

The Corporation of the Council of Ministers of Education, Canada

Request for Proposals

Return completed proposal to:

Vanja Elez

Manager, Test Administration
Council of Ministers of Education, Canada
Tel: 416-962-8100 ext. 266

v.elez@cmecc.ca

Issue date: November 7, 2023
Closing date: November 29, 2023
Closing time: **4:00 p.m. EST**

All proposals should be clearly marked with
"Recruitment Services for PISA 2025" and the
closing date.

Issued by: The Corporation of the Council of Ministers of Education, Canada (CCMEC)

**This section to be completed by the Proponent and
submitted with the completed proposal**

In signing below, the Proponent certifies that they have read and understood and agree to be bound by all the provisions of this RFP document.

Name: _____ Date: _____

Address: _____

City: _____ Province/territory: _____ Postal code: _____

Telephone: (____) _____

The following information will be used when CCMEC communicates with the Proponent, to the attention of the principal contact:

Name of Proponent's principal contact: _____

Title: _____

Signature: _____

Telephone: (____) _____ Email: _____

The Corporation of the Council of Ministers of Education, Canada

Request for Proposals

for

Recruitment Services for PISA 2025

Issued: November 7, 2023

Proposal submission deadline: November 29, 2023, 4:00 p.m. EST

TABLE OF CONTENTS

PART 1.	INTRODUCTION	1
1.1	Invitation to Proponents and Background.....	1
1.2	Type of Agreement	1
1.3	Timetable	1
1.4	Proponents' Questions and Other Communications.....	2
1.5	Submission of Proposals	2
1.6	Amendments to or Withdrawals of Proposals.....	2
1.7	Proposal Irrevocable	3
1.8	CCMEC's Right to Amend and/or Supplement RFP Prior to Deadline	3
PART 2.	PROPOSAL REQUIREMENTS AND PRICING	3
2.1	Proposal Requirements.....	3
2.2	Conflict of Interest	5
2.3	Experience.....	5
2.4	Proposal Format and Outline.....	5
2.5	Price Proposal	5
2.6	Costs.....	6
2.7	Confidentiality.....	6
PART 3.	PROJECT OVERVIEW	7
3.1	General Information about CMEC, CCMEC, the CMEC Secretariat, and PISA.....	7
3.2	Project Background.....	8
3.3	Project Benefits and Rationale	8
PART 4.	PROPONENT RESPONSIBILITIES	9
4.1	Project Scope (Scopes A and B)	9
4.2	Tasks/Deliverables	12
4.3	Activities Timeframe	14
PART 5.	GOVERNANCE AND PROCESS.....	15
5.1	Manager	15
5.2	Staffing Expectations	15
PART 6.	EVALUATION OF PROPOSALS.....	15
6.1	Evaluation Committee	15
6.2	Evaluation Process and Selection of Proposal	15
PART 7.	GENERAL LEGAL MATTERS.....	16
7.1.	General Rights of CCMEC.....	16

7.2	CCMEC Liability for Proponent’s Costs	16
7.3	Applicable Law and Attornment	17
7.4	Limitation of Liability	17
7.5	Ownership of Proposals	17
7.6	Intellectual Property	18
7.7	Goods and Services Tax/Harmonized Sales Tax.....	18
7.8	Confidential Information	18
7.9	Assignment of RFP by CCMEC.....	18
7.10	Assignment of Proposals.....	19
APPENDIX A — PROPOSAL FORMAT AND OUTLINE.....		20
A.1	Proposal Format Instructions	20
A.2	Proposal Outline Instructions	20
APPENDIX B — TAX COMPLIANCE DECLARATION.....		24
APPENDIX C — EXPENSE CLAIM FOR TEST ADMINISTRATORS		25
APPENDIX D — PROPOSAL EVALUATION FORM.....		26

PART 1. INTRODUCTION

1.1 Invitation to Proponents and Background

- 1.1.1 This Request for Proposals (“RFP”) is an invitation from the Corporation of the Council of Ministers of Education, Canada (“CCMEC”), on behalf of the ministers of education (“Ministers”) of each Canadian province and territory to prospective Proponents to submit Proposals for services in respect of Recruitment Services for PISA 2025 (the “Project”).
- 1.1.2 CCMEC is the legal arm of the Council of Ministers of Education, Canada (“CMEC”).
- 1.1.3 PISA, the Programme for International Student Assessment, is an international assessment of 15-year old students in science, mathematics, and reading. In Canada, PISA is coordinated by the CMEC Secretariat in cooperation with Employment and Social Development Canada (ESDC). CCMEC is looking to establish a partnership with a staffing organization to provide recruitment services for the provision of temporary staffing test administrators for PISA 2025, which will be taking place in spring 2024 (field test) and spring 2025 (main study).

1.2 Type of Agreement

- 1.2.1 The selected Proponent will be required to enter into a contract developed by CCMEC (an “Agreement”).
- 1.2.2 In addition to any other rights or remedies it may have in law or in equity, CCMEC shall have the right to rescind any Agreement entered into with a Proponent in connection with this RFP in the event that CCMEC, in its sole discretion, determines that a Proponent made a misrepresentation or submitted inaccurate or misleading information in its Proposal.

1.3 Timetable

The following table sets out the schedule of events and deadlines referred to in this RFP document (the “Timetable”). The Timetable is subject to change and amendment at the sole discretion of CCMEC.

