



NS Employment Assistance - Special Projects (EA-SP)

Department of Labour, Skills & Immigration
Employment Nova Scotia

Call for Applications: Employment Services Design Project

Issue Date: May 1, 2023

Closing Date: 5:00 p.m. May 26th, 2023 (Atlantic Standard Time)

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1 Introduction

The Department of Labour, Skills and Immigration (LSI) is seeking project applications to establish a contribution agreement with an Agreement Holder to engage in a Project to deliver service design improvements with and for the Nova Scotia Works employment services system to be operational by Summer 2023. Through this project an Agreement Holder organization will become a third strategic/support partner in the Nova Scotia Works System, along with the Center for Employment Innovation (CEI) and the Nova Scotia Career Development Association (NSCDA).

The Call for Application is a competitive process.
Only one organization will receive funding under this call.

1.1 Definitions

Agreement Holder

These are organizations that have entered into an Organizational Funding Agreement (OFA) with the Department of Labour, Skills and Immigration (LSI) for the purpose of delivering a Project. Project details are defined and are delivered over a specified time period and all terms and conditions are specified in the Agreement Holder's OFA.

Contribution Agreement

An agreement between LSI and a recipient individual or organization that describes the obligations of both parties and the terms and conditions for payment. Unlike a grant which is an unconditional transfer of funds that is not subject to audit or accounting, a contribution is a conditional transfer payment for the purposes specified in the agreement and is based on actual costs incurred.

NS Works System

The service delivery framework for NS Works employment services involves: LSI who determines the program policy and necessary contractual obligations; the NS Works Employment Assistance Services Agreement Holders, who are third-party organizations outside of government; strategic support, research and evaluation, special projects and programs from the Centre for Employment Innovation (CEI) at St. Francis Xavier (StFX) University as well as training and professional development, certification for the NS Works career practitioners, and special projects from the Nova Scotia Career Development Association (NSCDA) in order to enable service excellence, capacity-building, and client-focused service delivery for the system.

LaMPSS

Labour Market Program Support System. Online agreement management platform utilized to administer funding agreements in Nova Scotia.

2 Department Responsibility

The Department of Labour, Skills and Immigration (LSI) mission is to ‘work to ensure that all Nova Scotians believe their future is here, with each person confident in their abilities to prosper. We will do this by maximizing our capacity to have more people learning, more people working and working safely, and more sustainable businesses in our province’.

The Skills and Learning Branch of LSI has responsibility for programming and initiatives that facilitate labour force participation, attachment, and increased workforce productivity. We do this through the provision of adult education programs, employment services, individual supports for skills training, and workforce recruitment, retention and training supports for employers.

Employment Nova Scotia (ENS) is part of the Skills and Learning Branch. ENS is responsible for helping Nova Scotians, employers and communities prosper and thrive in the labour market through its suite of employment programs and services. ENS is comprised of a head office in Halifax Regional Municipality (Central) and divisional staff in four regions across the province (South Shore Valley, Northern, Central, and Cape Breton) who manage labour market programs. ENS develops and administers both Organizational Funding Agreements and Individual Funding Agreements to provide Employment Measures (services) and Benefits (programs) to individuals. ENS also promotes programs and services to make potential and current clients aware of these offerings through OFA-holders.

2.1 Employment Services Delivery Background

Background

Prior to the employment services transformation initiative of 2015/2016, the landscape of public employment services in Nova Scotia consisted of a patchwork of service provision that had emerged community by community over a period of 20+ years and back in time when the federal government delivered employment programs and services. Although it was meeting some needs it was not meeting all and it contained service inconsistencies and access issues across the province. With over 50 agencies delivering services, a heavy cost was paid in administration and infrastructure (53%). Specialized services for people facing barriers to employment were offered sporadically and inequitably across the province. 90% of job seekers polled had not heard of the employment services then known then as ‘Careers Nova Scotia’. There were no consistent standards, service offerings, or staff qualifications. Students and businesses were not served even though 45.3% of youth who were leaving NS for jobs were doing so because they were not confident in their ability to meet their career goals at home, and employers told us that access to skilled workers was their #1 concern. In 2015 Nova Scotia began to embark on what has now been a 7-year journey to continue to transform service and become what is now known as an employment services system commonly branded for Nova Scotians as Nova Scotia Works.

