

The Corporation of the Council of Ministers of Education, Canada

Request for Proposals

Return completed proposal to:

Allison Chapman-Chin

Manager, Pan-Canadian Assessment Program
Council of Ministers of Education, Canada
a.chapman-chin@cmecc.ca

Issue date: January 29, 2024

Closing date: March 4, 2024

Closing time: **4:00 p.m. EST**

All proposals should be clearly marked with
“Pan-Canadian Assessment Program Online
Platform”

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

Pan-Canadian Assessment Program Online Platform

Issued: January 29, 2024

Proposal submission deadline: March 4, 2024, 4:00 p.m. EST

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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 the *Pan-Canadian Assessment Program Online Platform* (the “Project”).

1.1.2 CCMEC is the legal arm of the Council of Ministers of Education, Canada (“CMEC”).

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	January 29, 2024
Deadline for submission of Proponents’ written questions	February 12, 2024
Deadline for submission of Proponents’ Proposals	March 4, 2024
Proposal evaluation completed	April 1, 2024
Notification to selected Proponent	April 18, 2024

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 sent on the MERX website, no later than **February 12, 2024, 4:00 p.m. EST**. If prospective Proponents do not have an existing account with MERX, questions may be sent via email. Questions will be answered in writing, in the same manner in which this RFP was issued. All responses to questions submitted via email will also be shared on the MERX website. Conversely, all responses to questions submitted on MERX will also be shared via email with those who do not have a MERX account. Questions may be submitted in either French or English and will be answered in the language they are received. 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 preferred) or MS Word format by email to Allison Chapman-Chin at a.chapman-chin@cmecc.ca (the Manager). 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 March 4, 2024** ("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 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. The Price Proposal must outline both project implementation fees, if any, and the unit cost of assessment services.
- 2.5.2 Price Proposals must include a breakdown of the fees, costs, services, expenses, and taxes included in the Price.
- 2.5.3 The successful Proponent may choose to travel to provinces and territories within Canada. An estimate for travel and lodging expenses should be included in the Price Proposal.

- 2.5.4 Costs pertaining to translation and copy editing of the report **should not** 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 respondents are confidential, are used only for contact purposes, and do not appear in any reports on the research. Research reports shall not identify any individual, school, school board, province, or territory.
- 2.7.2 It is required that Proponents use domestic data storage for all data collected.
- 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, and the CMEC Secretariat

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 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.

3.2 Project Background

The Pan-Canadian Assessment Program (PCAP) is a nationwide assessment that measures trends in achievement of Grade 8 (Secondary II in Quebec) students in the three core domains of reading, mathematics, and science. In addition, contextual information is also collected from students, teachers, and school administrators through questionnaires to better understand the results from the cognitive domains. PCAP is administered every three years. However, beginning in 2027, PCAP could possibly move from a three-year cycle to a four-year cycle. PCAP is carried out by the Council of Ministers of Education, Canada (CMEC). CMEC aims

to inform Canadians about how well their education systems are meeting the needs of students and society.

PCAP was first administered online in 2019. Through this RFP, PCAP is looking to continue the use of an online platform for the development, delivery (assessment and questionnaires), and coding of the assessment.

3.3 Project Benefits and Rationale

The Project will continue the online delivery of the PCAP assessment, keeping pace with evolving trends in educational assessment. Moving forward, CMEC and the PCAP assessment team look to expand the use of various technology-enhanced items for access to a greater pool of item formats, both to remain current in the types of assessment items used in online assessments and to enhance student engagement during assessments.

PART 4. PROPONENT RESPONSIBILITIES

4.1 Project Scope (Scopes A and B)

In future, PCAP could possibly be administered on a four-year cycle (a three-year cycle is currently in place). The assessment is administered to intact Grade 8/Secondary II classes over a five-week period in the spring. It is a 90-minute test composed of contexts linked to a number of items. Additionally, students, teachers, and school administrators complete a contextual questionnaire.

The field test is administered to approximately 2,000 students, followed by the main study administered to approximately 35,000 students the next year.

The services resulting from this RFP are intended to provide an online platform to address all aspects of the PCAP assessment cycle, including assessment design, item bank, pre-administration activities, assessment administration, coding, and data transfer for the PCAP 2026 field test (Scope A) and the main study in 2027 (Scope B). All PCAP assessments are developed and administered in English and French, and the Project solution must support this requirement. The provided solution could be built from the ground up or customized from an existing platform.

