

15/16-RFP-022 PROPOSAL RESPONSE TEMPLATE

RFP Number:	15/16-RFP-022
RFP Title:	Multiple Research Projects: 1. Guidance Counsellor Roles and Responsibilities 2. Higher Education Media Analysis 3. (Open Topic)
Proposed Budget Range of RFP:	\$30,000-\$50,000 for each project
Issue Date of RFP:	May 5, 2015
Deadline for Questions or Clarifications to RFP:	May 19, 2015 4:00 p.m. EDT
Proposal Submission Deadline/Time:	June 8, 2015 4:00 p.m. EDT
HEQCO Contact for Enquiries Regarding RFP:	rfp@heqco.ca Please specify "15/16-RFP-022" including the corresponding RFP title in the subject line of any emails pertaining to this RFP.
Which of three RFP topics?	
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

During the 2014-15 academic year, HEQCO launched and completed five similar research projects on the topics of underrepresented groups, international students and writing requirements at Ontario PSE institutions. During the 2015-16 academic year, HEQCO intends to build on that success by launching another series of research projects (topics listed below) which will be undertaken at postsecondary institutions. A faculty lead will be contracted, through their postsecondary institution, as primary investigator. Priority will be given to projects that engage one or more qualified students in the research and in the writing of a final publishable report. The timeline for these projects is as follows:

Date	Anticipated Activity
June 2015	<ul style="list-style-type: none"> • HEQCO will select institutions and faculty/student teams to undertake each research project, and will arrange meetings with the faculty supervisors to finalize details (including research methods, data sources, etc.). • Each research team will be assigned a HEQCO contact to ensure that the research project proceeds in a timely manner. The HEQCO contact may also be able to assist with identifying and obtaining additional data and resources.
September 2015	<ul style="list-style-type: none"> • Each research team will be provided, through their institution, with the first 30% installment of a total of up to \$50,000 in funds to cover costs required to undertake the research and to attend check-in meetings. This first instalment will cover the period from September-December 2015 and the completion of an initial draft of the final report. • HEQCO will host a one-day workshop that will include discussions of the various research methods to be employed and requirements for writing HEQCO publications.
November 2015	<ul style="list-style-type: none"> • Second update meeting, with each team presenting initial draft findings and revised work plans, and communicating any challenges and additional resources required.
December 2015	<ul style="list-style-type: none"> • First draft report submitted by research teams, with detailed feedback and comments provided by HEQCO to the research team and their faculty supervisor. • Upon approval of the draft, the second installment representing an additional 30% of the value of the total contract will be provided to the institution to fund the completion of a publishable final report for the research project.
February 2016	<ul style="list-style-type: none"> • Third and final update meeting, with workshops on professional development.
May 2016	<ul style="list-style-type: none"> • Policy symposium hosted by HEQCO highlighting completed research projects and providing the research teams with an opportunity to present their data to policy officials.
June 2016	<ul style="list-style-type: none"> • Final paper due
July / August 2016	<ul style="list-style-type: none"> • HEQCO edit and review process

2015-16 Policy Research Project topics:

One team will be selected to undertake each of projects 1 and 2 listed below, and one or more team(s) may be awarded funding for project 3. The research topics for the 2015-16 academic year are as follows:

