

**The Corporation of the Council of Ministers of Education, Canada**

**Request for Proposals (Invitational)**

Return completed proposal to:  
**Marie Macauley, Project Coordinator**  
Council of Ministers of Education, Canada  
95 St. Clair Avenue West, Suite 1106  
Toronto, Ontario  
M4V 1N6

Issue date: December 11, 2017  
Closing date: **January 22, 2018**  
Closing time: **4:30 p.m. EST**

All proposals should be clearly marked with  
**“Pan-Canadian Systems-Level Framework on  
Global Competencies”** and the closing date on  
the face of the envelope.

**Issued by:** The Corporation of the Council of Ministers of Education, Canada (CCMEC)

**This section to be completed by the Proponent and  
submitted with the completed proposal**

In signing below, the Proponent certifies that they have read and understood and agree to be bound by all the provisions of this RFP document.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province/territory: \_\_\_\_\_ Postal code: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_

**The following information will be used when CCMEC communicates with the Proponent, to the attention of the principal contact:**

Name of Proponent's principal contact: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

**The Corporation of the Council of Ministers of Education, Canada**  
**Request for Proposals**  
**for**  
**Pan-Canadian Systems-Level Framework on Global Competencies**

Invitational RFP

Issued: **December 11, 2017**

**Proposal submission Deadline: January 22, 2018, 4:30 p.m. EST**

## TABLE OF CONTENTS

<b>PART 1.</b>	<b>INTRODUCTION.....</b>	<b>1</b>
1.1	Invitation to Proponents and Background.....	1
1.2	Type of Agreement .....	1
1.3	Timetable .....	1
1.4	Proponents' Questions and Other Communications.....	1
1.5	Submission of Proposals .....	2
1.6	Amendments to or Withdrawals of Proposals.....	2
1.7	Proposal Irrevocable .....	2
<b>PART 2.</b>	<b>PROPOSAL REQUIREMENTS AND PRICING .....</b>	<b>3</b>
2.1	Proposal Requirements.....	3
2.2	Conflict of Interest .....	4
2.3	Experience.....	4
2.4	Proposal Format and Outline.....	4
2.5	Price Proposal .....	4
2.6	Costs.....	5
<b>PART 3.</b>	<b>PROJECT OVERVIEW .....</b>	<b>6</b>
3.1	General Information about CMEC, the CMEC Secretariat, and CCMEC.....	6
3.2	Project Background.....	6
3.3	Project Benefits and Rationale .....	7
<b>PART 4.</b>	<b>PROPONENT RESPONSIBILITIES .....</b>	<b>8</b>
4.1	Project Scope .....	8
4.2	Proposed Project Activities.....	8
4.3	Tasks/Deliverables .....	9
<b>PART 5.</b>	<b>GOVERNANCE AND PROCESS.....</b>	<b>10</b>
5.1	Project Manager and Project Coordinator .....	10
5.2	Delivery Time Frame .....	10
5.3	Staffing .....	10
<b>PART 6.</b>	<b>EVALUATION OF PROPOSALS.....</b>	<b>11</b>
6.1	Evaluation Committee .....	11
6.2	Evaluation Process and Selection of Proposal .....	11
<b>PART 7.</b>	<b>GENERAL LEGAL MATTERS.....</b>	<b>12</b>
7.1.	General Rights of CCMEC.....	12
7.2	CCMEC Liability for Proponent's Costs .....	12

7.3	Applicable Law and Attornment .....	12
7.4	Limitation of Liability .....	13
7.5	Ownership of Proposals .....	13
7.6	Intellectual Property .....	13
7.7	Goods and Services Tax/Harmonized Sales Tax.....	13
7.8	Confidential Information .....	14
7.9	Assignment of RFP by CCMEC.....	14
7.10	Assignment of Proposals.....	14
<b>APPENDIX A — PROPOSAL FORMAT AND OUTLINE.....</b>		<b>15</b>
A.1	Proposal Format Instructions.....	15
A.2	Proposal Outline Instructions .....	15
<b>APPENDIX B — TAX COMPLIANCE DECLARATION.....</b>		<b>20</b>

## **PART 1. INTRODUCTION**

### **1.1 Invitation to Proponents and Background**

1.1.1 This Request for Proposals (“RFP”) is an invitation from the Corporation of the Council of Ministers of Education, Canada (“CCMEC”), on behalf of the ministers of education (“Ministers”) of each Canadian province and territory to prospective Proponents to submit Proposals for services in respect of the **Pan-Canadian Systems-Level Framework on Global Competencies** (the “Project”).