As in many other jurisdictions in Canada, the Nova Scotia Works service providers are comprised of community-based third-party service providers that have service delivery agreements with the province under the leadership of the Employment Nova Scotia division of the Skills and Learning

Branch of the Department of Labour, Skills and Immigration, to deliver on the support measure currently known as Employment Assistance Services. The transformation efforts in Nova Scotia aimed to bring these third-party providers together to work as a system to strengthen our workforce and grow our economy by helping Nova Scotians find work and employers find workers. This new system includes both service delivery partners that deliver employment assistance services and strategic/support partners that provide support for the Nova Scotia Works service providers. These support partners include the Nova Scotia Career Development Association (NSCDA), tasked with delivering training and administering certification and the Centre for Employment Innovation (CEI), tasked with achieving innovation through engagement, leadership development and building stronger connections with other ecosystem partners are our strategic partners.

The Nova Scotia Works System

The Nova Scotia Works employment services system includes the sixteen (16) Nova Scotia Works Service Providers located across the province and their teams of close to 300 people; the Nova Scotia Career Development Association (NSCDA) and their provision of training and support, which are also required in the space of service innovation and change management; the NS Centre for Employment Innovation (CEI) – St Francis Xavier University – who are instrumental in spurring socio-economic innovative thinking and convening groups of individuals within the system to engage, discuss, learn, and conducting knowledge mobilization/sharing; and the NS Works Digital/Online Managed Service Provider – Bluedrop – who has client experience data and technical development responsibilities with the implementation of digital services; other related government stakeholders include IPG, NSAA, DED, EECD, and DCS

The service delivery system continues to focus on the development and enhancement of the following key pillars of Nova Scotia Works service transformation:

Client-focused service delivery: consistent suite of inclusive services targeting business and students in addition to job seekers; investments in front-line positions, reduced administration, and infrastructure.

Service excellence: through the work of the Centre for Employment Innovation, strong performance measures, (including an accountability framework that focuses on serving Nova Scotians who need the service the most [e.g. underrepresented and marginalized persons in the labour market]), and mandated practitioner qualifications such as Career Practitioner Certification via the Nova Scotia Career Development Association.

Maximum reach and access: consistent branding (Nova Scotia Works), increased itinerant and outreach services, addition of virtual services, and increased awareness and use of labour market information.

Service Development and Design

The last 7 years has not only changed the landscape of service delivery in Nova Scotia but has given us space to establish a common menu of services available through each and every Nova Scotia Works service provider and explore further how services are delivered.

Beginning with the Nova Scotia Works Online project, government, along with its many service delivery and system partners, began to utilize techniques that worked within a framework of systems change and systems thinking and explored undertaking service improvements in new ways.

These techniques included User Design Research (Discovery Phases), User Experience (UX) Design and Service Design. This expertise was embedded in a project team, enabling the engagement of users during all phases of the build.

The following approaches and expertise were used iteratively in the online services development space:

User researcher: To help develop a deep understanding and empathy for the users and their needs so that the team could design the right service in the right way.

Service designer: To design user-focused services and contributed to the development and continual improvement of service iterations.

User experience designer: Responsible for designing a user-focused, consistent and accessible service by making use of established design patterns.

Our emergent learning is that how you deliver and build services is as important as what you build and deliver. As government we are in a new space for public administrators where we take the lead and active role either by our own resources or those of others, to work on system-level service enhancements with and through the members of the system – clients (job seekers and employers, youth, and parents and more), service providers and other partners in the employment services and labour market development eco-system in the province.

