



TRIEC

Toronto Region Immigrant
Employment Council

New Realities. New Opportunities.

REQUEST FOR PROPOSAL

for an

E-learning Instructional Designer

for the

Toronto Region Immigrant Employment Council (TRIEC)

May 5, 2011



TRIEC

Toronto Region Immigrant
Employment Council

New Realities. New Opportunities.

REQUEST FOR PROPOSAL

The Toronto Region Immigration Employment Council (TRIEC) is requesting Proposals from qualified Proponents for the provision of services as outlined in the Request.

Table of Contents

SECTION I - GENERAL INFORMATION AND INSTRUCTIONS

SECTION II - TERMS OF REFERENCE

SECTION III - FORMAT OF SUBMISSION

SECTION IV - PROPOSAL EVALUATION CRITERIA

SECTION I - GENERAL INFORMATION AND INSTRUCTIONS

1. Proposals must be received by **12:00 p.m. local time** on **Friday, May 20, 2011** at:

Contact: Navpreet Singh
Job Title: Manager, Training and Workshop Development
Address: 901-170 Bloor Street West
Toronto, ON M5S 1T9
Phone: 416-944-1946 x 352
Email: nsingh@triec.ca

Proposals received after the time and date noted will be rejected and returned to the proponent unopened. Proposals received by email after the time and date noted will be unopened.

If the proposal is being mailed, three copies are to be submitted in the envelope.

Each proposal sent by mail or email should state the following: Proponent's Name, Project Title and closing time and date on the outside of the envelope or on the cover page if sent by email.

2. TRIEC will not be responsible for any proposal that:
 - does not indicate the Proponent's Name, Project Title and closing time and date;
 - is delivered to any mailing or email address other than that provided in #1 above.
3. Proponents may not amend their proposal after the closing time and date, unless as a result of negotiations commenced by TRIEC, but may withdraw their proposal at any time.
4. Facsimile transmitted proposals **will not be accepted**.
5. Email transmitted proposals **will be accepted** at the email address stated above.
6. This is not a Request for Tender or otherwise an offer. TRIEC is not bound to accept the proposal that provides for the lowest cost or price to TRIEC nor any proposal of those submitted.
7. Notice in writing to a proponent and the subsequent execution of a written agreement shall constitute the making of a contract. No proponent shall acquire any legal or equitable rights or privileges whatever until the contract is signed.
8. TRIEC reserves the right to negotiate with the highest rated proponent or re-invite proposals from the highest rated proponents without going to a public proposal call.
9. If a contract is to be awarded as a result of this Request for Proposal, it shall be awarded to the proponent who is responsible and responsive and whose proposal provides the best potential value to TRIEC. Responsible means the capability in all respects to perform fully the contract requirements and the integrity and reliability to assure performance of the contract obligations.

10. The contract to be entered into with the successful proponent may include the whole or relevant portions of the Request for Proposal as well as such other terms as may mutually be agreed upon arising from any negotiations between TRIEC and the successful proponent.
11. In the event of any inconsistency or conflict between the provisions contained in this Request for Proposal, or the successful proposal and the contract to be entered into with the successful proponent, the provision of the contract shall govern.
12. TRIEC has the right to cancel this Request for Proposal at any time and to reissue it for any reason whatsoever without incurring any liability and no proponent will have any claim against TRIEC as a consequence.
13. Any amendments made by TRIEC to this Request for Proposal will be issued in writing and sent to all that have received the documents.
14. TRIEC is not liable for any costs of preparation or presentation of proposals even if this Request for Proposal is cancelled pursuant to paragraph 13.
15. An evaluation committee will review each proposal. TRIEC reserves the exclusive right to develop a list of criteria that will be used to evaluate the proposals.
16. Proposals may be short-listed. Proponents who are short-listed may be requested to make a formal presentation. Such presentations shall be made at the cost of the proponent.
17. The proposal and accompanying documentation submitted by the proponents will not be returned.
18. Each proponent is required to disclose any instances, which may cause a conflict of interest. If such disclosures are made, the proponent is required to indicate the manner in which they intend to address such conflicts. Where TRIEC is not satisfied with the manner in which the proponent intends to address such conflicts, TRIEC, in its sole discretion, may refuse to consider the proponent's proposal.
19. TRIEC also reserves the right to disqualify any proponent if any instances, disclosed from any other source, create a conflict of interest.
20. The submission of this Request for Proposal shall be structured as shown in Section III.
21. All questions or enquiries concerning this Request for Proposals should be submitted in writing **electronically** and be submitted no later than five (5) calendar days prior to the proposal deadline and should be directed to:

Contact: Navpreet Singh
Job Title: Manager, Training and Workshop Development
Address: 901-170 Bloor Street West
Toronto, ON M5S 1T9
Phone: 416-944-1946 352
Email: nsingh@triec.ca

22. TRIEC requests that organizations with an interest in responding provide notification of this interest by email to the contact shown in # 21 above by Friday, May 13, 2011.

