

## **Attachment 1 – Workforce Development Plan Requirements**

### **Rehabilitation of Kipling Avenue Bridge, Islington Avenue Bridge, and three F. G. Gardiner Expressway Bridges Kipling Avenue to Park Lawn Road Contract Number 24ECS-BE-02GB**

The Contractor shall attend a preliminary meeting with the City's Social Procurement Team within fifteen (15) Working Days, after the execution of the Agreement, to learn more about the Social Procurement Program and to review and discuss the implementation of the Workforce Development requirements as set out in RFT Part 2, Schedule F, Section 3.

The Contractor shall:

1. Designate a Workforce Development Liaison within the Contractor's organization within fifteen (15) Working Days of the preliminary meeting.
2. Commit a minimum of four (4) hours per month to oversee implementation, track progress, and report outcomes of the Workforce Development requirements.
3. Attend, at a minimum, quarterly meetings with the City's Social Procurement Team for the duration of the Agreement.
4. Submit status reports to the City's personnel at agreed-upon intervals for the duration of the Agreement. The City's personnel will provide guidance on tracking and reporting status updates, including reporting templates.

To assist in implementing the Workforce Development requirements, the City's personnel will provide, as a single point of contact, the following supports to the Contractor:

1. Connecting the Contractor with Candidates from across the City of Toronto.
2. Assist with outreach, recruitment, and supporting access to Candidates with a variety of skills and experience.
3. Match Candidates to employment and learning opportunities and support them in maintaining employment; and
4. Help the Contractor in navigating the employment service system that can otherwise seem vast and complex.

The Contractor shall be required to achieve the following outcomes as part of the Workforce Development Requirements:

1. Customized Recruitment

The Contractor shall utilize City-endorsed and community-based employment service agencies to attempt to source, either directly or through subcontractors, at the least, the minimum number of Candidate(s) for employment opportunities as set out in RFT Part 2, Schedule A – Information Sheet, Row E.5, not subject to any applicable collective agreements, for the term of the Agreement. Customized recruitment is intended to apply to only new employment opportunities.

2. Training and Work-based Learning Skills Development

The Contractor shall provide at the least the minimum number of Training and Work-based Learning Skills Development opportunities as set out in RFT Part 2, Schedule A – Information Sheet, Row E.5, that allow the Candidate(s) to formally gain the skills needed to complete for emerging job opportunities, including supporting the attainment of professional certifications or licensing.

Work-based learning involves but is not limited to activities that emphasize learning in a real work environment and through practice on the job. Activities may range from shorter and less formal workplace exposure, e.g. workplace tours and job shadowing, to longer-term and more intensive opportunities, e.g. paid internships with specific skill development objectives.

3. Opportunities for Apprenticeships during Construction

If specified in RFT Part 2, Schedule A – Information Sheet, Row E.5, the Contractor shall ensure, either directly through subcontractors, a percentage (ranging from 5% to 10%) of the overall hours worked by trades and crafts people shall be performed by Candidates who are Apprentices. Final apprenticeship percentage will be determined by the City, upon reviewing the construction schedule, on a trade by trade basis, after the execution of the Agreement. The Social Procurement Team will support the Contractor to source Candidates through City-endorsed skilled trade apprenticeship training programs. A specific plan for sourcing Candidates will be determined jointly at the preliminary meeting after execution of the Agreement.

4. Use of Diverse Suppliers in the Supply Chain

The Contractor shall provide to Diverse Supplier(s) the number of subcontracting opportunities as set out in RFT Part 2, Schedule A – Information Sheet, Row E.5 for required good and services. Examples of contracts may include, but are not limited to: catering, janitorial, engineering services, computer hardware/software, promotional products, safety equipment/training, interior design, chemicals.

## 5. Other Employment-Related Activities

The Contractor shall participate in, at the least, the minimum of the number of City-endorsed employment-related activities as set out in RFT Part 2, Schedule A – Information Sheet, Row E.5. The activities include, but are not limited to:

- Job and career fairs.
- Sector/industry career information sharing, learning and networking events.
- Sector-focused symposiums.

Before any commencement of work, all reporting requirements will be confirmed. The implementation activities and outcomes of the Workforce Development requirements are to be maintained and documented throughout the Agreement. Such documentation may be considered in reviewing any bids, proposals, and responses to future City procurements.