Event	Date
Issuance of RFP	November 7, 2023

Deadline for submission of Proponents' written questions	November 22, 2023
Deadline for submission of Proponents' Proposals	November 29, 2023
Proposal evaluation completed	December 6, 2023
Notification to selected Proponent	December 8, 2023

1.4 Proponents' Questions and Other Communications

Except as expressly provided herein, all communication, including all questions regarding this RFP, must be in writing and submitted on the MERX website, no later than **November 22, 2023, 4:00 p.m. EST**. Questions will be answered in writing, in the same manner in which this RFP was issued. Questions may be submitted in either French or English, and will be answered in the language they are received only. CCMEC is not responsible for, and assumes no liability for, the confidentiality of any of the questions submitted or responses provided. The Proponent(s) submitting a question will not be identified. Responses to questions should be considered to be for information only. Amendments and/or supplements to this RFP are addressed in Section 1.8.

1.5 Submission of Proposals

- 1.5.1 A Proponent shall submit one (1) electronic copy of their proposal, in either PDF (Adobe Acrobat) or MS Word format (preferred) by email to Vanja Elez (the Manager) at v.elez@cmec.ca. The proposal should be formatted to print on letter-sized paper.
- 1.5.2 To be eligible for consideration under this RFP, Proposals are to be received by the Manager in the manner described in Subsection 1.5.1, on or before **4:00 p.m. EST on November 29, 2023**, ("Deadline"). The official time of a Proposal's receipt shall be determined by the clock used by the Manager to time- and date-stamp the Proposals. Proposals will be accepted on business days until the Deadline.
- 1.5.3 CCMEC will not accept or consider Proposals transmitted by facsimile or by any other means not provided for in this RFP.
- 1.5.4 Proposals received after the Deadline may or may not be opened, and may, at CCMEC's sole discretion, be destroyed or retained by CCMEC.
- 1.5.5 Proposals must be submitted in English or French.

1.6 Amendments to or Withdrawals of Proposals

1.6.1 A Proponent who submits a Proposal pursuant to this RFP may at any time before the Deadline amend or withdraw their Proposal, provided that any such amendment or withdrawal is received in writing by the Manager before the Deadline. An amended Proposal or a notice of withdrawal must be delivered to CCMEC in the manner described in Subsection 1.5.1.

1.6.2 CCMEC will disregard any amendment or withdrawal received after the Deadline.

1.7 Proposal Irrevocable

Subject to the Proponent's right to withdraw a Proposal prior to the Deadline, Proposals shall be irrevocable by the Proponent and shall remain in effect and open for acceptance by CCMEC for four (4) months after the Deadline.

1.8 CCMEC's Right to Amend and/or Supplement RFP Prior to Deadline

1.8.1 Any amendments and/or supplements to this RFP shall be made only by way of addenda issued by the Manager, in writing, in the same manner in which this RFP was issued.

1.8.2 Any amendments and/or supplements to this RFP made in any other manner, including any oral or other written statement made by CCMEC, its Members, the Manager, or the respective employees, agents, consultants, or advisors of each, shall not constitute an amendment or supplement to this RFP.

1.8.3 Any amendment and/or supplement issued prior to the Deadline shall be binding on each Proponent, and CCMEC has the right to assume that the information contained in the addenda has been taken into account by the Proponent in their Proposal.

1.8.4 The Proponent is solely responsible for ensuring that they have received all addenda, if any, issued pursuant to this Section 1.8.

PART 2. PROPOSAL REQUIREMENTS AND PRICING

2.1 Proposal Requirements

2.1.1 A Proposal should meet all requirements in this section, failing which, at the sole discretion of CCMEC, it may not be considered and evaluated. The requirements are as follows:

2.1.2 The Proposal:

(a) must be received by the Deadline;

- (b) conforms with the requested Proposal format and outline, as described in further detail in APPENDIX A;
- (c) includes the Proponent's legal name and any other name under which they carry on business;
- (d) includes the Proponent's address and telephone number;
- (e) states whether the Proponent is an individual, a sole proprietorship, a corporation, a partnership, a joint venture, an incorporated consortium, or a consortium that is a partnership or other legally recognized entity;
- (f) includes the name, telephone number, and email address of the person who is the Proponent's principal contact;
- (g) includes the name of the person who will be managing the proposed Project if that person is different from the person identified in (f) above;
- (h) includes a completed Tax Compliance Declaration, provided in APPENDIX B;
- (i) includes three (3) references with respect to the Proponent and their key personnel:
 - (i) References should be from persons for whom the Proponent has successfully provided similar services and/or performed related work and should include a brief outline about the nature of the services provided.
 - (ii) The name and telephone number of a contact person for each reference provided should be included.
 - (iii) CCMEC may, at its sole discretion, confirm the Proponent's experience to provide the services described in its Proposal by checking the Proponent's references at any time during the evaluation process.
 - (iv) CCMEC will not accept a Proposal from or enter into an Agreement with any Proponent whose references, in CCMEC's sole opinion, are found to be unsatisfactory.
- (j) includes a Price Proposal as described in Section 2.5.

2.2 Conflict of Interest

- 2.2.1 Submission of a Proposal or the Proponent's performance of the Agreement must not involve any known actual and/or potential conflicts of interest. If any conflicts of interest are known to the Proponent, full details of such conflicts of interest must be set out in the Proposal (see APPENDIX A, Subsection A.2 [I], for further instructions).
- 2.2.2 Proponents who, in the sole determination of CCMEC, are found to have a conflict of interest may be disqualified.

2.3 Experience

In addition to the Proposal requirements set out in Section 2.1, the Proponent should also deliver the following as part of the Proposal:

- (a) a written description of up to two (2) comparable projects and/or services that the Proponent has previously delivered and/or is currently delivering, including an explanation of each project's results; and
- (b) up to two (2) samples of the Proponent's previous related work.

2.4 Proposal Format and Outline

Proposals should adhere to the Proposal format and outline as described further in APPENDIX A.

