will be given to vendors who can generate and utilize user IDs to maintain anonymity (until a youth has been formally selected for an interview) while allowing for the accurate tracking of each user's activity.
Upload of qualifications	Youth add their qualifications to the Platform when they apply for a WBL opportunity. For example, a resume is uploaded as part of their application.	- Youth add their qualifications to the Platform after sign-up. These could include, but are not limited to, specific skills/competencies, education, and work experience. The Platform needs to ingest these data and display them in an easy to interpret format for viewing by both the youth data owner and authorized employers. - Intelligent assessment functions that provide employers with a ranked view of candidates/applicants based on the skills required in their WBL posting while limiting bias. - Competency-based hiring models to limit bias against certain youth. For example, there are many youth who will potentially access the Platform that do not have the means to pay for/attend a PSI program. Traditionally, employers prefer candidates with higher education which may put these youth at a disadvantage.

REQUEST FOR PROPOSAL

Efficient posting of WBL opportunities	- Employers input and/or import WBL opportunity descriptions as efficiently as possible into the Platform. - WBL opportunities will be added to the Platform primarily through self-serve, but the TalentED team will also need the ability to enter this information on behalf of employers if the need arises. - Repost/duplicate previous WBL opportunities that were added to the Platform as need arises	Smart assist for employers which helps generate parts (or the whole) of opportunity descriptions.
Easy apply for WBL opportunities	- Straightforward application process. - As applications are submitted, employers see an organized list of applicants.	Leverage any smart assessment functionality (ML, AI models) to improve candidate recommendations for employers and opportunity recommendations for youth.
In-platform communication between users	- After youth have added their qualifications and employers have posted their WBL opportunities, they must be allowed to directly interact within the Platform. - For example, when a youth applies to a WBL posting, the employer is notified and must be able to view the application within the Platform.	- Employers can send interview notifications to shortlisted candidates. - Employers can invite candidates to apply.
Comprehensive user activity tracking	- The TalentED team requires comprehensive data on all user activity with low latency. - Export user activity data with ease. - Visualize user activity data through in-platform dashboard tools	Incentivize employers and/or youth to provide in-platform confirmation of WBL opportunities being filled.
Security and Privacy	- Explicit consent from user groups for data collection, sharing and retention with full visibility on how their data will be used. - Industry standard data and platform security to safeguard PII and other sensitive information. - All users will have the autonomy to withdraw from the Platform at any time and permanently remove their data. - Servers have built-in redundancy in the case of outages, data breaches or other problems. - Critical outages and data breaches should be addressed with urgency and fixed quickly. - Any AI features must be trained on data external to that provided by the Platform's user groups. Platform data will not be used for model training unless explicit permission is given. - Fenced off from other deployments of the software (and users of those other deployments).	- Data stored on secure Canadian servers wherever possible. 24/7 support to address critical outages and data breaches.

12. Deliverables

The Project requires a deployment timeline to have a working platform by early Q1 2026. The vendor will work with the TalentED team to refine the scope of the work, but the following are expected to be presented as part of the final deliverable:

PHASE 1: Discovery

In collaboration with the TalentED team, develop a detailed roadmap for platform design, development, testing, deployment, and maintenance — including timelines, milestones, dependencies, and stakeholder engagement.

PHASE 2: Data Collection, Storage, Connectivity and Security

- Design the collection of data points detailed in Appendix A.
- Provide detail on secure data storage including:
 - Database architecture
 - Server location
 - Cloud service provider and protocols
 - Security controls and adherence to security standards
 - Explicit reference to **compliance with CED's privacy, performance, and data security standards**.
- Build data export functions. The minimum requirement is export to .csv and/or .xlsx format. Where possible APIs should be used to leverage existing tech stack of CED and its collaborators, e.g., HubSpot, Orbis (Outcome Campus Connect).

PHASE 3: Platform Build

- Design a flexible and modular system architecture that supports segmented and customizable user experiences per user group. The TalentED team should have some level of self-serve functionality to customize user group views after deployment.
- **Sign-up**
 - **Referral-based sign-up for youth**
Develop a secure referral code process to control access to the platform which does not overcomplicate the sign-up process. For students this could include both referral via their campus career centre or verification of a valid PSI email address. For youth who are not PSI students this could include referral from an employment services provider or other relevant partner organizations. Each youth signing up will need to provide critical data outlined in Appendix A.
 - **Partner sign-up with unique link**
Build a unique sign-up page for partners including employers, PSIs and employment services organizations. Each partner signing up will need to provide critical data outlined in Appendix A.