1.1.2 CCMEC is the legal arm of the Council of Ministers of Education, Canada (“CMEC”).

### **1.2 Type of Agreement**

1.2.1 The selected Proponent will be required to enter into a contract developed by CCMEC (an “Agreement”).

1.2.2 In addition to any other rights or remedies it may have in law or in equity, CCMEC shall have the right to rescind any Agreement entered into with a Proponent in connection with this RFP in the event that CCMEC, in its sole discretion, determines that a Proponent made a misrepresentation or submitted inaccurate or misleading information in its Proposal.

### **1.3 Timetable**

The following table sets out the schedule of events and deadlines referred to in this RFP document (the “Timetable”). The Timetable is subject to change and amendment at the sole discretion of CCMEC.

<b>Event</b>	<b>Date</b>
Issuance of RFP	<b>December 11, 2017</b>
Deadline for submission of Proponents’ written questions	<b>December 22, 2017</b>
Deadline for submission of Proponents’ Proposals	<b>January 22, 2018</b>
Proposal evaluation completed	<b>January 29, 2018</b>
Notification to selected Proponent	<b>January 31, 2018</b>

### **1.4 Proponents’ Questions and Other Communications**

Except as expressly provided herein, all communication, including all questions regarding this RFP, must be in writing and addressed to and sent by

e-mail to the Project Coordinator, Marie Macauley, at **m.macauley@cmec.ca**, no later than **December 22, 2017, 4:30 p.m. EST**. Any submitted questions and responses to them may be shared by CCMEC with all Proponents on the CMEC Web site.<sup>1</sup> CCMEC is not responsible for, and assumes no liability for, the confidentiality of any of the questions submitted or responses provided.

## **1.5 Submission of Proposals**

- 1.5.1 A Proponent shall submit one (1) electronic copy of their proposal, in either PDF (Adobe Acrobat) or MS Word format (preferred) by e-mail to the Project Coordinator, Marie Macauley, at **m.macauley@cmec.ca**. The proposal should be formatted to print on letter-sized paper.
- 1.5.2 To be eligible for consideration under this RFP, Proposals are to be received by the Project Coordinator in the manner described in subsection 1.5.1, on or before **4:30p.m. EST on January 22, 2018** (“Deadline”). The official time of a Proposal’s receipt shall be determined by the clock used by the Project Coordinator to time- and date-stamp the Proposals. Proposals will be accepted on business days until the Deadline.
- 1.5.3 CCMEC will not accept or consider Proposals transmitted by facsimile or by any other means not provided for in this RFP.
- 1.5.4 Proposals received after the Deadline may or may not be opened, and may, at CCMEC’s sole discretion, be destroyed or retained by CCMEC.
- 1.5.5 Proposals can be submitted either in English or in French.

## **1.6 Amendments to or Withdrawals of Proposals**

- 1.6.1 A Proponent who submits a Proposal pursuant to this RFP may at any time before the Deadline amend or withdraw its Proposal, provided that any such amendment or withdrawal is received in writing by the Project Coordinator before the Deadline. An amended Proposal or a notice of withdrawal must be delivered to CCMEC in the manner described in subsection 1.5.1.
- 1.6.2 CCMEC will disregard any amendment or withdrawal received after the Deadline.

## **1.7 Proposal Irrevocable**

Subject to the Proponent’s right to withdraw a Proposal prior to the Deadline, Proposals shall be irrevocable by the Proponent and shall remain in effect and open for acceptance by CCMEC for four (4) months after the Deadline.

