



**REQUEST FOR PROPOSALS**  
**Website Developer**  
**Development of an Online “Pre-Arrival Tool” for Prospective Geoscience Applicants**

**Issue Date: January 21, 2019**  
**Response Deadline: February 15, 2019 - 12:00pm (noon) EST**

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## **Project Overview**

Geoscientists Canada/Géoscientifiques Canada (GC) is the national organization of the regulatory bodies that govern the practice of geoscientists in the provinces and territories. Geoscientists Canada's mandate is to conduct collective, collaborative work on behalf of its nine member regulatory bodies, its Constituent Associations (CAs), "in support of the CAs, to improve the effectiveness of regulation in Canada to achieve excellence in the geoscience profession". Geoscientists Canada's purpose is to engage with and facilitate cooperation among its CAs, undertake work on their behalf, represent them nationally and internationally, and support them as required. The CAs that comprise the membership of Geoscientists Canada are as follows:

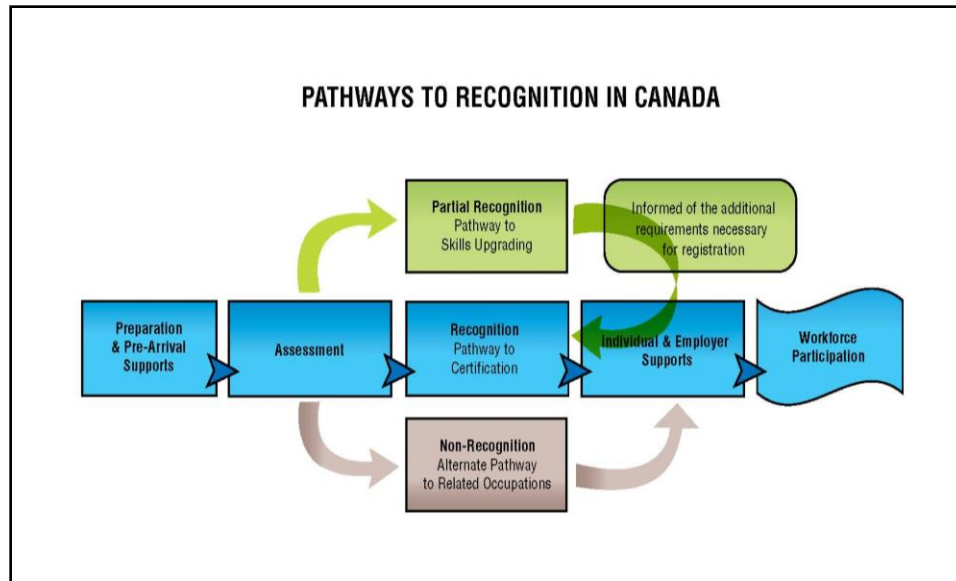
- Professional Engineers and Geoscientists Newfoundland and Labrador
- Geoscientists Nova Scotia
- Association of Professional Engineers and Geoscientists of New Brunswick
- Association of Professional Geoscientists of Ontario
- Engineers Geoscientists Manitoba
- Association of Professional Engineers and Geoscientists of Saskatchewan
- Association of Professional Engineers and Geoscientists of Alberta
- Engineers and Geoscientists British Columbia
- Northwest Territories and Nunavut Association of Professional Engineers and Geoscientists

Geoscientists Canada concluded a Foreign Credential Recognition Program funded Admissions Support Tools (AST) project in 2015. The project resulted in a full spectrum competency profile for geoscientists, agreed upon by the CAs through Geoscientists Canada.

In January 2018, GC received funding from the Government of Canada's Foreign Credential Recognition (FCR) program in support of developing tools to streamline the assessment and admission process for internationally educated applicants. One of the key components of this "Admission Support Tools (Phase II) project" is the development of an online resource designed to provide information to internationally educated geoscientists seeking information on becoming licensed in Canada. It is in this capacity that Geoscientists Canada is seeking the services of a firm/individual capable of building a Pre-Arrival resource accessed via the current Geoscientists Canada website: <https://geoscientistscanada.ca/>

## **Overview – Pre-Arrival Tools**

Pre-arrival tools are meant to be accessed by potential applicants before they leave their home country to Canada. They are specifically mentioned as a key component of the immigration process (for those seeking entry into regulated professions) by the Forum of Labour Market Ministers (FLMM) as part of their *Pathways to Recognition* (2009).



