

RFP for development of Entrepreneurship 12 Online NSVS course

1.0 Department Responsibility

The Department of Education and Early Childhood Development (EECD) is responsible for ensuring that the educational, vocational and technical training services specified by provincial legislation are provided to Nova Scotian Students. This includes the responsibility for public schools. EECD provides overall program direction to public schools, makes grants to school boards, supervises curriculum development, supplies learning resources, financial and research support services, and assists in the planning of school buildings and the operation of pupil conveyance systems.

1.1 The Request for Proposal Process

The Request for Proposal (RFP) process is governed by guidelines which have already been issued to government departments and agencies. Issuing a RFP implies no obligation on the Province to accept your bid, a portion of your bid, or any bid submitted.

1.2 Introduction

This RFP is intended to secure the services of an independent curriculum writer (contractor). The curriculum writer (contractor) will develop an online course based on a provided course framework and previously prototyped lessons. The course will reflect learning outcomes consistent with the **Entrepreneurship 12** outcomes and curriculum guide, and pedagogy consistent with *N.S.V.S. Instructional Development Standards*.

1.3 Background

NSVS exists to provide options for students, who might not otherwise have access to public school program high school courses. These courses are designed to respond to the needs of students who may not be offered a specific course in their school, or who experience timetable conflicts that mean that they cannot take the course in the semester that they need it in their school, or to provide an alternate means to achieve a credit through online learning.

1.4 Context

Online courses are created, under the guidance of EECD, by curriculum writers (contractors) and are taught by certified teachers who understand the special needs and circumstances of students who study online. Upon successful completion of a course, a student will receive a Nova Scotia public school program credit. The successful completion of a Public School Program (PSP) course through NSVS is recorded on a student's transcript.

NSVS courses shall provide the equivalent of 110 hours over 84 lessons of synchronous and asynchronous instructional lessons, learning experiences, activities, assignments, investigations, and assessments equivalent to those provided in a classroom setting. The course will be written and designed so as to be consistent with *the NSVS Instructional*

Development Standards. NSVS courses include both synchronous (using video conferencing, for example) and asynchronous (using the provincial learning content management system) opportunities for students to complete activities within the course.

1.5 Learning Styles and Diverse Needs

The curriculum writer (contractor) will develop an online course that can be accessed through the NSVS environment (<http://nsvs.ednet.ns.ca>) and through which students with a range of learning styles and diverse needs will successfully demonstrate accomplishment of the Public School Program course curriculum learning outcomes.

1.6 Request for Proposal

This RFP is intended to identify a curriculum writer (contractor) who will develop lessons, based on a provided framework and previously prototyped lessons. All development must be accordance with our standards and development process, in coordination with EECD staff.

- All lessons and activities in the course must be functional, sequenced and aligned to provided course framework
- All formative and summative assessment, self-checks, tests, quizzes and exams(s) answer key(s) and sample answer(s) to assignments, rubrics, exercises, activities, lessons, tests, examinations, and other response course work a student engages in, must be functional and tested.

2.0 RFP Terms and Criteria

1. An overview of the curriculum writer's teaching experience and understanding of Nova Scotia's curriculum must be provided. Information on the curriculum writer (contractor) should include demonstrated capacity and expertise in curriculum and lesson development, preferably for an online environment, or conversion of curriculum to an online environment. Demonstrated experience in the development of tests, examinations, assignments, activities, and other course work to help students (in the NS public school system) to achieve curriculum outcomes in both print and electronic formats, and editorial capabilities. Include any prior experience in development or supervision of on-line curriculum, and use of provincial online platforms such as MOODLE and video-conferencing applications to help student accomplish curriculum outcomes associated with the Nova Scotia public school program, and specifically with **Entrepreneurship 12**.
2. An acceptable production schedule of deliverables and the availability of the interim and final draft deliverables as per schedule as noted in 2.3.
3. Innovative ideas on the direction the curriculum writer (contractor) may take to develop and adapt curriculum lesson plans, tests, examinations, assignments, activities, and other course work for a student who will be participating in an online environment: e.g., organization, layout and design, technology applications, curriculum integration.

4. Information articulating how Nova Scotia's principles of learning (pedagogical model) will be reflected in lesson plans, assignments, activities, assessments, and other course work a student engages in during the course.
5. Acceptable emphasis on inclusion as reflected in text, materials, lessons, assignments, activities, assessments, and other course work proposed for students with diverse and special needs.
6. An understanding that all text, teacher and student materials, and resources must meet the requirements set out by the Department of Education and Early Childhood Development's, Nova Scotia Bias Evaluation Instrument. **See Appendix C.**
7. An understanding that the curriculum writer (contractor) shall not assign nor sublet this Agreement or any part thereof without the written permission of the Province.
8. An understanding that this Agreement is for the performance of services by an independent contractor (curriculum writer). The Contractor (curriculum writer) is not nor shall be deemed to be an employee, servant or agent of the Minister or the Province.
9. An understanding that the curriculum writer providing intellectual property to Nova Scotia government departments/agencies has been advised of and agrees to the following terms:
 - a. **Confidentiality:** All materials and information must be treated by the curriculum writer (contractor) as confidential during and after the term of the contract. The curriculum writer (contractor) shall treat as confidential and not make public nor divulge, during as well as after, the terms of this Agreement, any information or material relative to the work herein described including information obtained through contract with personnel of the province or other persons without having obtained the province's consent thereto in writing.
 - b. **Copyright:** All material becomes the property of the Province of Nova Scotia with sole intellectual property right being held by the Province of Nova Scotia. The curriculum writer (contractor) warrants that his/her own creative work will be original and subject to legal protections as such and that the production will not violate or infringe on any existing copyright, patent protection, trademarks, and industrial designs.
 - c. The curriculum writer (contractor) shall indemnify the Province of Nova Scotia where copyright is breached and a loss is suffered by the Province.
10. The Minister of Education and Early Childhood Development reserves the right to publish or release in whole or in part (including, for greater certainty, on the Internet) or not to publish or release at all or to use or not to use as the Minister may deem fit or to publish an amended version of the material produced by the curriculum writer's (contractor's) performance of this Agreement.
11. An understanding that this Agreement may be terminated at any time, for any reason whatsoever, by either of the parties hereto giving to the other party thirty (30) days written notice to that effect, and upon such termination the curriculum writer (contractor) shall be paid the sum or sums which have accrued up to the date of termination and

