

Request for Proposals

*Clean Careers Course Media Development – Online
and Interactive*



RFP Release Date: November 26, 2025
Proposal Due Date: December 10, 2025

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 tailored for job seekers pursuing careers in Newfoundland and Labrador's growing green economy. This course builds awareness, strengthens career readiness, and equips participants with practical, industry-aligned career skills. The goal is to create a learning experience that is not just informative but interactive, relatable, and structured to keep learners engaged.

Scope of Work

The vendor will be provided with content (text) for three (3) courses, including but not limited to:

- Module 1: Power-Up Your Brand
- Module 2: Grow Your Network
- Module 3: Accelerate Your Interview Skills

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 purpose of the course is to equip job seekers with career skills, making them job-ready and increasing their chances of landing jobs within the green economy in NL.

Deliverables:

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

Other Considerations:

1. *econext* will provide written course content (approximately 40 pages with 3 modules)
2. The produced modules will be based on the information provided, but will 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. The vendor will be provided access to *econext's* LMS to ensure course modules are designed according to specifications.
4. *econext* requires high-quality and dynamic videos creatively produced to make the education exciting, interactive, and engaging

Budget and Timelines

Timelines:

1. RFP Release Date: November 26, 2025
2. Proposal Due Date: December 10, 2025
3. Project Start Date: January 6, 2026

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 \$30,000 (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, including images of and/or links to similar products/content developed by the respondent, 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 5 p.m. NST on **December 10, 2025**. 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 details which may be used in the evaluation.