

## Request for Proposals

Council of Nova Scotia Archives  
6016 University Avenue  
Halifax, Nova Scotia  
B3H 1W4

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**Closing Date:** July 6 2020

**Length of Contract:** 24 weeks (July – Dec 2020)

The Council of Nova Scotia Archives is seeking to complete Phase 1 of a multi-phase online curriculum development and delivery initiative. We are looking for a consultant to develop a strategy and curriculum modules to better serve the CNSA membership and other stakeholders.

Proposals must be submitted to:

Jane Arnold (Chair, CNSA Education Renewal Committee)  
Beaton Institute, Cape Breton University  
jane\_arnold@cbu.ca  
902 563 1690

### Submission of Proposals

#### Please provide:

- A cover letter explaining your interest in this project and summarizing your qualifications and demonstrated experience.
- CV with links to or PDF attachments of a selected portfolio of relevant work.
- Names and contact information for two references for your work.
- A sample budget with work plan including a timeline.

**Please note deadline:** Please submit one electronic copy of your response to this request for proposals to Jane Arnold by email only at [jane\\_arnold@cbu.ca](mailto:jane_arnold@cbu.ca) by midnight **July 6 2020**.

**The Council of Nova Scotia Archives** reserves the right to reject any or all proposals or to accept any proposal or part thereof considered to be in its best interest. We thank all inquiries in advance and advise that only those proposals selected will be contacted.

## **1.0 Background**

The Council of Nova Scotia Archives (CNSA) is the professional association for archives and archivists in Nova Scotia. The CNSA was founded in 1983 and has grown from an initial 25 institutions to a current membership of 80. Our mission is to support these members to strive for archival excellence in the care and use of Nova Scotia's documentary heritage. We want these archives to be professional, proactive and responsive research centres that contribute to a sense of place and connection for Nova Scotians. We strive to have archives valued as essential sources for historical evidence, stories and information from the past.

The current CNSA core curriculum is an established program designed to provide CNSA members and other stakeholders with training in specific archival functions, via 6 two-day in-person workshops. Participants who successfully complete all six courses earn a certificate. For reference, a description of the core curriculum is available online: <https://www.councilofnsarchives.ca/workshops-training/>.

## **2.0 Objectives**

This proposed project is a component of a multi-phase online curriculum development and delivery initiative. The primary objectives of this initial phase of the overall project is to develop and deliver:

1. **A core curriculum strategy:** This will be a report based on membership needs and current pedagogy for online educational delivery. The report will be presented to the CNSA Executive for approval.
2. **Core Curriculum Online Test Module:** One complete online module will be researched, developed and tested using selected and tested online software. Focus groups will be identified to assist with testing and feedback. Feedback will be incorporated into the editing process.
3. **Full Core Curriculum Development:** Based on feedback with the test module, develop and complete the full core curriculum program.
4. **Website/Online Delivery:** Work with other project personnel to incorporate the core curriculum modules into the functionality of the CNSA website.

## **3.0 Schedule & Reporting**

The successful consultant shall begin work immediately after having received written approval from the Council of Nova Scotia Archives to proceed.

The consultant shall meet with the CNSA Project Coordinator on minimum weekly basis to discuss progress, and will provide a monthly report to the CNSA Executive. Additional meetings may be required depending on project requirements.

The scheduled timeline of the project is 24 weeks. During the project the consultant will adhere to guidelines for saving and sharing files and will provide full access to all content developed as part of the project. In addition to the objectives listed above, the consultant will provide a final summary report of work completed.

#### **4.0 Specifics to Submissions**

Consultant's proposal submission must include the following information:

1. Capacity:
  - a. Corporate name and company profile
  - b. Detailed description of relevant and demonstrated experience
  
2. Work Plan:
  - a. Description of the methodology to be followed to achieve project objectives, including consultation with stakeholders
  - b. A statement of the consultants' understanding of the scope of project
  - c. A project schedule including timeline and budget
  
3. Cost:
  - a. Schedule of fees / expenses / rates of remuneration
  - b. Maximum Project Cost including all expenses, subcontracting and HST. The costs must not exceed \$25,000.00.

Consultant(s) may be required to make a presentation of their proposal to the Council of Nova Scotia Archives.

## 5.0 Proposal Evaluation Criteria

<i>Evaluation Summary</i>	
Capacity - ability to complete the project in the stated time frame - Relevant and demonstrated expertise	/ 40 pts
Work Plan - methodology behind creating the design - stakeholder consultation - schedule / timelines	/ 40 pts
Cost - clear and thorough budget	/ 20 pts
<b>TOTAL RATING OF THE WRITTEN PROPOSAL</b>	<b>/ 100 PTS</b>

## 6.0 General Terms and Conditions

- Subcontracting must be mutually agreed upon by the Council of Nova Scotia Archives and consultant.
- Proposals submitted as a result of this RFP will be considered confidential. All materials submitted in response to the RFP become the property of the Council of Nova Scotia Archives, and supporting materials will not be returned.
- Once the final proposal is selected, the contract billing specifics and terms will be presented to the successful consultant
- The Council of Nova Scotia Archives reserves the right to enter into negotiations, prior to award, with any vendor as a result of issuing this document, without obligation. Furthermore, if an agreement cannot be reached within 5 days from date of initial contact, the CNSA reserves the right to terminate negotiations with that vendor.

- The Council of Nova Scotia Archives reserves the right to cancel this RFP process at any time. In the event of any such cancellation, the CNSA shall not be obligated to pay any costs, damages or claims of any type or kind to any vendor.
- The Council of Nova Scotia Archives reserves the right to cancel any agreement arising from this RFP in instances of vendor non-compliance. Non-compliance is considered to be, but not limited to, failure to respond to requirements in a timely manner, poor quality workmanship, failure to adhere to administrative requirements or failure to perform or fulfill the terms and conditions of this document and subsequent agreement.
- Notice in writing shall constitute award.

## **7.0 Competencies**

- The consultant should be familiar with current archival best practices and have demonstrated experience with archival core functions.
- Experience in curriculum development and online course development essential.
- Knowledge of effective pedagogy related to online education an asset
- Ability to work with a team and within allotted timelines.
- Ability to communicate clearly and effective at running focus groups sessions.
- Familiarity with the Council of Nova Scotia Archives and its members as asset