



Request for Proposals

RFP: LED.001

**FOR THE PROVISION OF EDUCATION MANAGEMENT SERVICES
IN RELATION TO THE
BACHELOR OF ART IN COMMUNITY STUDIES**

ISSUED DATE: September 21, 2015

CLOSING DATE: 12:00 P.M. (ADT) ON MONDAY September 28, 2015

CONTACT PERSON: Lorna Sook, Director, Listuguj Education, Training and Employment
Directorate, Listuguj, Quebec

via email at: lsook@lmdc.ca

1.0 PURPOSE

The purpose of this Request for Proposals (RFP) from the Listuguj Education Directorate is to solicit proposals from individuals for the provision of EDUCATION management services in relation to the Bachelor of Arts IN Community Studies (BACS) program.

Your completed proposal is to be sent to Lorna Sook, Director, Listuguj Education, Training and Employment Directorate, Listuguj, Quebec via email only at: lsook@lmdc.ca. Subject line should reference the RFP number. Proposals must be received **no later than 12:00 P.M. Atlantic Daylight Savings Time on MONDAY, September 28, 2015.**

2.0 RATIONALE

The Listuguj Mi'gmaq view education as a social development process intrinsic to their collective well-being. Through education, society transmits those aspects of its culture that are vital to its' own survival. This is how a peoples' ensure their continued existence. As a development process, education prepares leaders to advance the Nation, to develop new ideas, and to adapt to a changing environment. The Listuguj Mi'gmaq have and continue to pursue innovative and cost-effective scholastic measures that support their pursuit of well-being. That said, the Listuguj Education Directorate has established a partnership with Cape Breton University to deliver a Bachelor of Arts program that will be delivered an in situ program in Listuguj.

The current Bachelor of Arts in Community Studies program began in September 1, 2013 and will end in June 31, 2016. A significant component of an in situ program is the opportunity to provide a robust student support program that promotes student retention and success. In Listuguj, the partners have agreed the BACS program requires a Coordinator located in Listuguj to manage the program and provide support to the student body. The Listuguj Education, Training and Employment Directorate has therefore decided to engage a contractor to provide management and student support services.

3.0 DELIVERABLES, SCHEDULE AND COST

Deliverables and Tasks

The Contractor will provide the following services during the contract period:

- Administer the Listuguj Post-Secondary policy as it relates to BACS students.
- Provide support and counselling as required.
- Provide assistance with school/course selection when required.
- Track student progress toward the acquisition of their degree/certificate.

The Contractor will be required to undertake the following tasks:

- Oversee and manage the BACS program.
- Develop and execute a student recruitment program.
- Develop and implement a pre-program schedule of activities to prepare potential students for successful entry into the program.
- Maintain a working relationship with the partners that ensure an equal partnership between CBU and LED.
- Coordinate and facilitate regular meetings with CBU officials, instructors, etc. and staff of LED.
- Collaborate with CBU in the recruitment and vetting of Instructors for the BACS program with a view to hiring Listuguj qualified instructors.
- Review course outlines to ensure that the curricula are relevant to Mi'gmaq values and realities and advise instructors accordingly.
- Work with students to ensure they fulfill requirements of the program.
- When required, attend classes with students and provide instructional support to professors.
- Ensure that appropriate tutorial supports are available to students from CBU or in situ instructors.
- Assist students in locating additional educational resources, scholarships, bursaries, etc.
- Assist CBU faculty and staff in the work placement of students.
- Assist the Listuguj Education, Training and Employment Directorate in securing appropriate student job placements.
- Serve as a liaison between the LED/CBU/students on all issues and concerns.
- Maintain positive relationships with LED's Internal and External customers, ensuring transactions or information received on behalf of the Band and/or its members are kept confidential.
- Establish a working group made up of BACS students, local instructors and the Director of Education for the purpose of discussing the pro's and con's of offering a 2nd BACS cohort for 2016-2019.
- Prepare a report of the working group's conclusions for presentation to Chief & Council for their follow-up.
- Negotiate a mutually beneficial agreement between the partners, the Listuguj, Training and Employment Directorate and CBU.

4.0 BUDGET/COSTS

The provision of management services will begin September 30th, 2015 and not extend beyond June 30, 2016. The contract shall not exceed \$25,000.00.

The successful Contractor will be paid on a monthly basis in arrears in equal payments throughout the agreed upon work period and fixed price.

5.0 REPORTING

The Contractor shall report to the LED Director, Lorna Sook.

6.0 REQUEST FOR PROPOSAL PROCESS

6.1 Closing Date

One complete signed copy of each proposal must be received **no later than 12:00 P.M. Atlantic Daylight Savings Time on MONDAY, September 28, 2015.** A proposal must be sent by e-mail only in PDF or Microsoft Word format. Receipt of proposal submissions will be acknowledged via e-mail upon receipt, provided a valid e-mail accompanies the proposal.

6.2 Late Proposals

Late Proposals will not be accepted and will be returned to the potential Contractor.

6.3 Evaluations and Selection

The LED will evaluate each proposal. The LED will be solely responsible for the decision as to which proposal may be chosen as the successful one. LED reserve the right to accept any or all parts of the proposal.

Proposal will be evaluated according to the following criteria:

1. The Contractor will possess a Masters in Adult Education from a recognized post-secondary institution, or equivalent experience.
2. The Contractor will have prior experience with managing an in situ scholastic program.
3. The Contractor will have Mi'gmaq language skills.
4. References.
5. Budget and its justification.

7.0 Notifications and Correspondence

All notices and correspondence will be sent to the Contact Person identified in this RFP.

Questions: Questions must be sent via e-mail to lsook@lmdc.ca , and must be received before 4:30 P.M. **Atlantic Daylight Savings Time on Thursday, September 24, 2015**. Questions will not be answered by telephone. In order to mediate a fair process with regard to responding to questions, the LED Contact Person will email every response to the names appearing on the RFP email listing.

8.0 Firm Pricing

Prices will be firm for the entire contract period unless this RFP specifically states otherwise.