

## POSTSECONDARY INSTITUTIONAL TRANSFER PROCESS MAPPING

### Request for Proposal: Frequently Asked Questions

**1. Will ONCAT accept consultants outside of Toronto?**

This is an Ontario-based initiative and as such, consultants outside of Toronto are welcome to apply. Consultant(s) selected must be able to work in Ontario, ONCAT assumes no responsibility for any additional costs associated with proposal development/submission or travel to/from Ontario related to the project.

**2. What is the budget for this project?**

The expected budget range for this project is \$100,000 to \$150,000. As per the RFP, we expect an allocation that is reasonable and appropriate and highlights the most value for the services offered. Budget allocation is 20% of the evaluation criteria. Please note: ONCAT's ability to award funding towards a selected proposal is dependent upon funding support from Government.

**3. What pricing model does ONCAT prefer – fixed price or time and material?**

ONCAT is open to either. We should be able to clearly identify what costs are associated with what activities.

**4. How many post-secondary institutions (PSIs) does ONCAT expect to participate in this project?**

This mapping exercise is considered a Pilot project and we approximate 8-10 participating PSIs. The cost of the budget by the selected consultants will likely influence the number of selected PSIs. Please note: PSIs selected will receive nominal funding, directly from ONCAT, to support their participation in the project.

**5. What are the timelines for the project?**

We expect PSIs to be selected by November 2019. The mapping of the selected PSIs is expected to be completed by late spring/summer 2020. There is some flexibility depending on the size and scope of PSIs selected.

**6. How will students be engaged in this work?**

Participating PSIs may facilitate access to students as required but we foresee this phase of process mapping to involve academic and administrative staff involved with transfer functions within PSIs. Because of the mobility of transfer students, they are often hard to access. However, ONCAT does have a Student Transfer Expert Panel (STEP) that supports and advises ONCAT on transfer-related activities. STEP members may be available to provide insights and expertise on the project in addition to any students potentially provided by the institutions.

**7. Will ONCAT consider travel as part of this work?**

There is an expectation that the Consultants will travel to other parts of Ontario to deliver this work. We expect Consultants to abide by the Government of Ontario's Policies regarding travel expenses and claims located [here](#).