- **Talent Matching**

- **Simple upload of qualifications**
Ensure youth can upload information including their skills/competencies, education, and work experience which is organized by the Platform in an easy-to-read section of their profile.
- **Cohort tagging**
To support instances where youth belong to a predetermined cohort like a PSI course or employment services client group, the vendor must build a process whereby users are tagged according to their cohort. Ideally, PSI WBL administrators should have access to assign and manage cohorts within the Platform as the need arises. Please note: there could be instances where PSI administrators perform this function outside of the Platform in their own systems.
- **Assessment of qualifications (nice-to-have)**
Build an intelligent assessment function which can analyze the qualifications of a youth user respective of each WBL opportunity posted on the platform. Use this assessment to suggest high potential opportunities to which youth should consider applying.
- **Streamlined posting of WBL opportunities**
Build a form that allows for two scenarios:
 - Write the entire opportunity description and provide all relevant information.
 - Use a prompt to generate a sample opportunity description which can then be refined (nice-to-have).
 - ***The draft opportunity should go to the TalentED team for approval before it can be viewed by youth users.
- **Application tracking**
Develop a simple list view for youth to view available WBL opportunities and opportunities to which they have already applied with application status info. Similarly, the employer-facing side must show available youth candidates and candidates that have formally applied to their posting.
- **Customizable notifications**
Build notifications with activity specific triggers. Appendix C includes a non-exhaustive list of notification examples.
- **Confirmation of filled WBL opportunities**
Suggest and develop simple processes and/or functions that incentivize youth and employer users to confirm if a placement has been filled. For example, by confirming a youth was selected for their placement, an employer might gain access to onboarding resources tailored to that specific youth.
- **In-platform data visualization**
Include data dashboard tools within the Platform accessible by the TalentED team. Visualizations should include, but need not be limited to, data on user volume, user activity (e.g., views, applies, etc.), WBL

opportunities in interview stage, WBL opportunities confirmed as filled, aggregated skills assessment highlights (nice-to-have - i.e., areas in which the youth user pool demonstrates strength).

- **Post WBL Opportunity**

- **User specific feedback survey**

Translate questions provided by TalentED team into a web form that is sent to youth and employers near the end of the opportunity timeframe provided in the original posting.

PHASE 4: Platform Implementation

The TalentED team will identify beta testers for each user group. These testers should be engaged as early as possible in the Platform rollout to ensure sufficient time for platform updates prior to full deployment.

- **Beta Testing**

Accommodate a beta testing group comprised of youth, employers, PSI representatives, and employment service organization representatives. Beta testers should be able to use the platform respective of their user group permissions as outlined in Appendix B.

- **Platform Launch**

Allocate resources to fully launch the platform after beta testing is concluded. These should include sufficient resources to perform bug fixes, repair broken processes, and solve any other common problems that arise from software deployment.

- **Platform Maintenance**

Allocate resources to perform regular platform maintenance. These should include sufficient resources to address bug fixes, update CMS, themes and plugins, monitor for security vulnerabilities, and domain and SSL certificate renewals.

Note on vendor proposal content:

- Where possible, include examples or references of past deployments relevant to this RFP's described use case.
- Any presentation of deliverables should be in electronic format and readable using common software and common formats such as Word, PowerPoint, Excel or PDF.
- CED and their collaborators will review other suggested deliverables by Vendors.
- In the Proposal response, the Vendor will provide a timeline and detailed schedule of activities and steps (i.e., approach) for the completion of this work.

13. Communication Cadence

Regular touchpoints with Project Lead and Contracting Manager (both from CED) and other project team members or designated SMEs are to be expected.

- The chosen vendor should plan for **weekly/bi-weekly touchpoints** with the Project Lead and Contracting Manager as a minimum (unless otherwise agreed upon).

14. Fees and Payment Terms

CED and their collaborators expect Vendors to price the work according to the scope outlined above and as competitively as possible up to a maximum of \$325,000 CAD. Proposals should include a breakdown of all Vendor fees and disbursements in completing the Services, including any SaaS, PaaS, and maintenance fees based on the solution proposed by the vendor.

