

Community Based Employment Services FAQ

1. If we wish to submit for more than one community, should we submit separate responses for each? If we must submit separate responses, do we need two support letters PER community/response?

- One (1) application, per community, must be completed with all supporting documentation.

2. Does the Ministry intend to award one (1) contract per identified community?

- Yes, one contract will be awarded per community

3. Are applicants required to include internal evaluation services in our program plan/budget?

- Evaluation services do not need to be included.

4. After review and revisions, what are you projecting as the potential start date for the programs?

- Projects are anticipated to start in July/August 2024.

5. It would be helpful to know if the funds will be claims-based (reimbursement for expenses) or granted up front, as well as the expected frequency of financial reporting (monthly, quarterly, annual).

- This is a shared cost agreement, and specifics will be determined at a later stage.

6. Are respondents expected to design and conduct formal research or is that a role taken on by the external evaluator that the Ministry will contract with?

- No, the research component has been eliminated for this pilot.

7. Can you provide the number of clients that are expected to be provided service within a three year term in the Surrey area?

- There is not a defined number per community. Based on data trends the pilot anticipates serving ~1100 people across all included communities.

8. Can a WorkBC contract holder apply for this opportunity? If yes, can the program be operated out of a WorkBC location, that is separate from the main office?

- Application Section 3, question 13, second bullet
 - Outline how a clear separation between delivery of WorkBC Services and the Community Based Employment Services will be provided.

9. Are projects restricted to city-proper or can neighbouring communities be included, e.g. could the Surrey project include participants from Abbotsford or Delta, or could Victoria/Nanaimo include participants from Duncan? In the DTES, do participants have to reside in the area or can someone in a shelter nearby participate in this program?

- Per the application (Section 4, Question 15), please provide details of the organization's experience providing direct community and/or social services in the selected community specifically.
- Please refer to Page 4 of the Application Guide for information regarding project participants.

10. Applications and supporting documentation must be emailed to CEPTEAM@gov.bc.ca before June 12, 2024. Does this mean applications must be submitted on June 11, or by the end of business June 12?

- Applications and supporting documentation must be submitted before June 12, 2024, 11:59 PM.

11. What criteria will the ministry use to supply referrals (e.g. Are they selected for assessment or are they automatically referred to when they hit certain criteria). Are self-referrals permitted?

- There are no specific referral criteria.
- Please refer to Page 4 of the Application Guide for information regarding project participants.

12. Are there any ministry applications that are required as part of service delivery. If so, which ones?

- Successful applicants may be onboarded to the ministry's Contract and Financial Management System for administrative purposes.

13. Under the R&I Applicant Guide 2024, on page 7, it is stated that the project duration is three years. Does this duration refer to three fiscal years, or will the contract extend for three years starting from the proposed start date?

- Three (3) fiscal years