Pre-arrival supports are meant to fulfill a number of interrelated objectives including:

- Setting applicant expectations (on the process and likelihood of in becoming licensed in Canada)
- Providing applicants with a clear understanding of what professional practice is like in Canada
- Providing applicants with relevant, actionable information they can take before leaving their home country

Detailed information on the purpose and types of pre-arrival resources available can be found in two reports, recently commissioned by the FLMM:

- "Research Report: On the Current State of Pre-Arrival Supports among Canadian Regulators": [https://docs.wixstatic.com/ugd/aa01fe\\_ae8c4dab7bdf4141a01640978c096c16.pdf](https://docs.wixstatic.com/ugd/aa01fe_ae8c4dab7bdf4141a01640978c096c16.pdf)
- "Improving Pre-Arrival Information Uptake for Internationally Educated Professionals": [https://docs.wixstatic.com/ugd/aa01fe\\_3a4408b9b0814ed4938a389c2ae37538.pdf](https://docs.wixstatic.com/ugd/aa01fe_3a4408b9b0814ed4938a389c2ae37538.pdf)

### Deliverables

The bilingual (English and French) Pre-Arrival website will include a combination of static and interactive information. Likely information and functionality is detailed below (subject to change as the project evolves).

#### Static

- General information about the assessment and licensing process with links to member regulators.
- List of required documentation (transcripts, course descriptions, third-party credential assessments, references, etc.).
- Links to job-market information (NOC 2113).
- General information about Canada, provinces and regulation.
- Reasons why individuals must register/become licensed to practice professionally.
- A description (with examples) of geoscience practice in Canada.

- An orientation to entry-to-practice requirements (i.e. Geoscience Knowledge and Work Experience (GKE), jurisprudence exams, good character, “Canadian” experience).
- Orientation to Continuing Professional Development requirements.
- Inclusion of success stories (video vignettes – talking heads) of internationally educated applicants who were able to become licensed in Canada.
- Inclusion of short fact sheets (1 page) in 3-4 languages other than English and French based on major source countries.
- Information on typical application “pitfalls”
- Explanation of “Canadian” experience and supervision requirements
- Links to general immigration and microloan information

### **Interactive**

- A personalized check-list relative to general Geoscience Knowledge and Experience (GKE) requirements - <https://geoscientistscanada.ca/wp-content/uploads/2014/11/GC-Knowledge-Regu.BKLT-REV-EN-web-final-.pdf>. The checklist will provide automated responses on what types of gaps the user has relative to Canadian entry-to-practice requirements and detail the forms of remediation typically available. All results will include appropriate disclaimers and details on contacting the local regulator body for official information. See also APGO: <https://www.apgo.net/mpower/ktoolkit/public-form.action>
- A check-list relative to Work Experience Competencies (similar to above).
- A customizable “cost estimator” intended to provide applicants with a sense of the expenses.
- A clickable map of Canada which leads applicants to the website of the appropriate local regulatory body.

Comparable websites bidders may want to review:

- The Canadian Alliance of Physiotherapy Regulators: <https://www.alliancept.org/considering-canada/>
- The Canadian Council of Technicians and Technologists: <https://www.technologyregistrationscanada.ca/content/self-assess-level>
- Engineers Canada : <https://newcomers.engineerscanada.ca/>
- Canadian Association for Medical Radiation Technologists: [http://www.camrt.ca/practice\\_in\\_medical\\_radiation\\_technology/story\\_html5.html?lms=1](http://www.camrt.ca/practice_in_medical_radiation_technology/story_html5.html?lms=1)
- Pharmacists Gateway: <http://www.pharmacistsgatewaycanada.ca>

The consultant is responsible for training a small number of Geoscientists Canada staff on the process used to make changes/updates to the Pre-Arrival website and analysis of associated website analytics.

