

1. Purpose

TREC Charitable Foundation (o/a Relay Education) is requesting proposals from firms to develop content for and facilitate workshop modules pertaining to sustainable agriculture related to the construction and operation of greenhouses and/or vertical farming systems.

Greenhouses and vertical farming systems create food security and new jobs in remote areas. The course content will prepare participants to begin or continue their career paths working in greenhouses and/or vertical farming systems, and build participants ability to contribute to sustainable food production in their community.

The successful provider must have in-depth experience in the construction and operation of greenhouse and vertical farming infrastructure. They must be able to develop course content that prepares diverse communities from across Canada to pursue careers related to sustainable agriculture.

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

The training modules are to be delivered on site at various locations across Canada.

Each training 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 greenhouse and vertical farming operation.

In general, within the context of greenhouses & vertical farming, the content should engage participants in industry safety, crop development and care, greenhouse management, sanitation, and include content tailored to the audiences participating in the program. As part of each training module, participants will construct greenhouse and/or vertical farming infrastructure. It is expected that the successful candidate will source all materials required for building the greenhouse and/or vertical farming infrastructure.

In regards to delivery, the course may consist of a variety of hands on experience and developing practical skills that prepare participants for further work in the agri-food and greenhouse industry.

Participants should be evaluated and graded through a variety of assignments and testing.

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

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 experience in construction of greenhouse and/or vertical farming infrastructure.
- Have experience in providing greenhouse and/or vertical farming training.
- 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: Sustainable Agriculture Modules RFP" in the email subject.

Any questions or inquiries must be sent to:

attn: Sustainable Agriculture 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.