---

<sup>1</sup> [www.cmec.ca](http://www.cmec.ca)

## **PART 2. PROPOSAL REQUIREMENTS AND PRICING**

### **2.1 Proposal Requirements**

2.1.1 A Proposal should meet all requirements in this section, failing which, at the sole discretion of CCMEC, it may not be considered and evaluated. The requirements are as follows:

2.1.2 The Proposal:

- (a) must be received by the Deadline;
- (b) conforms with the requested Proposal format and outline, as described in further detail in Appendix A;
- (c) includes the Proponent's legal name and any other name under which it carries on business;
- (d) includes the Proponent's address and telephone number;
- (e) states whether the Proponent is an individual, a sole proprietorship, a corporation, a partnership, a joint venture, an incorporated consortium, or a consortium that is a partnership or other legally recognized entity;
- (f) includes the name, telephone number, and e-mail address of the person who is the Proponent's principal contact;
- (g) includes the name of the person who will be managing the proposed Project if that person is different from the person identified in (f) above;
- (h) includes a completed Tax Compliance Declaration, provided in Appendix B;
- (i) includes three (3) references with respect to the Proponent and its key personnel:
  - (i) References should be from persons for whom the Proponent has successfully provided similar services and/or performed related work and should include a brief outline about the nature of the services provided;
  - (ii) The name and telephone number of a contact person for each reference provided should be included;

(iii) CCMEC may, at its sole discretion, confirm the Proponent's experience to provide the services described in its Proposal by checking the Proponent's references at any time during the evaluation process; and

(iv) CCMEC will not accept a Proposal from or enter into an Agreement with any Proponent whose references, in CCMEC's sole opinion, are found to be unsatisfactory;

(j) includes a Price Proposal as described in section 2.5.

## **2.2 Conflict of Interest**

2.2.1 Submission of a Proposal or the Proponent's performance of the Agreement must not involve any known actual and/or potential conflicts of interest. If any conflicts of interest are known to the Proponent, full details of such conflicts of interest must be set out in the Proposal [see Appendix A, subsection A.2 (l), for further instructions].

2.2.2 Proponents who, in the sole determination of CCMEC, are found to have a conflict of interest may be disqualified.

## **2.3 Experience**

In addition to the Proposal requirements set out in section 2.1, the Proponent should also deliver the following as part of the Proposal:

(a) a written description of up to two (2) comparable projects and/or services that the Proponent has previously delivered and/or is currently delivering, including an explanation of each project's results; and

(b) up to two (2) samples of the Proponent's previous related work.

## **2.4 Proposal Format and Outline**

Proposals should adhere to the Proposal format and outline as described further in Appendix A.

## **2.5 Price Proposal**

2.5.1 Proposals must contain a Price Proposal ("Price Proposal") for the completion of the Project that provides a detailed estimate of expected compensation for all deliverables and tasks outlined in section A.2. This must specify all fees, costs, services, expenses, and taxes ("Price"), other than the federal Goods and Services Tax ("GST") or the Harmonized Sales



Tax (“HST”), which may be noted in addition to the Price in the Price Proposal.

- 2.5.2 Price Proposals must include a breakdown of the fees, costs, services, expenses, and taxes included in the Price.
- 2.5.3 The successful Proponent may choose to travel to provinces and territories within Canada. An estimate for travel and lodging expenses should be included in the Price Proposal.
- 2.5.4 Costs pertaining to translation and/or interpretation **should** be outlined in the budget.
- 2.5.5 Proponents are required to submit their Price Proposals in Canadian dollars.
- 2.5.6 When preparing their Price Proposals, Proponents should bear in mind that CCMEC is a not-for-profit organization with a limited budget.
- 2.5.7 Price is only one of many variables that will be used to evaluate Proposals. As per section 7.1, CCMEC is not obliged to accept the lowest-priced Proposal or any Proposal at all.