The agreement for services for the provision of the online platform for the PCAP 2026 field test (Scope A) will be awarded to the successful Proponent first. An agreement for the provision of the online platform for the PCAP 2027 main study

(Scope B) will be awarded to the successful Proponent only upon satisfactory completion of the Agreement for the field test (Scope A).

We are seeking an online platform providing:

- management of the item bank;
- assessment administration (including a test and questionnaires delivery platform);
- coding of restricted- and constructed-response items;
- delivery options that support student accessibility;
- security and protection of the data through the cycle;
- flexibility to configure, design, and change assessment items for the PCAP assessment;
- technological advancement with respect to the types of items that can be used in computer-based assessments with more tools to support responses, and for more efficient coding of responses; and
- timely access to data.

Additionally, the Proponent should provide a cost-effective solution for the Project, and, once the platform is active, be able to provide timely and responsive IT support.

4.2 Deliverables

The deliverables for both Scope A and Scope B are as follows:

- a secure online testing solution that integrates a variety of assessment items and questionnaires;
- the management of items and item metadata, reading passages, and graphics to enable item development and administration;
- the management of questionnaire items and item metadata to enable questionnaire development and administration;
- a solution that is compatible with Windows, Macs, and Chromebooks;
- the ability to export all data through standardized formats for coding and analysis;
- computer-based coding so that restricted-response items can be automatically machine-coded and constructed-response items can be human-coded on an online platform;
- an online coding platform that delivers a practice and training environment; allocates items to coders for coding; and provides real-time

reporting on coder quality, performance, and overall productivity (multiple reports);

- the provision of IT support (in English and French) during all hours of test administration (to schools and the PCAP assessment team) and coding via phone and email.

More specifically, CMEC is looking for the following features:

System Capabilities

- The solution must:
 - be operational on Windows, Macintosh, and Chromebook systems;
 - support modern web browsers (e.g., Edge, Safari, Chrome, Firefox);
 - support modern accessibility software (e.g., Google Read&Write, Kurzweil, NVDA, ChromeVox, VoiceOver, Read Aloud, JAWS, NaturalReader);
 - prevent opportunities for cheating during an assessment session.

Language

- The solution must be available in English and French, including but not limited to:
 - the development of the test;
 - a practice test (to be accessed during the pre-administration phase);
 - any text on a screen and any error messages generated by the solution or notifications sent to the user must appear in the chosen language;
 - data inputs and outputs, including reports to/from the solution, report templates, as well as system field labels, screen titles, headers and footers, system messages, prompts, screens, user manuals, online help files/content, and documentation.

Assessment Design and Item Bank

- The solution must include:
 - a robust item bank to manage cognitive items for reading, math, and science, including questionnaire items for students, teachers, and school administrators;
 - a process whereby the item development process can be distributed so that item developers and those managing the item-development process can work from any location with internet access;
 - access to expert advice from the Proponent relating to graphic design, layout of texts, passages, and the overall assessment in an

online environment as queries arise during development meetings and all phases of the assessment;

- a solution that incorporates restricted-response, constructed-response, and alternate item types, which may include, but are not limited to, multiple choice, true/false, drag and drop, yes/no, graphics, pictures, Likert scales, creating graphs, mathematical formulas, short answer, and essay questions.

Assessment Activities

- For the administration of the assessment, both field test and main administration, the solution/Proponent must:
 - control the dates and time of administration;
 - provide technical support during administration time from 8:00 a.m. NST through 4:00 p.m. PST;
 - include a clock or countdown so that students can monitor their progress;
 - allow students to move forwards and backwards through the assessment so they can return to and preview questions;
 - easily identify unanswered questions prior to the submission of the assessment;
 - remind students that once the assessment is submitted, they cannot sign in to the assessment again;
 - allow for accommodations for students including, but not limited to, additional time;
 - include and enable text/image enlargement;
 - provide alternate formats including, but not limited to, audio, coloured background, dyslexia font, and large print;
 - autosave data after each question, in case of a power outage or technical issues;
 - capture data related to student responses, as well as metadata about the responses, for example, how much time is spent on each item;
 - provide daily reports with completion rate data, i.e., progress of the cognitive and questionnaire data per school/class;
 - allow for changes to variables such as test form number or language of the test, as requested by CMEC;
 - enable CMEC to download daily completion reports of all instruments to allow progress monitoring and to allow CMEC to address any issues (e.g., participation) in a more efficient manner.

