



Ontario
Professional
Planners
Institute

Institut des
planificateurs
professionnels
de l'Ontario

REQUEST FOR PROPOSAL

Frameworks for Success: Workforce Training for Professionals in Planning and Adjacent Fields

Issued by the
Ontario Professional Planners Institute

May 2025

1. About OPPI

The Ontario Professional Planners Institute (OPPI) is the recognized voice of the province's planning profession. Our over 5,000 members work for government, private industry, agencies, and academic institutions. Members can specialize in a variety of fields including environmental, transportation, resource, heritage and land-use planning. Their work is guided by public interest, and results in well-planned and enjoyable communities that have that amenities people of all ages, abilities, backgrounds and perspectives need. Our members create communities where people want to live, work and play.

The OPPI is self-regulated under *The Ontario Professional Planners Institute Act*. This act includes title protection for the title Registered Professional Planner (RPP), self-regulation by means of standards and registration requirements and, a complaints and discipline process. Admission standards and processes are administered by the [Professional Standards Board \(PSB\)](#).

The OPPI is a not-for-profit association governed by a 13 member Board of Directors (referred to as [OPPI Council](#)) with a [staff](#) of 10 headed by an Executive Director at our headquarters at Yonge/Sheppard in Toronto. As a strategic board, OPPI Council is responsible for establishing the strategic plan and priorities for the organization as well as approving an annual operating plan and budget submitted by the Executive Director. Staff are responsible for the implementation of the strategic plan and operational plan for the Institute, including the delivery of member services. As a member-services based organization (in addition to our regulatory function), OPPI runs a number of educational events, conferences and social events throughout the year.

2. Purpose of the Project

OPPI is searching for companies and/or individuals to develop and facilitate professional development courses on pre-determined topics. The courses are intended to support internationally trained planners and professionals transitioning into planning from other careers to practice planning in Ontario, to help existing planners “upskill” to take on more senior roles and prepare employers for onboarding new professional planners. The overall aim of this project is to help address the ongoing shortage of planners in Ontario.

3. Background Information

- A shortage of planners has been reported since at least the onset of the COVID-19 pandemic in 2020. The main gap appears to be in the mid-senior level, with those of the “Baby Boomer” cohort retiring in large numbers; the shortage was only exacerbated by the fact that planners of the “Generation X” cohort were in relatively shorter supply, owing to the recession in the 1990s and subsequent lack of available planning work at the time. Paired with the population increase in Ontario, projected population growth in the coming years and

the Ontario government's stated objective to build 1.5 million homes by 2031, there is a critical need for more planners.

- OPPI is developing a series of six professional development courses designed to help address the shortage of planners through targeted training opportunities. These courses aim to equip participants with the skills needed to succeed in the planning field. This Employment Ontario program is funded in part by the Government of Canada and the Government of Ontario.
- The development of courses will occur for the first six months of the agreement (March-September) with the courses being offered six times each, half in-person and half virtually, in the second six months of the agreement (September 2025- March 2026).
- OPPI is in the process of hiring a dedicated project manager to oversee the project throughout its one-year horizon. That staff member will report directly to OPPI's Registrar & Director, Special Projects.

4. Statement of Work

The selected firms will work with Ryan Des Roches, OPPI's Registrar & Director, Special Projects and a to-be-determined Project Manager, Skills Development, on one or more of the following courses. Each course is intended to be one half day (approximately 4-5 hours in length), which could be split into shorter sessions for the virtual offerings.

Project A- Understanding the Legislative Framework of Planning in Ontario

This course explores the legislative planning framework in Ontario to help contextualize and illustrate how planning is "done" in the province. Major legislation and policies to be explored include the Planning Act and Provincial Planning Statement (PPS). The target audience is internationally trained planners transitioning to work in Ontario and recent graduates beginning work in the planning profession.

This course is intended for job seekers/employees.