The consultant is responsible for the development of graphics and or charts that may help to improve the clarity of the information presented.

The consultant is also expected to coordinate the uploading and translation (English and French) of content to the Pre-Arrival website. Text (in English) will be prepared by Geoscientists Canada and subject matter experts. Translation will be coordinated by the consultant and paid for separately by Geoscientists Canada.

The Pre-Arrival website is expected to be scalable for easy viewing on a variety of internet-enabled devices.

The Pre-Arrival website will be free of charge and accessible by all; no login information and/or passwords will be required for public users.

### **Timing**

This contract will begin on March 5, 2018 and is expected to take 10 months to complete. Key activities and tentative timing are set out below.

<b>Timing</b>	<b>Activity</b>
January 21, 2019	RFP Issued
February 15, 2019	Proposals due
March 1, 2019	Vendor selected
March 5, 2019	Contract signed
March 23, 2019	Overview presentation provided to the Canadian Geoscience Standards Council in Toronto (in-person)
March-August, 2019 (detailed schedule to be provided by consultant)	Development of wireframes, uploading & translation of content, development of graphics/charts, development of interactive tools
September-October, 2019	Testing and revision
November, 2019	Transferred to Geoscientists Canada site

### **Reporting Structure**

The consultant will report directly to the AST Phase II Project Manager with regular updates provided to the Geoscientists Canada CEO and an *ad hoc* Working Group of 5 individuals formed to oversee the development of the Pre-Arrival website.

### **Assumptions**

- GC reserves the right to refuse all bids received.
- The consultant will provide written status reports to the project manager as required.
- Ability and willingness to travel for limited periods, as required.
- Bids are not to exceed \$60,000 (exclusive of applicable taxes – i.e. GST/HST).
- Eligible travel costs directly related to the provision of the above services will be reimbursed by GC in line with Treasury Board rates.
- All documents produced in this project will become the exclusive property of GC.
- Documents may also be submitted to the Government of Canada as part of the project reporting requirements and may be shared by the GC and key project participants and stakeholder groups.
- Upon signing the project contract, the consultant will be required to sign a confidentiality agreement.
- No part of this project is to be subcontracted without prior permission of GC.
- A bid tendered and/or awarded in response to this RFP does not preclude a firm or individual from bidding or being awarded another contract associated with this project.

### **Proposal Format**

The proposal is not to exceed ten (10) pages in length (exclusive of curriculum vitae).

The proposal must include the following five (5) components:

1. An introductory section that describes the intended methodology and shows that the bidder clearly understands the scope and intent of the project and how to approach this type of work;
2. A work plan detailing timelines, key activities, deliverables, communications, personnel and associated costs;
3. A brief account of any similar projects the bidder has completed in the past with specific attention to those dealing with the development of competency profiles and/or performance indicators and/or assessment tools for regulatory bodies (links to these sites should be provided);
4. A brief curriculum vitae/bio of all the personnel involved; and
5. Two or three references of clients from similar projects GC may contact at its discretion.

#### **Preparation of Proposals**

- Proposals are to be sent by email to the project manager, Keith Johnson at [keithjohnson.pm@gmail.com](mailto:keithjohnson.pm@gmail.com).

**Proposals are to be received no later than February 15, 2019 at 12:00 p.m. (noon) EST.**

- Questions regarding the RFP are to be sent in writing to [keithjohnson.pm@gmail.com](mailto:keithjohnson.pm@gmail.com). No questions will be answered within 48 hours of the submission deadline.

#### **Criteria for Review of Proposals**

The Selection Committee will use the following criteria to review proposals:

- Understanding of requirements – the proposal demonstrates that the respondent has a clear understanding of the scope and nature of the work required
- Suitability of the proposed methods/approach
- Plan meets the stated objectives
- Appropriateness of the timeline for completion
- Qualifications and related experience – of both the organization (if applicable) and the individual(s) assigned to the project
- references from clients for whom the organization/individual(s) has completed similar work
- Reasonableness of costs for proposed methods/approach