The Vendor agrees to invoice CED based on progressed completion of the Services as described in this contract.

Please include any expected maintenance, upgrade or administration fees based on the proposed solution, when applicable. If available, CED is eligible for non-profit/public sector pricing.

15. Project Lead and Contracting Manager

For the purposes of the provisions of information surrounding this contract or the administration of the contract, the **Project Lead** is:

Calgary Economic Development Ltd.
Attention: Tang Choy, Director, TalentED
237 – 4th Avenue SW, Suite 2600
Calgary, AB T2P 3K4
Canada
Email: tchoy@calgaryeconomicdevelopment.com

For the purposes of the provisions of information surrounding this contract or the administration of the contract, the **Contracting Manager** is:

Calgary Economic Development Ltd.
Attention: Jacoby Holder, Manager of Data & Operations, TalentED
237 – 4th Avenue SW, Suite 2600
Calgary, AB T2P 3K4
Canada
Email: jholder@calgaryeconomicdevelopment.com

16. Proposal Evaluation Criteria

16.1 Selection Methods

When an alternative is proposed regarding any specific requirement, it will be evaluated to ensure that the desired results will be achieved. Vendors should be aware that certain mandatory requirements have been set out in terms of reference (scope, approach, and deliverables) and submission information. Proposals that fail to meet these requirements may not be evaluated.

16.1.1. Vendor Response Guidelines

The following information should be provided in each proposal and may be utilized in evaluating each proposal submitted.

16.1.2. Team Competence & Resources

Describe the capability (technical expertise) of the resources proposed to meet the requirements described in the terms of reference. The proposal shall include a summary of the firm and/or proposed project team knowledge, skills and past experience, with a description indicating how, and in what ways the proposed resources satisfy the needs and objectives identified in the RFP. Include related experience of the firm, including the past three similar jobs that have been completed with the company name, contact person and phone number that the TalentED team may contact for a reference.

16.1.3. Proposed Approach

Clearly articulate the proposed work plan schedule, and timeline for deliverables to achieve the objectives and deliverables of the RFP. The approach should also include consultations and timely reporting to CED.

16.1.4. Fees And Expenses

Expense information should be supplied including a breakdown of costs by major work plan tasks. The below fees and expenses are included within and must not exceed the project budget stated in Section 14.

- Per diem rates
- Travel, if required
- Administration overhead
- Phone, fax, courier, printing, etc.
- Sundry and contingency overhead rates
- Software costs, data information or research
- Prices must be stated in actual dollars and cents expressed in Canadian funds.
- CED will pay the goods and services tax (GST); however, do not include GST in your proposed pricing.

REQUEST FOR PROPOSAL

CED will evaluate submissions based on the following criteria:

Criteria	Possible Points
Quality of Submission • Clear and concise • Quality of writing • Limit of 50 pages (not including team background)	10
Team Competency, Capabilities and Background • Demonstrated experience in digital tool/platform development • Demonstrated experience with deployment of multi-stakeholder workforce development-specific and/or economic development-specific solutions • Experience in machine learning and AI • Relevancy of past projects (please provide examples) • Ability to strategize and implement/execute proposed solutions within agreed upon timelines	20
Recommendations and Proposal • Accurately addresses project purpose and platform scope • Provides clear and concise recommendations for platform development • Ability to deliver a functional MVP within agreed upon timelines • Clear timelines for project milestones • Includes change management, continuity, operational and training considerations • Solution is scalable and interoperable with existing systems or outlines migration/integrations strategies for new platforms • Proposed security, compliance and data privacy measures	50
Fees • Fees have been clearly outlined and are competitive • Breakdown of fees and disbursements • If pricing model is based on user volume, include pricing for different group sizes (e.g., 1000 users, 2000, etc.) • Do not exceed the maximum stated in Section 14.	20
Total	100

17. Solution Preferences

While our preference is to build upon our current technology stack and reference architecture, we remain open to proposals that include alternative platforms, provided they:

- Clearly demonstrate clear cost-effectiveness and value for money;
- Offer seamless integration with current systems or provide a migration path with minimal disruption; and
- Support scalability, regional accessibility and future enhancements for broader use.

