

<b>RFP Title:</b>	13-14 RFP – PROJECT 2 – PATHWAYS TO DIPLOMA – OCTOBER 31, 2013
<b>Assignment Summary:</b>	ONCAT is seeking proposals from Ontario's publicly funded colleges and universities that establish academic bridge programming into a diploma involving three (3) or more institutional partners. These bridges will lead to the creation of "system" pathways in programming of high-affinity in targeted areas of academic programming.
<b>Issue Date of RFP:</b>	OCTOBER 31, 2013
<b>Proposal Submission Deadline/Time:</b>	NOVEMBER 29, 2013
<b>ONCAT Contact for Enquiries Regarding RFP:</b>	Glenn Craney, Executive Director Ontario Council on Articulation and Transfer 180 Dundas Street West, Suite 1902 Toronto, ON M5G 1Z8  (416) 640-6951, Ext. 301 email - gcraney@oncat.ca
<b>Title of Proposed Project:</b>	Max. 15 words
<b>Description of Proposed Project:</b>	Max. 50 words

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

### **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. ONCAT works with its members – all publicly funded postsecondary institutions – to enable the system to develop as rapidly as possible, while also respecting institutional autonomy.

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.

As of July 2013, ONCAT and its member institutions has already accomplished much: Ontario boasts approximately 630 student transfer pathways in six broad program clusters (Applied Arts, Liberal Arts & Humanities, Business & Commerce, Health Sciences & Applied Health, Engineering & Technology, Social Sciences & Services, and Sciences & Applied Sciences); a greater understanding of the student transfer experience through funded research initiatives; enhanced information for students; and better data collection mechanisms.

### **A.2 Description/Background of Assignment**

The establishment of ONCAT represents the provincial government's very strong commitment to creating a more comprehensive and transparent system of credit transfer and pathways for students in the province's colleges and universities.

The Credit Transfer Innovation Fund (CTIF) is ONCAT's most powerful means to achieve its strategic goals as defined and approved by the ONCAT Board of Directors. This fund constitutes ONCAT's most important lever in working with institutions to further develop a fully comprehensive, transparent and consistently applied set of credit transfer rules in Ontario.

## **Pathways to Diploma**

ONCAT is calling for proposals from Ontario's publicly funded colleges and universities that establish academic bridge programming involving three (3) or more institutional partners. These bridges will lead to the creation of "system" pathways in programming of high affinity in targeted areas of academic programming.

In order to ensure that bridge programming and pathways projects reflect a demand by students or employers, ONCAT is seeking proposals that include evidence of how the project addresses the need or demand on the part of students (as well as a description of how that demand was identified or gauged) and/or regional economic needs. Value will be placed on demonstrated evidence of either type of demand.

In addition, pathways from Aboriginal Institutes into diploma programs will be considered for funding in this round of proposals.

Proposals to develop on-line programming to support student mobility will also be considered. However, projects that have already been funded from other Ministry programs (Credit Transfer Institutional Grants, PIF etc.) will be deemed to be ineligible for funding under the Credit Transfer Innovation Fund. Please consult with ONCAT if your institution is considering an online proposal in this round of funding.

Under this RFP, the credential pathway involves the development of a bridge from an apprenticeship to diploma; diploma to apprenticeship; and degree to diploma.

For those looking for funding support to explore the development of bridge building involving diploma or apprenticeship programming, proponents will note that each of the target apprenticeship and college diploma/advanced diploma programs will conform to stated learning outcomes and/or program standards approved by the Ministry of Training, Colleges and Universities. These standard learning outcomes will be the basis for the analysis of student learning in the target programs.

If applicable, the proponent will consider how the bridge programming could be constructed for those students moving either from the diploma program into an apprenticeship, or from the classroom based component of the apprenticeship into a three-year diploma program.

### ***Project Principles:***

Each of the proposals submitted should also include the following:

- Demonstrated evidence of student, employer and/or community demand;
- Consideration of an on-line component or portion of the project;
- A demonstrated strategy for the full implementation of the project, which would include the final institutional approvals for new bridge or academic programming at all participating institutions.

### ***A. 3 Deliverables***

Each proponent should be prepared to include as part of their Project's Final Report the following elements:

- A final report with a summary of the complete development of the bridge programming, as well as any required approvals, and dates of implementation of the programs;
- A detailed financial statement following completion of the project and acceptance of the final report;
- An analysis of pathway based on learning outcomes of college advanced diploma programs as identified in the Ontario Qualifications Framework;
- An analysis of program learning outcomes for the relevant programs as articulated in the provincial program standards, the Ontario Qualifications Framework and/or the Undergraduate Level Degree Expectations (UGLDEs);
- An explanation of the development of the bridge course curriculum (if required);
- An explanation of the development of program curriculum.

### ***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) 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

**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 project, as well as any other contributions being made to the project by your institution. This will allow us to have a better sense of the “true cost” of the overall 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
			\$	\$
			\$	\$
			\$	\$
<b>Personnel Costs Subtotal</b>				\$

**DIRECT COSTS:**

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

**TRAVEL AND ACCOMMODATION:**

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

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

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

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