



AMENDED VERSION #2 Request for proposals: French Video production and LMS content for online “Working in Canada” training course

Date issued: June 24th, 2021

Interest disclosure deadline: July 16th, 2021

Proposal Submission Deadline: August 6th, 2021 (previously July 30th, 2021)

Questions concerning this RFP should be directed to:

Megan Falle
Manager, Regulatory Liaison
Megan.Falle@engineerscanada.ca
613-223-4646
(the “Contact Person”)

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2 Statement of purpose

Engineers Canada is seeking proposals to convert the “Working in Canada seminar,” as described below in sections 3.2 and 3.3, to French (the “Project”). In particular, we are seeking a Bidder to:

- Produce French language video course components
- Develop French eLearning modules using Articulate Storyline

Bidders may bid on either one component or both components. The final product should be a French version of the English course that is substantially equivalent in both style and content. All translation from English to French will be conducted by Engineers Canada. The expected Project completion is November 2021.

3 Background information

3.1 Engineers Canada background

Engineers Canada upholds the honour, integrity, and interests of the engineering profession by supporting consistent high standards in the regulation of engineering, encouraging the growth of the profession in Canada, and inspiring public confidence. For over 80 years, we have worked on behalf of the provincial and territorial engineering regulators that regulate engineering practice and license the country’s 300,000 members of the engineering profession.

Our work is focussed on ten (10) core purposes, as established by Engineers Canada’s members, the engineering regulators:

1. Accrediting undergraduate engineering programs.
2. Facilitating and fostering working relationships between and among the regulators.
3. Providing services and tools that enable the assessment of engineering qualifications, foster excellence in engineering practice and regulation, and facilitate mobility of practitioners within Canada.
4. Offering national programs.
5. Advocating to the federal government.
6. Actively monitoring, researching, and advising on changes and advances that impact the Canadian regulatory environment and the engineering profession.
7. Managing risks and opportunities associated with mobility of work and practitioners internationally.
8. Fostering recognition of the value and contribution of the profession to society and sparking interest in the next generation of professionals.
9. Promoting diversity and inclusivity in the profession that reflects Canadian society.
10. Protecting any word(s), mark, design, slogan, or logo, or any literary, or other work, as the case may be, pertaining to the engineering profession or to its objects.

3.2 Background on the competency-based assessment system and Working in Canada seminar

The Working in Canada seminar is an online course developed by Engineers and Geoscientists British Columbia (“EGBC”) to assist internationally-trained engineers to improve their readiness to engage in the practice of professional engineering in a Canadian workplace environment. The course was designed to address key skills, competencies and customs commonly expected within a Canadian engineering workplace and can be used as a resource for all who intend to practice professional engineering in Canada or as a tool for employers to support the development of their skilled workforce.

This seminar is one of the tools to support the competency-based assessment (CBA) of applicants for engineering licensure. As part of the CBA system, eight competencies were identified as competencies that must be achieved within Canada or “equivalent to Canadian environment” to ensure sufficient knowledge on Canadian laws, practices, standards, codes conditions or climate. These competencies were included as a replacement for the strict local and time-bound experience requirement that various human rights and fairness commissioners have found to be an unfair barrier to licensure.

The Working in Canada seminar is currently only offered in English. As part of our commitment to make the entire CBA system available in both English and French, this online course needs to be translated.

3.3 Working in Canada Seminar Details

The current English Working in Canada seminar includes four units with several modules. The breakdown of slide formats is as follows:

Working in Canada Seminar	Text Slides (Written with voiceovers)	Video Slides (Filmed segments)	Total Slides
Unit 1, Module 1	90	71	161
Unit 1, Module 2	222	125	347
Unit 1, Module 3	119	54	173
Unit 2, Module 1	134	104	238
Unit 2, Module 2	103	61	164
Unit 2, Module 3	136	58	194
Unit 3, Module 1	355	152	507
Unit 3, Module 2	331	157	488
Unit 4, Module 1	317	165	482
Unit 4, Module 2	201	90	291
Total # of Slides (Approximate)			3045

Considerations

- Video segments vary from 1 minute to 7 minutes in length

- Text slides have words appear as they are spoken by the voiceover (for learning engagement)
- Three voiceover actors read scripts
- Count of slides in previous slide do not include:
 - Interactive quizzes and test content

4 Deliverables and Project timeline

This Project involves two components: video production and eLearning development. Bidders may bid on one or both components.