## **2.6 Costs**

- 2.6.1 The Proponent will bear any costs associated with, or incurred directly through this RFP process, including, but not limited to, any costs arising out of or incurred through: (a) the preparation and submission of a Proposal or of any questions, addenda, and/or supplements to the RFP; and/or (b) interviews, negotiations, and/or other activities related to this RFP process.
- 2.6.2 The Proponent will be responsible for all of its own out-of-pocket expenses that it may incur in connection with the RFP and its Proposal.

## **PART 3. PROJECT OVERVIEW**

### **3.1 General Information about CMEC, the CMEC Secretariat, and CCMEC**

#### ***Council of Ministers of Education, Canada (CMEC)***

The Council of Ministers of Education, Canada (CMEC), is an intergovernmental body founded in 1967 by ministers of education to serve as:

- (a) a forum to discuss policy issues;
- (b) a mechanism through which to undertake activities, projects, and initiatives in areas of mutual interest;
- (c) a means by which to consult and cooperate with national education organizations and the federal government; and
- (d) an instrument to represent the education interests of the provinces and territories internationally.

CMEC provides leadership in education at the pan-Canadian and international levels and contributes to the fulfillment of the constitutional responsibility for education conferred on the provinces and territories.

#### ***The CMEC Secretariat***

The CMEC Secretariat was created the same year as CMEC itself to support the work of the intergovernmental body. Located in Toronto, the Secretariat is headed by an executive director who is appointed by members of CMEC.

#### ***The Corporation of the Council of Ministers of Education, Canada (CCMEC)***

The Corporation of the Council of Ministers of Education, Canada (CCMEC), is the corporate arm of CMEC and is the legal contracting authority for CMEC under this RFP and also for any Agreement that may be entered into pursuant to this RFP.

### **3.2 Project Background**

A number of provinces and territories are moving to incorporate in early learning, elementary, and secondary education curriculum a broader set of attitudes, skills, and knowledge that can be interdependent, interdisciplinary, and leveraged in a variety of situations. These are referred to as global competencies across Canada, and they are built on strong foundations of literacy and numeracy. These provinces and territories are currently at different stages of implementing their unique set of

global competencies, which are tailored to the local needs and circumstances of the populations they serve.

At the pan-Canadian level, CMEC ministers have endorsed six pan-Canadian global competencies to guide CMEC's future work in this area. They include: critical thinking and problem solving; innovation, creativity, and entrepreneurship; learning to learn/self-awareness and self-direction; collaboration; communication; and global citizenship and sustainability. These six pan-Canadian global competencies can be developed over time and equip learners with the ability to meet the shifting and ongoing demands of life, work, and learning; to be active and responsive in their communities; to understand diverse perspectives; and to act on issues of global significance.

CMEC ministers requested a pan-Canadian strategy to assist education systems in monitoring progress as they transition to competencies education. CMEC ministers are expecting the systems-level framework to be completed by May 2018 in the lead up to their next annual face-to-face meeting.

### **3.3 Project Benefits and Rationale**

Developing global competencies requires a transformation at both the systems level and the individual learner level. The development of a pan-Canadian systems-level framework is expected to:

- assist provincial and territorial education systems in their transition and evolution toward fostering global competencies by mapping out the conditions for, and complexity of, the implementation of transformation at different points in the systems;
- provide a conceptual framework for the continued exchange and learning with respect to best practices in support for effective transformation (e.g., instructional design, instructional approaches, learning environments, communities of practice, leadership/governance);
- provide a self-assessment tool to support transformation efforts; and
- provide research and key evidence on system transformation.

## **PART 4. PROPONENT RESPONSIBILITIES**

### **4.1 Project Scope**

The successful Proponent will act as a Consultant, in close collaboration with provincial/territorial officials and the CMEC Secretariat, to develop a pan-Canadian systems-level framework by May 2018. The pan-Canadian framework for system change could be structured around key areas that may include instructional design, instructional approaches, learning environments, communities of practice, and leadership/governance.

Each area will then contain four to six aspects in which each system will be able to self-assess the current state of systems on each continuum. The descriptors will focus attention on the specific nature of what is meant by education for global competencies, and they will provide valuable insights on future curriculum design and/or renewal. The creation of the pan-Canadian systems-level framework should be interactive and accessible on-line to allow education systems across all provinces and territories to actively work toward improving their capacities and potential to foster global competencies among students.