Inherent to this process, through these techniques noted above and ones yet to be used or discovered, is an overall value of and commitment to continuous improvement. Each service is never considered complete, but more an iteration of an ever-evolving approach to serving citizens better. This means the work in this space will never end and it is becoming less and less viable to treat the resourcing of this work as a project and a new system partner and service design project is needed to support the ongoing service development of employment services and related service and program development.

Beyond the employment services system work related to Nova Scotia Works, the Employment Nova Scotia division of LSI has also utilized similar types of approaches for improvements to service, for its common Level One Assessment that is built into the Case Management process that is a requirement by all its NS Works Service Providers (the first phase of the Return-to-Work Action Plan Process) and is a foundation to the entry of citizens into funding programs. It is also currently working on improvements to delivery of the Self Employment Program through enhancement of client assessment used by service providers.

2.2 Summary of the Requirement

This project will utilize the approaches outlined above (User Research, Service Design and User Experience Design) to lead continuous improvement and development of new service with employment services for job seekers and employers in Nova Scotia. This service development and design project must be supported with strong project management, process knowledge, thoughtful change management, and behavioral insights to ensure continuation of the successful service design approaches that have implemented within the Nova Scotia Works system over the past 6-7 years.

The Agreement Holder will establish a team with roles that are skilled in these approaches to provide service design support to Nova Scotia Works. The initial period for the Project will be one year (12 months), with the possibility of project/contribution agreement extension.

The following activities will be required.

The Agreement Holder will conduct evaluation, research, and design for Nova Scotia Works services and programs to achieve the following:

1. Improve existing services and programs (Continuous Improvement);
2. Develop new services (in-person and online services) for Nova Scotia Works/Employment Nova Scotia; and
3. Connect services to broader ecosystems. The employment ecosystem in Nova Scotia consists of the NS Works System along with other service delivery partners and other intervention providers in both the space of employment/career development and business/employer development.

It is expected that the Agreement Holder will work with Employment Nova Scotia (and Bluedrop) to develop a workplan for priority service development and will develop a specific process(es) for ensuring continuous improvement for and with the Nova Scotia Works employment services system.

As a newly established Agreement Holder, it will be vital to collect data and consult with stakeholders to iterate and improve services and programs frequently. In addition, users' needs, and other circumstances (for example, changes to technology or policy) are likely to evolve.

The Agreement Holder will perform the following activities with the priority and frequency to be determined through planning with Employment Nova Scotia:

1. Develop a Continuous Improvement Plan using results Data Analytics, and User Research.
2. Implement Continuous Improvement Plan.
3. Identify initial and on-going opportunities to undertake fieldwork to understand shared service and client needs, barriers to delivery, and opportunities for improvement.
4. Plan User Research and Design (surveys, data, user research). This must include a plan for obtaining qualitative and quantitative feedback from the system, organization, and individual levels to enable ongoing improvements.
5. Work with ENS and partners to provide change management and oversee the implementation of service improvements.
6. Collaborate with the public and ENS staff to design policies and services that work for

- citizens/clients.
7. Evaluate the effectiveness of the designed solutions before broad implementation.
 - a. This may include comparing actual outputs to those expected from the methodology to identify outliers and trends and to allow for the identification and selection of adequate improvement strategies that can be used to develop appropriate interventions.
 8. Champion diversity, equity, accessibility, and inclusion within and throughout all aspects of the work.

2.3 Eligibility/Mandatory Criteria

Applicants must be registered with the Nova Scotia Registry of Joint Stock Companies and located in and operating in Nova Scotia.

Applicants must have demonstrated experience in:

1. Undertaking user research, service design, and user experience design to improve services to the public.
2. Researching, testing, and evaluating best practices in labour market programming.
3. Engaging stakeholders and leading collaborative service design projects and experience working within existing employment service ecosystems.

Applicants must detail their previous experience in the above in their proposal.

The following entities are **not** eligible applicants:

1. Nova Scotia Works Service Providers.
2. Government entities - Municipalities; Provincial governments; Federal government; Crown Corporations, etc.
3. Entities located outside of Nova Scotia.

