

<b>RFP Title:</b>	14-15 RFP – PATHWAY DEVELOPMENT PROJECTS – DECEMBER 12, 2014
<b>Assignment Summary:</b>	The Ontario Council on Articulation and Transfer (ONCAT) is seeking to fund innovative pathway development projects that explore and implement strategies to expand opportunities for students to transfer among Ontario’s publicly funded colleges and universities.
<b>Issue Date of RFP:</b>	DECEMBER 12, 2014
<b>Proposal Submission Deadline/Time:</b>	JANUARY 30, 2015
<b>ONCAT Contact for Enquiries Regarding RFP:</b>	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
<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>	

**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 pathway development projects that explore and implement strategies to expand opportunities for students to transfer, create more seamless educational experiences, and increase college-university collaboration in order to contribute to the ongoing development of an accessible, responsive and high-quality postsecondary education system (PSE) in Ontario.

## **A.3 General Criteria**

Each proponent's submission should be designed to develop new transfer pathways that are accessible, have broad application and address areas of established or unmet potential student demand. By supporting pathway development projects, ONCAT strongly prefers projects which are multilateral in nature – i.e. involve multiple sending and/or multiple receiving institutions -- and which are built upon provincial program standards.

As part of our focus on multilateral agreements, we also encourage projects that involve the expansion or enhancement of an existing pathway – e.g. projects may involve transitioning a bilateral pathway to a system pathway by applying learning outcomes from provincial programs standards in place of the curriculum of a specific institution. It is important to note, however, that institutions must have independent authority to grant the proposed degree.

Preference will be given to projects that deal with health sciences, social sciences, community services, business, or engineering, or that expand opportunities for francophone or aboriginal students. All projects should be clear, consistent, and explicit, and should aim to provide students with greater certainty regarding the amount of credit that will be granted and how it will be applied at participating institutions.

#### ***A.4 Selection of Projects***

Each proponent's submitted proposal should include the following:

- Evidence of student demand for the program and for the transfer pathway. To the furthest extent possible, the rationale for the proposed pathway should include estimated numbers of potential students. Demand may be demonstrated by enrolment in programs, current patterns of student transfers, application trends, or in other ways;
- A brief description of the diploma or degree learning outcomes and a statement of the employment opportunities open to graduates of the program;
- A consideration of any on-line component or portion of the project;
- A demonstrated strategy for the full implementation of the pathway development project, which would include final institutional approvals from all participating institutions; and
- A commitment to performance measurement, including the ability to track, measure and report on progress, both in the short and long-term.

#### ***A.5 Deliverables***

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

- A final report, including an executive summary, on the complete development of the transfer pathway;
- An explanation of the development of program curriculum;
- A detailed financial statement following completion of the project and acceptance of the final report;
- An analysis of the pathways and the 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);
- Details of expected implementation dates, including a list of pending approvals, as applicable; and
- A report on "best practices" and "lessons learned" from this approach to the development of transfer agreements.

#### ***A.6 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, specifying the project goals, timelines and expected outcomes.

# 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 among 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 aligned 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>	\$

**OVERHEAD:**

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

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

<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>	<p>_____</p> <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>	<p>_____</p> <p>Signature of Official Representative of Vendor Institution/Organization</p> <p>_____</p> <p>Name, Title and Legal Name of Vendor Institution/Organization</p>