### **4.2 Proposed Project Activities**

The successful Proponent will:

- (a) Conduct and complete a research document on the scholarly evidence and trends on global competencies in education;
- (b) Conduct and complete research to review the shift in global competency education to determine themes, focus areas and possible systems-assessment benchmarks in education;
- (c) Consult and integrate feedback from provinces and territories (in English and French) at key stages of the process to determine the themes, focus areas, and possible assessment benchmarks for the systems-level framework and self-assessment tool;
- (d) Develop a draft of the pan-Canadian systems-level framework and self-assessment tool, populated with examples from the provinces and territories (in English and French); and
- (e) Finalize the pan-Canadian systems-level framework and self-assessment tool, based on feedback from provinces and territories.

### **4.3 Tasks/Deliverables**

The Project consists of the following tasks and deliverables to be completed by May 2018. The successful Proponent will be expected to:

- (a) Conduct concise Internet-based research to determine the scholarly evidence (pan-Canadian and international) that supports a shift to develop global competencies in education;
- (b) Conduct a provincial/territorial/international scan and review of literature on global-competency systems-level framework themes, focus areas, and possible systems-assessment benchmarks;
- (c) Identify questions designed to elicit feedback from provincial/territorial officials at key stages of the development of the systems-level framework;
- (d) Provide and present research and questions to provincial/territorial officials via teleconference;
- (e) Develop focus areas and propose benchmarks for the systems-level framework and self-assessment tool;
- (f) Provide and present a draft systems-level framework and self-assessment tool to provincial/territorial officials via teleconference; and
- (g) Complete the final systems-level framework and self-assessment tool following up to two rounds of feedback from provincial/territorial officials.

**PART 5. GOVERNANCE AND PROCESS**

**5.1 Project Manager and Project Coordinator**

The work will be managed by CCMEC’S appointed Project Manager, who will ensure contract requirements are met, make amendments to the contract (if required), review project deliverables, and disburse payment(s) to the Proponent. The Project Coordinator, in close consultation with provincial/territorial officials, will monitor the work completed by the Proponent and will provide the Proponent with the necessary guidance, instructions, background, and source materials required to undertake the work.

**5.2 Delivery Time Frame**

<b>Monday, December 11, 2017</b>	Issuance of RFP
<b>Friday, December 22, 2017</b>	Deadline for submission of Proponents’ questions
<b>Monday, January 22, 2018</b>	Deadline for submission of Proponents’ Proposals
<b>Monday, January 29, 2018</b>	Completion of evaluation of Proposals
<b>Wednesday, January 31, 2018</b>	Notification to selected Proponent

**5.3 Staffing**

- 5.3.1 CCMEC and the Proponent shall each dedicate personnel to the Project.
- 5.3.2 Any personnel changes by the Proponent must be approved by the Project Manager on behalf of CCMEC.
- 5.3.3 CCMEC reserves the right to reject personnel changes that, acting reasonably, it believes will jeopardize the timely completion of the Project and/or affect the reputation and/or goodwill of CCMEC and/or any of its Members.

## **PART 6. EVALUATION OF PROPOSALS**

### **6.1 Evaluation Committee**

- 6.1.1 An Evaluation Committee (“EC”) selected by CCMEC will be responsible for evaluating Proposals and, subject to the general rights of CCMEC as set out in section 7.1, for selecting a successful Proposal, if any.
- 6.1.2 The EC may consist of senior officials and/or designates from ministries and departments of education, as well as staff from the CMEC Secretariat, all of whom have knowledge of CMEC’s operations.