SECTION II - TERMS OF REFERENCE

1. PROJECT IDENTIFICATION

Title:

E-learning Instructional Designer for the Toronto Region Immigrant Employment Council (TRIEC)

Location:

901-170 Bloor Street West
Toronto, ON M5S 1T9

2. BACKGROUND

The Toronto Region Immigrant Employment Council (TRIEC) creates and champions solutions to better integrate skilled immigrants in the Greater Toronto Region labour market.

TRIEC has developed a collection of tools and resources to promote the effective recruitment, selection and integration of skilled immigrants in the Canadian workplace. TRIEC intends to launch an e-learning platform which will enable us to:

- Leverage existing content to develop and deliver new, engaging, interactive and easy-to-use web-based learning modules, resources and tools.
- Reach broader audiences by promoting and delivering content which can be easily embedded into other existing learning delivery systems currently used by partner organizations.
- Track and manage user data for ongoing program development and reporting purposes.
- Enhance administrative capacity to manage learning resources, evaluate learning effectiveness and facilitate cross-marketing of available learning resources.
- Ensure consistency of branding and content quality across delivery platforms / partners.

The e-learning platform is intended to:

- Provide e-learning modules that can be developed and delivered.
- Convert content currently available in our workshops and on the **www.hireimmigrants.ca/tools** website into interactive, user-driven, e-learning modules.

3. SCOPE OF WORK and PROJECT DELIVERABLES

To successfully meet the objectives of the project, TRIEC is seeking an e-learning instructional designer to use existing workshop curriculum, learning tools and resources to design e-learning modules for the e-learning platform. The tasks will include the following:

- Create a min. of **3** course-development templates to enable content development based on adult learning theory, instructional design principles and best practices
- Design and develop dynamic instructional interactions and simulations to create **5** interactive and engaging e-learning modules from existing workshop content (i.e. develop learning objectives, create courseware storyboards (annotated content outlines), create learner assessment questions for tests, etc.)
- Create job aids to facilitate orientation of different user groups (e.g. employers, skilled immigrants, immigrant agencies, etc.) to the e-learning system
- Create tests and assessments within the Learning Center to validate/certify knowledge of e-learning content
- Perform quality assurance checks on e-learning courses that have been developed to ensure that the training materials meet the learning objectives and business requirements
- Develop and implement internal pilot group testing plan to support launch of new e-learning courses

4. TRIEC'S RESOURCES

TRIEC will make its personnel available to provide advice, support and guidance where necessary. Additionally the Project Lead will provide strategic project guidance as necessary.

5. SCHEDULE

- The Contractor will commence work within one week after the contract terms have been finalized. The Contractor will work within the agreed upon staffing and operational schedule of TRIEC.
- The project must be completed by **August 31, 2011**.

SECTION III - FORMAT OF SUBMISSION

Respondents are requested to submit responses in the format shown below. Failure to follow this format may result in disqualification.

1. A proposal describing your relevant background to include skills and qualifications
2. A work plan outlining how the above-mentioned tasks described would be carried out by the project completion date.
3. A firm estimate of fees to be charged or 'per diem' rate.
4. Current resume of principal team members.
5. References: Names of three recent clients and their contact information (contact person, title, company, address, telephone number, and email).
6. List of institutions/organizations with corresponding completed e-learning projects.
7. Sample portfolio of e-learning projects to illustrate each phase of content development and implementation.

SECTION IV - PROPOSAL EVALUATION CRITERIA

Mandatory Requirements

The following are mandatory requirements for all proposals. Proposals that do not clearly demonstrate compliance with these requirements will result in disqualification of the proponent's proposal and removal of the proposal from further considerations during the evaluation process.

- Must be received by the closing date and time.
- Must clearly state proposed fees.
- Deliverables must be completed in full by **August 31, 2011**.

Evaluation Criteria

The following criteria will be used to evaluate proposals:

- Quality of Proposal
- Quality of Work Plan
- Resume outlining relevant background, skills and qualifications of team members on related e-learning projects
- Portfolio of e-learning projects completed
- Fees
- Quality of References