Project B- Indigenous Engagement & Consultation

This course responds to the legal and ethical responsibilities of planners under provincial and federal legislation in engaging and meaningfully consulting with Indigenous Peoples, Nations and communities. The resources will empower professional planners to think more critically about how to approach relationship building, engagement, and consultation. The course will be delivered by a professional planner with experience in engagement and consultation with Indigenous communities. Co-facilitation by an Indigenous person with experience in this sphere is anticipated.

This course is intended for job seekers/employees.

Project C- Plain Language for Planners

Report writing: Skills in using plain language in planning reports, such as reports to municipal council or planning justification reports, are critical to ensuring the widest possible accessibility and comprehension by non-planning audiences (e.g., elected councils and the public). This course

highlights best practices in plain language and aids planners in using plain language skills in their practice. The course includes a practice guide and should be developed and facilitated by a professional planner with experience communicating in plain language.

This course is intended for job seekers/employees.

Project D- OPPI Professional Code of Practice

Candidate and Full members of OPPI are held to account by a Professional Code of Practice, which requires them to define and serve the public interest and act in an ethical, professional manner. This course explores the Professional Code of Practice and its importance in ensuring ethical practice that serves the public interest. The course includes a practice guide and will be delivered by OPPI's Registrar. OPPI's Registrar is responsible for enforcing the Code of Practice and is an Ontario Certified Teacher.

This course is intended for job seekers/employees.

Project E- Job Readiness

This course explores what it means to be "job ready" beyond planning knowledge and competencies. Topics for "job ready" planners include development of teamwork skills, project management principles, communication and organizational skills - the soft skills necessary to join a workplace team. The course and course materials will be produced by a third-party human resources firm and developed with an equity lens, reflecting the very real need to improve representation of equity-deserving groups across the planning profession.

This course is intended for job seekers/employees.

Project F- Employer Readiness

This course explores what it means to hire planners who are not at the appropriate skill level and/or experience level and/or they are from an equity deserving group or an internationally trained planner. This course and related course materials will provide HR guidelines and tips for investing in new employees in a supportive manner. The course will be supplemented by an employer handbook, generously supported by the Association of Municipalities of Ontario (AMO). The course and course materials should be developed with an equity lens, reflecting the very real need to improve representation of equity-deserving groups across the planning profession.

This course is intended for employers of planners.

Project [A–F] Summary

Each bidder responding to any project is expected to:

- Develop the full course content, including learning objectives, outline, modules, and any supplementary materials.
- Facilitate three (3) in-person sessions at OPPI Headquarters.
- Facilitate three (3) virtual sessions via Microsoft Teams.
- Design content appropriate for the intended target audience listed in each project.

Bidders may submit proposals for one or more projects (A through F). Each project will be evaluated independently.

5. Project Timeline

It is expected that development of the courses will occur within the first half of the agreement, with delivery and facilitation of courses occurring in the second half (September 2025- March 2026). The following are the agreed upon milestones that must be adhered to in development of the materials.

Skills Development Schedule	
March 31, 2025 - March 30, 2026	
Description	Due By
Bid deadline	June 1, 2025
Successful firms notified	June 17, 2025
First draft, course and materials due to OPPI	August 5, 2025
OPPI feedback submitted	August 18, 2025
Final draft, course and materials due to OPPI	August 28, 2025
Course Enrolment Opens	August 22, 2025
Facilitation of courses	September 22, 2025- March 22, 2026
Projects Conclude	April 1, 2026

Firms are invited to identify which projects (A-F) they wish to bid on developing for OPPI.