### **6.2 Evaluation Process and Selection of Proposal**

- 6.2.1 The EC will review and select a Proposal on behalf of CCMEC. The EC will evaluate Proposals based on the following criteria:
  - (a) compliance with the requirements as set out in section 2.1;
  - (b) assessment of Experience as set out in section 2.3;
  - (c) the Price Proposal as set out in section 2.5;
  - (d) compliance with Proposal format and outline as set out in section 2.4 and in Appendix A; and
  - (e) previous work that the Proponent has done.
- 6.2.2 At the time of evaluation, the EC will attribute scores to the criteria set out in subsection 6.2.1 above to rank Proposals and to select a successful Proposal, if any.
- 6.2.3 The EC’s selection of a Proposal will be carried out entirely at the EC’s sole discretion and will be based on the EC’s assessment of the factors set out in subsection 6.2.1 above.

## **PART 7. GENERAL LEGAL MATTERS**

### **7.1. General Rights of CCMEC**

7.1.1 CCMEC may, at its sole discretion:

- (a) reject any or all of the Proposals;
- (b) accept any Proposal;
- (c) elect, if only one (1) Proposal is received, to accept or reject it or enter into negotiations with the Proponent;
- (d) elect to indefinitely delay the RFP at any time;
- (e) alter the Timetable, the RFP, or any other aspect of the RFP before or after the Deadline; and
- (f) cancel this RFP at any time and subsequently advertise or call for new Proposals for the same subject matter as this RFP document, from the same or different Proponents or from invited Proponents.

7.1.2 CCMEC is not required to select the Proponent with the lowest Price Proposal.

### **7.2 CCMEC Liability for Proponent's Costs**

Neither CCMEC, CMEC, Members, nor their respective directors and/or officers shall be liable for any expense, cost, loss, and/or damage incurred and/or suffered by any Proponent and/or any person connected with a Proponent as a result of any action taken and/or any omission by CCMEC in accordance with section 7.1.

### **7.3 Applicable Law and Attornment**

7.3.1 This RFP shall be governed and construed in accordance with the laws of the Province of Ontario and the applicable laws of Canada.

7.3.2 The Proponent agrees that:

- (a) any action and/or proceeding relating to this RFP shall be brought in any court of competent jurisdiction in the Province of Ontario, and for that purpose the Proponent irrevocably and unconditionally attorns and submits to the jurisdiction of that Ontario court;
- (b) it irrevocably waives any right to and shall not oppose any Ontario action on the Evaluation Committee and/or proceeding relating to the RFP on any jurisdictional basis, including *forum non conveniens*; and



- (c) it shall not oppose the enforcement against them, in any other jurisdiction, of any judgment or order duly obtained from an Ontario court as contemplated by this section 7.3 of this RFP.

#### **7.4 Limitation of Liability**

7.4.1 Notwithstanding anything herein to the contrary, neither CCMEC, CMEC, its Members, the Evaluation Committee, nor any of their related entities, directors, officers, and/or employees shall be liable to the Proponent for any indirect, incidental, punitive, and/or consequential damages, and/or for loss of profit and/or revenue, suffered by the Proponent arising out of, and/or in connection with, this RFP, whether or not the Proponent was advised of the possibility of such damage and whether based in breach of contract or warranty (including fundamental breach and breach of a fundamental term), tort (including negligence), misrepresentation, indemnity, and/or any other theory at law or equity.

7.4.2 To the extent permitted by applicable law, the total aggregate liability of CCMEC, CMEC, its Members, the Evaluation Committee, and any of their related entities, directors, officers, and/or employees to the Proponent for any and all claims made against it under and/or in connection with this RFP shall not exceed the Proponent's reasonable costs for the preparation of the Proposal, up to a maximum of \$1,000.

#### **7.5 Ownership of Proposals**

Proposals submitted and all attendant documents become the exclusive property of CCMEC and, unless CCMEC determines at its sole discretion to do so, will not be returned to the Proponent.

#### **7.6 Intellectual Property**

CCMEC will acquire ownership of the project deliverables as described in section 4.3, which, for greater certainty, also includes all conclusions thereof and any intellectual property rights therein. The selected Proponent will forthwith upon request assign all copyright to CCMEC and will be required to waive its moral rights in relation to the project deliverables and any product developed pursuant to the Agreement.

#### **7.7 Goods and Services Tax/Harmonized Sales Tax**

The provision of services under the Agreement is subject to all applicable GST and HST laws.