French language video production

The successful bidder shall:

- Produce French videos, including creation of all graphics and effects
- Transcribe on-screen interviews for translation by Engineers Canada
- Record voiceovers in French
 - The Bidder will provide samples of at least three French voiceover artists for selection by Engineers Canada
- Dub on-screen interviews using translation of transcription
- Deliver MP4 files to Engineers Canada for integration in the eLearning platform
- Support Engineers Canada and eLearning module developer to ensure successful integration of video content

eLearning module development

The successful bidder shall:

- Develop an Articulate Storyline 2.7 eLearning module using provided French translations and video files
- Deliver of Storyline files to Engineers Canada for upload to the Learning Management System
- Support Engineers Canada and Engineers and Geoscientists BC during upload of content to the LMS

5 RFP submission and evaluation process

5.1 Submission schedule – AMENDED on July 23rd

The following is a list of key dates from Request for Proposal (RFP) issuance through to Notice of Award. The dates are subject to change by Engineers Canada, at its sole discretion.

No.	Description	Key Dates
1	Issue RFP	June 25 th , 2021
2	Interest disclosure and Bidder meeting request deadline	July 16 th , 2021
3	Bidder meetings (see section 5.2)	July 19 th -23 rd , 2021
4	Proposal Submission Deadline	16:00 EST on July 30th August 6 th , 2021
5	Evaluation of proposals, including reference checks	July 30th August 6 th - August 27 th , 2021
6	Notice of Award issued (subject to negotiation of Service Agreement)	August 27 th , 2021

5.2 Interest Disclosure and Bidder meetings

Bidders who are interested in submitting a proposal are asked to disclose their interest by **July 16th, 2021**.

Thereafter, there will be an opportunity for prospective Bidders to meet individually with Engineers Canada staff to participate in a brief question-and-answer session (a “Bidder meeting”) between July 19th-23rd. While these Bidder meetings are not mandatory, they provide an opportunity for Bidders and Engineers Canada staff to meet prior to proposal submission. If you wish to participate, please contact the Contact Person to schedule a meeting.

To the extent possible, questions Bidders have regarding the Project or which are needed to clarify any part of this RFP should be submitted to the Contact Person twenty-four (24) hours prior to their Bidder meeting. Questions, including those raised at the Bidders meeting, will be collated and distributed, without attribution, to all Bidders who have expressed interest in submitting a proposal by the interest disclosure deadline.

5.3 Inquiries

Questions concerning this RFP or the Bidders meeting may be directed by email to the Contact Person, Megan Falle, Manager, Regulatory Liaison at Megan.Falle@engineerscanada.ca.

A copy of one of the (English-language) Working in Canada modules and its component files may be made available to Bidders upon request.

5.4 Proposal submission

Proposals must be submitted by the Proposal Submission Deadline via email to the Contact Person, Megan Falle, at Megan.Falle@engineerscanada.ca.

5.5 Proposal evaluation

5.5.1 Evaluation Process

Upon the closing of the Proposal Submission Deadline, Engineers Canada will evaluate proposals in accordance with the following process:

Stage 1: Initial Assessment

All proposals received by Engineers Canada will initially be assessed by the Manager, Regulatory Liaison (or their delegates) and any other individuals(s) that are deemed necessary.

The assessment of each proposal will be based on the contents of the Bidders' written proposal and any statements provided in writing, if needed, in response to requests for clarification made by Engineers Canada. Staff will ensure compliance with the stated mandatory requirements and will score each proposal, in accordance with section 5.5.4 (Scoring Legend).

Stage 2: Interviews and Reference Checks

Following staff's initial assessment of the proposals, the 1-2 highest scoring Bidders will be contacted to conduct interviews and further confirm their ability and fit to provide the required services and deliverables. The references of the top-scoring Bidders may also be contacted at this stage.

Once this assessment is complete, Engineers Canada will proceed to select and notify the successful Bidder, by issuing a Notice of Award.