Title	Description
<p>1. An analysis of the roles and responsibilities of guidance counsellors in the Ontario public secondary school system.</p>	<p>The selected team will be asked to undertake the following research:</p> <ul style="list-style-type: none"> • Summarize the content of the <i>Additional Qualification Courses – Guidance and Career Education</i> in Ontario and interview / survey a sample of trainers who teach the latter courses about the roles and responsibilities of guidance counsellors. • Interview / survey a sample of the principals who hire or assign the guidance counsellors and a sample of the guidance counsellors themselves who are currently working in the field about their views regarding the roles and responsibilities of guidance counsellors. • The focus of the research project will be to compare and contrast the roles and responsibilities as described by the above three groups.
<p>2. A description and evaluation of how the Canadian media have represented Canadian higher education over the past two decades.</p>	<p>HEQCO will obtain and provide to the selected team the higher education related media content for this project including wherever possible data from 1995 to 2015 as well as overall analysis of tone (+ve, -ve, neutral) and circulation numbers, from the following sources: major city and national dailies, trade publications, major radio and TV (news & public affairs programming) and on-line and social media. The research team should undertake a content analysis of this media content that will address the following questions, and in all cases provide an analysis of change over time.</p> <ul style="list-style-type: none"> • How big a priority is higher education (both overall and individual sectors, including apprenticeship)? • How is higher education portrayed? • What key issues are represented? • Are there differences related to sector (university, college, apprenticeship), geographic region or type of media (e.g. print vs on-line)?
<p>3. Open Topic</p>	<p>A research proposal that addresses HEQCO's mandate of supporting evidence-based research in topics relating to PSE. The research proposal should fit within at least one of HEQCO's current research priorities for 2015-16:</p> <ul style="list-style-type: none"> • System Design: How can Ontario provide a high-quality postsecondary education in a period of continued growth and diminishing resources? • Learning Outcomes: Are Ontario students graduating with the knowledge and skills they need to succeed in life and work?

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| | <ul style="list-style-type: none">• Underrepresented Groups: How can we improve access to higher education for groups that are underrepresented? |
|--|---|

Responsibilities:

The roles of the postsecondary institutions, faculty and student researchers involved in undertaking each research project would be as follows:

	Responsibilities
Postsecondary institutions awarded these grants:	<ul style="list-style-type: none"> • Sign and approve the final contract, certifying that they take responsibility for the successful implementation of the research project, and the production and delivery to HEQCO of a high-quality final product as specified in the contract. • Distribute reimbursement to the student(s) involved in the research project in a manner that is most appropriate to the program of study and in accordance with local labour contracts, program requirements, etc.
The faculty member identified as the principal investigator will be responsible for:	<ul style="list-style-type: none"> • Signing the contract in the role of principal investigator. • Selection of the student(s) undertaking the research and producing both the draft (December) and final (February) reports. • Providing overall supervision of the research project and ensure that the student(s) are involved in all aspects of research design and writing. • Liaise with the HEQCO contact and attend periodic update meetings.
Students selected to undertake the policy research project:	<ul style="list-style-type: none"> • Undertake research, analysis and writing of the draft and final reports under the supervision of the faculty member. • Liaise with the HEQCO contact and attend periodic update meetings.

A. 3 Deliverables

RESEARCH PROPOSAL:	
<p>1) BACKGROUND:</p> <ul style="list-style-type: none"> • Provide a clear and thorough introduction and background, illustrating that the proposed project is grounded in relevant research; • Synthesize recent literature and provide a conceptual framework for the project. <p>(10 POINTS)</p>	<p>PROPONENT TO RESPOND</p> <p>SUGGESTED # OF WORDS: 500-1000</p>
<p>2) METHODOLOGY – PART A:</p> <ul style="list-style-type: none"> • Provide a clear and comprehensive explanation of all steps that will be required to 	<p>PROPONENT TO RESPOND</p> <p>SUGGESTED # OF WORDS: 500-1000</p>

<p>complete the project;</p> <ul style="list-style-type: none"> • Ensure you appropriately address the research questions asked. <p>(10 POINTS)</p>	
<p>3) METHODOLOGY – PART B:</p> <ul style="list-style-type: none"> • State what will be measured, how it will be measured and why the measures are appropriate; • Include a detailed description of the data collection, instrumentation, and/or statistical methods to be used. <p>(10 POINTS)</p>	<p>PROPONENT TO RESPOND</p> <p>SUGGESTED # OF WORDS: 500-1000</p>
<p>4) CHALLENGES:</p> <ul style="list-style-type: none"> • Identify and address how you will resolve any potential challenges in terms of your research approach; • Consider challenges such as Research Ethics Board delays, low survey response rates and recruitment challenges. <p>(10 POINTS)</p>	<p>PROPONENT TO RESPOND</p> <p>SUGGESTED # OF WORDS: 300-600</p>
<p>5) EXPERIENCE:</p> <p>General:</p> <ul style="list-style-type: none"> • Summarize past experience of the research team/organization, showing how this experience is relevant to PSE related and HEQCO funded research projects. <p>RFP Specific:</p> <ul style="list-style-type: none"> • Explain how the academic training, qualifications and past 	<p>PROPONENT TO RESPOND</p> <p>SUGGESTED # OF WORDS: 300-600</p>