## **7.8 Confidential Information**

The Proponent agrees that all confidential information:

- (a) shall remain the sole property of CCMEC and its Members, as applicable, and the Proponent shall treat it as confidential;
- (b) shall not be used by the Proponent for any purpose other than developing and submitting a Proposal in response to this RFP and/or performing any subsequent agreement relating to the Project, as applicable;
- (c) shall not be disclosed by the Proponent to any person who is not involved in the Proponent's preparation of its Proposal, the negotiation of the Agreement, and/or the performance of any subsequent agreement relating to the Project, without the prior written consent of CCMEC;
- (d) shall not be used in any way detrimental to CCMEC; and
- (e) if requested by CCMEC, shall be returned by the Proponent to CCMEC no later than five (5) calendar days after that request.

## **7.9 Assignment of RFP by CCMEC**

The provisions of this RFP shall ensure to the benefit of CCMEC and the other CMEC parties and their respective successors and assigns. The Proponent acknowledges to the CCMEC parties their direct rights under sections 7.2, 7.4, and 7.8. To the extent required by law to give full effect to these rights, CCMEC and the Proponent acknowledge and agree that CCMEC is acting as agent and/or as trustee of the CCMEC parties.

## **7.10 Assignment of Proposals**

Proposals may not be assigned by Proponents.

## APPENDIX A — PROPOSAL FORMAT AND OUTLINE

### A.1 Proposal Format Instructions

This section describes the format in which the Proponent should prepare the Proposal. If the Proponent does not format the Proposal in this manner, the Proposal, at CCMEC's sole discretion, may be rejected.

The Proposal should:

- (a) be prepared in 12-point Times New Roman or 12-point Calibri font;
- (b) include an index that lists all appendices to the Proposal, since appendices are part of the Proposal;
- (c) have numbered pages; and
- (d) provide information in accordance with the instructions in section A.2 below.

### A.2 Proposal Outline Instructions

The Proposal should follow this outline:

- (a) **Cover Page and Index**
- (b) **Section 1 — Executive Summary** (in both English and French)

The executive summary should provide a brief description of the Project, including:

- (i) main questions to be addressed;
  - (ii) Project's value to policy and/or practice;
  - (iii) proposed methodologies;
  - (iv) names and qualifications of the Proponent and enlisted personnel;
  - (v) deliverables; and
  - (vi) total budget.
- (c) **Section 2 — Introduction and Background**

This section should set out information necessary to satisfy the Proposal requirements contained in subsection 2.1.2, subparagraphs (c) through (g). In addition, this section should address whether the Proponent intends at any time during the term of an Agreement arising out of this

RFP to use another entity to manage the services to be provided pursuant to such an Agreement.

**(d) Section 3 — Proponent’s Experience** (maximum length: 4 pages)

This section should include:

- (i) evidence outlining the Proponent’s expertise in managing pan-Canadian projects comparable to that required in this Project, including:
  - knowledge of education system transformation and redesign, specifically as it relates to 21<sup>st</sup>-century skills and/or global competencies;
  - familiarity with provincial/territorial early learning, elementary, and secondary education systems in Canada, with expertise in curriculum design and implementation;
  - overseeing research (e.g., provincial/territorial/international scans and literature reviews) in Canada’s two official languages; and
  - developing interactive and accessible on-line frameworks and/or assessment tools.
- (ii) evidence outlining the Proponent’s project-management expertise, including:
  - setting and adhering to a work schedule;
  - working with pan-Canadian stakeholders to build consensus;
  - assuming direct responsibility for the activities of all project participants, tasks, and deliverables; and
  - risk management.
- (iii) evidence outlining the Proponent’s research experience related to education system transformation and redesign. Preference will be given to Proponents with knowledge of and/or experience in curriculum design, implementation, and assessment.
- (iv) evidence outlining the Proponent’s ability to access and review material in both French and English. At its sole discretion, CCMEC may request that Proponents provide documentary evidence of such ability.
- (v) a curriculum vitae (not included in the page count).

