



Ontario Council on Articulation and Transfer
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REQUEST FOR PROPOSAL

Vendor of Record

Transfer System Stakeholder Surveys

CLOSING DATE:

August 17, 2020 by 11:00PM (Eastern Standard Time)

CLOSING LOCATION:

Ontario Council on Articulation and Transfer (ONCAT)
Suite 1902, 180 Dundas Street West
Toronto, ON M5G 1Z8

PREPARED BY:

Ontario Council on Articulation and Transfer

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MAIN (CORPORATE) WEBSITE:

www.ONCAT.ca

STUDENT-FACING WEBSITE:

www.ONTransfer.ca

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ONCAT Overview

Established in 2011, the Ontario Council on Articulation and Transfer (ONCAT) was created to enhance academic pathways and reduce barriers for students looking to transfer among Ontario's 45 public colleges and universities, and Indigenous institutes. Alongside our members and stakeholders, we do this by:

- Supporting [projects](#) aimed at creating and expanding credit transfer pathways and improving our understanding of student mobility and the student transfer experience;
- Engaging Ontario's regions and communities through facilitated [groups](#);
- Collecting credit transfer data and sharing [resources](#);
- Hosting [events](#) that brings together credit transfer experts from across the province; and,
- Connecting students to transfer opportunities through [ONTransfer.ca](#) and stakeholders through our corporate website [ONCAT.ca](#)

Invitation

- ONCAT is seeking a qualified vendor with strong survey expertise to assist ONCAT in the design and implementation of large scale surveys.

Project Overview

- Research on contemporary issues in student mobility and credit transfer in Ontario is hampered by the limited availability of data sources on various topics, including transfer student flows, experiences and outcomes; faculty perceptions and dispositions toward transfer and articulation; as well as broader sector awareness of articulated pathways and transfer processes. Many existing surveys and administrative data sources may not have the capacity to capture fully required indicators (e.g., Credit Transfer Flag) or lack adequate sample sizes to perform informative and robust analyses of topics essential to the development of an efficient and seamless transfer system.
- ONCAT is seeking a qualified vendor with strong survey expertise to assist ONCAT in the design and implementation of large scale surveys. These surveys will involve key stakeholders such as faculty (e.g. instructors, professors); prospective and actual transfer students; and system partners or stakeholders (e.g. secondary school administrators/educators, parents).
- ONCAT anticipates that some surveys will be repeated based upon agreed upon cycles in order to evaluate progress towards the development of a mature credit transfer system, and inform both institutional practice and policymaking.

Scope of work

The successful candidate will design and implement large-scale surveys in the term outlined in the agreement.

The scope of work for each survey will include, at a minimum, the following:

1. Questionnaire design in collaboration with ONCAT
2. Survey validation: conduct survey item validation and survey pilots as needed.
3. Survey implementation: target of 1000s of responses per survey using appropriate data gathering methods (including web, telephone and mail surveys)
4. Analysis: develop descriptive reports, as well as multivariate analyses
5. Presentation of results
6. Submission of datasets and reports

Proposal Requirements

Proposals must at a minimum contain the following:

1. Contact information for the respondent
2. Description of a proposed approach and sample work plan for the above mentioned work. Include a timeline of major tasks and milestones.
3. General fee structure for large scale survey projects (include an anonymized sample budget from recently completed projects).
4. Qualifications of the respondent to provide the requested services including capability, capacity, similarly complex projects and related experience, and list of clients we can contact for references.
5. A listing of the staff to be assigned to this Project and their respective qualifications, past experience on engagements of this scope, including resumes, and their role in those past engagements. Certification of availability of individuals in proposal.
6. Technical definitions if required.

Communication

All communication such as 1) requests for additional information, 2) clarification, should be directed in writing by email to: communications@oncat.ca.

All such RFP related inquiries must be received no later than July 27, 2020 at 4:00 p.m. Eastern Standard Time. ONCAT will attempt to provide any assistance or additional information of a reasonable nature that may be requested by interested vendors.

Submission Process

1. Please review all sections of this RFP carefully and follow all instructions. Incomplete submissions will be not be considered.
2. Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals that depart from or materially alter the terms, requirements, or scope of work defined by this RFP will be rejected.
3. All costs associated with developing or submitting a proposal (including a potential interview) in response to this RFP and/or in providing any additional information, which ONCAT considers necessary to evaluate the Proposal shall be borne by the vendor. ONCAT assumes no responsibility for such costs.
4. All proposals should identify the vendor proposed team of professionals, including those employed by subcontractors, if any, along with respective areas of expertise and relevant credentials. Agencies should also provide a delineation of the portion of the scope of work for which each of these professionals will be responsible.

