

1. Purpose

TREC Charitable Foundation (o/a Relay Education) is requesting proposals from firms to develop content for and facilitate workshop modules pertaining to wind energy operations and maintenance.

Wind energy is one of the fastest growing renewable energy sources in Canada. The nation-wide increase in wind farms and wind turbine installations requires more wind energy operations and maintenance workers. The workshop modules will help participants gain the knowledge and skills needed to join the wind energy industry as entry level Wind Energy Technicians.

The successful provider must have in-depth experience instructing individuals in wind energy operations and maintenance. They must be able to develop course content relevant to preparing diverse youth from across Canada to pursue careers within the wind energy industry.

2. Background

Established in 1998, TREC Renewable Energy Cooperative was formed to develop community-owned renewable energy projects and achieved a major milestone in 2002 by building the first urban-based, cooperatively owned wind turbine in North America. TREC realized the need for greater awareness and education around energy technologies, especially for youth. Thus, was borne TREC's education program, which has grown from providing general renewable energy information to developing and delivering unique curriculum-linked energy workshops. A growing interest in the programs led to the launch of TREC Education (legal name: TREC Charitable Foundation) in 2010, a registered charity, which now delivers the education programs that were created by TREC. These programs have had more than 150,000 workshop participants over the past 15 years. The organization rebranded in early 2018 and now operates as Relay Education. Relay delivers renewable energy and environmental education programs in classrooms and communities. Relay is creating systemic change for a greener future and fostering the next generation of green energy leaders. We engaged more than 23,000 students and adults last year in multiple provinces across Canada.

Our mission is to educate, inspire and assist individuals and communities in building a 100% renewable energy future. Our vision is a healthy, prosperous planet led by informed citizens and powered by renewable energy sources. In the past five years, Relay has seen substantial growth, moving from an Ontario-based environmental education charity, to becoming truly national, serving communities from BC to Nova Scotia. Our staff has increased from four full time staff, to upwards of 11 full time staff, alongside our part-time staff across Canada. Our programming has also expanded from our core four programs, to over ten educational programs. We have also begun providing training and internship opportunities to youth across Canada in sustainable industries. In 2021, we began an international expansion, with our first workshops in the United States.

3. Scope of Work

The selected provider(s) will facilitate training for up to 120 participants across Canada. This will be accomplished over the course of 10 separate iterations of the training module. Relay is looking for provider(s) to facilitate some or all of these 10 training modules.

The modules are anticipated to be delivered in-person with approximately 12 participants per module. The modules must include hands-on training, but can also have virtual components. The modules will all follow the same syllabus but may be tailored to each group of participants.

Each module should be approximately 120 hours of content.

The syllabus for the modules is the responsibility of the training provider. Providers are encouraged to put forth the most effective and efficient method of developing such a syllabus in their proposal.

Performance measures, indicators or deliverables should also be included wherever possible to ensure that progress can be reviewed, monitored and reported back to stakeholders and funders.

The provider will not be responsible for activities related to the project outside of the development and delivery of the content. The participant engagement and coordination, project administration and other duties will be the responsibility of Relay Education staff.

4. Outline of Program

The content of the workshops should be tailored to individuals with minimal understanding of Wind Energy and who want to pursue a career in the operation and maintenance of wind farms.

In general, the content should provide an opportunity for participants to:

- Experience hands-on training and develop practical skills in maintenance and operations that prepare them for further work in the wind industry.
- Develop their understanding of wind energy science as well as the wind industry's current context and future outlook for commercial operations in Canada.
- Completion of safety training certificates in relation to wind energy installations; including, but not limited to, standard first aid, fall protection and working from heights.

The project administration, participant cultivation, and participant support will be handled directly by Relay Education.

These programs will be provided to a diverse audience with multiple cultural backgrounds, for example, newcomer Canadians. The selected provider should be prepared to tailor content and delivery to the audiences participating in the program.

Regarding delivery, the course may consist of a variety of demonstrations, presentations, and interactive exercises. Participants should be evaluated and graded through a variety of assignments and testing.

5. Timeline:

Deadline for Questions and Inquiries: January 25th, 2023

Request for Proposals closing date: January 27th, 2023

Successful respondent selected by February 3rd, 2023

Project commencement: February 6th, 2023

Project completion: March 31st, 2024

6. Qualifications

Bidders must:

- Have a minimum of five (5) years of experience in providing wind energy operations and maintenance training.
- Have access to a facility where participants can work with different wind turbine components and equipment.
- Respondent staff must have the required professional education/training and years of experience (relative to their role in the project) in the key areas of project delivery. Resumes are to be provided to support compliance of this requirement.
- Not be a current staff or board member of Relay Education.
- Declare any known conflicts of interest.

7. Proposals Content

- Service approach, workplan, and expected timeline
- Syllabus for proposed training
- Estimated hours
- Professional history
- Team qualifications and what added value your team can bring to this project and any innovative ideas/methods you will implement.
- Fee and cost structure
- References (3 preferred)

8. Proposal Submission Instructions

An electronic copy of the proposal submission should be sent to admin@relayededucation.com by **January 27th 2023**. Include "attn: Wind Energy Modules RFP" in the email subject.

Any questions or inquiries must be sent to:

attn: Wind Energy Workshop Modules RFP to admin@relayededucation.com by January 25th 2023.

It is solely the proponent's responsibility to ensure that the proposal is received prior to the deadline.

Only electronic submissions will be accepted. Proposals will not be accepted after the deadline noted above. Any amendments to the submission must be received prior to the deadline. Following the deadline, no further amendments will be accepted.

9. Proposal Acceptance

Proposal Acceptance and Award of Contract Subject to the Evaluation Committee accepting a Proposal, a formal offer will be communicated in writing to the successful Proponent by the Administrator, in which case, the successful Proponent must sign and return offer to the Administrator within five (5) working days, failing which the Administrator may, in consultation with the Evaluation Committee, cancel its acceptance and accept the Proposal or part Proposal of any other Proponent.

Relay Education is not obligated to accept the lowest cost proposal, and will evaluate proposals based on qualifications, approach, and cost to determine the best fit.

Relay Education reserves the right to work with more than one organization on this project.

Should Relay Education decide not to accept any Proposal, all Proponents will be given written notice of such decision.