

**Canadian Evaluation Society**

**Request for Proposals**

**To Create a Roster for**

**e-Institute Essential Skill Series (ESS) Course Facilitators  
(English and French)**

**August 27, 2020**

## 1.0 Background

The Canadian Evaluation Society (CES) is a non-profit bilingual professional association dedicated to the advancement of evaluation theory and practice ([www.evaluationcanada.ca](http://www.evaluationcanada.ca)). To support professional development needs, on May 1, 2017, CES launched the *CES e-Institute*, an online, bilingual, professional development platform designed by and for evaluators ([www.einstitute.evaluationcanada.ca](http://www.einstitute.evaluationcanada.ca)). All CES e-Institute courses reflect best practices in adult online education and align with the [Canadian evaluation standards, ethical principles, and competencies for Canadian evaluation practice](#). The e-Institute is supported by a Curriculum Advisory Board and time-limited course-specific working groups.

e-Institute courses are offered as self-directed on-demand courses and facilitated online cohorts which are led by CES or Chapter approved educators.

Three courses are currently available:

1. Essential Skills Series (ESS) in evaluation targeting beginning evaluators - English and French
2. Evaluation Theories and Models targeting beginning evaluators – English and French
3. Survey Methods targeting beginning evaluators – English and French.

Four additional courses are under development:

1. Mastering Stats in Excel – English and French
2. Economic Evaluation – English and French
3. Qualitative Data Analysis – English and French, and
4. Truth and Reconciliation in Evaluation – English and French.

## 2.0 Purpose

This request for proposals provides the terms of reference for the creation of a roster of qualified educators able to facilitate the e-Institute online **ESS in English or French**. The e-Institute online ESS was adapted from the four-day in-person ESS course and consists of 10-modules. The course introduces the fundamentals of Canadian evaluation practice and guides learners through the steps of planning and conducting an evaluation. Facilitated cohorts of online ESS are delivered over a 10-week period.

Appointments to the roster will be for a term of three years (2020-2023).

### 2.1 Scope of the Work

The educator will:

1. Become familiar with the CES e-Institute learning platform and ESS online course.

2. Moderate and animate weekly online discussion forums.
3. Host 2-1-hour Q&A webinars.
4. Provide feedback on 7 short assignments.
5. Answer student questions, and
6. Support student engagement in the online course through weekly e-mails and other means as appropriate.

### 3.0 Compensation

The educator will be paid \$7,000 for each online cohort consisting of no more than 15 learners.

### 4.0 Submission of Proposals

An electronic copy of your proposal must be submitted to [operations@evaluationcanada.ca](mailto:operations@evaluationcanada.ca) by 5 pm EDT on October 2, 2020. Acceptable formats for the electronic version are \*pdf, \*doc or \*docx. The submission can be in English or French.

#### 4.1 Length

Responses should not exceed 10 pages, double-spaced with 1-inch margins and 12-point font (excluding any references and appendices).

#### 4.2 Eligibility of Bidders

All bidders must be legally entitled to work in Canada and a member of CES or SQEP. We encourage interest from evaluation educators from across the country and from a variety of sectors.

Qualifications:

- Extensive knowledge of and experience in evaluation.
- Knowledge and experience in adult learning.
- Knowledge and experience in online course delivery.
- Knowledge of CES and the Canadian evaluation context and landscape.

Although not required, preference may be given to candidates with:

- The Credentialed Evaluator (CE) designation.
- Prior experience delivering ESS in-person or online.

#### 4.3 Proposal Content

Each response must demonstrate the bidder's:

- Knowledge, training and experience in the areas listed in Section 4.2.
- Approach to online teaching and learning.
- Ability to work remotely under minimal supervision, and
- Reliable access to the internet.

In addition, each bidder is asked to include the names and contact information for three references familiar with the bidder's teaching and summaries of evaluations of courses previously taught (in-person or online).

## **5.0 Selection Criteria**

### **5.1 Mandatory Requirements**

Each response will be assessed based on the criteria indicated in Table 1 (see section 5.3, below) provided that the following criteria are met:

1. Proposal is received by 5 pm EDT October 2, 2020.
2. Length and format of proposal as per Section 4 of this RFP.
3. Proposal includes a statement clearly indicating a preference for English or French facilitation (or both) of e-Institute online ESS, and
4. Proposal includes a statement that the bidder can guarantee reliable access to the internet.

### **5.2 Evaluation of Responses**

A minimum of three CES members (including the e-Institute Director and at least two members of the Professional Learning Committee) will form a response review committee to evaluate all complete responses. The responses will be scored and ranked. CES may request an online interview from select bidders. Only those proposals achieving a threshold score of 75% or better in the selection criteria will be added to the roster. Facilitators for each cohort will be selected based on their ranking and availability. Efforts will be made to rotate through the roster to ensure equal opportunity to all qualified instructors.

The Selection Committee reserves the right to request further information from bidder(s) to clarify information in any submitted proposal. This is not be an opportunity for bidders to provide new or alternative information, oral or written.

### **5.3 Response Scoring**

Each response will be assessed based on the criteria indicated in Table 1 below, provided that the mandatory requirements (section 5.1) are met:

**Table 1. Proposal Scoring**

Criteria	Points
Breadth and depth of evaluation experience	10
Breadth and depth of evaluation teaching	10
Knowledge of adult learning principles and best practices	15
Experience with facilitating online courses	15
Approach to online learning	20
Knowledge of the Canadian evaluation context and landscape	10
Clarity, organization, completeness, and professional appearance of the written response	10
Course evaluations ratings	10
<b>Total Possible Points</b>	<b>100</b>

## 6.0 General Conditions

### 6.1 Right to Amend Request for Proposal

The CES reserves the right to amend or supplement the Request for Proposals, giving equal information and cooperation by way of issued addendum to all potential bidders through the CES website ([www.evaluationcanada.ca](http://www.evaluationcanada.ca)).

### 6.2 Bidder Incurred Costs

All costs incurred in the preparation and presentation of responses in any way whatsoever shall be wholly absorbed by the bidder(s).

### 6.3 Indemnity

The bidder(s) will indemnify and save harmless the CES from and against all claims, demands, losses, damages, costs, and expenses made against or incurred, suffered, sustained, done or omitted by the CES at any time before or following termination of the agreement.

### 6.4 Acceptance of Responses

The CES is not bound to accept any response of those submitted. Responses will be assessed on the basis of the criteria specified in Section 5.0 above.

## 6.5 Ownership

All materials created through this RPF shall be the property of the CES and shall not be published or released without the written consent of the CES.

## 6.6 Termination of Contract

A contract awarded on the basis of a response to this Request for Proposals may be terminated by either party with a 30-day notice, with outstanding payments to be negotiated between the contractor and the CES.

## 7.0 Questions and Inquiries

Should prospective bidders have any questions regarding this Request for Proposals, they may contact the Director of the CES e-Institute in writing prior to 12 Noon EDT on September 25, 2020 using the following email address: [einstitute@evaluationcanada.ca](mailto:einstitute@evaluationcanada.ca). In the interest of equality of access to information, questions received prior to this deadline will be published with written responses on the CES website ([www.evaluationcanada.ca](http://www.evaluationcanada.ca)) by 5 pm EDT on September 30, 2020.