Vendors are required to submit one (1) electronic copy of their Proposal to:

communications@oncat.ca

Please ensure the subject line reads as follows: "ONCAT Transfer System Surveys: [Company Name]".

ONCAT will accept Proposals on or before the closing date and time of **August 17, 2020 at 11:00 p.m. Eastern Standard Time.**

Proposals shall be irrevocable for any reason for a period of not less than sixty (60) calendar days following the closing date.

All Proposals submitted to ONCAT under this RFP document become the property of ONCAT. ONCAT can decide to not proceed with these activities.

Evaluation Process

The evaluation process will include several stages. ONCAT reserves the right in its sole discretion to defer presenting any award or to cancel this proposal process at any time without providing reasons for such cancellation. ONCAT is funded by the Ministry of Colleges and Universities (MCU), and as such, services provided by a Vendor of Record is contingent upon ONCATs continued funding from MCU.

Stage 1 - Mandatory Requirements

Proposals will be reviewed for mandatory requirements and general compliance with the submission proposal requirements. Submissions that do not meet the mandatory requirements will be disqualified.

Stage 2 - Rank the Evaluation

The Evaluation Committee will evaluate and rank the written Proposals, to identify the top-ranked vendors(s) to be invited to the presentation stage.

Stage 3 - Selection

The Evaluation Committee will complete the evaluation template, rank the proposals and presentations then select the preferred vendor(s). Vendor(s) may be called in for an interview.

In the event of a tie during the evaluation, the tied proponents will be invited to an interview in an effort to break the tie. The interview will have a set agenda and scored by the evaluation team.

Stage 4 – Negotiation

Prior to award, ONCAT may negotiate changes to the scope of services (including pricing to meet budget) with vendor(s) identified in Stage 3 for the “best value” option.

References may be contacted. Reference checks will be kept confidential.

Stage 5 - Notice of Award

The successful vendor will be notified in writing. All unsuccessful vendor(s) will be notified after a final agreement has been executed.

Evaluation Criteria & Weighting

Applicants should clearly meet all of the criteria listed below:

<p>OVERALL EXPERIENCE OF VENDOR & DEMONSTRATED RESULTS</p> <p>Our evaluation will include an assessment of your experience as it relates to the requirements within this RFP, evidence of past performance, quality and relevance of past work, references, and related areas. This includes that the vendor has:</p> <ol style="list-style-type: none"> 1. A track record of producing provincially or nationally representative datasets utilizing stratified random sampling and other similar techniques. 2. Produced datasets utilized by the academic research community, with corresponding publications in national/international peer reviewed journals. 3. A history working with other entities in Ontario post-secondary education. 	<p>40%</p>
<p>APPROACH</p> <p>Overall approach and strategy described/outlined in the proposal and firm capacity to perform the engagement within the specified timeframe (prior experience in meeting timelines will be factored in here). This includes that the vendor has:</p> <ol style="list-style-type: none"> 1. The ability to expediently carry out large-scale surveys (1000s of respondents) utilizing an array of data gathering methods – including web, telephone and mail surveys. 	<p>20%</p>
<p>BUDGET APPROACH/COST EFFECTIVENESS</p> <p>Effective and efficient delivery of quality services is demonstrated in relation to the budget allocation. The allocation is reasonable and appropriate.</p>	<p>20%</p>

<p>QUALIFICATIONS OF Vendor</p> <p>Our evaluation will include an assessment of the qualifications and experience of your managerial team, staff, subcontractors, and related personnel. This includes that the vendor:</p> <ol style="list-style-type: none"> 1. Possess the in-house expertise to support questionnaire design, carry out item validation and perform survey pilots. 2. Has the digital and physical infrastructure to securely store sensitive individual-level data in accordance with FIPPA regulations and other “best” IT practices. 3. Has full-time staff capable of producing both descriptive reports, as well as multivariate analyses utilizing state-of-the-art techniques in social science research. 	<p>20%</p>
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Timelines & Awards

Project Timelines	
RFP Release Date	June 22, 2020
Written Questions Due by email communications@oncat.ca	July 27, 2020 at 4:00 p.m. Eastern Standard Time
Proposal Deadline	August 17, 2020 at 11:00 p.m. Eastern Standard Time
Evaluation	August 18, 2020 - August 28, 2020
Selection and Negotiation	Week of September 7, 2020
Notice of Award	Week of September 14, 2020