



## Request for Proposal **Online Content Development of Pathways to Trades Certification Training Modules Consulting Services**

### **About COSTI:**

Established in 1952, COSTI Immigrant Services is a community-based diverse organization providing employment, education, settlement, skills training, and social services to new Canadians and individuals in need of assistance. COSTI is committed to creating a community where there is respect and equity for all. The integration of non-discriminatory and anti-racist principles and practices is fundamental to operationalizing principles of social justice and supporting COSTI's Vision and Values.

With a staff of over 450 people speaking more than 68 languages, COSTI strives to ensure that all individuals, regardless of language, cultural, or financial barriers, are allowed to use their existing skills, learn new ones and participate in all aspects of Canadian life.

### **Project Scope:**

COSTI is seeking experienced online curriculum writer(s) to develop five Moodle-based certification training modules for the construction and maintenance sectors. These modules will be tailored to support learners at Canadian Language Benchmark (CLB) Levels 3-5, aiming to help participants secure and sustain employment in these industries. The new modules will complement the existing ELT Pathways to Trades curriculum.

This project will feature five comprehensive modules, each covering a critical area of safety and compliance:

- Personal Protective Equipment (PPE)
- Scaffolding Safety and Traffic Control
- Working at Heights: Elevated Work Platforms
- Workplace Hazardous Materials Information System (WHMIS)
- Occupational Health and Safety

The consultant(s) will develop five comprehensive modules, each offering 15 hours of asynchronous learning, to be hosted on the Learning Management System (LMS). These modules are specifically designed to prepare learners for their respective certification courses. Each module will encompass clear lesson objectives, defined learning outcomes, engaging activities, quizzes, and a discussion forum, ensuring a robust and interactive learning experience.



The consultant(s) are expected to:

- Write curriculum content in the Online Module on the LMS (Moodle).
- Ensure the modular content and activities are aligned with the current labour market information, industry trends, and accreditation pathways for the construction sector, including career options, and sector-specific language.
- Follow Adult Education learning theories and Teaching English as a Second Language principles.
- Break down complex concepts and ideas related to the course content into smaller and more manageable parts.
- Include multimedia materials, resources, and activities in each module as well as quizzes to check participants' understanding.
- Develop activities focusing on vocabulary development and introducing concepts to prepare learners for their respective certification courses.
- Ensure that each module includes lesson objectives, defined learning outcomes, engaging activities, quizzes, and a discussion forum.
- Include terminology glossary.
- Include complete references for all cited materials added.
- Follow copyright law for citations, audio and visual materials, and use of images.
- Provide weekly updates on the progress of the project via email.
- Meet with the project's designated contact as needed for progress monitoring and course adjustments.

## **1. Budget**

The requested funds should not exceed \$4,983.80 (HST included) per individual module development or \$24,919.00 (HST included) for the development of all five Construction & Maintenance Online Modules.

## **2. How to prepare and submit a proposal in reply to this tender**

In preparing for submission, all bidders may contact [Joseph.Padro@costi.org](mailto:Joseph.Padro@costi.org) for clarification or questions.

Submissions should be presented in a digital file (Word, PDF, etc.) format and must include the following elements as part of their proposal:

- **Cover Letter**  
Briefly describe the proposed plan and share relevant experience and qualifications.
- **Contact Information**



Provide the applicant's full name, organization (if relevant), contact information, including business address, phone number, email and website (if applicable).

- **Curriculum Development Experience**

Provide brief narrative examples of the applicant's experience with other organizations seeking this type of curriculum development services. Provide reference examples or access to products that the applicant developed in similar projects.

- **Scope of Work**

Provide a concise proposal that outlines how the applicant intends to provide the services requested in this RFP. Describe the process for conducting the necessary assessment, ethical considerations, outputs and a tentative timeline/work plan for implementation.

- **Budget**

Provide a proposed budget for the scope of work, including an estimated number of hours. As part of the proposed budget, list each individual who may perform services and their title, the proposed hourly rate, and the level of involvement anticipated for each component. Please identify the expected required hours to fulfill this RFP.

All costs and fees must be clearly described in each proposal. The applicant must be responsible for delivering the entire project and not outsource or contract any work to meet the requirements contained herein. Submissions which call for outsourcing or contracting work will not be considered.

Additionally, all costs included in the proposals must be all-inclusive, including applicable taxes.

- **References and/or Testimonials**

Provide references and/or testimonials from two previous clients, preferably those who have utilized the applicant's services on curriculum development.

### **3. Competencies**

- Understanding of Adult Education Learning Theories and Teaching English as a Second Language Principles.
- Familiarity with the labour market and professional resources of the selected sector.
- Experience in content writing and activities development on Moodle

### **4. Timeframe**

This project is to be completed by **October 4, 2024**.



## 5. Proposal Evaluation Criteria

COSTI will evaluate all proposals based on the following criteria, and to ensure consideration for this Request for Proposal, your proposal should be complete and include all the following criteria:

- Overall proposal suitability: the proposed plan must meet the scope and needs included herein and be presented in a clear and organized manner.
- Organizational and individual experience: applicants will be evaluated on their organizational and individual experience as it pertains to the scope of this project.
- Previous work: Applicants will be evaluated on examples of their work pertaining to the delivery of similar services, reports, and/or plans, as well as client testimonials and references.
- Value and cost: Applicants will be evaluated on the cost of their solution(s) based on the work to be performed following the scope of this project.
- Priority consideration will be given to applicants familiar with the work of COSTI. Please indicate in your application your knowledge and familiarity with our work.

## 6. Application deadline

All proposals in response to this RFP are **due no later than July 8, 2024, at 11:59 p.m. EDT**. Any submissions received after this date and time may not be considered. All proposals must be signed by an official agent or company representative submitting the proposal.

**Applicants should submit their proposal to:**

Joseph Padro, General Manager, Language and Skills Training Services, COSTI at [Joseph.Padro@costi.org](mailto:Joseph.Padro@costi.org).

**Learn more about COSTI at [www.costi.org](http://www.costi.org).**