6. Submission Requirements

The following should be included as one PDF document:

- 1) Information about your firm with contact details for the main contact person
- 2) Which projects (A-F) in **Section 4- Statement of Work** above) that your firm is bidding on
- 3) A brief history of qualifications. Include a background statement of qualifications and strengths that would single out the individual or firm as the best to accomplish the proposed project.
- 4) Corporate and/or individual project work experience and applicability
- 5) Description of credentials and relevant experience of individuals who might work on the project including roles and responsibilities as appropriate
- 6) 3-5 references for comparable work completed within the past 5 years
- 7) Proposed approach to the work and project schedule including a proposed course outline for each project (A-F) and list of assumptions regarding OPPI's involvement

8) Proposed project budget outlining fees or services that would be charged as extra

Bidders are advised that it will be to their benefit to keep proposals concise and to avoid including material that does not directly relate to the requirements listed herein.

Submission of a Proposal indicates acceptance by the proponent of all the conditions contained in this RFP, unless clearly and specifically noted in the submission and confirmed in the formal contract between OPPI and the successful proponent.

Deviations from the RFP must be clearly identified in the written submission.

Proposals are subject to a formal contract being prepared by the consultant, negotiated, and executed.

All bidders acknowledge that the information contained in the RFP and all information issued or disclosed to the bidders as part of the RFP is confidential and shall be used strictly for the purpose of submitting a proposal and shall not be used for any other purposes.

All services rendered to OPPI as a result of this RFP shall be provided in English.

Closing Date and Time

Proposals must be received electronically by **June 1, 2025**, by **11:59 PM**.

Late Responses to the RFP

Proposals received by OPPI after the specified closing time will not be considered. Bidders are responsible for the delivery of the proposal documentation, and there will be no exceptions for late submissions due to transmission errors.

Questions/Inquiries

Inquiries regarding this request for this proposal may be directed to SDF@ontarioplanners.ca.

If a question is raised by a bidder regarding clarity of an item contained in the RFP, OPPI reserves the right to share the question and related answer with all bidders to ensure fairness and transparency in the process.

Direct inquiries to individuals employed by OPPI, or serving on OPPI Council, other than the identified contacts, may result in the rejection of a submission.

7. Evaluation Criteria and Weighting

Point Value	Criteria
30	Relevance & Experience of the submission/bidder(s) to do this work

30	Understanding of the Project
20	References
20	Timeline and Price

Interviews with high-scoring proponents may be conducted, and a score assigned for the interview will comprise a portion of the Rated Criteria.

References will be checked at the sole discretion of the evaluators.

Proponents will be advised by no later than **July 11, 2025**, of OPPI's decision.

OPPI reserves the right not to award a contract for this or any other solicitation.

8. Fee Schedule & Budget

The maximum amount budgeted for each project from A-E is \$30,000. Project F is budgeted at \$40,000.

OPPI is seeking a fixed price proposal to complete the project as described. Firms submitting proposals are asked to include a detailed budget in their submissions. For project teams, billing rates must be included.

The budget must clearly indicate all anticipated costs associated with the project (travel, administrative, etc.), with HST identified separately. The schedule should include a cost breakdown, defining the cost of each element of the bidder's submitted project plan.

9. Rights Reserved by OPPI

OPPI is not liable for any costs incurred by interested parties in the preparation of their responses to this request, attendance at proponent meetings, or any other expenses incurred in the preparation of a proposal or in negotiating a contract. Furthermore, OPPI shall not be responsible for any liabilities, cost, loss or damage incurred, sustained or suffered by any interested party, prior or subsequent to, or by reason of the acceptance or non-acceptance by OPPI of any response, or by reason of any delay in the acceptance of the response. OPPI will not be liable for any costs or damages arising due to the manner in which this request for proposals or this evaluation is conducted.

The lowest cost submission will not necessarily be accepted, and OPPI reserves the right to accept or reject any or all responses and/or to reissue the Request for Proposal in its original or revised form.

OPPI reserves the right to request to modify any and all requirements stated in the Request for Proposal at any time prior to the possible awarding of a contract.

Submission of a proposal shall mean that the proponent has read and understood this document and agrees to comply with the conditions set out herein.

OPPI reserves the right to negotiate the terms and conditions of the contract.

OPPI reserves the right to contact and obtain clarifications from bidders who have submitted proposals.