



Request for Proposal - 1441

Unama'ki College Model Replicated to Enhance Accessibility to Post-Secondary Education throughout Nova Scotia

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Issued By: Cape Breton University, Unama'ki College

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Administrative Requirements

The following terms will apply to this Request for Proposal and to any subsequent contract. Submission of a proposal in response to this Request for Proposal indicates acceptance of all the following terms.

1.0 Introduction and Scope

1.1 Request for Proposal Terminology

Throughout this Request for Proposal, terminology is used as follows:

- a) "Contractor" means the successful proponent to this Request for Proposal who enters into a written contract with Cape Breton University.
- b) "University" means Cape Breton University and includes Unama'ki College only on whose behalf this request for proposal is issued;
- c) "Must", "mandatory" or "required" means a requirement that must be met in substantially unaltered form in order for the proposal to receive consideration;
- d) "Should" or "desirable" means a requirement having a significant degree of importance to the objectives of the Request for Proposal;
- e) "Proponent" means an individual or a company that submits, or intends to submit, a proposal in response to this "Request for Proposal".

1.2 Purpose and Scope of Work

1.2.1 Background

Cape Breton University (CBU), located in Sydney, Nova Scotia, is primarily an undergraduate university offering degrees in liberal arts, business, science and technology. CBU also offers bachelor degrees in nursing and education along with North America's only MBA in Community Economic Development.

CBU is currently home to more than 3,200 students with an alumni family in excess of 19,000 along with a faculty and staff complement of just fewer than 400 people. CBU has a diverse learner population with 1000 plus international students from 44 countries worldwide along with Atlantic Canada's largest Aboriginal student population.

Cape Breton University's Chancellor is Annette Verschuren, and the President and Vice Chancellor is David Wheeler, PhD.

Executive Summary:

The purpose of this proposal is to explore replicating the Unama'ki College model throughout Nova Scotia with a plan to bring post-secondary education in closer proximity to First Nations communities. Courses and programs provided by Unama'ki College are unique in that they incorporate Aboriginal perspectives and the Mi'kmaq language in disciplines such as the sciences, business, community and economic development, and political science. By utilizing the "two-eyed-seeing" principle Cape Breton University will provide meaningful and culturally relevant education through Mi'kmaq Studies and Integrative Science courses. Cape Breton University has had a significant interest and role in the post-secondary education of Aboriginal students for decades. Recognizing the institutional relationship with local Aboriginal communities, the University has maintained a committed administrative unit focused on Aboriginal education such as the Mi'kmaq College Institute (1998-2010). Over the past 30 years, more than 550 Aboriginal students have graduated from this institution with various degrees. Graduating students have directly entered the workforce, pursued graduate degrees or professional degrees such as Education, Law, Public Health, and Nursing. On July 1, 2010, Cape Breton University announced the creation of Unama'ki College to provide more autonomy to Aboriginal education and to allow for a more flexible entity of Cape Breton University to address immediate and emerging needs of post-secondary Aboriginal learners on and off campus.

Cape Breton University has consistently stated that it is Atlantic Canada's Leader in Aboriginal Post-Secondary Education. There is little doubt, that Cape Breton University has more Aboriginal students among its alumni than any other university in Nova Scotia. Aboriginal students have graduated with a Bachelor of Arts degree and there is an obvious lack of science and business graduates. Community educators, leaders, and Elders have consistently raised the issue of the lack of science and science-related specialists among the post-secondary graduates in their communities.

1.2.2 Scope of Work

Achievability Study

In replicating the Unama'ki College model throughout Nova Scotia and collaborating with partners and Aboriginal organizations it is planned that these programs and specialized services will aim at focusing on bridging programs for Aboriginal students in the sciences, political science, integrative science, social sciences, business, education, Mi'kmaq studies and Mi'kmaq language studies. Cape Breton University will lead the way in providing an opportunity for Aboriginal students to enter into university education and CBU will act as feeder to other university programs. We plan to explore how these specialized programs and services will attract non-Aboriginal people as well. Some of the program concepts can involve culturally relevant traditions of the British, Celtic, Acadian, Basque, Portuguese and Spanish as well.

The study will include but is not limited to:

- Assess the Unama'ki College Model
- Recommend a process for replicating the Unama'ki College Model
- Identify Province wide obstacles in replicating the Unama'ki College Model.
- Recommendation / Business Plan specifying the replication of the Unama'ki College Model.
- Identify the timeline for project completion

2.0 Request for Proposal Process and Procedures for Evaluation

2.1 Mandatory Requirements

This request for Proposal may contain mandatory requirements. Proposals not meeting all mandatory requirements will be rejected without further consideration.

2.2 Short List

The evaluation procedure will include a short list based on the review of mandatory criteria. The short listed proponents may be asked to prepare a presentation, prior to the final selection.

