

## RFP - ONCAT Transfer System Surveys

### ONCAT's Responses to Questions – Posted August 4<sup>th</sup>, 2020

1. *Will ONCAT be providing contact information (email addresses, phone numbers and/or mailing addresses) for the key stakeholders (faculty, prospective/actual transfer students, system partners or stakeholders) targeted in this research effort? Please indicate which, if any, ONCAT will be able to provide to the successful proponent.*

There are projects for which we will be able to provide contact information for a population of interest. For others, we will depend on the vendor to develop a sampling frame. At this point, we are not able to indicate which projects we will be able to provide information for, as this will need to be negotiated with third party organizations.

2. *Describe ONCAT's expectations for the phone and mail-in survey portions.*

We expect that the successful proponent will have the capacity to carry out these types of surveying in a cost-efficient manner if a project necessitates it.

3. *Does ONCAT have specific expectations around how the presentation of results should be formatted?*

We are flexible on how results are presented, given the ongoing disturbances caused by COVID-19. We are open to both remote and in-person presentations, depending on the circumstances at the point of project completion.

4. *Could ONCAT provide more details about the expected audience(s) for the presentation of results?*

The primary audience will be ONCAT staff and our sector partners from Ontario colleges, Indigenous institutes, and universities.

5. *Could you please elaborate on what you mean by “certification of availability of individuals” in particular, what documentation would you like to see showing that our staff will be made available for this project?*

We require a letter/statement from the person in your organization with the authority to assign staff to this project.

6. *Aside from awareness of transfer and articulation, what are you hoping to learn from secondary school educators/administrators and parents?*

Our main interest is in articulation and transfer. However, we are also interested in gathering basic demographic information from all of the groups that we survey in order to perform multivariate analysis. There is also the potential that we will introduce further questions to the surveys should partnership opportunities arise with other entities that are also interested in surveying these stakeholder groups.

7. *Does ONCAT have a fixed budget allotted for this undertaking to help optimize proposed methodology and recommended sample sizes for each stakeholder group?*

We do not have a fixed budget for this project, or each survey. One of our evaluation criteria will be budget approach / cost effectiveness and that will be based on the return on investment for any particular methodological decision. We understand that every project is unique and is priced as such. This is why we request an anonymized budget, so that we can develop a better sense of how specific projects have been budgeted/executed by bidders. If you wish to provide additional details, such as an hourly rate, or other supporting documents that help us to understand how various factors influence pricing, please do.

8. *Budgets and timelines will vary depending on the project specifications. Does ONCAT have a standard project in mind that could be priced as an example for comparability purposes? Things that would be helpful to know are the population, methodology, geographic scope, target n-value and length of questionnaire.*

At this point, ONCAT does not have a standard project in mind that could be priced as an example. We are hoping that the applicant will provide an example along with whatever other details can help us to understand their general cost structure.

9. *What number of project examples is ONCAT looking for?*

We are flexible on the number of examples provided.

10. *What number of references is ONCAT is looking for?*

We are flexible on the number of references provided. The focus should be on providing references who are available to speak at length about their work with the survey vendor.

11. *Is there a general timeline for completion of this survey work?*

No. ONCAT will work with the successful applicant to establish timelines for the execution of all work.

12. *Is there a date or cycle for survey results from at least the initial wave of surveys of students/faculty/stakeholders?*

Not at this point.

13. *You note in the RFP that some surveys will be repeated based on agreed-upon cycles. Could you expand on this? Is repeating the surveys or tracking them over time part of this RFP and something we should price out? If so, how often, when and which populations?*

We would be interested in repeating the same survey with different sets of individuals (e.g. students/graduates), as opposed to tracking them over time. We have yet to determine at what intervals we would be repeating potential surveys. You are not expected to price out the repetition of surveys.

14. *Has a benchmark already been established to measure the acceptable response rate?*

No specific benchmark has been established yet.

15. *Will there be any ethics or privacy processes needed before survey fieldwork can begin? If so, what body is responsible for this ethics process?*

This will depend on the project. Some may need research ethics review. When required, ONCAT will work with the successful applicant to work through such processes. However, the successful applicant will be expected to take the lead on such work.

16. *We noticed that experience producing datasets for the academic research community for publication in national/international peer reviewed journals is a requirement. Is ONCAT soliciting bids from academic centres only or are you also from “marketing research” commercial firms?*

We are encouraging bids from any entity with the demonstrated capacity to execute survey research in accordance with established research conventions. Our holistic evaluation will take into account both cost efficiency and a track record of producing quality datasets (see evaluation criteria from RFP).

17. *How many surveys does ONCAT hope to field each year?*

We do not have a pre-determined set of surveys that we are hoping to field each year.