2.5 Price Proposal

- 2.5.1 Proposals must contain a Price Proposal ("Price Proposal") for the completion of the Project that provides a detailed estimate of expected compensation for all deliverables and tasks outlined in Section 4.2. This must specify all fees, costs, services, expenses, and taxes ("Price"), other than the federal Goods and Services Tax ("GST") or the Harmonized Sales Tax ("HST"), which may be noted in addition to the Price in the Price Proposal.
- 2.5.2 Price Proposals must include a breakdown of the fees, costs, services, expenses, and taxes included in the Price.
- 2.5.3 An estimate for travel and lodging expenses, if applicable, should be included in the Price Proposal.

- 2.5.4 Costs pertaining to translation and copy editing of documents **should** be outlined in the budget. Note that translators and copy editors hired by the Proponent must be vetted by the CMEC Secretariat.
- 2.5.5 Proponents are required to submit their Price Proposals in Canadian dollars.
- 2.5.6 When preparing their Price Proposals, Proponents should bear in mind that CCMEC is a not-for-profit organization with a limited budget.
- 2.5.7 Price is only one of many variables that will be used to evaluate Proposals. As per Section 7.1, CCMEC is not obliged to accept the lowest-priced Proposal or any Proposal at all.

2.6 Costs

- 2.6.1 The Proponent will bear any costs associated with, or incurred directly through, this RFP process, including, but not limited to, any costs arising out of, or incurred through: (a) the preparation and submission of a Proposal or of any questions, addenda, and/or supplements to the RFP; and/or (b) other activities related to this RFP process.
- 2.6.2 The Proponent will be responsible for all of their own out-of-pocket expenses they may incur in connection with the RFP and their Proposal.

2.7 Confidentiality

- 2.7.1 The successful Proponent will be required to ensure that names and other identifying information of all applicants, schools, school boards/districts, and respondents are kept confidential, and are used only for the Project's purposes, and do not appear in any reports.
- 2.7.2 Proponents must use domestic data storage for personal information and for any information that could be used to identify a specific individual or school. Foreign transfer and storage of, or access to, personal information or any information that could identify a specific individual or school is prohibited.
- 2.7.3 All collection, storage, and dissemination of information that includes, or is derived from, personal information must conform to all applicable provincial, territorial, and federal privacy legislation.

PART 3. PROJECT OVERVIEW

3.1 General Information about CMEC, CCMEC, the CMEC Secretariat, and PISA

The Council of Ministers of Education, Canada (CMEC)

The Council of Ministers of Education, Canada (CMEC) is an intergovernmental body founded in 1967 by ministers of education to serve as:

- (a) a forum to discuss policy issues;
- (b) a mechanism through which to undertake activities, projects, and initiatives in areas of mutual interest;
- (c) a means by which to consult and cooperate with national education organizations and the federal government; and
- (d) an instrument to represent the education interests of the provinces and territories internationally.

CMEC provides leadership in education at the pan-Canadian and international levels and contributes to the fulfillment of the constitutional responsibility for education conferred on the provinces and territories.

The Corporation of the Council of Ministers of Education, Canada (CCMEC)

The Corporation of the Council of Ministers of Education, Canada (CCMEC) is the corporate arm of CMEC and is the legal contracting authority for CMEC under this RFP and also for any Agreement that may be entered into pursuant to this RFP.

The CMEC Secretariat

The CMEC Secretariat is the permanent administrative body located in Toronto, Ontario, that supports the work of CMEC.

Programme for International Student Assessment (PISA)

The Programme for International Student Assessment (PISA) is a large-scale international assessment of the skills and knowledge of 15-year-old students in science, mathematics, and reading. PISA is a collaborative effort among member countries of the Organisation for Economic Co-operation and Development (OECD) and involves over 80 participating countries/economies, including Canada. In Canada, PISA is coordinated by the CMEC Secretariat in cooperation with Employment and Social Development Canada (ESDC). PISA is administered every three years and has been conducted since 2000.

3.2 Project Background

All ten Canadian provinces will participate in PISA 2025. PISA 2025 will have science as the major domain, mathematics and reading as the minor domains, and learning in the digital world as the innovative domain.

In preparation for the main study, a field test will be administered between April 22 and May 31, 2024, in selected schools across Canada. Approximately 4,000 15-year old students from 112 schools across all ten provinces will participate in the field test. The main study will be administered in April/May 2025 (exact dates to be confirmed). Approximately 35,000 15-year old students from 900 schools across all ten provinces will participate in the main study. The participating schools and students for both the field test and main study will be selected at random by the CMEC Secretariat, in collaboration with the international PISA consortium.

PISA is an entirely online assessment. It consists of a two-hour test and a 35- to 45-minute student questionnaire. A contextual questionnaire will be administered to school principals.

3.3 Project Benefits and Rationale

CCMEC is looking to establish a partnership with a staffing organization to provide recruitment services for the provision of temporary staffing test administrators (TAs) for the PISA 2025 field test (Scope A) and the main study (Scope B), in fulfillment of CCMEC requirements for PISA.

The Agreement for recruitment services for the provision of temporary staffing TAs for the PISA 2025 field test (Scope A) will be awarded to the successful Proponent first. The agreement for recruitment services for the provision of temporary staffing TAs for the PISA 2025 main study (Scope B) will be awarded to the successful Proponent only upon satisfactory completion of the Agreement for the field test. CCMEC reserves the right to revoke the Agreement for Scope B if, in CCMEC's sole opinion, the Services provided by the Proponent under the Agreement for Scope A are found to be unsatisfactory.