<p>experience of the research team are relevant to the research topic of this RFP;</p> <ul style="list-style-type: none"> • Identify the roles and responsibilities of team members as appropriate (data collection, data analysis, writing, editing, etc.); • Include CVs of research team members as an addendum. <p>(20 POINTS)</p>	
<p>6) RESEARCH BUDGET:</p> <p>Using the information you provide in the <i>Research 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>7) 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>8) 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 	<p>TO BE COMPLETED BY HEQCO EVALUATOR</p>

is easy to comprehend and evaluate?

- Does the proposed team seem capable of completing a high quality product in the time frame required?

(20 POINTS)

RESEARCH BUDGET:

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.

* We recommend, where applicable, that proposals include estimates of the per day/semester costs for faculty/senior administrators that are providing "in-kind" support to the research project, as well as any other contributions being made to the research by your institution. This will allow us to have a better sense of the "true cost" of the overall research project, and the contribution that is being made by the college/university and their personnel.

PERSONNEL:

Name of Proposed Team Members <i>(insert additional rows if necessary)</i>	Title/Position	# of Days/ Semesters	Per Day/ Semester Rate	Total: # x Rate
			\$	\$
			\$	\$
			\$	\$
Personnel Costs Subtotal				\$

DIRECT COSTS:

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

TRAVEL AND ACCOMMODATION:

Detailed Description of Travel and Accommodation (if applicable) <i>(insert additional rows if necessary)</i>	Cost	
	\$	
	\$	
	\$	
Travel and Accommodation Subtotal		\$

OVERHEAD:

A detailed description of what constitutes overhead must be provided (if applicable) <i>(insert additional rows if necessary)</i>	Cost	10% of Cost
	\$	\$
	\$	\$
	\$	\$
Overhead Subtotal	\$	\$

FUNDING:	
Personnel Costs Subtotal	\$
Direct Costs Subtotal (if applicable)	\$
Travel and Accommodation Subtotal (if applicable)	\$
10% of Overhead Total (if applicable)	\$
Firm Fixed Price (HEQCO Funding)	\$
HST (13%) (if applicable)	\$
Total HEQCO Funding (Firm Fixed Price + HST)	\$
In Kind Contribution	\$
Total Project Cost (Total HEQCO Funding + In Kind)	\$

REFERENCES: PAST FUNDED RESEARCH WITH HEQCO (IF APPLICABLE) <i>(insert additional rows if necessary)</i>			
HEQCO Project Lead:		HEQCO Contract #:	
HEQCO Project Name:			
HEQCO Project Lead:		HEQCO Contract #:	
HEQCO Project Name:			
HEQCO Project Lead:		HEQCO Contract #:	
HEQCO Project Name:			

REFERENCES: RELEVANT RESEARCH/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? <small>i.e. Individual/Organization/Project</small>			
Contact Name, Title and Organization:			
Contact Telephone #:		Email:	

Project Name: (if applicable)			
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Contact Name, Title and Organization:			
Contact Telephone #:		Email:	
Project Name: (if applicable)			
What/whom will reference be provided for? i.e. Individual/Organization/Project			

SIGNATURES:	
Conflict of Interest: Affirmation that neither the vendor nor the staff have any real or perceived conflict of interest in performing the assignment.	<hr/> 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	<hr/> Signature of Official Representative of Vendor Institution/Organization
	<hr/> Name, Title and Legal Name of Vendor Institution/Organization