3 Project Overview & Scope of Work

3.1 Project Overview

The Agreement Holder will engage with the Nova Scotia Works System, Employment Nova Scotia and its partners to undertake continuous improvement of employment (job seeker and employer) services delivered to citizens in Nova Scotia.

As the Agreement Holder will be an objective, third-party to government entity led by a team of project management professionals and process and service design professionals, they will be able to transcend the interests of specific stakeholders.

The Agreement Holder must operate according to the following guiding principles:

- *Diversity and inclusion* - The Agreement Holder will have a specific focus on ensuring that inclusion and diversity are embedded in service delivery.

- *Collaboration* – The Agreement Holder will engage effectively, share decision-making, and establish itself as an ‘honest broker’ that brings stakeholders together in an inclusive space.
- *Systems approach* – The Agreement Holder will take a systems approach that ties together the activities of diverse stakeholders towards the shared goal of sustainable employment with the NS Works System and broader eco-system in employment/career development and business/employer development.
- *Client-centric* – The Agreement Holder will be driven by the needs of jobseekers and employers as the ultimate service users.
- *Interactive ‘hub’ approach* – The Agreement Holder will foster an interactive, dynamic approach that leverages existing strengths and innovates to generate new solutions to pressing challenges.
- *Evidence-based* – The Agreement Holder will aim to turn practical research into action with the ultimate goal of improving outcomes for jobseekers and employers.

3.1.1 Project Budget

A budget template has been provided and is required to be submitted with the application package.

Costs will be reimbursed based on actual costs. Agreement Holder fees for service are not eligible for funding contributions.

- The maximum budget available for the project is \$450,000.00 dollars for 12-months of activity.
- Proposals that are able to accomplish the work for this amount or less will be considered.
- In-kind contributions (e.g. office equipment, office space, etc.) will be highly valued.
- The project is funded through a contribution funding agreement. The attributes of which are described in the definitions section of this document.
- Continuation of the Project will be assessed during the 12-month Project.
- Agreement Holders must always understand the importance of being good stewards of public funds and must administer budgets accordingly, for less where possible.

3.2 Sequencing of Agreement Holder’s Activities (12 months)

The 1-year initial project timeframe and impending service design work requires the Agreement Holder to begin the Project immediately, anticipated to be Summer 2023.

A 2-month start-up phase will be included in the 12-month Project to allow the successful proponent to build its capacity including engaging staff and setting up any necessary infrastructure. The Agreement Holder will engage with Employment Nova Scotia and subsequently, service providers, the CEI and NSCDA.

By the end of the start-up phase, the Agreement Holder will begin work on the Continuous Improvement plan and engaging in work planning with Employment Nova Scotia.

3.2.1 Project Priority Setting & Planning

The Agreement Holder's priorities and planning will be undertaken in partnership with ENS and other Nova Scotia Works system members to ensure that the work undertaken by the Agreement Holder is accomplishing the objectives of the employment services system and align with the labour market development needs in the province.

Oversight of the contribution agreement, priorities, and activities as part of that agreement will be by the Department of Labour, Skills and Immigration through the Employment Nova Scotia division.

The Agreement Holder must have strong relationships with corporate team members of Employment Nova Scotia, including but not limited to the Director, Employment Service Manager, Project Manager for Employment Services, and Manager of Strategic Initiatives. Additionally, the Agreement Holder will be required to work closely and collaboratively with the NS Works Service Providers, CEI, NSCDA, Bluedrop, and clients.

3.2.2 Continuous Improvement (CI)

The process of Continuous Improvement will utilize existing Nova Scotia Works data coupled with new user research to determine changes required in service delivery. Employment Nova Scotia has a host of existing data at its disposal to assist the Agreement Holder in making improvements including LaMPSS, Wanted Analytics and employment program dashboards. The Agreement Holder will be required to understand all available analytics and determine what additional sources are required, including direct user research, to make appropriate recommendations to improve services. This process must also include engagement with Service Delivery partners including the CEI, NSCDA and the Nova Scotia Works Service Providers.