PART 4. PROPONENT RESPONSIBILITIES

4.1 Project Scope (Scopes A and B)

To successfully implement PISA in the selected schools, CCMEC will require approximately 80 TAs for the field test and 270 to 300 TAs for the main study.¹ TAs will be required from all ten provinces across Canada, depending on the location of the participating schools.

TAs will be responsible for administering the PISA assessment at the participating schools on the date(s) and time(s) stipulated by the schools. In addition, TAs will take part in online training sessions to be held approximately five weeks prior to the administration period (i.e. in March 2024 for the field test and in March 2025 for the main study).

In general, two TAs, a primary TA and a secondary TA, will be assigned to each participating school with over 15 selected students. Schools with 15 or less selected students will be allocated only one TA. Primary TAs will be responsible for initiating contact with their assigned school(s) and conducting an in-person pre-assessment visit to organize and confirm the test administration logistics with the school contact about three weeks prior to the test date; whereas secondary TAs will only be involved on the test administration days. Depending on the testing room size and the availability of computers in the school, schools may require more than one test administration day. Both primary and secondary TAs must participate in the online training sessions and familiarize themselves with all of the test administration materials and procedures prior to the test date. In most cases, TAs will be assigned to more than one school and their position (primary vs. secondary) will vary from school to school.

TAs must be available for the training as well as for the **entire duration** of the test administration periods [i.e. from April 22 to May 31, 2024 for the field test and April/May 2025 (TBC) for the main study].

TAs will be hired by CCMEC as consultants. CCMEC will issue contracts and will deal with all payment handling for TAs.

TAs will be paid a daily rate of \$200 (to be confirmed). For each day on which a school visit is required, TAs will receive a per diem allowance of \$33 to cover their first 45 km of travel and meal costs. If they are required to travel over 45 km to and from a particular school, they will receive a travel allowance of \$0.40 per additional kilometre. The additional kilometre allowance must be pre-approved by the CMEC Secretariat.

¹ The exact number of TAs required for each scope and their working days are still to be confirmed. CCMEC makes no guarantee of the value or volume of work to be assigned to the successful Proponent.

4.1.1 Requirements for Temporary Staffing Test Administrators

CCMEC's requirements for PISA test administrators include individuals who possess the following:

- excellent interpersonal and communication skills, particularly in a school environment;
- computer/Chromebook and software proficiency;
- access to a personal computer with Internet access and an appropriate email address;
- available for the entire duration of the test administration period (i.e. from April 22 to May 31, 2024, for the field test and April/May 2025 (TBC) for the main study) to facilitate the assignment to more than one school;
- available for a minimum of four days (primary TAs) or three-and-a-half days (secondary TAs) for the initial school assignment (*The total number of working days will depend on the number of schools assigned*):
 - two half-days for the online training sessions prior to the administration period (last two weeks of March 2024 for the field test and last two weeks of March 2025 for the main study);
 - one half-day to familiarize themselves with the materials;
 - one half-day for each school in-person pre-assessment visit for primary TAs only (multiplied by the number of schools assigned); and
 - a minimum of one day for the actual test administration (multiplied by the number of schools assigned).
- possession of a valid driver's licence, insurance, and vehicle (own means of transportation);
- clean criminal record;
- eligible to legally work in Canada; and
- able to lift boxes of 20 kilograms (laptops will be shipped to schools in several boxes and TAs will need to set-up the laptops and package them after the assessment, if applicable).

The following are considered particularly desirable assets:

- experience as a student teacher, substitute teacher, or retired teacher;
- experience teaching in the target subjects (science, reading, or mathematics) to 15-year-olds;
- English-French bilingualism in some locations.

Test administrators must be hired from either of the following two groups: Educators or Non-Educators (see Subsections 4.1.1.1 and 4.1.1.2).

4.1.1.1 Educators

This category includes retired certified teachers, certified teachers not currently employed by a school board/district, substitute certified teachers, certified teachers on leave of absence from a school board/district, or certified educators from colleges or universities, who must possess the following sets of skills and competencies:

- provincial or territorial teaching certification or teaching certification from other countries as recognized by the Canadian Information Centre for International Credentials (<http://www.cicic.ca>) or by other relevant authorities (i.e., ministry/department of education);
- fluency in English or French, or English-French bilingualism in some cases, according to the school assignment(s); and
- teaching experience.

4.1.1.2 Non-Educators

This category includes non-teachers/non-certified teachers who must possess the following sets of skills and competencies:

- an undergraduate degree from a recognized, accredited university (completed or currently in progress);
- fluency in English or French, or English-French bilingualism in some cases, according to the school assignment(s); and
- experience tutoring or working with students (desired).

4.1.2 Duties Required from Temporary Staffing Test Administrators

The main duties of test administrators are as follows:

1. follow all instructions/procedures as instructed by the CMEC Secretariat and as described in the TA and administration materials and documents;
2. review the TA training materials;
3. participate in the online training sessions prior to the test-administration period and complete all required practice exercises and tests;
4. contact the designated school(s) by telephone to confirm the testing date(s) and arrange an in-person pre-assessment meeting with the school contact (primary TA only);
5. conduct an in-person meeting with the school contact prior to the assessment date (primary TA only);
6. address any questions received from assigned schools in a timely manner and in accordance with the administration procedures (as applicable);

7. administer all of the test components in each assigned school;
8. complete and return to the CMEC Secretariat all required test administration forms and materials as instructed;
9. handle reception, set-up, and return of computers (if applicable);
10. liaise with the Proponent on any issues that may arise relating to school assignment, availability, and scheduling;
11. liaise with the CMEC Secretariat on any issues that may arise relating to TA training, communication with the school, TA procedures, TA and test administration forms and materials, etc.

