



REQUEST FOR PROPOSALS CONSULTING SERVICES

Background

COSTI Immigrant Services is expanding its On-Line Services offerings and seeks an experienced curriculum writer to develop a Using Technology for Job Searching course and an Introduction to Self- Employment workshop.

Funding for this project requires that work products be substantially complete by June 15, 2011.

Scope of Work

The Consultant(s) retained for this project will:

Curriculum Development Description

Using Technology for Job Searching Course

Develop a 3-week/ 30 hour interactive course including a course outline, on-line lesson plans with resources and links, participant activities/assignments and quizzes/ assessments covering the following topics:

- Using the Internet
- Basic Microsoft Word to create job search related documents
- Using Email to contact employers and send documents
- How to use job search websites effectively
- Researching job and education options
- Introduction to web 2.0
- Social Media for job searching.

Develop course overview including specific goals and objectives.

Introduction to Self - Employment Workshop

Develop a one-week/ 20 hour interactive workshop including a course outline, on-line lesson plans with resources and links, participant activities/assignments and quizzes/ assessments covering the following topics:

- The basics of starting your own business
- Personal characteristics for successful self- employment
- Business planning
- Legal start up information
- Considering sources of financing your business
- Explaining and presenting your business idea
- Time and risk management.

Responsibilities

- Develop course overview including specific goals and objectives for each item
- Develop & write curricula for three-week course and one-week workshop directly into Moodle
- Both course and workshop will include activities that will appeal to different learning styles
- Both course and workshop will include resources, research activities, quizzes and links
- Both course and workshop will include case scenarios to support the curriculum content
- Both course and workshop will include a variety of activities.
- All content will be appropriately stored within folders and files and will include lists of all links, with a brief description, used in the course.
- The language should be consistent with the Canadian Language Benchmarks (CLB) at level 6+ and employ plain language equivalent to Grade 9 level of education
- Include and provide complete references for all cited materials
- Provide weekly updates, via e-mail and workshop platform
- Meet with On-Line Services Assistant Manager and Director of Employment Services to initiate work and as needed for progress monitoring and course/workshop editing
- Journalize experience and keep track of time spent on each major deliverable.

Response Format

In preparing for a submission, all bidders must contact the OLS Assistant Manager, Heidi Fuentes at 647-827-1489, to obtain a temporary enrollment key and review the existing OLS resources/workshops. The existing content and format are the basis upon which the RfP work will build. In submitting a written response to this RfP, consultants will:

- Outline their understanding of the project goals, objectives and deliverables and set out their proposed workplan to achieve same. The workplan to include any

qualifications on scope of work products to be delivered and limitations on revisions/edits.

- Provide reference examples of comparable assignments conducted within the past five years, including contact information for two clients for phone interviews
- 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 work item and related client communication/consultation and the applicable daily rate, plus an estimate of out-of-pocket and project related office expenses, if warranted. A proposed schedule for fee payments should be included including all applicable taxes. This call assumes the consultant will work out of his/her own business premises, with the COSTI staff arranging access to the website as required.
- A statement confirming availability for this project for the projected full term of April 18th to June 15 , 2011

The submission deadline is Wednesday, April 13th, 2011, noon with delivery by mail or email to the attention of:

Ed Kothiringer, Director of Employment Services
COSTI Immigrant Services – Caledonia Centre
700 Caledonia Road, Toronto, Ontario M6B 3X7
Email: Kothiringer@costi.org

Selection Process

The Director of Employment Services and the OLS Assistant Manager will review submissions, select and if deemed necessary, interview semi-finalists based on their comprehension of the project goals and objectives, ability to work with a community/group client, relevant past 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 selecting the lowest bidder.

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