By the end of month 2 of the agreement (and after having established an understanding of existing data and collaboration with partners including ENS) the Agreement Holder must submit for approval the plan for CI activities.

Quality Assurance (QA) Framework

Inherently the CI process will be ensuring that the services designed and delivered are being offered and used accurately, consistently, and as intended. The Agreement Holder will ensure that a proper QA framework is developed and implemented along with services. The framework will be reliant on data-driven approaches to monitoring the practices of providers, offices, and career practitioners. The framework must outline a transparent monitoring process to help minimize variability. As a newly established Project, it will be essential to adapt to the existing network of programs and evolve with new needs from partner organizations and clients as they arise.

The Quality Assurance framework is intended to:

- Help monitor the consistency of implementation and use of employment program tools/processes used by the various service provider organizations.
- Outline the information and the processes for collecting and analyzing information that will demonstrate that consistency. Including:
 - Identifying the metrics and type of information to be captured for analysis

- Approach for collecting data (qualitative and quantitative)
- Suggested Data Source(s)
- Where possible, identify areas of improvement to increase consistency of tools process and eventually positive client outcomes.

3.2.3 Develop New Services (in person and online)

Like CI, the development of new services will be based on gaps and opportunities identified by user research, and trends identified in analytics. The development of new services will be a collaborative effort and include the above noted techniques in design and research and the details provided in 2.2.1. The Agreement Holder will also play a lead role in project management, testing, change management and implementation planning.

Other new services will be developed as determined through planning by ENS and the Agreement Holder.

3.2.4 Connect Services to the Employment Services Eco-system

The Agreement Holder will need to be connected to and working closely and collaboratively with the existing NS Works System and related employment/career development and business/employer services eco-systems in the province. The Agreement Holder must foster collaboration within the network as establishing trust between the Agreement Holder and service providers will be integral to its success. The existing network possesses valuable intelligence and approaches to service improvement need to consider their unique history, culture, and client base.

The Agreement Holder must ensure that service improvements be grounded in engagement with these partners and recognize their unique perspectives and a diversity of client needs.

4 Agreement Holder Accountability

4.1 Performance Management

The successful Applicant will be subject to performance management of its activities, expenditures, and reports to LSI. This will provide LSI with the opportunity to determine how effectively the Agreement Holder is performing based on the requirements outlined in the agreement. The overall success of the Agreement Holder will be determined through ongoing monitoring.

The Agreement Holder's activities will be monitored by LSI staff on a regular basis to ensure project activities and timelines are met in accordance with the terms in the agreement.

4.1.1 Reporting

The successful Applicant must submit quarterly progress reports through LaMPSS and reports must contain details about the activities and their progress within the timeframe of the report.

5 Call for Application Expectations and Evaluation Criteria

This Call for Applications is a competitive process.

Not all organizations who apply will receive funding under this call. There will be one (1) Agreement Holder chosen to deliver this Project.

The following sections detail all of the criteria against which applications will be evaluated.

5.1 Applications Requirements

Applicants must ensure that they demonstrate how they will meet all criteria in order to receive full consideration during application assessment and evaluation by Employment Nova Scotia.

The content of the successful proponent's application will ultimately inform the funding agreement. However, **final deliverables will be subject to negotiations.**

Applicants shall provide a proposal and LaMPSS application detailing how it meets the mandatory criteria detailed in section 2.3 as well as the evaluation criteria in section 5 of this Call for Application guideline document.

Each Applicant will submit their application, including proposal and budget template, via LaMPSS.

Any applications received after the deadline will NOT be considered. Proposals submitted in any other manner other than via LaMPSS will NOT be considered.

All Applicants will be notified of the results of the Call for Applications by email no later than 60 days following the closing of the application process.