- (e) **Section 4 — Qualifications of Enlisted Personnel** (maximum length: 8 pages)
- (i) The Proponent should provide detailed descriptions of the knowledge, skills, and expertise of the personnel nominated for the Project.
  - (ii) The Proponent should describe the roles and responsibilities of the Proponent and any of its agents, employees, and subcontractors who will be involved in the Project, together with the identity of those who will be performing such roles, their experience in working as a team, and their relevant respective expertise.
  - (iii) The Proposal should identify a lead contact for this Project who will assume day-to-day responsibilities for assigning tasks and resources to complete the Project successfully within the targeted timelines for completion. The lead contact will identify, develop, and execute specific tasks; monitor Project priorities, work plans, schedules, issues, and deliverables; and report to CCMEC.
  - (iv) The Proponent should complete one table, as set out below, for each member of its proposed team. Please note that team members’ merits will be assessed collectively. Tables should be included directly in this section.

	<b>Response Parameters</b>
Name	
Role in Project	
Daily rate	Canadian dollars per eight-hour day
Commitment to Project	Full-time, part-time, as required for specific tasks
Experience for role in Project	
Employment status with Proponent	Full-time, part-time, hired for Project, subcontractor
Primary language	French, English
Secondary language	French, English, N/A
Ability in secondary language	Conversational, written, or conversational and written

	<b>Response Parameters</b>
Formal education	Applicable diplomas and degrees and institution(s) where earned
Qualifications	Applicable certifications (not memberships) and institution(s) where earned

(f) **Section 5 — Implementation Plan** (maximum length: 5 pages)

Proponents should include a work plan directly in this section. The plan should include the following:

- (i) details setting out the anticipated steps required to achieve the deliverables and the specific elements of the Project, including an indication of who will perform which elements and when these will be completed;
- (ii) an outline of any perceived challenges and/or risks inherent in the proposed methodologies and/or knowledge-mobilization strategies;
- (iii) expected timing of deliverables and regularly scheduled meetings to review progress.

(g) **Section 6 — Additional Value-Added Services** (maximum length: 2 pages)

Proposals should describe any added value and/or competitive advantage brought by the Proponent and should explain how this supports the objectives of the Project. Any other services, support, and/or additional information that the Proponent would like CCMEC to consider when evaluating its Proposal should be set out in this section.

(h) **Section 7 — Price Proposal** (maximum length: 1 page)

In conformity with section 2.5, the Proponent should provide the total Price for completion of the Project.

(i) **Appendix A — Tax Compliance Declaration**

In conformity with subsection 2.1.2, subparagraph (h), the Proponent should append as Appendix A to the Proposal a signed copy of the Tax Compliance Declaration, provided in Appendix B to this RFP document.

(j) **Appendix B — References**

In conformity with subsection 2.1.2, subparagraph (i), the Proponent should append as Appendix B to the Proposal three (3) references.

(k) **Appendix C — Work Samples**

In conformity with section 2.3, subparagraph (b), the Proponent should append as Appendix D to the Proposal up to two (2) samples of related work.

(l) **Appendix D — Explanation of Conflict of Interest** (if necessary)

Further to section 2.2, if a Proponent has a conflict of interest, the Proponent must set out the details of that conflict of interest in Appendix E to the Proposal.

**APPENDIX B — TAX COMPLIANCE DECLARATION**

The Corporation of the Council of Ministers of Education, Canada (“CCMEC”)

**Request for Proposals for the Pan-Canadian Systems-Level Framework on Global Competencies**

**Tax Compliance Declaration**

The Proponent hereby certifies that, at the time of submitting its Proposal, the Proponent is in compliance with all Canadian federal and provincial/territorial tax statutes and that, in particular, all returns required to be filed under such federal and provincial/territorial tax statutes have been filed and all taxes due and payable under such statutes have been paid or satisfactory arrangements for their payment have been made and maintained.

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

Proponent: \_\_\_\_\_

Per: \_\_\_\_\_  
(Authorized signing officer)

Print name: \_\_\_\_\_