

RFP 16/17-027 PROPOSAL RESPONSE TEMPLATE

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RFP Number:	16/17-RFP-027
RFP Title:	Barriers to work-integrated learning (WIL) opportunities
Proposed Budget Range of RFP:	TBD
Issue Date of RFP:	Tuesday, November 8, 2016
Deadline for Questions or Clarifications to RFP:	Tuesday, November 22, 2016 at 4:00PM EDT
Proposal Submission Deadline/Time:	Monday, December 5, 2016 at 4:00PM EDT
HEQCO Contact for Enquiries Regarding RFP:	rfp@heqco.ca
Title of Proposed Project:	
Description of Proposed Project:	

CONTACT INFORMATION:	
Organization/Company/Institution:	
Primary Contact – Name and Title:	
Primary Contact – Mailing Address:	
Primary Contact – Phone Number:	Email:
Name(s)/Title(s)/Contact Information of Project Co-Leads: (if applicable)	

SECTION A - ASSIGNMENT DESCRIPTION

A.1 About HEQCO

The Higher Education Quality Council of Ontario (HEQCO) is an independent agency of the Government of Ontario that conducts research and provides objective advice to government to improve the accessibility, quality and accountability of Ontario's public colleges and universities. HEQCO employs a multifaceted research approach to inform the implementation of meaningful policies that improve postsecondary education in Ontario, Canada and around the world.

As a government agency, HEQCO supports research that has an impact on policy makers, postsecondary institutions, students and the public. With this in mind, please describe in your proposal the dissemination strategy that you plan to use to share the results of your research. Please be as specific as possible, listing the avenues you will use, the communities you hope to target and the impact you hope your research will have.

A. 2 Description of Assignment

Work-integrated learning (WIL) is a pedagogical practice that integrates academic learning with workplace application.

Recently, the Ontario Premier's Highly Skilled Workforce Expert Panel recommended that 100% of postsecondary students should have the opportunity to complete at least one WIL or experiential education experience. We cannot reach the goal of providing every student with the opportunity to participate in WIL if we do not understand and remove current barriers.

A recent report published by the [Business/Higher Education Roundtable](#) (2016) and a previous HEQCO report written by [Sattler & Peters \(2013\)](#) identify a number of barriers Ontario students face when participating in WIL. This RFP invites proposals for a research project to examine how Ontario postsecondary institutions currently address these barriers and provide suggestions on how these challenges are best overcome.

Research Questions

We are looking for the applicant to write a report that addresses the following questions:

1. **Barriers:** What does the literature indicate are the major barriers to students participating in WIL? This literature review should be brief and identify the major barriers.
2. **Institutional-level strategies:** What have postsecondary institutions done to mitigate or remove these barriers to WIL? Specifically, what supports and/or policies are in place and have they been effective?
3. **Future recommendations:** What are the best practices for postsecondary institutions, employers and policy makers that would maximize the number of students who could participate in WIL?

A. 3 Deliverables

RESEARCH PROPOSAL:	
<p>1) BACKGROUND:</p> <ul style="list-style-type: none">• Provide a clear and thorough introduction and background, illustrating that the proposed project is grounded in relevant research• Synthesize recent literature and provide a conceptual framework for the project <p>(10 POINTS)</p>	<p>PROPONENT TO RESPOND</p> <p>SUGGESTED # OF WORDS: 500-700</p>
<p>2) METHODOLOGY:</p> <ul style="list-style-type: none">• Provide a clear and comprehensive explanation of all steps that will be required to complete the project• Ensure that you appropriately address the research questions asked <p>(20 POINTS)</p>	<p>PROPONENT TO RESPOND</p> <p>SUGGESTED # OF WORDS: 500-1,000</p>
<p>3) CHALLENGES:</p> <ul style="list-style-type: none">• Identify and address how you will resolve any potential challenges in terms of your research approach• Consider challenges such as research ethics board delays, low survey response rates and recruitment challenges <p>(10 POINTS)</p>	<p>PROPONENT TO RESPOND</p> <p>SUGGESTED # OF WORDS: 300-600</p>

4) EXPERIENCE:

General:

- Summarize past experience of the research team/organization, showing how this experience is relevant to PSE-related and HEQCO-funded research projects

RFP-specific:

- Explain how the academic training, qualifications and past experience of the research team are relevant to the research topic of this RFP
- Include CVs of research team members as an addendum

(10 POINTS)

PROPONENT TO RESPOND

SUGGESTED # OF WORDS: 300-600

5) PROJECT MANAGEMENT:

- Identify the roles and responsibilities of team members as appropriate (data collection, data analysis, writing, editing, etc.);
- Outline your plan for ongoing communication and collaboration between the research team, HEQCO and any other partners or collaborators;
- In the Milestones section include due dates, descriptions and payment amounts for your project deliverables. Ensure the timelines, milestones and planned overall approach are realistic for this research project.

