

15/16-RFP-026 PROPOSAL RESPONSE TEMPLATE

RFP Number:	15/16-RFP-026
RFP Title:	Research Data Management and Participant Incentive Delivery (Student Time-Use Field Test)
Proposed Budget Range of RFP:	Up to \$50,000
Issue Date of RFP:	June 9, 2015
Deadline for Questions or Clarifications to RFP	June 16, 2015 1:00 p.m. EDT
Proposal Submission Deadline/Time:	June 26, 2015 1:00 p.m. EDT
HEQCO Contact for Enquiries Regarding RFP:	rfp@heqco.ca
Title of Proposed Project:	
Description of Proposed Project:	

CONTACT INFORMATION:	
Organization/Company/Institution:	
Primary Contact – Name and Title:	
Primary Contact – Mailing Address:	
Primary Contact – Phone Number:	Email:
Name(s)/Title(s)/Contact Information of Project Co-Leads: (if applicable)	

SECTION A - ASSIGNMENT DESCRIPTION

A.1 About HEQCO

The Higher Education Quality Council of Ontario (HEQCO) is an independent agency of the Government of Ontario that conducts research and provides objective advice to government to improve the accessibility, quality and accountability of Ontario’s public colleges and universities. HEQCO

employs a multifaceted research approach to inform the implementation of meaningful policies that improve postsecondary education in Ontario, Canada and around the world.

A. 2 Description of Assignment

HEQCO is undertaking a time-use study, in which students submit their location and time-use information through individual access to a mobile phone application. An existing mobile application has been modified specifically to suit the needs of HEQCO and this study. There will be three types of data collected. One will be passive GPS data (passive from the point of view of the student), the second will be the result of students occasionally filling in a mobile app diary with their time-use details (what they are doing, where they are doing it and for how long), and the third will be registrar data sent directly from their postsecondary institution. All three levels of data will include an email address, as well as first and last name for accurate merging.

The objective of HEQCO's research project is to collect and analyze student time-use data. This RFP reflects our requirements for the data management and incentive distribution piece for this larger project.

HEQCO is looking for a data management/research organization to manage the following:

Data details

- A total of 600 participants will be submitting data, split evenly across two institutions
- The research period is likely to be the fall 2015 academic semester (September-December). Each student will be expected to provide data during four different weeks scattered throughout that four-month period.
- GPS data collection will be 24 hours a day, 7 days a week for the 'active' four weeks.
- In addition to the GPS data, students will submit time-use diaries three times per week during those 'active' weeks, with each submission covering a 36-hour period.
- The contractor will receive data directly from three separate sources:
 - The mobile app company will securely deliver GPS data and diary data weekly
 - Institutional registrar's office data will be provided from two separate postsecondary institutions (entering grades, final semester grades, program of study, credits received to date, year of entry) in January/February 2016.
 - ***The security level of data transfer and storage must be appropriate for data that include information that is confidential and sensitive, with individual identifiers***

Data management required during the data collection phase

- Identify the level of weekly individual participation for each participant based on contractor's receipt of time-use diary data (i.e. how often are students filling out the time-use diaries – 0, 1, 2 or 3 times in a given week)
- Send the incentive (digital gift card) to each participant based on their level of participation through the email account associated with their data
- Ideally, incentives will be sent to each participant as soon as possible at the end of each week of data collection
- Flag participation issues to research assistants (external to contractor) associated with the study
- As the datasets are coming in from several different sources, careful data cleaning must be conducted in order to properly merge files and provide summary updates for HEQCO on an ongoing basis. The proponent will be responsible for writing and documenting scripts to handle these tasks. The proponent should therefore be able to write custom data-handling scripts (e.g., Stata, SAS, R, Python, etc.).

