

Movement of United Professionals (MoveUP),
Canadian Office and Professional Employees Local 378

Request for Proposals

Introduction

Movement of United Professionals (MoveUP) is a union representing over 12000 workers at more than 150 employers in a variety of industries and sectors throughout BC. MoveUP employs 40 staff who provides representation and bargaining services across BC from its office in Burnaby. Additional background information is available on MoveUP's website, <https://moveuptogether.ca/>.

Scope of Work

Working with the Education Committee Co-chairs and a small group of MoveUP Union Representatives, the successful proponent will be responsible for an overhaul of our current training format and materials to make them conducive to the needs of our Job Stewards and to align the training with MoveUP's mission, vision, and values.

MoveUP Job Stewards come from across BC and from a wide variety of employers. Their job categories span administrative, technical, and professional fields. Some of these positions require minimal educational qualifications and others require advanced degrees. MoveUP strives to be inclusive and Job Stewards are culturally diverse. Our training needs to reflect the diverse needs and character of our Job Stewards. Materials are expected to reflect the cultural diversity of our community and be inclusive of all gender identities by using non-binary pronouns.

The results of the project should include:

1. An integrated system of training materials that support Job Stewards from first appointment through to advanced levels
2. Content outlines for each element of the program
3. Original content, selected resources, and exercises for the equivalent of MoveUP's current Job Steward Level 1, 2, and 3 courses
4. Adapted content for on-line or in-person participation
5. Recommendations on delivery modes

Based on the outcomes of this project and other considerations, MoveUP may extend this contract to include the revision of additional educational materials.

Technical Requirements

Currently, MoveUP officers and staff primarily work remotely due to the pandemic emergency. Access to the office in Burnaby is available on an as-needed basis and controlled to limit the number of people present at any time. We anticipate that much of the work on this project, including interviews and meetings, would be conducted remotely. MoveUP uses the Microsoft Office 365 software suite, including MS Teams. Print materials are also prepared using Adobe. MoveUP uses a sophisticated membership and case management database (UnionWare) and an online member portal that allows us to control access to information and resources based on an individual's role within the union. While MS Teams is used for all internal videoconferencing, online training and events are held using Zoom.

Budget and Schedule

The total budget for this project is \$40K, this includes any and all expenses.

Payment	Deliverable	Timeline 2021
10%	Project launch	January
25%	Approved outline of system and content design	March
25%	Completion of 50% of planned content	May
25%	Completion of remainder of planned content	July
15%	Completion of recommendations for content delivery and further actions	September

Submission and Selection Process

All enquiries and submissions are to be made electronically to:

Rysa Kronebusch
VP, Utilities/ Co-Chair Education Committee
MoveUP
rkronebusch@moveuptogether.ca

Submissions are due by 4:00 p.m. on Thursday, November 5th, 2020.

Proposals will be assessed and the successful proponent contacted by 4:00 p.m. on Friday, November 20th, 2020. Unsuccessful proponents will not be contacted.