

The Corporation of the Council of Ministers of Education, Canada

Request for Proposals

Return completed proposal to:
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Coordinator, Pathways to Teach Canada
The Corporation of the Council of Ministers of
Education, Canada
d.dorbani@cmecc.ca
Tel: 416-962-8100 ext. 232

Issue date: February 18, 2025
Closing date: March 11 2025
Closing time: **4:00 p.m. EDT**

All proposals should be clearly marked with
“Enhancing Assessment and Recognition
Practices in Teacher Certification across
Participating Provinces and Territories”
and the closing date.

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

95 St. Clair West, Suite 1106
Toronto, Ontario
M4V 1N6

**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

Enhancing Assessment and Recognition Practices in Teacher Certification across Participating Provinces and Territories

Issued: February 18, 2025

Proposal submission deadline: March 11, 2025, 4:00 p.m. EDT

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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 Enhancing Assessment and Recognition Practices in Teacher Certification across Participating Provinces and Territories (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	February 18, 2025
Deadline for submission of Proponents’ written questions	March 4 2025
Deadline for submission of Proponents’ Proposals	March 11 2025
Proposal evaluation completed	March 24, 2025
Notification to selected Proponent	March 26, 2025

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 **March 4, 2025**,

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. 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 **Dounia Dorbani** (the “Manager”), at d.dorbani@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. EDT on March 11 2025** (“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 (l), 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. The budget associated with the Project is between \$80,000 and \$110,000 (excluding taxes).
- 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 also be asked to travel to provinces and territories within Canada on occasion for meetings, as needed. Expenses associated with participation in such meetings will be reimbursed by CCMEC for one representative, as per the CMEC expense guidelines. If desired, the Proponent may send other representatives to these meetings, with the approval of the Manager. The Proponent will need to pay for the travel expenses of any additional representatives.
- 2.5.4 Costs pertaining to translation and copy-editing of the report should NOT be outlined in the budget. The CMEC Secretariat has a team of translators and copy editors for this work.

- 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 Additional Services

At its sole discretion, CCMEC may request from the Proponent additional services in keeping with those described in this RFP up to a maximum of \$30,000. Such work, if it occurs, would be defined by one or more formal statements of work (SoWs) and billed on a fixed-cost basis.

2.7 Costs

- 2.7.1 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.
- 2.7.2 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.

2.8 Confidentiality

- 2.8.1 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.
- 2.8.2 Proponents must use domestic data storage for personal information and for any information that could be used to identify a specific individual. Foreign transfer and storage of, or access to, personal information or any information that could identify a specific individual is prohibited.
- 2.8.3 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, Pathways to Teach Canada, and the Pathways to Teach Canada Consortium

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.

Pathways to Teach Canada

Pathways to Teach Canada (Pathways) provides a single entry point for internationally educated teachers (IETs) to have their credentials and language proficiency evaluated in order to apply for certification in participating provinces and territories. The service is housed within the Council of Ministers of Education, Canada (CMEC) Secretariat and is overseen by a consortium of provincial and

territorial regulatory bodies for the teaching profession. Pathways was officially launched in 2024 and aims to:

- Improve access to pre-arrival information for IETs.
- Promote the adoption of fair, transparent, consistent, and timely assessment and recognition procedures, leading to the issuance of certificates to practice for IETs in participating provinces and territories.
- Improve labour-market integration outcomes for IETs in the teaching profession in participating provinces and territories.

Although general information about certification requirements is available on the Pathways website (<https://pathwaystoteach.ca/>), applications for certification are processed by each participating province or territory.

The language competencies of IETs are assessed using the Language Competency Assessment for the Teaching Profession (LCATP), which includes four one-hour online modules that assess writing, reading, listening, and speaking skills. The LCATP evaluates knowledge of language and grammar, as well as specific language competencies essential for teaching effectively in both English- and French-majority and minority contexts.

Service delivery is managed through outsourcing contracts, where third-party vendors provide the following services:

1. Credential assessment services
2. Language competency assessment services

Pathways to Teach Canada Consortium

The Pathways to Teach Canada Consortium (the Consortium) was created in September 2023 and is composed of provincial and territorial participating regulatory bodies for the teaching profession. The Consortium facilitates communication between participating provincial and territorial regulatory bodies for the teaching profession in relation to Pathways, and it functions in an advisory capacity focused on overseeing the mandate, operations, and activities of Pathways.

3.2 Project Background

The need to create Pathways to Teach Canada came from IETs experiencing significant difficulties entering and moving within the Canadian labour market. Research shows that the assessment of language proficiency and the recognition of foreign qualifications remain persistent barriers for IETs. There is, therefore, a need to streamline and expedite the assessment process by affording applicants the opportunity to complete as much of the process as possible in their home country.

