

## Questions for Navigator RFP: Ontario Vehicle Innovation Network

Updated: November 22, 2022

- 1. Question: In the scope of the RFP there is a mention of targeted groups to do research and testing on with one of the groups being minors. User testing on minors as a requirement can be tricky and will require the need to recruit a legal guardian. Is this a mandatory requirement and can OVIN support in this requirement?**

Answer: Students from Kindergarten to post-secondary are included in our priority audience segments. The selected service provider will be responsible for sourcing participants and ensuring session facilitations, activities, and feedback solicitation from parents or guardians are conducted in accordance with Vulnerable Sector and Informed Consent considerations.

- 2. Question: Can we leverage OVIN's existing relationships with schools and school boards to support the recruitment of minors?**

Answer: Yes. The selected service provider will be able to leverage OVIN's existing relationships to recruit younger students and educators through school boards across Ontario.

- 3. Question: What phase of the project does the AODA compliance requirement in the RFP apply to?**

Answer: AODA compliance requirements should be considered during user testing and during the site content updates phase. The site must be configured according to AODA compliance requirements.

- 4. Question: Is OVIN currently leveraging analytics for insights about Navigator use? Will the vendor need to do this work?**

Answer: OVIN currently captures Google Analytics for the Navigator, which we can provide for the vendor. The selected service provider would be provided with viewing access, enabling them to extract the information they deem important.

- 5. Question: How were previous feedback sessions for the tool conducted?**

Answer: Feedback on the Navigator site was captured via small informal workshops with educators and students to provide us feedback on the tool.

- 6. Question: Section 4.2 of the Request for Proposals includes a requirement to edit and simplify information on the automobility ecosystem. What does this mean?**

Answer: OVIN's Skills & Career Navigator currently houses information about the automotive and mobility ecosystem under its "Automotive and Mobility Sector," "Labour Market Insights," "Skills &

Career Pathways” and “Learning Hub” sections. OVIN requires the selected service provider to edit, consolidate, and simplify the site content in these sections to be more concise, with language that is accessible for users across ages and degrees of expertise.

**7. Question: Will site content updates require support from the vendor to produce copy?**

Answer: OVIN requires that the service provider support with copy production by updating and simplifying language on the site for accessibility to sector newcomers and users across all age groups. This includes the French translation of the site.

**8. Question: What impact will this project have? What opportunity exists within the scope and budget for the selected consultancy to develop and shape strategic directions, investments, and programmatic change?**

Answer: The OVIN Skills & Career Navigator site is one of the tools in OVIN’s portfolio to develop Ontario’s automotive and mobility sector workforce. The selected proponent will conduct primary research through structured feedback sessions to develop an insights and recommendations report that informs future iterations of the site. The service provider will also be required to update content within the site, including Ontario institution offerings and labour market information.

**9. Question: Is this initiative part of a larger more strategic and funded program that requires outside strategic expertise?**

Answer: The OVIN Skills and Career Navigator is one element of OVIN’s broader Talent Strategy and Roadmap that is designed to develop the talent pool and workforce for the automotive and mobility sector. The site includes information about the ecosystem in addition to labour market opportunities. The primary aim of this project is the upgrade of OVIN’s Navigator to ensure suitability for a wider audience.

**10. Question: What is the budget ceiling (or range) for this undertaking?**

Answer: There is no explicit budget guidance for this project. Proposals should contain a firm fixed-price budget based on the major components of the scope of work and to include all costs such as professional services, supplies, and out-of-pocket expenses. Proposals will be evaluated based on expertise & diversity, methodology, and proposed cost. For further evaluation details, please refer to the evaluation criteria listed in the RFP.