5.5.2 Mandatory Requirements

Engineers Canada has several requirements that are deemed mandatory when submitting a response to this RFP. The following criteria have been identified as mandatory:

- Proposals must be received prior to the Proposal Submission Deadline;
- Proposals must indicate that the Bidder is able to deliver the services and complete the Project within the stated timelines;
- Proposals must include the information requested in section 5.5.5 (Proposal Evaluation) of this RFP; and
- Proposals must clearly state the total Project cost, including all fees and expenses, in Canadian funds.
- Proposals must include a link or copy of a previous French video/French learning module project

Proposals which fail, in the sole discretion of Engineers Canada, to meet any mandatory requirement will be eliminated from further consideration in the evaluation process. However, Engineers Canada reserves the right to waive any mandatory requirements if it deems fit and appropriate to meet the interests of and provide best value to Engineers Canada. This clause should be interpreted solely for the benefit of Engineers Canada and not for the benefit of the Bidders.

5.5.3 Scoring

Proposals will be evaluated and scored by Engineers Canada, using predetermined criteria to determine which proposal potentially provides the best value. Scoring of proposal and evaluation comments are confidential and will not be disclosed.

In terms of relative importance, each criterion is given a pre-assigned weight, as outlined in section 5.5.5

(Proposal Evaluation), by which each proposal will be evaluated. Each criterion is rated on a scale of 0 to 10 (see section 5.5.4, Scoring Legend, below). Each criterion's rating is then multiplied by the assigned weight to yield a total for that element. Summation of the individual totals yields a total score, which represents the overall degree of satisfaction for the respective submission.

5.5.4 Scoring Legend

0 Points Deficient	1-3 Points Poor	4-6 Points Fair	7-8 Points Good	9-10 Points Excellent
The proposal fails to meet the requirements of the applicable scoring criteria in a suitable and documented manner.	The proposal fails to meet the requirements of the applicable scoring criteria in a suitable and documented manner.	The proposal barely meets the requirements of the applicable scoring criteria in a suitable and documented manner.	The proposal reasonably demonstrates that the requirements of the applicable scoring criteria are met in a documented and suitable manner.	The proposal fully demonstrates that the requirements of the applicable scoring criteria are met in a documented and suitable manner.
The proposal fails to demonstrate that the Project will be performed in an acceptable manner.	The proposal reveals significant weaknesses that could result in unacceptable shortcomings in performance of the Project.	The proposal reveals weaknesses that could result in tolerable or reasonably correctable shortcomings in performance of the Project.	The proposal reveals minor weaknesses that should not significantly impact performance of the Project.	There are no apparent weaknesses.

5.5.5 Proposal evaluation

The Bidder proposals will be evaluated as follows:

No.	Scoring Criteria	Weight	Points	Total Points
1	Mandatory requirements (section 5.5.2)		Elimination	
2	Qualifications and relevant experience (with examples)	50		
3	Approach and methodology	30		
4	Fees and expenses	15		
5	Quality of submission	5		
	Total	100		

To confirm the above criteria, Bidders must include with their proposal, at a minimum, the following supporting information:

Qualifications and relevant experience:

- Detail your experience:
 - producing eLearning videos and/or developing eLearning modules using Articulate Storyline
 - working with French language materials
- Provide examples of previous video production and/or eLearning module development

Approach and methodology:

- Describe how you will approach the video production and/or module development
- Describe your understanding of the Project requirements and deliverables
- Identify the expected challenges for this Project and the proposed mitigation strategies
- Provide a detailed work plan, with timelines.

Fees and expenses:

- Outline your proposed costs and fees.

In addition to the above, Bidders must supply the name, email address, and phone number of two (2) recent clients (within the past 24 months) who have received services similar to those requested in this RFP and who may be contacted as references. Include a short description of the work performed, including how it was similar to this Project.

Engineers Canada will communicate with the winning Bidder throughout this Project in English. All proposals must therefore be submitted in English.

5.5.6 Confidentiality

Proposals and information submitted by Bidders will be treated as proprietary, held confidential, and used only for evaluating the ability of the Bidder to handle the Project. The details of any proposals will be shared only with the persons involved in the Project evaluation and any others,

as may be deemed necessary from time to time (for example, to our legal advisors for the purpose of conducting contract negotiations with the successful Bidder).