4.2 Tasks/Deliverables

The Project consists of the following tasks and deliverables:

4.2.1 The CMEC Secretariat

The CMEC Secretariat will be responsible for the following:

- a) meeting with the Proponent to discuss the project and develop a joint project plan;
- b) providing the Proponent with the complete list of participating schools, and their addresses;
- c) providing the Proponent with laptops and an electronic database, which is to be used to store and enter all test administrator and corresponding school assignment information;
- d) training the Proponent on how to use the electronic database provided by the CMEC Secretariat;
- e) signing-off on selected test administrators and school assignments proposed by the Proponent;
- f) training TAs;
- g) issuing contracts to TAs and handling payments;
- h) handling questions from TAs relating to communication with schools, test administration procedures and materials, and payment.
- i) signing-off of all publicized documents (e.g. posting of job advertisements) prepared by the Proponent; and

- j) quality assurance of the Proponent's screening process for TAs.

4.2.2 The Proponent

The successful Proponent will be responsible for the following:

- a) developing a web-based application for TA recruitment and application purposes;
- b) recruiting approximately 80 TAs for the field test (Scope A) and recruiting approximately 280 to 300 TAs for the main study (Scope B) for all the participating schools. All TAs must meet CMEC's requirements for TAs (as outlined in Subsection 4.1.1). Recruitment includes position advertising, application review and processing, candidate CV screening, telephone interviews (in English and French), criminal background record check, and reference checks;
- c) ensuring TAs have bilingual capabilities, where required; and
- d) allocating a team of two TAs* to each participating school [approximately 112 schools for the field test (Scope A) and 900 schools for the main study (Scope B)]. Schools will be located all across the ten provinces, including some in very remote locations. The aim is to minimize the number of kilometers each TA will need to travel and to minimize the total number of TAs required. TAs are to be selected and assigned to each school based on the following factors:
 - school testing date(s);
 - language proficiency (assessment will be administered in English and/or French); and
 - proximity to the school (TAs are to reside no more than 80 kilometres from the assigned school, whenever possible).(*Schools with 15 students or less participating students will only be allocated one TA.)
- e) entering all TA contact information and school assignment information [including TA names, addresses, telephone numbers, and email addresses; role of each TA assigned to each school (primary vs. secondary); and driving distance from each TA's home address to their assigned school(s)] into the database provided by the CMEC Secretariat;
- f) working directly in the database provided by the CMEC Secretariat to keep track of all TA recruitment and school assignment related information, and continuous entering updated information in the database on a daily basis throughout the TA recruitment and assignment period;
- g) providing a complete database of TA contact information and school allocation information for all participating schools starting on **January 15, 2024, until**

May 31, 2024, for the field test (Scope A) and from **January 2025 to the end of May 2025** (Scope B) for the main study (exact dates to be confirmed);

- h) handling questions from TAs relating to the recruitment process, job requirements, availability, and school assignments; and
- i) replacing TAs, in case of cancellations or unsatisfactory performances. The CMEC Secretariat reserves the right to request the replacement of TAs who are not fulfilling CCMEC job requirements. The successful Proponent is responsible for immediate replacement of the affected temporary staff from the list provided by the CMEC Secretariat.

4.3 Activities Timeframe

The schedules provided below are tentative and may be subject to change.

Field Test (Scope A)

Launch of the recruitment process	December 2023
Screening and selection of candidates	January to mid-February 2024
School assignment	January to the end of February 2024
Notification sent to selected candidates	End of February 2024
Final database of TAs and school assignments to be delivered to the CMEC Secretariat	March 4, 2024
Replacement of TAs (if required)	Ongoing until May 31, 2024
Training sessions for TAs (CMEC Secretariat)	Mid/end of March 2024
Test administration dates	April 22 to May 31, 2024

Main Study (Scope B)

Launch of the recruitment process	October 2024
Screening and selection of candidates	November 2024 to mid-February 2025
School assignment	November 2024 to the end of February 2025
Notification sent to selected candidates	End of February 2025
Final database of TAs and school assignments to be delivered to CMEC Secretariat	March 3, 2025
Replacement of TAs (if required)	Ongoing until the end of May 2025
Training sessions for TAs (CMEC Secretariat)	Mid-March 2025
Test administration dates	April/May 2025 (TBC)

PART 5. GOVERNANCE AND PROCESS

5.1 Manager

The Manager and the point of contact for the RFP (and the Project) will be Vanja Elez. The Project will be managed and the logistics will be coordinated by the Learning Assessment Programs unit at the CMEC Secretariat.

5.2 Staffing Expectations

- 5.2.1 CCMEC and the Proponent shall each dedicate personnel to the Project.
- 5.2.2 Any personnel changes by the Proponent must be approved by Vanja Elez.
- 5.2.3 CCMEC reserves the right to reject personnel changes that it believes, acting reasonably, will jeopardize the timely completion or the quality of the Project and/or affect the reputation and/or goodwill of CCMEC, CMEC, and/or its Members.

PART 6. EVALUATION OF PROPOSALS

6.1 Evaluation Committee

- 6.1.1 An Evaluation Committee (“EC”) selected by CCMEC will be responsible for evaluating Proposals and, subject to the general rights of CCMEC as set out in Section 7.1, for selecting a successful Proposal, if any.
- 6.1.2 The EC may consist of senior officials and/or designates from ministries and departments of education, communication consultants, legal counsel, and staff from the CMEC Secretariat—all of whom have knowledge of CMEC’s operations.