Exemplar Selection and Coding

- Upon completion of the assessment, constructed-response items will be human-coded. A centralized coding session will be held by CMEC. To support the coding session, the solution will:
 - allow for student exemplars to be selected for training and reliability purposes. Leaders will meet to select student responses out of all possible responses for the purposes of training and for selecting reliability reviews;
 - be able to support single, double, and multicoding or another option selected by CMEC;
 - provide supporting materials for coders, including, but not limited to, the assessment item, rubric, and training exemplars;
 - allow coders to move to a specific question based on the item number at any time;
 - allow difficult-to-code responses to be sent to a leader for final review;
 - allow a leader to review all coded responses, and make changes if necessary;
 - provide reports that capture marker statistics (e.g., number of items coded in an hour), item statistics (e.g., all marks for a given item), student statistics (e.g., all marks for a given student), reliability results (e.g., +/- reliability results for all markers on reliability items), and multicoding reports (e.g., coding agreement of all coders across selected multicoded items);
 - develop additional reports for coding as requested;
 - provide technical support during coding from 8:00 a.m.–4:00 p.m. EST.

Data and Data Transfer

- Prior to the transfer of any data, the Proponent will:
 - receive templates from CMEC for all data exports;
 - maintain any variable names provided by CMEC;
 - allow CMEC to download data files relating to cognitive data (constructed-response and selected-response), student questionnaire, teacher questionnaire, and school questionnaire based on data export templates;
 - work directly with CMEC psychometricians and the sampling team to clarify templates and work collaboratively to ensure that necessary information is included in the data sets.

4.3 Activities Timeframe

The schedules provided below represent the major activities for the field test and main administration. They are tentative and subject to change.

Field Test (Scope A)	
Work with CMEC to develop online items and passages for field test	Start of the Project – April/May 2024
CMEC to provide final cognitive items for test form assignment	June/July 2025
CMEC to provide final questionnaires	August/September 2025
Final CMEC approval of any forms, updating of website, and necessary documentation	October–December 2025
Proponent to complete final setup of session, schools, and students for field test	February 2026
<i>Test Administration Dates</i>	April/May 2026
Proponent to set up and finalize online coding system	June 2026
<i>Coding Session</i>	July 2026
Proponent to provide data sets to CMEC	June 2026 (questionnaire and non-coded data) August 2026 (coded data)

Main Administration (Scope B)	
CMEC to provide final cognitive items for test form assignment	November/December 2026
CMEC to provide final questionnaires	November/December 2026
Final CMEC approval of any forms, updating of website, and necessary documentation	October – December 2026
Proponent to complete final setup of session, schools, and students for main study	February 2027
<i>Test Administration Dates</i>	April/May 2027
Proponent to set up and finalize online coding system	June 2027
<i>Coding Session</i>	July 2027

Proponent to provide data sets to CMEC	June 2027 (questionnaire and non-coded data) August 2027 (coded data)
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PART 5. GOVERNANCE AND PROCESS

5.1 Manager

The Manager and the point of contact for the RFP (and the Project) will be Allison Chapman-Chin, 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 Allison Chapman-Chin.
- 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) a brief description of the Proponent, along with a brief overview of the Proponent’s profile and credentials. This overview must highlight the Proponent’s skills and knowledge in the areas of:
 - computer-based testing solutions;
 - large-scale assessments.
- (ii) detailed evidence outlining the Proponent’s experience and knowledge with computer-based, large-scale educational assessments;
- (iii) a description of up to three (3) comparable projects and/or services the Proponent has previously delivered.

(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.

(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 the Pan-Canadian Assessment Program Online Platform.

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 _____, 20XX.

Proponent: _____

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

APPENDIX C — PROPOSAL EVALUATION FORM

Pan-Canadian Assessment Program Online Platform

Proposal format and outline sections	Description	Score
1 and 2	Executive summary, introduction, and background	/5
	<ul style="list-style-type: none"> 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
	An overview of the Proponent’s skills and knowledge in the areas of computer-based testing solutions and large-scale assessments	/10
	Evidence outlining the Proponent’s experience and knowledge with computer-based, large-scale educational assessments	/20
	A description of up to three (3) comparable projects and/or services the Proponent has previously delivered.	/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	/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