2.3 Evaluation and Selection

The evaluation team/designate will check proposals against the mandatory criteria. Proposals meeting all the mandatory criteria will then be assessed and scored against the additional criteria and references of the proponent(s) scoring the highest will be checked. Providing the result of the reference check is satisfactory, the University may enter into contract negotiations with the proponent who has the best overall value. Subject to successful negotiation and execution of a contract this proponent will provide the required goods or services.

2.4 Negotiation Delay

If a written contract cannot be negotiated within 30 days of notification of the successful proponent, the University may, at its sole discretion at any time thereafter, terminate negotiations with that proponent and either negotiate a contract with the next qualified proponent or choose to terminate the Request for Proposal and not enter into a contract with any of the proponents.

3.0 Proposal Preparation

3.1 Proposal Format

Evaluation of proposal is made easier when proponents respond in a similar manner. The following format and sequence should be followed in order to provide consistency in proponent response and to ensure each proposal receives full consideration. Proposals that do not include all of the following information will not be considered. All pages should be consecutively numbered.

- a. One page letter of introduction identifying the proponent and signed by the person or persons authorized to sign on behalf of, and bind the proponent to, statements made in the proposal.
- b. A short one or two page summary of key features of the proposal.
- c. The body of the proposal.
- d. Price details, pricing/discount formula.
- e. Any additional information, brochures, etc. (may take the form of appendices).
- f. Corporate information.

3.2 Enquiries

All enquiries related to this Request for Proposal are to be directed, to the following person(s), or his/her designate(s).

Dr. Keith G. Brown, Vice President, International and Aboriginal Affairs
Contact email: Keith_brown@cbu.ca
902-563-1447

Information obtained from any other source is not official and may be inaccurate. Enquiries and responses may be recorded and may be distributed to all proponents at the University's option.

3.3 Changes and Amendments

All proponents will be notified in writing by the University regarding any changes made to the Request for Proposal or any appendices or any change in the closing date or time. When these changes occur within five business days of the close of the proposal, the

proposal closing date may be extended to allow for a suitable number of bid preparation days between the closing date and the issuance of the change.

3.4 Closing Date

Two complete copies of each proposal must be received by 3: 00 pm local time, July 11th, 2014. Please send proposals to the attention of:

Brenda MacDonald, Purchasing Clerk/Buyer
Cape Breton University
P.O. Box 5300
1250 Grand Lake Road
Sydney, Nova Scotia B1P 6L2
RFP # 1441 – Replicate Unama’ki College Model

Proposals **may not** be sent by facsimile.

Proposals and their envelopes should be clearly marked with the name and address of the proponent, the Request for Proposal number and the project or program title.

PLEASE NOTE: If you are SENDING THE PROPOSAL BY COURIER please mark THE INFORMATION ABOVE on the outside of the courier envelope.

PLEASE BE ADVISED: If we receive a package by courier and the RFP Number and Title are not marked on the outside of the envelope we will not be able to accept it.

BIDS THAT ARE NOT CLEARLY MARKED WILL NOT BE ACCEPTED AND RETURNED TO THE INITATOR.

Note: invited presentations may be scheduled.

3.5 Late Proposals

Late proposals will not be accepted and will be returned to the proponent.

3.6 Notification of Changes

All recipients of this Request for Proposal will be notified of any changes made to this document.

3.7 Proponent’s Expenses

Proponents are solely responsible for their own expenses in preparing, delivering or presenting a proposal and for subsequent negotiations with the University, if any.

3.8 Firm Pricing

Proposals must be open for acceptance for at least 90 days after the closing date. Upon acceptance, prices will be firm for the entire contract period unless otherwise specified.

3.9 Currency and Taxes

Prices quoted are to be:

- a) In Canadian dollars;
- b) Inclusive of duty, where applicable;
- c) FOB destination, delivery charges included where applicable; and
- d) Exclusive of Harmonized Sales Tax.

4.0 Additional Terms

4.1 Acceptance of Proposals

The University reserves the right to modify the terms of the Request for Proposal at any time at its sole discretion.

This Request for Proposal should not be construed as a contract to purchase goods or services. The University is not bound to accept the lowest price or any proposal of those submitted. Proposals will be assessed in light of the evaluation criteria.

Subsequent to the submission of proposals, interviews may be conducted with some of the proponents, but there will be no obligations to receive further information, whether written or oral, from any proponent.

The University will not be obligated in any manner to any proponent whatsoever until a written contract has been duly executed relating to an approved proposal.

Neither acceptance of a proposal nor execution of a contract will constitute approval of any activity or development contemplated in any proposal that requires any approval, permit or license pursuant to any federal, provincial, regional district or municipal statute, regulation or by-law.