6.2 Evaluation Process and Selection of Proposal

- 6.2.1 The EC will review, and may select, a Proposal on behalf of CCMEC. The EC will evaluate Proposals based on the following criteria:
 - (a) compliance with the requirements as set out in Section 2.1;
 - (b) assessment of Experience as set out in Section 2.3;
 - (c) the Price Proposal as set out in Section 2.5;
 - (d) compliance with Proposal format and outline as set out in Section 2.4 and in APPENDIX A; and
 - (e) previous work that the Proponent has done.

6.2.2 At the time of evaluation, the EC will attribute scores to the criteria set out in Subsection 6.2.1 above to rank Proposals, and to select a successful Proposal, if any.

6.2.3 The EC's selection of a Proposal will be carried out entirely at the EC's sole discretion, and will be based on the EC's assessment of the factors set out in Subsection 6.2.1 above.

PART 7. GENERAL LEGAL MATTERS

7.1. General Rights of CCMEC

7.1.1 CCMEC may, at its sole discretion:

- (a) reject any or all of the Proposals;
- (b) accept any Proposal;
- (c) elect, if only one (1) Proposal is received, to accept or reject it or enter into negotiations with the Proponent;
- (d) elect to indefinitely delay the RFP at any time;
- (e) alter the Timetable, the RFP, or any other aspect of the RFP before or after the Deadline; and
- (f) cancel this RFP at any time and subsequently advertise or call for new Proposals for the same subject matter as this RFP document, from the same or different Proponents or from invited Proponents.

7.1.2 CCMEC is not required to select the Proponent with the lowest Price Proposal.

7.2 CCMEC Liability for Proponent's Costs

Neither CCMEC, CMEC, Members, nor their respective directors and/or officers shall be liable for any expense, cost, loss, and/or damage incurred and/or suffered by any Proponent and/or any person connected with a Proponent as a result of any action taken and/or any omission by CCMEC in accordance with Section 7.1.

7.3 Applicable Law and Attornment

7.3.1 This RFP shall be governed and construed in accordance with the laws of the Province of Ontario and the applicable laws of Canada.

7.3.2 The Proponent agrees that:

- (a) any action and/or proceeding relating to this RFP shall be brought in any court of competent jurisdiction in the Province of Ontario, and for that purpose the Proponent irrevocably and unconditionally attorns and submits to the jurisdiction of that Ontario court;
- (b) it irrevocably waives any right to, and shall not, oppose any Ontario action on the Evaluation Committee and/or proceeding relating to the RFP on any jurisdictional basis, including *forum non conveniens*; and
- (c) it shall not oppose the enforcement against them, in any other jurisdiction, of any judgment or order duly obtained from an Ontario court as contemplated by this Section 7.3 of this RFP.

7.4 Limitation of Liability

7.4.1 Notwithstanding anything herein to the contrary, neither CCMEC, CMEC, its Members, the Evaluation Committee, nor any of their related entities, directors, officers, and/or employees shall be liable to the Proponent for any indirect, incidental, punitive, and/or consequential damages, and/or for loss of profit and/or revenue, suffered by the Proponent arising out of, and/or in connection with, this RFP, whether or not the Proponent was advised of the possibility of such damage and whether based in breach of contract or warranty (including fundamental breach and breach of a fundamental term), tort (including negligence), misrepresentation, indemnity, and/or any other theory at law or equity.

7.4.2 To the extent permitted by applicable law, the total aggregate liability of CCMEC, CMEC, its Members, the Evaluation Committee, and any of their related entities, directors, officers, and/or employees to the Proponent for any and all claims made against it under and/or in connection with this RFP shall not exceed the Proponent's reasonable costs for the preparation of the Proposal, up to a maximum of \$1,000.

7.5 Ownership of Proposals

Proposals submitted, and all attendant documents, become the exclusive property of CCMEC and, unless CCMEC determines at its sole discretion to do so, will not be returned to the Proponent.

7.6 Intellectual Property

CCMEC will acquire ownership of the project deliverables as described in Section 4.2, which, for greater certainty, also includes all conclusions thereof and any intellectual property rights therein. The selected Proponent will forthwith upon request assign all copyright to CCMEC and will be required to waive its moral rights in relation to the project deliverables and any product developed pursuant to the Agreement.

7.7 Goods and Services Tax/Harmonized Sales Tax

The provision of services under the Agreement is subject to all applicable GST and HST laws.

7.8 Confidential Information

The Proponent agrees that all confidential information:

- (a) shall remain the sole property of CCMEC and its Members, as applicable, and the Proponent shall treat it as confidential;
- (b) shall not be used by the Proponent for any purpose other than developing and submitting a Proposal in response to this RFP and/or performing any subsequent agreement relating to the Project, as applicable;
- (c) shall not be disclosed by the Proponent to any person who is not involved in the Proponent's preparation of its Proposal, the negotiation of the Agreement, and/or the performance of any subsequent agreement relating to the Project, without the prior written consent of CCMEC;
- (d) shall not be used in any way detrimental to CCMEC; and
- (e) if requested by CCMEC, shall be returned by the Proponent to CCMEC no later than five (5) calendar days after that request.

7.9 Assignment of RFP by CCMEC

The provisions of this RFP shall ensure to the benefit of CCMEC and the other CMEC parties and their respective successors and assigns. The Proponent acknowledges to the CCMEC parties their direct rights under Sections 7.2, 7.4, and 7.8. To the extent required by law to give full effect to these rights, CCMEC and the Proponent acknowledge and agree that CCMEC is acting as agent and/or as trustee of the CCMEC parties.

7.10 Assignment of Proposals

Proposals may not be assigned by Proponents.

APPENDIX A — PROPOSAL FORMAT AND OUTLINE

A.1 Proposal Format Instructions

This section describes the format in which the Proponent should prepare the Proposal. If the Proponent does not format the Proposal in this manner, the Proposal, at CCMEC's sole discretion, may be rejected.

