

RFP RBM national training Q&A English
Updated on June 30th, 2020

Scope & Themes

1. Can the in-person RBM 201 training be longer than two days (15 hours)?
 - Yes. Depending on the design suggested by the applicants, the intermediary-level workshop could be longer or shorter than two days.
2. What should be the duration of the RBM 101 online course?
 - The length of this course will depend on the design, but also the scope of each course. Both courses (online RBM 101 and in-person RBM 201 courses) should complement each other as the online course will be mandatory in order to attend the in-person course.
 - Similar online RBM courses usually include between 6 to 12 modules depending on the content breakdown and design.
3. Will it be acceptable to provide RBM 101 online and RBM 201 workshop and materials only in English within the deadline and submit the French versions later?
 - No. By the end of this contract, all deliverables need to be in FR and EN (final version). Based on previous experiences, the design and adaptation to the francophone context could be done under the scope of this project, as stated in the RFP. Depending on the process that applicants will suggest to ensure cultural appropriateness, the Spur Change team could extend the deadline for the completion of the FR materials (eg. the FR workshop could be scheduled at a later date).

Technical component

4. Is a Learning Management System (LMS) required for the online course RBM 101?
 - At the RFP stage, Spur Change doesn't want to prescribe which type of web platform should host the online course. Whether it will be hosted through a LMS, integrated into Spur Change's existing web pages, or hosted through other collaborative learning sites will depend on the proposals received.
 - If applicants propose an LMS, they should clarify which type of system they would use and the cost associated (e.g. cloud-based, self-hosted, open-source, or pay-per-user, etc.).
5. For the initial concept (2-pager), does Spur Change want an actual recommendation for an LMS, top 3 w/criteria, or a process to help Spur Change select the best platform for running the online course?
 - Applicants could either recommend one or multiple options in the 2 pager. Those invited to the second stage will be asked to provide more details on one recommendation based on additional information shared by the Spur Change team.

Budget

6. Does the total budget of 100K include maintenance for the 5 years?

- The proposal should include the cost of the web platform from September 2020 until March 2024 (43 months) - beyond \$100K.
 - The proposal should include the estimated costs of ongoing maintenance to fix technical issues over the course of the program (following a full training cycle: 40 months) - beyond \$100K.
 - The total budget of \$100K should include maintenance costs (subcontractors available to fix technical issues with the platform) for a testing period (prior to the launch in November 2020) and for a period of at least 3 months following the launch to cover a full training cycle (e.g. enrollment of a first cohort, duration of the courses, post-training evaluation).
 - The total budget of \$100K should include hours to train the Spur Change team on how to manage and update the web platform (e.g. administrator guide) before launching the platform.
7. What provincial tax rate applies? i.e. In what province is the client who would be paying located?
- The Alberta Council for Global Cooperation (ACGC) is the client. ACGC is located in Alberta, so subcontractors should be just charging GST.
8. Does the \$100K maximum budget include GST taxes, or are those over and above?
- No. The 100K budget doesn't include GST taxes.
9. Should the budget include travel costs in order to support the trainers in delivering in-person workshops?
- No. The in-person training will be delivered in up to 10 locations across Canada after the completion of this contract. The delivery of these trainings is beyond the scope of this RFP. The delivery phase will be decided according to public health recommendations to hold small gatherings and inter-provincial travel.

Selection Process and Approval

10. Is the RFP evaluation rubric available?
- No. The rubric isn't publicly available. That said, here are some of our main priorities while reviewing proposals:
 - Understanding the Canadian context of SMOs
 - Adapted to SMOs' needs
 - Interactive learning methods (i.e., handouts, videos, guides, toolkits etc)
 - A comprehensive approach to bilingualism
 - Online course platform with low/easy maintenance (to increase sustainability after completion - and program funding).
 - If applicants want to better understand what the Spur Change team prioritizes while (co) designing learning opportunities, applicants are invited to read the [SMO report](#) which highlights the results of the Spur needs assessment conducted in Fall 2019. Applicants will find recommendations for the Spur Change program at the end.
11. How will Spur Change select proposals?

- Beside priorities outlined above, selection will be based on the coherence, cost efficiency and comprehensiveness of the overall proposal.
 - A selection committee (formed with Spur Change staff, ACGC staff and implementing partners) will evaluate proposals.
12. Does Spur Change foresee a steering committee to oversee broad directions and approvals of the courses?
- The Spur Change team will be providing broad directions and approvals. The Spur Change Committee, which is an ICN subcommittee representing ICN members, may provide recommendations, but won't be involved in the daily approvals.