(10 POINTS)

PROPONENT TO RESPOND

SUGGESTED # OF WORDS: 250-500

MILESTONES:

Due Date	Deliverable Description	\$
Due Date	Deliverable Description	\$
Due Date	FINAL REPORT	\$

<p>6) RESEARCH BUDGET:</p> <p>Using the information you provide in the <i>Research Budget</i> section (below) your budget will be evaluated against the following criteria:</p> <ul style="list-style-type: none"> • Is the overall budget for this research project realistic? • Are the various budget components in line with HEQCO policy and past experience? • Is the proposed work likely to be successfully accomplished within the budget proposed? <p>(10 POINTS)</p>	<p>TO BE COMPLETED BY HEQCO EVALUATOR</p>
<p>7) PRICING EVALUATION:</p> <p>Refer to pricing evaluation formula in RFP instructions for an explanation of how points are calculated.</p> <p>(10 POINTS)</p>	<p>TO BE COMPLETED BY HEQCO COORDINATOR</p>
<p>8) QUALITY OF RESPONSE:</p> <p><i>Your proposal will be evaluated against the following criteria:</i></p> <ul style="list-style-type: none"> • Is it clear that the proponents have understood the objective of the original RFP and responded accordingly? • Is the proposal written in a way that is easy to comprehend and evaluate? <p>(10 POINTS)</p>	<p>TO BE COMPLETED BY HEQCO EVALUATOR</p>

RESEARCH BUDGET:

Please include ALL anticipated costs for the project, including in-kind* and other costs (*in italics and without bold*) for which HEQCO funding is not being requested.

* We recommend, where applicable, that proposals include estimates of the per day/semester costs for faculty/senior administrators that are providing “in-kind” support to the research project, as well as any other contributions being made to the research by your institution. This will allow us to have a better sense of the “true cost” of the overall research project and the contribution that is being made by the institution and its personnel.

PERSONNEL:

Name of Proposed Team Members <i>(insert additional rows if necessary)</i>	Title/Position	# of Days/ Semesters	Per Day/ Semester Rate	Total: # x Rate
			\$	\$
			\$	\$
			\$	\$
Personnel Costs Subtotal				\$

DIRECT COSTS:

Detailed Description of Direct Costs (if applicable) <i>(insert additional rows if necessary)</i>	Cost	
	\$	
	\$	
	\$	
Direct Costs Subtotal		\$

TRAVEL AND ACCOMMODATION:

Detailed Description of Travel and Accommodation (if applicable) <i>(insert additional rows if necessary)</i>	Cost	
	\$	
	\$	
	\$	
Travel and Accommodation Subtotal		\$

OVERHEAD:

A detailed description of what constitutes overhead must be provided (if applicable) <i>(insert additional rows if necessary)</i>	Cost	10% of Cost
	\$	\$
	\$	\$
	\$	\$
Overhead Subtotal		\$

FUNDING:	
Personnel Costs Subtotal	\$
Direct Costs Subtotal (if applicable)	\$
Travel and Accommodation Subtotal (if applicable)	\$
10% of Overhead Subtotal (if applicable)	\$
Firm Fixed Price (HEQCO Funding)	\$
HST (13%) (if applicable)	\$
Total HEQCO Funding (Firm Fixed Price + HST)	\$
In-Kind Contribution	\$
Total Project Cost (Total HEQCO Funding + In-Kind)	\$

REFERENCES: PAST FUNDED RESEARCH WITH HEQCO (IF APPLICABLE) <i>(insert additional rows if necessary)</i>			
HEQCO Project Lead:		HEQCO Contract #:	
HEQCO Project Name:			
HEQCO Project Lead:		HEQCO Contract #:	
HEQCO Project Name:			
HEQCO Project Lead:		HEQCO Contract #:	
HEQCO Project Name:			

REFERENCES: RELEVANT RESEARCH/EXPERIENCE (PROVIDE A MINIMUM OF TWO) <i>(insert additional rows if necessary)</i>			
Contact Name, Title and Organization:			
Contact Telephone #:		Email:	
Project Name: (if applicable)			
What/whom will reference be provided for? <small>i.e., Individual/Organization/Project</small>			
Contact Name, Title and Organization:			
Contact Telephone #:		Email:	
Project Name: (if applicable)			
What/whom will reference be provided for? <small>i.e., Individual/Organization/Project</small>			

Contact Name, Title and Organization:			
Contact Telephone #:		Email:	
Project Name: (if applicable)			
What/whom will reference be provided for? i.e., Individual/Organization/Project			

SIGNATURES:	
Conflict of Interest: Affirmation that neither the vendor nor the staff have any real or perceived conflict of interest in performing the assignment.	<hr/> Signature of Principal Investigator or Official Representative of Vendor Institution/Organization
Vendor's Signature of Offer: Affirmation by an individual with the authority to bind the "supplier" institution/organization	<hr/> Signature of Official Representative of Vendor Institution/Organization
	<hr/> Name, Title and Legal Name of Vendor Institution/Organization

Tax Compliance Declaration

The Ontario Government expects all suppliers to meet their Ontario tax obligations on a timely basis. In this regard, proponents are advised that their Ontario tax obligations, if any, must be in good standing in order to be considered for a contract award. In order to be considered for a contract award, the proponent must submit the following tax compliance status statement and the following consent to disclosure:

Declaration

I/We hereby certify that _____ (*insert legal name of proponent*) (the "Proponent") at the time of submitting this proposal is in full compliance with all applicable Ontario statutes, whether administered by the Ontario Ministry of Finance or by the Canada Revenue Agency, and that, in particular, all returns required to be filed have been filed and all taxes due and payable under those statutes have been paid or satisfactory arrangements for their payment have been made and maintained; or the Proponent will take all necessary steps prior to being considered for contract award in order to be in full compliance with all applicable Ontario tax statutes.

Consent to Disclosure

The Proponent consents to the Higher Education Quality Council of Ontario releasing the taxpayer information to the Ministry of Finance as necessary for the purpose of verifying the Proponent's compliance with Ontario tax statutes.

The Proponent consents to the Ministry of Finance releasing taxpayer information to the Higher Education Quality Council of Ontario as necessary for the purpose of verifying the Proponent's compliance with Ontario tax statutes.

Dated at _____ this _____ day of _____ 20 ____.

(Signature of an authorized signing officer)

(Print Name)

(Title)

(Phone Number)

(Fax Number)