Note: The Department of Labour Skills and Immigration and the applications it receives are subject to the [Freedom of Information and Protection of Privacy Act](#).

5.2 Call for Applications Expectations

In order to receive full consideration, the proposal must include a clear and detailed response to each of the following evaluation criteria:

5.2.1 Capacity

a) Provide a profile of your organization (two pages maximum) that includes an outline of your organizational structure, number of years in operation, and the Project and third-party affiliates that may be assisting with the work anticipated under the Project. If applicable, provide the legal name and a brief description of any partner or third-party affiliate that is part of your proposal, and briefly describe their role in the operation of the activities.

b) Describe the resourcing roles you will assign to resource the Project (e.g. as a component of current operations or through the formulation of a new organization. If the latter, then describe the new legal entity and its organizational structure).

c) Describe your organization's proven capacity to manage government contracts/public funds or transfer payment agreement funds, including your demonstrated financial management experience and experience in meeting performance expectations.

5.2.2 Knowledge and Expertise

a) Describe your proposed resourcing (people) structure for the Project, including roles, relationships, and responsibilities, and how you plan to demonstrate diversity and inclusion in your Project team.

b) Provide resumes (two pages maximum each) outlining the qualifications and areas of expertise of lead resource members. If appropriate, please also identify the number of staff and skill sets for which you would recruit/acquire, if your application submission is successful.

c) Describe your team's knowledge of Nova Scotia's labour market priorities and employment and programs and practices.

d) Describe your team's overall experience in:

- a. Delivering similar service design projects/initiatives;
- b. Conducting user discovery research in service design;
- c. Conducting user experience/testing sessions;
- d. Contributing to continuous improvement of government services; and
- e. Experience in the development of digital services.

5.2.3 Approach

a) Describe your proposed approach to building a team to deliver on the activities.

b) Describe your proposed approach to creating the continuous improvement plan.

c) Describe your process for utilizing existing data and collecting new data to improve services.

d) Describe your approach to solidifying the Project as a part of the NS Works ecosystem and how you will establish and maintain good working relationships.

5.2.4 Cost

The proposal must set out a firm Project Budget for the term of the agreement that includes all costs related to the start-up and delivery of all activities of the Project.

The costs, including any additional proposed costs for the start-up phase, must be substantiated by a budget that details all costs for the 12-month project.

Applicants must use the Budget Template provided as part of the Call for Applications. The Budget Template contains details about the eligible cost categories.

The maximum Project budget for 12 months is \$450,000.00.

5.3 Evaluation Criteria

This section details the criteria against which proposals will be scored and evaluated.

Criteria	Maximum Score	Minimum Score
<p>Capacity</p> <ol style="list-style-type: none"> 1. Provide a profile of your organization (two pages maximum) that includes an outline of your organizational structure, number of years in operation, and the Project and third-party affiliates that may be assisting with the work anticipated under the Project. If applicable, provide the legal name and a brief description of any partner or third-party affiliate that is part of your proposal, and briefly describe their role in the operation of the activities. 2. Describe the resourcing roles you will assign to resource the Project (e.g. as a component of current operations or through the formulation of a new organization. If the latter, then describe the new legal entity and its organizational structure). 3. Describe your organization’s proven capacity to manage government contracts/public funds or transfer payment agreement funds, including your demonstrated financial management experience and experience in meeting performance expectations. 	30	18
<p>Knowledge and Expertise</p> <ol style="list-style-type: none"> 1. Describe your proposed resourcing (people) structure for the Project, including roles, relationships, and responsibilities, and how you plan to demonstrate diversity and inclusion in your Project team. 2. Provide resumes (two pages maximum each) outlining the qualifications and areas of expertise of lead resource members. If appropriate, please also identify the number of staff and skill sets for which you would recruit/acquire, if your application submission is successful. 3. Describe your team’s knowledge of Nova Scotia’s labour market priorities and employment and programs and practices. 4. Describe your team’s overall experience in: 	30	18

- a. Delivering similar service design projects/initiatives;
- b. Conducting user discovery research in service design;
- c. Conducting user experience/testing sessions;
- d. Contributing to continuous improvement of government services; and
- e. Experience in the development of digital services.