4.2 Definition of Contract

Notice in writing to a proponent of the acceptance of its proposal by the University and the subsequent full execution of a written contract will constitute a contract for the goods or services, and no proponent will acquire any legal or equitable rights or privileges relative to the goods or services until the occurrence of both such events.

4.3 Liability for Errors

While the University has used considerable efforts to ensure an accurate representation of information of this Request for Proposal, the information contained in this Request for Proposal is supplied solely as a guideline for proponents. The information is not guaranteed or warranted to be accurate by Cape Breton University, nor is it necessarily comprehensive or exhaustive. Nothing in this Request for Proposal is intended to relieve proponents from forming their own opinions and conclusions with respect to the matters addressed in this Request for Proposal.

4.4 Acceptance of Terms

All the terms and conditions of this Request for Proposal are assumed to be accepted by the proponent and incorporated in its proposal. Proponents who have obtained the Request for Proposal electronically must not alter any portion of the document, with exception of adding the information requested. To do so will invalidate the proposal.

4.5 Use of Request for Proposal

This document, or any portion thereof, may not be used for any purpose other than the submission of proposals.

4.6 Confidentiality of Information

Information pertaining to this competition obtained by the proponent as a result of participation in this project is confidential and must not be disclosed without written authorization from the University.

Project or Program Requirements

5.0 Background

Primary functions of Cape Breton University have been described in section 1.2.2 above.

5.1 Proposal Requirements

To ensure full consideration proponents must ensure they address all sections listed in section 3.1 above and the following areas in their proposal submissions:

5.2 Contractors Background

The proponent must provide any relevant information regarding history, growth trends, operating and creative philosophy of their enterprise. This includes any previous experience in the academic/university sector and Aboriginal communities.

- In general, how would you characterize the experience of your company? With what kinds of accounts do you believe you have special strength? Comment on those accounts on which you feel you have made a significant contribution on the client's success? How did you measure this success?
- If your agency has had no direct experience in the academic/university sector, describe your approach to Achievability Study for the replication of the Unama'ki College Model.
- Please detail any involvement you have had with Aboriginal communities, organizations, and/or projects.

5.3 References

At a minimum supply two client references that could be contacted about their working relationship with your company. Cape Breton University reserves the right to use prior knowledge and experience as a client reference in the evaluation of a proponent's proposal.

5.4 Personnel Assigned

Demonstrate how you would go about identifying the resources required for this contract. Proposals are to specify the names and qualifications of agency personnel to be assigned to this contract, and identify all relevant experience. Proposals are to clearly lay out who will be assigned to the account and the role each person will assume in the account administration. Please identify those senior people, by department and to what extent and under what circumstances they are in direct contact with your clients.

5.6 Strategic Approach and Plan for this Engagement

Recognizing that financial resources are limited, the University is seeking innovative approaches to maximize the educational experience for Aboriginals by replicating the Unama'ki College Model that will increase accessibility to Post-Secondary Education throughout Nova Scotia. Proponents must provide a detailed outline and plan to describe their strategy for this initiative.

5.7 Organization background

- Demonstrated success in dealing with similar educational undertakings;
- Reports from references

5.8 Project approach and methodology

It is anticipated that with the Replication of the Unama'ki College Model launch, there will be need to for a multi-phase development plan. Please describe how your plan will address:

- Quality of work plans and processes
- Scalability of project in the future
- Management plan
- Creativity in approaching needs

5.9 Pricing

Multiple pricing scenarios that accommodate for success of the project and future growth will be considered. Proposal must include overall cost of work (setup and ongoing)

- Markups, expenses and commissions
- Presentation of options
- Realistic estimates
- Clarity of budgets and plans
- Completeness of financial considerations

6.0 Project Fee

Proponents are requested to detail all fees, expenses and incidental charges for which they expect to be reimbursed. At a minimum, this section should include:

- (a) Individual professional service and personnel costs by hourly rates. An estimate of monthly personnel costs must be included.
- (b) Commissions charged on creative and/or research work and any associated disbursements and if so, the related percentage.
- (c) If the agency bills on a fee-for-service, retainer system, or any other billing system.
- (d) Standard creative production and technical costs for scanning, text entry, imaging, computer graphics, or other mechanical requirements.
- (e) Any remaining miscellaneous costs which will be billed to the account (e.g. couriers, long distance phone calls, etc.) and whether these costs are billed at net or gross.

6.1 Contract Terms and Budget

The term of the contract for this project is for a period of three months. Cape Breton University has the authority to terminate with 90 day's notice or contract amendments to meet service requirements.

6.2 Account Administration

Proponents are requested to outline their procedures related to the administration of the account. This should include a billing schedule, preparation of status and conference reports, scheduling of regular meetings to discuss the account progress, evaluations of programs, monthly budget reports and other relevant data.