such sums shall be received by the curriculum writer (contractor) in full satisfaction and discharge of all claims and demands whatsoever against the province in respect of this Agreement. The curriculum writer (contractor) shall provide to the Department of Education and Early Childhood Development all materials and information forming part or produced in the performance of this Agreement and all copyrights thereto and all patents, trademarks, and industrial designs arising therefrom up to the date of termination of this Agreement. All materials and information forming part or produced in the performance of this Agreement and all copyrights thereto and all patents, trademarks, and industrial designs arising therefrom up to the date of termination are the property of the Department of Education and Early Childhood Development, Province of Nova Scotia.

2.1 RFP—Technical Specifications

The specifications apply to material submitted. See also **Appendix A** for Guidelines for Preparation of Copy for Design

1. The course will be developed in Moodle, using template(s) that will be provided to the successful bidder upon award of contract.
2. Text files must be either Word or OpenOffice.
3. All images and illustrations that are incorporated into the documents must also be supplied as separate files in their original program format and as jpeg files. Images should be compressed due to file size and a source cited for each image.
4. All scanned images must be scanned at no less than 300 dpi for clarity and saved as jpeg files. Any copyright issues pertaining to the material must be addressed by the curriculum writer (contractor). Each scanned image source must be cited and documentation for approval of use provided.
5. All references to Web sites are to contain a name and a URL address within the text.

2.2 RFP Value - Payment Fee Schedule

The contract has a total value of four thousand dollars (\$4 000.00) plus HST if applicable. The curriculum writer shall meet with the eLearning Design Consultant to review the course framework and lesson prototypes. Work is to be delivered as per the Schedule for Deliverables outlined in Section 2.3. Changes to the work are to be submitted within ten working (10) days of the meeting. Payment will be made following acceptance by the Department of Education and Early Childhood Development of the course. At the discretion of EECD, the curriculum writer (contractor) shall attend (a) professional development session(s) where guidance will be provided in the design and layout of an online course, the synchronous and asynchronous platforms, and pedagogy for online students as scheduled by the eLearning Design Consultant. (LRTS will pay travel, food and lodging expenses for this workshop as per government specifications) to be held as agreed above.

Course development: to be paid in two equal installments based on completion of work. Dates for payment to coincide with successful completion as per deliverable schedule.

2.3 RFP Deliverables

The curriculum writer will develop **Entrepreneurship 12** module by module, to include:

- All lessons in the course, based on the course framework, sequenced and aligned to curricular outcomes
- Formative and summative assessment, projects, self-checks, tests, quizzes and exams(s) implemented in course
- All resources linked and working correctly
- Gradebook set up and configured

Schedule of Deliverables

Each completed unit will be a deliverable at following intervals:

1. Module 1: June 15
2. Module 2: June 30
3. Module 3: July 15 *Payment Deliverable
4. Module 4: July 30
5. Module 5: August 15 *Payment Deliverable

3.0 Proposal Evaluation

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The RFP response will be evaluated using the following criteria:

- teaching experience (must be related to subject being developed)
- demonstrated abilities in the use of technology integration to support learning outcomes
- understanding of online learning
- demonstrated capacity and expertise in curriculum assessment and lesson development
- editorial capabilities
- demonstrated knowledge of Assessment for and of Learning
- Innovative ideas for courses delivered in an online environment
- Acceptable emphasis on inclusion
- An understanding that all materials and resources must meet the requirements set out by the Nova Scotia Department of Education and Early Childhood Development Bias Evaluation Instrument.
- An understanding that the curriculum writer (contractor) shall not assign nor sublet this Agreement or any part thereof without the written permission of the Province.
- An understanding that this Agreement is for the performance of services by an independent contractor (curriculum writer). The Contractor (curriculum writer) is not nor shall be deemed to be an employee, servant or agent of the Minister or the Province.
- Confidentiality - a statement saying that the bidder understands conditions of confidentiality as per this RFP
- Copyright – a statement saying that the bidder understands and will adhere to copyright legislation
- Ability to attend (a) PD session(s) at the discretion of EECD, to receive direction and to review schedule of deliverables and expectations.
- Demonstrated experience developing lessons for NSVS online courses.