As part of the Pan-Canadian Credential Assessment Centre and Integration of Internationally Educated Teachers project (2019–26), and under the leadership of the provincial and territorial regulatory bodies for the teaching profession, pan-Canadian approaches for assessing the credentials and the language competencies of IETs were developed. These approaches served as the foundation for developing a business and financial model that would sustainably support Pathways to Teach Canada operations.

A report entitled [Business Case and Implementation Plan of a Pan-Canadian Credential Assessment Centre for Internationally Educated Teachers](#) has been published and can be consulted for additional information about Pathways to Teach Canada. A report entitled [RTCC Language-competency Assessment – Phase II: Results of the Pilot-Testing Process](#) has also been published and can be consulted for additional information about the other services provided by Pathways to Teach Canada.

Pathways to Teach Canada provides the following:

- a first step and single point of entry for the evaluation of credentials and language proficiency for IETs wishing to apply for certification in participating provinces and territories;
- central coordination on behalf of IETs and participating provinces and territories alike, for processes related to applying for certification;
- consistent standards for the authentication, verification, and processing of applications; and
- ongoing enhancements and process improvements to be efficiently implemented.

3.3 Project Benefits and Rationale

The CMEC Secretariat is issuing a Request for Proposals for the enhancement of assessment and recognition practices in teacher certification across participating provinces and territories to increase the credential-assessment capacity of Pathways and credential-recognition capacity in participating provinces and territories.

Project Benefits

- **Streamlined credential assessment and recognition processes:** A key objective of this Project is to expand Pathways' ability to process applications from IETs with vocational, trades, or technology credentials. Currently, applications from this group of IETs are processed separately by each province and territory. By integrating these applications into Pathways' existing processes, efficiency and accessibility for all IETs will be improved, regardless of their specialty.
- **Improved labour-market integration:** Enhanced fairness, transparency, and consistency in credential assessment and recognition practices will facilitate smoother mobility for IETs, particularly those moving between

provinces/territories under the Canadian Free Trade Agreement (CFTA). These enhancements will reduce delays and ensure the system can quickly adapt to shifting labour-market demands.

- **Help address teacher shortages:** Canada's teacher shortage continues to grow, particularly in French-speaking minority communities. Provincial/territorial actions based on Project outcomes and recommendations will enable more IETs to enter the teaching profession, helping to address these critical gaps in the workforce.
- **Strengthened collaboration among regulatory bodies for the teaching profession:** Work associated with the Project will foster collaboration between and among regulatory bodies for the teaching profession, improving the efficiency and consistency of credential assessment and recognition processes.

Key Considerations

- **IET source countries:** Key source countries in 2024 included a diverse range:
 - English-speaking nations: India, the Philippines, USA, UK, and Australia
 - French-speaking nations: France, Algeria, Morocco, Lebanon, and Cameroon
- **Performance indicators:**
 - Based on the initial data collected since the launch of the Pathways service, it is anticipated that the annual volume of applicants will be approximately 2,400 IETs.
 - Of these, 300 IETs per year take the Language Competency Assessment for the Teaching Profession (LCATP).
 - 10,000 IETs annually, including 3,000 francophone IETs, access pre-arrival information via Pathways.
 - Language assessment (LCATP) is required only for IETs who did not complete a teacher education program in French or English.

PART 4. PROPONENT RESPONSIBILITIES

4.1 Project Scope

CMEC requires the services of an experienced bilingual consultant to carry out two overarching Project requirements (details provided below): 1) identify differences and commonalities among existing provincial/territorial processes for assessing credentials and awarding certification, and then, following this review, provide recommendations to address remaining barriers to IET mobility to and within Canada. 2) the selected Proponent will analyze current entry-to-practice requirements in provinces and territories for IETs with vocational, trades, and/or technology credentials, and subsequently develop a report outlining the requirements for assessing their credentials through Pathways.

The Proponent will be provided with preexisting scans and tables, which outline initial comparative work in this regard.

As a result of the outcome of work described in item 1) of the Project scope, an expanded pan-Canadian consensus regarding the alignment of credential assessment and recognition practices with the aim to further streamline the certification process for IETs will be produced.

Additionally, as a result of the outcome of work described in item 2) of the Project scope, participating provinces and territories will aim to reach consensus on policies and procedures that will enable IETs who are teachers of vocational, trades, and/or technology studies to use the Pathways to Teach Canada service.

The key milestones for the Project should include:

- project kickoff meeting(s)
- project setup
- approval of the overall project plan
- progress reports and weekly check-ins
- final report

4.2 Tasks/Deliverables

The Project consists of the following tasks and deliverables:

Tasks

1. Identification of key barriers and alignment opportunities in assessment and recognition practices in the provinces and territories.