The following are preferences that CED has for proposed solutions; however, vendors may propose alternatives in their RFP submissions if they can demonstrate clear benefits:

Scalable



Solutions should be scalable to allow for future enhancements and integrations with other SaaS and PaaS providers as resources permit e.g., payments provider to assist in rollout of premium features. Solution design should maximize automation opportunities whenever possible.

Integrations



Solutions should support CED's current technology stack, such as HubSpot, and Microsoft 365 as appropriate. Where possible, integrations with partners' tech stack i.e., Orbis (Outcome Campus Connect) should be supported.

Cloud Focused



Preference will be given to SaaS/PaaS cloud-based offerings that minimize the need for on-premises components. In addition, solutions should prioritize security, compliance and user access, enabling role-based access to CED partners, appropriate access controls, audit trails and data governance to support secure, collaborative use of the tools.

18. Submission Information

Proposals must be received by **email** to the Contracting Manager before **November 18th, 2025 at 17:00 MST** (per Section 2) to:

237 - 4th Avenue SW, Suite 2600
Calgary, Alberta T2P 4K3
Canada

Attention: Jacoby Holder
Email: jholder@calgaryeconomicdevelopment.com
Subject: RFP 2510-001 – TalentED Matching Platform

REQUEST FOR PROPOSAL

- Proposals received after the exact time and date noted above will not be considered by CED.
- After the closing, CED may post the identity and addresses of the vendors.
- CED may not consider any proposal that:
 - does not indicate the request for proposals title, closing date, vendors name, on the outside of the envelope containing the hardcopy proposal in response to the RFP; or
 - Is delivered to any address other than that provided above.
- Proposals must be transmitted by e-mail as noted above. Transmitted proposals will be accepted under the following conditions:
 - The proposal is received before the submission deadline at the e-mail address provided above.

19. CED Reservation of Rights

CED reserves the right:

- To not consider, or to reject, any or all Proposals in whole or in part for any reason whatsoever in its sole and absolute discretion;
- To accept any proposal in whole or in part, even if it does not comply with the terms of this RFP or is not the highest rated proposal in accordance with the evaluation criteria;
- To short list Vendors, and require a presentation by the Vendors short-listed and/or the provision of additional information by such short-listed Vendors;
- To, at any time, add, delete or modify this RFP and to have the Vendors advise CED of the effect of such changes on their Proposal and/or have the Vendors resubmit their Proposals in light of same;
- To negotiate at any time with any one or more of the Vendors to the exclusion of the other Vendors; and
- To not proceed, for any reason, with this RFP or the project contemplated in this RFP.

By submitting its Proposal for consideration, the Vendor will thereby be agreeing to all of the following:

- Without the further consent of the Vendor or providing any notice, CED may disclose any and all of the content of Vendor's Proposal to any or all of the other vendors or any third party, including any or all of the creative content contained in Vendor's Proposal;
- The Vendor grants and agrees to grant to CED a non-exclusive, perpetual, fully-paid up, irrevocable license to implement, use, reproduce, modify, display, distribute, transmit, prepare derivative works of and to otherwise fully exploit, without limitation, any and all of the content of Vendor's Proposal including without limitation, all of the creative content, ideas, concepts and approached as well as all copyright therein;
- Such licence shall extend to any other vendor or any other third party that CED may engage to use and implement such content;

- CED shall have no obligation to provide any credit or otherwise attribute to the Vendor or anyone else any such content as may be implemented and/or used by CED;
- The Vendor represents and warrants to CED that such content is the original work of the Vendor and its use by CED as contemplated in this Section 19 will not infringe on any rights of any third party; and
- All of the rights and licenses granted herein and the exercise of all such rights and licenses by CED and the other vendors and such other third parties, as described herein, are granted and may be exercised: (i) without any obligation to account to the Vendor or to otherwise pay any consideration to the Vendor; and (ii) without having to have accepted or shortlisted Vendor's Proposal.

