

Request for Proposals

Online Training Course Module Development



RFP Release Date: July 10, 2024

Proposal Due Date: August 14, 2024

Objective:

econext is seeking the services of a qualified vendor to build interactive and engaging online course modules with the following features: videos, case studies, presentations, and evaluation that would be used to educate small to medium sized enterprises (SMEs) on the important aspects of the green economy in Newfoundland and Labrador (NL).

Scope of Work

The vendor will be provided with content (text) for eight (8) courses, including but not limited to:

- Module 1: Climate Change and Business – Why it Matters
- Module 2: Assessing Your Carbon Footprint
- Module 3: Understanding Your Energy Efficiency
- Module 4: Improving Your Waste Management
- Module 5: Adapting to Climate Change
- Module 6: Making an Action Plan

Module titles and content are subject to change.

The vendor will not be expected to be a subject matter expert in these areas, but rather an expert in transforming provided content into interactive and engaging online course modules for specific audiences.

The purposes of the developed modules is to inform and strengthen the ‘green’ practices of businesses in NL to both reduce their impacts on the environment and improve their productivity.

Deliverables:

1. Take provided written content for eight (8) courses and propose approach to client for development of micro-learning (bit-sized) modules which include videos, case studies, presentations, and evaluation that are engaging and interactive.
2. Incorporating feedback from client, develop the course modules.
3. Upload the course content on *econext*'s Learning Management System (LMS).

Other Considerations:

1. *econext* will provide written course content (approximately 70 – 75 pages with 8 modules).
2. The produced modules will be based on the information provided but be creatively turned into high quality and dynamic content to make the education exciting, interactive, and engaging.
3. Course modules should be produced according to standard LMS formats (e.g., SCORM, .story, etc.). The vendor will be provided access to *econext*'s LMS to ensure course modules are designed according to specifications.

Budget and Timelines

Timelines:

1. RFP Release Date: July 10, 2024
2. Proposal Due Date: August 14, 2024
3. Project Start Date: September 9, 2024

RFP respondents are asked to provide their own proposed schedules for the completion of deliverables, with the understanding that the client is motivated to complete this work as time-efficiently as possible.

Budget:

The maximum budget available for this contract is \$80,000 (exclusive of HST). Vendors are expected to provide detailed budget breakdowns in their submissions.

Evaluation Criteria

Submissions will be evaluated according to the following criteria:

- Knowledge and experience in relation to the work: demonstrated ability to meet expectations based on completion of similar projects and/or quality of previous works
- Understanding of the scope and objectives of the project: demonstrated comprehension of/adherence to the RFP
- Proposed approach/workplan and schedule
- Price - value of work proposed versus identified costs

Proposal Submissions

The contracting organization for this RFP is *econext*. A single electronic document is sufficient. The proposal should be no longer than four (4) pages, and be concisely worded with clearly described objectives, methods, timelines, and outcomes. The proposal must acknowledge and fully accept the terms and conditions as laid out in this RFP.

The proposal should feature appendices, including (1) a brief description of the respondent's company and its relevant experience with similar projects, and (2) a description of the relevant work experience of the staff assigned to this project and their respective location.

Submissions should include detailed budgets that align with the proposed methodology, project components, and timelines.

The electronic copy of submissions should be in DOC and/or PDF format, and sent to Ogaga Johnson, *econext's* Director of Workforce Development, via email at ogaga@econext.ca no later than 17h00 NST **August 14, 2024**. Questions from interested applicants can be directed to the same address

Terms and Conditions

- All proposals received will be considered strictly confidential;
- The lowest cost, or any proposal, will not necessarily be accepted;
- Proposed costs must be represented in Canadian dollars;
- Applicants must be a company or organization of legal entities validly incorporated or registered in Canada, with work being undertaken in Canada;
- No payment will be made for the preparation and submission of proposals for this project;
- No fee will be made on the cost of work incurred to remedy errors or omissions for which the consultant is responsible; and
- *econext* reserves the right to meet with all, or any, of the applicants during the proposal evaluation stage to clarify information in the submissions and seek additional detail which may be used in the evaluation.