6 RFP terms and conditions

6.1 Process conditions

This RFP is not an offer by Engineers Canada to any person, and no contract of any kind whatsoever (including, without limitation, no "Contract A") is formed between Engineers Canada and any Bidder upon the submission of a proposal in response to it. For greater certainty, nothing in this RFP, including without limitation, the use of mandatory language, language reserving rights to Engineers Canada, or other language that might, but for this clause, be indicative of contractual intention, is intended by Engineers Canada to indicate an intention to be contractually bound to any Bidder in any manner whatsoever. Engineers Canada retains the right, in its absolute discretion, to consider and analyze the proposals, negotiate with any Bidder at any time, select a preferred Bidder, or enter a service contract with a Bidder. Without limiting the foregoing, since this clause precludes Contract A, none of the usual Contract A terms apply, and Engineers Canada may:

- Reject or accept any proposal, whether or not complete, and whether or not it contains all the required information;
- Require clarification of any proposal;
- Request additional information on any proposal;
- Reject any or all proposals without any obligation, or any compensation or reimbursement to the Bidders;
- Refuse to enter into a service contract with any of the Bidders;
- Re-advertise for new submissions, or call for tenders for this work or for work of a similar nature.

Engineers Canada may, in its sole discretion, independently verify any information in any proposal. The proposals submitted by Bidders must be offers made in good faith, and Engineers Canada reserves the right to make a choice from the various proposals, or not choose any. Engineers Canada shall not be obligated in any manner until a written agreement relating to an approved proposal has been duly executed.

6.2 Competitive process

With the issuance of this RFP, Engineers Canada is making a business opportunity available to Bidders having the experience, competence, and managerial sophistication to enter into a service contract to complete the work.

6.3 Proposal revisions

All proposal revisions must be received by Engineers Canada prior to the RFP submission/closing date and time stated in Section 5 (RFP submission & evaluation process), above.

6.4 Cost of preparing proposals

Bidders are solely responsible for all costs they incur in preparing and submitting proposals.

6.5 Clarification of proposal

Engineers Canada reserves the right, but does not have an obligation, to request clarification of a proposal or request further information from any or all Bidders. In addition, if, in the opinion of Engineers Canada, any proposal contains a minor defect or irregularity or fails in some way to comply with any requirement of the RFP in a way that, in the opinion of Engineers Canada can be remedied without providing an unfair advantage to one or more Bidders, the Engineers Canada contact person (identified in Section 5.3) or their delegate may request rectification from the Bidder(s).

Engineers Canada, upon receipt of appropriate clarification and/or rectification, may waive the minor defect or irregularity and accept the proposal. Failure by a Bidder to provide a written response that, in the opinion of Engineers Canada, properly clarifies or rectifies its proposal, within the time specified in the request for clarification or rectification, may result in disqualification of the proposal.

6.6 Acceptance of RFP conditions

Receipt of a proposal by Engineers Canada will be considered acceptance by the Bidder of the RFP terms and conditions, and will be incorporated in the Bidder's proposal.

6.7 Notification of success

A written Notice of Award shall be the only valid form of notification of success in response to this RFP.

6.8 Negotiation delay

If a written agreement cannot be concluded within fifteen (15) business days of notification to the designated Bidder, Engineers Canada may, in its sole discretion, terminate negotiations with that Bidder and either negotiate a service agreement with another Bidder of its choice or choose to terminate the RFP process and not enter into a contract with any of the Bidders.

6.9 Reservation of rights

Engineers Canada reserves the right, in its sole discretion, to:

- modify, amend, delay, cancel or suspend the selection process, or any or all stages of the selection process, including before or after provision of a Notice of Award, at any time for any reason;
- accept or reject any proposal based on the evaluation criteria in section 5, above, as determined in the sole discretion of Engineers Canada;
- not accept any proposal; and
- reject or disqualify all or any proposal without any obligation, compensation, or reimbursement to any Bidder.

6.10 Limitation of damage

Each Bidder, by submitting a proposal, agrees that:

- In the event any or all proposals are rejected or disqualified, or the Project or selection process is modified, delayed, suspended or cancelled for any reason, neither Engineers Canada, nor its employees, agents, officers, or directors will be liable under any circumstances for any claim, or to reimburse or compensate any person in any manner whatsoever, including but not limited to costs of preparation of the proposal, loss of anticipated profits, loss of opportunity, or for any other matter; and
- The Bidder waives any claim for loss of profits or loss of opportunity if: (i) the Bidder is rejected or disqualified or is not successful in the selection process; (ii) the selection process for the Project is delayed, suspended, cancelled or modified at any time; or (iii) cancellation occurs per the above.

6.11 Proposal Documents

All documents submitted by Bidders will become the property of Engineers Canada.