20. No Further Contract or Liability Arising from RFP Process

By submitting a Proposal, the Vendor agrees and acknowledges that:

- Nothing in this RFP nor the submission of the Proposal nor the review and consideration of the Proposal by CED nor any communication between the parties in relation to the RFP or the Proposal will operate to obligate any party to enter into any further business relationship with the other party and, in particular, if CED decides to engage the Vendor in connection with any Proposal or the subject matter of the RFP then such engagement may only occur pursuant to a written agreement that has been signed by both parties and, absent such written agreement, CED will have no further liability or obligation to the Vendor in connection with the subject matter of the RFP;
- The Vendor is participating in this RFP process at its sole risk and expense, and CED will not be liable to the Vendor for any costs, expenses or liabilities incurred by the Vendor in any way arising in connection with the Vendor's participation;
- CED has made no representations other than those expressly stated in this RFP;
- CED has the right to cancel this RFP at any time, CED may reissue this or a similar request for Proposal at any time, for any reason whatsoever or decide not to reissue it for any reason, without incurring any liability and no Vendor will have any claim against CED as a consequence; and
- The Proposal and any accompanying documentation submitted by the Vendor will become the property of CED and will not be returned.

REQUEST FOR PROPOSAL

21. Appendix A

Summary of data entered by each user group while using the Platform.

Step	Youth	Employer	PSIs	Employment Services Organizations
Sign-up	• Email • Age • Confirmation of high school diploma • Student confirmation (if current PSI student) • Geo-location (postal code) • Self-identification • Referral code	• Email • Company name and address • Contact name and title • Industry identification • Organization size	• Email • PSI name • Contact name and title • Department	• Email • Organization name • Contact name and title
Matching	• Self-identification of belonging to equity-deserving group (e.g., BIPOC, LGBTQIA2S+, Newcomer, etc.) • Competencies and/or skills • Confirmation of placement with specific employer (if successfully chosen)	• WBL opportunity information (i.e., job description, duration, paid/unpaid, etc.) • Identification of shortlisted candidates • Confirmation of specific youth hired for WBL opportunity	• Class information if WBL opportunity is cohort-based	• Cohort information if WBL opportunity is cohort-based
Post WBL Opportunity	• Feedback on experience • If youth is retained for further work	• Feedback on experience • If youth is retained for further work		

22. Appendix B

User Group-Specific Activity Summary and View Restrictions

- **Youth**
 - Sign up to platform with referral code
 - Upload qualifications including skills/competencies, education, experience
 - View and apply to any WBL opportunities posted by employers
 - Receive competency-based suggestions for opportunities to which they should apply (nice-to-have)
 - View application status (status updates triggered by employer)
 - View invite-to-apply messages
 - Confirm if they filled a placement
 - Complete a feedback survey after the WBL opportunity is complete
- **Employers**
 - Sign up to platform
 - Create WBL opportunity postings
 - View anonymized competency-based rankings of candidates based on WBL posting (nice-to-have)
 - Invite certain youth to apply (nice-to-have)
 - View the applications of youth who apply to their opportunities
 - Indicate through the Platform which youth are shortlisted
 - Confirm when their placement is filled and by whom
 - Complete a feedback survey after the WBL opportunity is complete
- **PSIs**
 - Sign up to platform
 - Tag students by cohort (nice-to-have)
 - View student registrations and available WBL opportunities
 - Export WBL opportunity information for upload into their own systems
- **Employment Services Organizations**
 - Sign up to platform
 - View student registrations and available WBL opportunities
 - Export WBL opportunity information for upload into their own systems
- **TalentED Team**
 - View and download all Platform activity
 - Customize UI and restrictions for user groups as needed
 - Vet WBL opportunities as needed
 - Sign up on behalf of partners where need arises
 - Input and edit WBL opportunity descriptions as need arises

23. Appendix C

Non-exhaustive list of possible notifications.

- TalentED team notified each time a user signs-up
- Youth notified when a new WBL opportunity is posted for which they are a good match
- Employers notified when a youth that is a good match for one of their WBL postings signs up and provides their qualifications
- Employers notified when a youth applies for any of their WBL opportunities
- Youth notified when an employer invites them to apply
- Youth notified when an employer shortlists them for an interview
- When a youth has applied to many WBL opportunities without being shortlisted, they are notified with suggestions to access appropriate career services (i.e., PSI students use campus career centre; non-PSI students access services from employment service providers)
- TalentED team notified when youth and employer users confirm an opportunity has been filled
- Notifications for system outages pushed to user group depending on severity level
- Employer and youth receive a request to complete the post-opportunity feedback survey near the end of the opportunity timeframe included in the original posting