The Proposal should:

- (a) be prepared in 12-point Calibri font or 12-point Times New Roman;
- (b) include a table of contents that lists all appendices to the Proposal, since appendices are part of the Proposal;
- (c) have numbered pages; and
- (d) provide information in accordance with the instructions in Section A.2 below.

A.2 Proposal Outline Instructions

The Proposal should follow this outline:

- (a) **Cover Page and Table of Contents**
- (b) **Section 1 — Executive Summary**

The Executive Summary should provide a brief description of the Project, including:

- (i) main questions to be addressed;
- (ii) the Project's value to policy and/or practice;
- (iii) proposed methodologies;
- (iv) names and qualifications of the Proponent and enlisted personnel;
- (v) deliverables; and
- (vi) total budget.

- (c) **Section 2 — Introduction and Background**

This section should set out information necessary to satisfy the Proposal requirements contained in Subsection 2.1.2, subparagraphs (c) through (g). In addition, this section should address whether the Proponent intends at any time

during the term of an Agreement arising out of this RFP to use another entity to manage the services to be provided pursuant to such an Agreement.

(d) Section 3 — Proponent's Experience (maximum length: 4 pages)

This section should include:

- (i) evidence outlining the Proponent's expertise in managing and conducting projects comparable to that required in this Project.
- (ii) evidence outlining the Proponent's project-management expertise, including:
 - resource management;
 - leading a team of professionals;
 - setting and adhering to a work schedule;
 - assuming direct responsibility for the activities of all project participants, tasks, and deliverables; and
 - having experience in risk management in the context of public relations.
- (iii) evidence outlining the Proponent's ability to access and review material in both French and English. At its sole discretion, CCMEC may request that Proponents provide documentary evidence of such ability.
- (iv) a curriculum vitae (not included in the page count).

(e) Section 4 — Qualifications of Enlisted Personnel (maximum length: 8 pages)

- (i) The Proponent should provide detailed descriptions of the knowledge, skills, and expertise of the personnel nominated for the Project.
- (ii) The Proponent should describe the roles and responsibilities of the Proponent and any of their agents, employees, and subcontractors who will be involved in the Project, together with the identity of those who will be performing such roles, their experience in working as a team, and their relevant respective expertise.
- (iii) The Proposal should identify a lead contact for this Project who will assume day-to-day responsibilities for assigning tasks and resources to complete the Project successfully within the targeted timelines for completion. The lead contact will identify, develop,

and execute specific tasks; monitor Project priorities, work plans, schedules, issues, and deliverables; and report to CCMEC.

- (iv) The Proponent should complete one table, as set out below, for each member of their proposed team (e.g., senior leadership and project manager). Please note that team members' merits will be assessed collectively. Tables should be included directly in this section.

	Response Parameters
Name	
Role in Project	
Daily rate	Canadian dollars per eight-hour day
Commitment to Project	Full-time, part-time, as required for specific tasks
Experience for role in Project	
Employment status with Proponent	Full-time, part-time, hired for Project, subcontractor
Primary language	English, French
Secondary language	English, French
Ability in secondary language	Conversational, written, or conversational and written
Formal education	Applicable diplomas and degrees and institution(s) where earned
Qualifications	Applicable certifications (not memberships) and institution(s) where earned

(f) Section 5 — Implementation Plan (maximum length: 5 pages)

Proponents should include a work plan directly in this section. The plan should include the following:

- (i) details setting out the anticipated steps required to achieve the deliverables and the specific elements of the Project, including an indication of who will perform which elements and when these will be completed;

- (ii) an outline of any perceived challenges and/or risks inherent in the proposed methodologies and/or knowledge-mobilization strategies; and
- (iii) expected timing of deliverables and regularly scheduled meetings to review progress.

(g) **Section 6 — Additional Value-Added Services** (maximum length: 2 pages)

Proposals should describe any added value and/or competitive advantage brought by the Proponent and should explain how this supports the objectives of the Project. Any other services, support, and/or additional information that the Proponent would like CCMEC to consider when evaluating their Proposal should be set out in this section.

(h) **Section 7 — Price Proposal** (maximum length: 1 page)

In conformity with Section 2.5, the Proponent should provide the total Price for completion of the Project, including a separate breakdown for completion of Scope A and Scope B.

(i) **APPENDIX A — Tax Compliance Declaration**

In conformity with Subsection 2.1.2, subparagraph (h), the Proponent should append as APPENDIX A to the Proposal a signed copy of the Tax Compliance Declaration, provided in APPENDIX B to this RFP document.

(j) **APPENDIX B — References**

In conformity with Subsection 2.1.2, subparagraph (i), the Proponent should append as APPENDIX B to the Proposal three (3) references.

(k) **APPENDIX C — Work Samples**

In conformity with Section 2.3, subparagraph (b), the Proponent should append as APPENDIX C to the Proposal up to two (2) samples of related work.

(l) **APPENDIX D — Explanation of Conflict of Interest** (if necessary)

Further to Section 2.2, if a Proponent has a conflict of interest, the Proponent must set out the details of that conflict of interest in APPENDIX D to the Proposal.

APPENDIX B — TAX COMPLIANCE DECLARATION

The Corporation of the Council of Ministers of Education, Canada (“CCMEC”)

Request for Proposals for Recruitment Services for PISA 2025.

Tax Compliance Declaration

The Proponent hereby certifies that, at the time of submitting their Proposal, the Proponent is in compliance with all Canadian federal and provincial/territorial tax statutes and that, in particular, all returns required to be filed under such federal and provincial/territorial tax statutes have been filed and all taxes due and payable under such statutes have been paid or satisfactory arrangements for their payment have been made and maintained.