Data management required after the data collection phase

- Merge the three data sets for each institution. There would now be two data sets, one for each institution
- Strip out all longitude and latitude data
- Add an anonymous individual identifier and strip out all personal identifiers (email addresses, first name and last names)
- Secure transfer of final merged data set to HEQCO

A. 3 Deliverables

DEVELOPMENT PROPOSAL:	
<p>1) METHODOLOGY:</p> <ul style="list-style-type: none">• Provide a clear and comprehensive explanation of all steps that will be required to complete the project• Ensure that you appropriately address the objectives of the project, including details on data storage and transfer and details regarding the delivery of incentives to the participants <p>(20 POINTS)</p>	<p>PROPONENT TO RESPOND</p>
<p>2) CHALLENGES:</p> <ul style="list-style-type: none">• Identify any potential challenges in terms of the data management and delivery of incentives, and discuss how you will address these challenges <p>(10 POINTS)</p>	<p>PROPONENT TO RESPOND</p>
<p>3) EXPERIENCE:</p> <ul style="list-style-type: none">• Summarize past experience of the development team/organization, showing how this experience is relevant to this project• Include a portfolio of relevant projects as an addendum <p>(20 POINTS)</p>	<p>PROPONENT TO RESPOND</p>

<p>4) BUDGET:</p> <p>Using the information you provide in the <i>Budget</i> section (below), your budget will be evaluated against the following criteria:</p> <ul style="list-style-type: none"> • Is the overall budget for this research project realistic? • Are the various budget components in line with HEQCO policy and past experience? • Is the proposed work likely to be successfully accomplished within the budget proposed? <p>(10 POINTS)</p>	<p>TO BE COMPLETED BY HEQCO EVALUATOR</p>
<p>5) PRICING EVALUATION:</p> <p>Refer to pricing evaluation formula in RFP instructions for an explanation of how points are calculated.</p> <p>(10 POINTS)</p>	<p>TO BE COMPLETED BY HEQCO COORDINATOR</p>
<p>6) QUALITY OF RESPONSE:</p> <p><i>Your proposal will be evaluated against the following criteria:</i></p> <ul style="list-style-type: none"> • Is it clear that the proponents have understood the objective of the original RFP and responded accordingly? • Is the proposal written in a way that is easy to comprehend and evaluate? <p>(10 POINTS)</p>	<p>TO BE COMPLETED BY HEQCO EVALUATOR</p>

BUDGET:

Workflow			
Description (e.g. data merging, incentive management etc.) <i>(insert additional rows as necessary)</i>	# of Days	Per Day/ Semester Rate	Total: # x Rate
		\$	
		\$	
		\$	
Subtotal			\$

Please include ALL anticipated costs for the project, including in-kind* and other costs *(in italics and without bold)* for which HEQCO funding is not being requested. Please provide all costs broken down by workflow.

DIRECT COSTS:		
Detailed Description of Direct Costs (if applicable) <i>(insert additional rows if necessary)</i>	Source	Cost
		\$
		\$
		\$
Costs Subtotal	Direct	\$

FUNDING:	
Workflow Costs Subtotal	\$
Direct Costs Subtotal (if applicable)	\$
Firm Fixed Price (HEQCO Funding)	\$
HST (13%) (if applicable)	\$
Total HEQCO Funding (Firm Fixed Price + HST)	\$
In Kind Contribution (if applicable)	\$
Total Project Cost (Total HEQCO Funding + In Kind)	\$

REFERENCES: RELEVANT DEVELOPMENT EXPERIENCE (PROVIDE A MINIMUM OF TWO) <i>(insert additional rows if necessary)</i>	
Contact Name, Title and Organization:	
Contact Telephone #:	Email:
Project Name: (if applicable)	
What/whom will reference be provided for? <i>i.e. Individual/Organization/Project</i>	

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SIGNATURES:	
Conflict of Interest: Affirmation that neither the vendor nor the staff have any real or perceived conflict of interest in performing the assignment.	_____ Signature of Principal Investigator or Official Representative of Vendor Institution/Organization
	Vendor's Signature of Offer: Affirmation by an individual with the authority to bind the "supplier" institution/organization
	_____ Signature of Official Representative of Vendor Institution/Organization
	_____ Name, Title and Legal Name of Vendor Institution/Organization