



REQUEST for PROPOSALS

Online Content Editor Introduction to the Workplace Curriculum Project Consulting Services

Background

COSTI Immigrant Services seeks an experienced content editor who will review employment-related curriculum e-units and provide directions to the content writers as part of COSTI's Introduction to the Workplace Curriculum project.

The Introduction to the Workplace Curriculum project is funded by the Ontario Ministry of Labour, Training and Skills Development, and it aims to develop an employment-related language training curriculum for the Onyx learning management system (LMS). The project will develop a curriculum for Canadian Language Benchmarks (CLB) 2/3 & 4/5 and will focus on themes such as Rights and Responsibilities, Canadian Workplace Culture and Cultural Norms.

Scope of Work and Deliverables

The consultant will:

- Review and provide input to twelve curriculum e-unit contents.
- Provide direction to content writers and apply guidelines and processes facilitating quality control and efficient workflow.
- Participate in weekly project meetings, coordinate the writing process and ensure consistency in approach.
- Ensure the final content revisions are free of spelling and grammatical errors.
- Ensure the content developers have included instructional resources and provided complete references for cited materials.

Project Timeframe

- Editing work on four Rights and Responsibilities units to be completed by September 3rd, 2021.
- Editing work on four Canadian Workplace Culture units to be completed by October 8th, 2021.
- Editing work on four Cultural Norms units to be completed by November 12th, 2021.

Budget

The total available budget is for editing/proofreading of twelve online curriculum units is \$21,000 (HST included).

We are Looking for a Consultant Who

- Has at least 1-year experience editing, proofreading and reviewing CLB and PBLA-aligned online learning content.
- Has at least 2 years of course editing experience on the Moodle platform.
- Has the ability to provide guidance, coaching and support to a team of content writers working remotely.
- Has the ability to meet tight deadlines and provide content development status updates as requested.
- Is able to work independently and research the Web to find solutions to Moodle and other challenges.
- Is able to advise writers on content specifications to ensure they can be successfully integrated into LMS.
- Is able to work within a team and communicate clearly.
- Is able to establish and follow an efficient workflow in coordination with a team of content developers/ project manager.

- Is able to apply guidelines and standards to work, including a quality control review.

Responsibilities

- Review existing online training modules to identify gaps for curriculum enhancement and development.
- Ensure that each developed e-unit is aligned with PBLA requirements and includes objectives and level outcomes for all four skills (listening, speaking, reading and writing) as identified in the Revised Canadian Language Benchmark document (2012)
- Ensure that each developed e-unit is based on real-world task goals, and complemented by skill-building and skill-using activities as well as the assessment tasks.
- Provide a summary of all online course content added or modified, with a brief description and links to the added resources and activities.
- Include and provide complete references for all cited materials.
- Confirm that copyright law for citations, audio and visual materials and use of images is followed.
- Provide weekly updates on the progress of the project.
- Meet with the project's designated contact as needed for progress monitoring and content adjustments.

Response Format

In preparing for submission, all bidders must contact the Language & Skills Training General Manager, Snezana Gabric at Snezana.Gabric@costi.org to obtain a *temporary enrollment key* and review the existing e-curriculum units on the Onyx platform.

In submitting a written response to this RFP, the consultant(s) will:

- Specify the project RFP they are responding to.
- Outline their understanding of the project goals, objectives and deliverables and set out their proposed work plan to achieve the same. The work plan should include any qualifications on the scope of work projected to be delivered, limitations and assumptions.
- Provide reference examples of comparable assignments conducted and contact information for two clients for phone references.
- Provide a CV for yourself / your firm referencing the scope of your consulting practice and professional specialties.
- A total and breakdown in fees showing time attributed to each deliverable and the applicable daily rate. A proposed schedule for fee payments should be included including all applicable taxes.
- This call assumes the consultant will work out of his/her business premises. COSTI will arrange access to the ONYX platform as required.

The submission deadline by email is **4:30 pm, August 24, 2021**, to the attention of:

Snezana Gabric, General Manager,
Language & Skills Training Services,
Toronto & Peel Region
COSTI Immigrant Services
Snezana.Gabric@costi.org

Selection Process

The selection committee will review submissions, select and if deemed necessary, interview semi-finalists based on their comprehension of the project goals and objectives, relevant experience and cost. Reference checks will be made on the finalist before offering a contract. COSTI may choose not to accept any consultant from those submitting and is not bound to select the lowest bidder.

All work products and research developed for this project will remain the sole intellectual property of COSTI.