Dated at _____ this _____ day of _____, 2023.

Proponent: _____

Per: _____
(Authorized signing officer)
Print name: _____

APPENDIX C — EXPENSE CLAIM FOR TEST ADMINISTRATORS (SAMPLE FROM PISA 2018)

PISA 2018



Test Administrator (TA) Payment and expense claim / Demande d'indemnités des administrateurs et administratrices de test (AT)					
Please submit one claim for EACH school / Veuillez remplir une demande pour CHAQUE école					
TA ID / ID de l'AT :	<input type="text"/>	Email / Courriel :	<input type="text"/>		
TA Name / Nom de l'AT :	<input type="text"/>				
Address / Adresse :	<input type="text"/>				
City / Ville :	<input type="text"/>	Province:	<input type="text"/>	Postal Code: / Code postal :	<input type="text"/>
1 st training date: / 1 ^{ère} date de formation :	<input type="text"/>	2 nd training date: / 2 ^{ème} date de formation :	<input type="text"/>	<input type="checkbox"/> Pre-Assessment remuneration / Rémunération des tâches avant le test	\$ -
School ID: / ID de l'école :	<input type="text"/>	School Name: / Nom de l'école :	<input type="text"/>		
<input type="checkbox"/> Primary TA/AT principal[e] / <input type="checkbox"/> Secondary TA/AT de soutien	<input type="checkbox"/>	Initial visit date: / Date de visite initiale :	<input type="checkbox"/> In person / en personne / <input type="checkbox"/> By phone / par téléphone (videoconferencing / vidéo)	\$ -	
<p>*Transport - Only if the return trip to the school is over 45 km (supporting documents required - e.g., Google Map printout) Transport - Seulement si le trajet aller-retour est supérieur à 45 km (document requis, par ex.: itinéraire imprimé de Google map)</p>					
<input type="text"/>	km x 2 (to and from school) - 45 km	X	<input type="text"/>	trip @ \$0.40/km / trajet @ 0.40 \$/km	= \$ -
Total number of km, one-way / Nombre total de km, sens unique			One trip for each in-person-meeting or visit / Un trajet pour chaque rencontre ou visite		
Date	No of sessions / Nombres de séances	Daily rate/Salaire quotidien (\$200)	Per diem / Indemnité quotidienne (\$33)	Comments / Commentaires	
<input type="text"/>	<input type="text"/>	\$ -	\$ -	<input type="text"/>	
<input type="text"/>	<input type="text"/>	\$ -	\$ -	<input type="text"/>	
<input type="text"/>	<input type="text"/>	\$ -	\$ -	<input type="text"/>	
<input type="text"/>	<input type="text"/>	\$ -	\$ -	<input type="text"/>	
Total		\$ -	\$ -		
<input type="checkbox"/> Check, if school has completed the test and materials were returned to CMEC. / Cochez, si l'école a complété le test et le matériel a été retourné au CMEC.					
Accommodation and miscellaneous expenses (pre-authorization and receipts are mandatory) / Hébergement et dépenses diverses (les reçus et autorisation préalable sont obligatoires)					
Date	Details / Détails	Accommodation / Hébergement	Extra per diem / indemnité quotidienne	Other / Autre	Receipt / Reçu
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total		\$ -	\$ -	\$ -	
TOTAL CLAIM / TOTAL DE LA DEMANDE :				\$	-
<input type="text"/>			<input type="text"/>		
First Name and Last Name* / Prénom et nom de famille*			Date		
<p><small>* By writing my name, I certify all information I indicated above is truthful. / * Je confirme, par l'insertion de mon nom ci-dessus, que toutes les informations fournies sont exactes.</small></p>					
CMEC use only / Réserve à l'usage du CMEC					
Verified / Vérifié	Approved for payment / Paiement approuvé	Cheque number / Numéro du	Account distribution / Affectation aux comptes		

APPENDIX D — PROPOSAL EVALUATION FORM
Recruitment Services for PISA 2025

Section	Description	Score
1 and 2	Executive summary, introduction, and background	/5
	a. the main questions to be addressed b. the Project’s value to policy and/or practice c. proposed methodologies d. the names and qualifications of the Proponent and enlisted personnel e. the deliverables f. the total budget g. others	
3	Proponent’s experience	/35
	Evidence outlining the Proponent’s expertise in managing and conducting projects comparable to that required in this Project.	/10
	Evidence outlining the Proponent’s project-management expertise, including: a. setting and adhering to a work schedule b. assuming direct responsibility for the activities of all project participants, tasks, and deliverables c. experience in risk management in the context of public relations	/10
	Evidence outlining the Proponent’s ability to access and review material in both French and English. At its sole discretion, CCMEC may request that Proponents provide documentary evidence of such ability.	/10
	A curriculum vitae	/5
4	Qualifications of enlisted personnel	/5
5	Implementation plan	/40
	Details setting out the anticipated steps required to achieve the deliverables and the specific elements of the Project, including an indication of who will perform which elements and when these will be completed.	/15
	Outline of any perceived challenges and/or risks inherent in the proposed methodology and/or knowledge-mobilization strategies	/15
	Expected timing of deliverables and regularly scheduled meetings to review progress.	/10
6	Additional value-added services	/5
7	Price, including a breakdown of the fees, costs, services, expenses, and taxes for each Scope	/10
	Mandatory Proposal Requirements met	Y/N
APPENDIX A	Tax Compliance Declaration	Y/N
APPENDIX B	References	Y/N
APPENDIX C	Work Samples	Y/N
APPENDIX D	Explanation of Conflict of Interest (if necessary)	Y/N
	Total Points	/100