ONCAT

RFP PROPOSAL RESPONSE

RFP Title:	14-15 RFP – RESEARCH – DECEMBER 12, 2014
Assignment Summary:	The Ontario Council on Articulation and Transfer (ONCAT) is commissioning research projects to advance knowledge and understanding of the current state of credit transfer in the province of Ontario, with a preference for research that investigates associated costs and benefits.
Issue Date of RFP:	DECEMBER 12, 2014
Proposal Submission Deadline/Time:	JANUARY 30, 2015
ONCAT Contact for Enquiries Regarding RFP:	Arlene Williams, Policy and Programs Director Ontario Council on Articulation and Transfer 180 Dundas Street West, Suite 1902 Toronto, ON M5G 1Z8 416-640-6951, Ext. 306 email - awilliams@oncat.ca
Title of Proposed Project:	Max. 15 words
Description of Proposed Project:	Max. 50 words

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

SECTION A - ASSIGNMENT DESCRIPTION

A.1 About ONCAT

Established in 2011, the Ontario Council on Articulation and Transfer (ONCAT) was created to enhance student pathways and reduce barriers for students looking to transfer among Ontario's 44 publicly funded postsecondary institutions. As a member organization, ONCAT works with colleges and universities to develop transfer credit policies and practices to ease student mobility while also respecting institutional responsibility for academic integrity.

The following is the provincial government of Ontario's vision for credit transfer:

> *Ontario will have a comprehensive, transparent and consistently applied credit transfer system that will improve student pathways and mobility, support student success and make Ontario a postsecondary education destination of choice. The credit transfer system will assist qualified students to move between postsecondary institutions or programs without repeating prior, relevant learning.*

The government believes realizing this vision will make it easier for students to navigate the postsecondary education system, reach their preferred educational destination faster, and enter or re-enter the labour market sooner.

In the short time since ONCAT's inception, we have achieved tangible results – from collecting the first set of data on Ontario credit transfer students, to ensuring the transparency of transfer policies. We have also supported more than 100 pathway development projects through the Credit Transfer Innovation Fund, vastly increasing the number of student pathways. Together, these projects cover a broad range of high-demand programs such as business, environmental studies, computer science, and community and social services, in all directions of transfer including diploma-to-degree, diploma-to-diploma, apprenticeship-to-diploma, degree-to-diploma, and degree-to-degree. At the same time, our funded research projects have led to a greater understanding of both the student and the institutional experiences of transfer.

A.2   Description

ONCAT is seeking to fund innovative research that explores the various characteristics of Ontario's credit transfer system. Our focus is on projects that not only help create a better understanding of the current system, but also lead to recommendations in support of the development of an accessible, responsive and high-quality postsecondary education system (PSE) in Ontario.

Preference will be given to proposals that seek to investigate the costs and benefits of credit transfer in Ontario's PSE system. It is often assumed by government, researchers and other PSE stakeholders that there are costs associated with the PSE system's less-than-full capacity to meet students' mobility demands. It is further assumed that there are extra costs associated with students' needs to repeat prior learning in the event that they wish to move from program to program, or institution to institution. We welcome proposals that seek to investigate these costs and to clarify what benefits may be created by credit transfer.

A.3   Deliverables

Project deliverables:

- A final report, with an executive summary, on the complete investigation and subsequent results/conclusions, including:

- A literature review summarizing the current state of relevant knowledge;
- An environmental scan providing an overview of emerging trends and key issues, and identifying factors that may impact the further development or refinement of credit transfer initiatives in Ontario and/or other comparative jurisdictions; and
- Analysis of a relevant and sufficiently robust data set, which should be used to test some of the hypotheses posed and/or the assumptions found in the literature.

A.4   Agreement Terms and Conditions

Successful proponents will also be expected to enter into a formal agreement with ONCAT, which will outline the terms and conditions of funding.

PROPOSAL:

1) METHODOLOGY:
- Provide a clear and comprehensive explanation of all steps that will be required to complete the project

PROPONENT TO RESPOND

SUGGESTED # OF WORDS: 500-1000

2) TOPIC EXPERIENCE:
- 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

PROPONENT TO RESPOND

SUGGESTED # OF WORDS: 300-600

3) PROJECT MANAGEMENT:
- Outline your plan for ongoing communication and collaboration between the research team, ONCAT 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 project

PROPONENT TO RESPOND

SUGGESTED # OF WORDS: 300-600

DELIVERABLES:

Due Date	Deliverable Description	$
Due Date	Deliverable Description	$
Due Date	Deliverable Description	$

4) RESEARCH BUDGET:
Using the information you provide in the *Budget* section, your budget will be evaluated against the following criteria:
- Is the overall budget for this research project realistic?
- Are the various budget components in line with ONCAT policy and past experience?
- Is the proposed work likely to be successfully accomplished within the budget proposed?

TO BE COMPLETED BY ONCAT EVALUATOR

5) QUALITY OF RESPONSE:
Your proposal will be evaluated against the following criteria:
- 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?

TO BE COMPLETED BY ONCAT EVALUATOR

RESEARCH BUDGET:

Please include ALL anticipated costs for the project, including in-kind* and other costs *(in italics and without bold)* for which ONCAT funding is 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 college/university and their personnel.**

PERSONNEL:

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

DIRECT COSTS:

Detailed Description of Direct Costs (if applicable) *(insert additional rows if necessary)*	Cost
	$
	$
	$
Direct Costs Subtotal	$

TRAVEL AND ACCOMMODATION:

Detailed Description of Travel and Accommodation (if applicable) *(insert additional rows if necessary)*	Cost
	$
	$
	$
Travel and Accommodation Subtotal	$

OVERHEAD:

A detailed description of what constitutes overhead must be provided (if applicable) *(insert additional rows if necessary)*	Cost

	$
	$
	$
Overhead Subtotal	$

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

REFERENCES: PAST FUNDED RESEARCH WITH ONCAT (IF APPLICABLE) *(insert additional rows if necessary)*	
Project Lead:	
Project Name:	
Project Lead:	
Project Name:	
Project Lead:	
Project Name:	

REFERENCES: RELEVANT RESEARCH/EXPERIENCE (PROVIDE A MINIMUM OF TWO) *(insert additional rows if necessary)*			
Contact Name, Title and Organization:			
Contact Telephone #:		**Email:**	
Project Name: (if applicable)			
What/whom will reference be provided for? i.e. Individual/Organization/Project			
Contact Name, Title and Organization:			
Contact Telephone #:		**Email:**	
Project Name: (if applicable)			
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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:	8
Conflict of Interest: Affirmation that neither the vendor nor the staff have any real life or perceived conflict of interest in performing the assignment	_____ 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	_____ Signature of Official Representative of Vendor Institution/Organization
	_____ Name, Title and Legal Name of Vendor Institution/Organization