Approach

- | | | |
|--|----|----|
| 1. Describe your proposed approach to building a team to deliver on the activities. | 30 | 18 |
| 2. Describe your proposed approach to creating the continuous improvement plan. | | |
| 3. Describe your process for utilizing existing data and collecting new data to improve services. | | |
| 4. Describe your approach to solidifying the Project as a part of the NS Works ecosystem and how you will establish and maintain good working relationships. | | |

Budget

Budget will be rated on a maximum of \$450,000.00. Costs will be reimbursed based on actuals (no fees).	10	6
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Total	100	60
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5.4 Communications

Applicants will have the opportunity to submit questions regarding the Call for Applications process, following the issue date of the Call for Applications (May 1) and up to May 12th until 5pm.

All questions can be sent to: NSWdigital@novascotia.ca

5.5 Results

The department intends to enter into a funding agreement with the highest scoring Applicant. If the applications submitted for evaluation do not meet the minimum scores in section 5.3, LSI reserves the right to terminate the process without entering into a contribution agreement with any of the Applicants.

5.6 LaMPSS

The agreement will be administered by Employment Nova Scotia through the Labour Market Programs Support System (LaMPSS). LaMPSS is a common method for administering Labour Market Program in Nova Scotia focused on providing consistency in processes and improving services to Canada-Nova Scotia Job Fund agreement holders.

LaMPSS provides organizations with self-serve capability, enabling you to apply for funding online for some labour market programs as well as submitting required financial and activity reports online.

All organizations entering into a contribution funding agreement with Employment Nova Scotia for must first be registered as a LaMPSS organization. This is a one-time registration process. Once registered, we will provide you with the ability to utilize the LaMPSS self service capabilities. If your organization has not previously registered with LaMPSS, please go the Labour Market Program Web site and complete the LaMPSS Organization Registration Process at <https://novascotia.ca/lae/LaMPSS/LaMPSS.asp>

Applying Online Using LaMPSS Self-Serve

Once you are a registered LaMPSS user, you can apply for funding on-line using the self- service capability. To apply online go to <https://lampss.gov.ns.ca/login/login.aspx?ReturnUrl=%2fdefault.aspx>

Completing a LaMPSS Application Form

This section provides supporting information required in completing the application form contents for **Employment Assistance – Special Projects (EASP)** in LaMPSS.

Your proposal document must contain the majority of your response to the call for applications, please enter minimal information in the following sections. The selected proponent will work with Employment Nova Scotia to finalize these sections prior to agreement signing. Please ensure that you attach the completed Budget Template which has been provided with the Call for Applications.

Project Details

Please provide the following:

Project Title	Please Select Agreement Management as the activity
Agreement Start Date	Provide the proposed start date: “Month, Year”
Agreement End Date	Specify the proposed agreement end date

Project Description

Provide a brief description of the Project as you understand it per the activities described in the call for applications document.

The description should be a maximum of approximately 300 words.

Requirement - Attach your detailed response to the call for applications

Please provide the following as attachments:

1. Your detailed proposal.
2. Your completed Budget Template.

Agreement Contact

Provide the appropriate contact for your organization. Please note that this contact must be an individual who is able to provide information about and/or negotiate all or the majority of the elements of the project agreement.

Project Location(s)

Please provide the address information for the location of the activities.

Submitting Your Application through LaMPSS

Once your organization has finalized the application including the attachment of all the required templates, the application must be submitted to the Department using the LaMPSS self-serve system.

In this section of the application enter the following information that would have been received when your organization was registered in LaMPSS:

Enter your organization's ID, username and password and "submit." This will connect you with the LaMPSS system to submit the application.

You are strongly advised to save a copy of your LaMPSS application on your computer to enable you to make any future requested edits for potential resubmissions of your application.