

REQUEST FOR PROPOSALS

for an

E-learning Producer

for the

Toronto Region Immigrant Employment Council (TRIEC)

November 26, 2012

TRIEC
901 – 170 Bloor St W
Toronto, ON M5S 1T9
416.944.1946
www.triec.ca

REQUEST FOR PROPOSALS

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

1. PROJECT BACKGROUND

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

At TRIEC, there are currently two projects underway that include the development and delivery of training material: The TRIEC Campus, and the Mentor Support & Professional Development Program.

The Mentor Support and Professional Development Program is designed to provide a suite of training and professional development opportunities for mentors participating in the Mentoring Partnership (www.thementoringpartnership.com) enabling them to more effectively support their mentees and enhance their own professional and personal development. Topics covered including the following:

- Orientation for mentors participating in the Mentoring Partnership
- Become the Mentor you want to be: Building mentoring and cross-cultural competencies
- Solution-focused coaching
- Your mentee and the job search – making the connection

The TRIEC Campus (www.trieccampus.ca) is an online learning hub offering complimentary, self-paced resources designed to support team members and leaders in today's culturally diverse workplace. Resources cover effective communication and team-work as well as recruitment, selection and talent management practices to create workplaces inclusive of skilled immigrants. Topics/themes covered including the following:

- Integrating and adapting to the workplace
- Culture and the cycle of adaptation
- Cross-cultural effectiveness and coaching

1.1 Project Objectives

- Using content provided by TRIEC, design and produce a total of 10 to 12 interactive e-learning modules for the TRIEC Campus and for the Mentor Support Program
- Modules built should be in a format which can be easily embedded into the TRIEC Campus learning management systems as well as other existing learning delivery systems currently used by partner organizations.
- These e-learning modules must be developed in a format/using an application which can be modified by our partners using off the shelf applications such as Lectora, Articulate and other similar applications.

2. SCOPE OF WORK, PROJECT DELIVERABLES AND TIMEFRAME

2.1 Scope of Work

To successfully meet the objectives of the project, TRIEC is seeking an e-learning instructional designer to produce interactive elements for up to a total of 12 e-learning modules for the TRIEC Campus and the Mentor Support Program. Each module will consist of approximately 20 to 30 minutes of learning. Content developed will be based on adult learning theory, instructional design principles and best practices using existing workshop curriculum, learning tools and resources. For examples of existing e-learning modules that have been developed for TRIEC, go to www.trieccampus.ca.

2.2 Project Deliverables

- Develop dynamic instructional interactions and simulations to create up to **12** interactive and engaging e-learning modules of 20-30 minutes from existing workshop content (i.e. develop animations, ensure effective production of audio and video content, etc.)
- Create 15 second promotional trailers for each e-learning module
- Use the quiz function within the e-learning course as a tool for self-assessment, validation of learning and action plan development
- Perform quality assurance checks on e-learning courses to ensure SCORM functionality and user testing in preparation for publishing on the LMS
- All source files produced within this contract will be delivered to TRIEC and become the property of TRIEC

2.3 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 as outlined above
- The **process** will be as follows:
 - TRIEC to provide detailed outline for each module
 - Vendor to develop storyboard
 - TRIEC to review (maximum of three edits)
 - Vendor to implement changes from the editing process
 - Vendor to produce first draft of e-learning interactive
 - TRIEC to review and vendor implement changes from the editing process
 - TRIEC to sign off
 - Final production including audio, voice over, SCORM and user testing

Program	Deliverable	Deadline:
Mentor Support	Up to 5 new e-learning modules	April 2013
TRIEC Campus	Up to 7 new e-learning modules	September 2014

2.4 TRIEC's Resources

The Learning Initiatives team, including Project Manager, Instructional Designer, Learning Solutions Consultant and Project Coordinator will be available to provide strategic project guidance, content, and other relevant support where necessary.

3. REQUIREMENTS, EVALUATION CRITERIA AND FORMAT OF SUBMISSION

3.1 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. Proposals:

- Must be received by the closing date and time.
- Must clearly state proposed fees.
- Demonstrate how deliverables will be completed in full by deadlines as per the schedule

3.2 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

3.3 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 based on a 'per module' rate or a 'per diem' rate.
4. Current resumes of principal team members.
5. References: Names of three relevant 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 storyboarding, animations, interactive elements, tests and assessments

4. GENERAL INFORMATION AND INSTRUCTIONS

4.1 Submission Instructions

Proposals **must be received by email by 12:00 p.m. local time on Friday, December 7, 2012.** Please limit proposals to a **maximum of 10 pages**, not including resumes and samples.

Proposals should be emailed in Word or PDF to:

Contact: Lily Manea
Job Title: Operations Manager
Address: 901-170 Bloor Street West
Toronto, ON M5S 1T9
Phone: 416-944-1946 x 240
Email: hr@triec.ca
Email subject line: Proposal for TRIEC E-Learning Producer

Proposals received after the time and date noted will be rejected and unopened.

4.2 The submission of this Request for Proposal shall be structured as shown in section 3.3.

4.3 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.

4.4 This is not a Request for Tender or 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.

4.5 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.

4.6 TRIEC is not liable for any costs of preparation or presentation of proposals even if this Request for Proposal is cancelled

4.7 An evaluation committee will review each proposal. TRIEC reserves the exclusive right to establish criteria that will be used to evaluate the proposals.

4.8 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.

4.9 The proposal and accompanying documentation will not be returned to the proponents.

4.10 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.

4.11 TRIEC also reserves the right to disqualify any proponent if any instances, disclosed from any other source, create a conflict of interest.

4.12 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.

4.13 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.

4.14 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.

4.15 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.

4.16 All questions or inquiries concerning this Request for Proposals should be directed to:

Contact: Rose De Veyra
Job Title: Manager, Learning Initiatives
Address: 901-170 Bloor Street West
Toronto, ON M5S 1T9
Phone: 416-944-1946 x 288
Email: rdeveyra@triec.ca