- Assessment and recognition practices:
 - Update the existing provincial/territorial scan table on teacher certification requirements and procedures to identify both remaining misalignments and potential alignment opportunities.
 - Collect quantitative and qualitative data on the application outcomes in participating provinces and territories with respect to past IET applicants and/versus Pathways IET applicants.
 - Identify remaining barriers to IET mobility and access to teaching certification both within Canada (across provinces and territories) and internationally.
- Teaching certificates:
 - Update the existing comparability table for existing certifications in the provinces and territories and provide recommendations to align the existing

teaching certificates.

- Collaborate with key partners, including regulatory bodies, to prioritize areas for improvement in certification practices and IET mobility.
- Develop recommendations and an action plan to inform legislative and regulatory changes to address remaining barriers to IET mobility to and within Canada.
 - Include best practices and innovations for streamlining certification processes and improving IET access to the teaching profession across provinces and territories.

2. Increase in Pathways' credential-assessment capacity by integrating IETs with vocational, trades, or technology credentials into its credential recognition processes, thus making Pathways the entry point for these IETs.

- Analyze entry-to-practice application requirements (including both alignments and misalignments) across participating provinces and territories for IETs credentialed in and who aim to teach vocational, trades, or technology studies.
- Collaborate with provincial/territorial teacher regulatory bodies towards reaching alignment and consensus on application requirements, and reaching consensus on the scope of Pathways activity related to this subset of IETs.
- Propose process updates to integrate this new stream of applicants into the existing credential assessment process in collaboration with World Education Services (WES), the organization in charge of the credential assessment services for Pathways.
- Recommend updates to the Pathways website regarding this new stream of applicants.
- Propose updates for the existing self-assessment tool to help vocational/trades/technology-credentialed IETs effectively navigate the application process.

Deliverables

Activity 1.

- An updated provincial/territorial scan table
- An updated comparability table for existing certifications
- A report including all findings, recommendations, and action plans

Activity 2.

- A comparative document on entry-to-practice requirements for IETs credentialed in and who aim to teach vocational, trades, or technology studies across Canadian participating provinces/territories
- A report including:

- a breakdown of the consensus on entry-to-practice requirements among participating provinces and territories for IETs credentialed in and who aim to teach vocational, trades, or technology studies;
- proposed updates to include these IET applicants into the existing credential assessment process with WES; and
- proposed updates to the website and the existing self-assessment tool.

Other considerations

- The CMEC Secretariat works collaboratively with provincial and territorial senior officials, and, as such, some key milestones may be reviewed by these members. Work plans should reflect the time needed to solicit and incorporate feedback by these members. Generally, the CMEC Secretariat requires at least one (1) to two (2) weeks to consult members. Work plans will need to include time for key approval steps.
- Work plans will need to include time (between one [1] and two [2] weeks) for the CMEC Secretariat to translate and copy edit content provided by the Proponent prior to public distribution.

PART 5. GOVERNANCE AND PROCESS

5.1 Manager

The Manager and the point of contact for the RFP (and the Services) will be Dounia Dorbani. The Services will be managed by the Pathways to Teach Canada Consortium. The logistics will be coordinated by the CMEC Secretariat.

5.2 Staffing Expectations

5.2.1 CCMEC and the Proponent shall each dedicate personnel to the Services.

5.2.2 Any personnel changes by the Proponent must be approved by **Dounia Dorbani**.

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 Services 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, as well as 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, including:
 - experience in projects that are pan-Canadian in scope;
 - ability to carry out large-scale consultations and studies using various communication methods;
 - strong understanding of decision-making processes within provincial/territorial governments;
 - research on issues related to professional regulatory environments;
 - research on issues related to the assessment and recognition of professional credentials, ideally in the teaching environment;
 - research on issues related to international labour mobility;
- (ii) evidence outlining the Proponent's project-management expertise, including:
 - setting and adhering to a work schedule;
 - assuming direct responsibility for the activities of all Project participants, tasks, and deliverables; and
 - 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. 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.

(I) **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 Enhancing Assessment and Recognition Practices in Teacher Certification across Participating Provinces and Territories

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 — FORM OF AGREEMENT

The Corporation	La Corporation
of the	du
Council of Ministers	Conseil des ministres
of Education, Canada	de l'Éducation, Canada

[NAME OF FIRM]

[ADDRESS]

[CITY], [PROVINCE/TERRITORY]

[POSTAL CODE]

Attention: [NAME, TITLE]

Dear Sir/Madam,

This will confirm that The Corporation of the Council of Ministers of Education, Canada/La Corporation du Conseil des ministres de l'Éducation, Canada (the "Corporation"), a non-share capital corporation formed under the laws of Ontario, by, and to act as a Secretariat to, the Council of Ministers of Education, Canada (the "Council") wishes to engage [FULL LEGAL NAME OF FIRM] (the "Firm") to provide the services described below (the "Services") on the terms and conditions set out below (the "Agreement").

ARTICLE 1 – SCOPE OF SERVICES

The Services to be provided are outlined in Appendix [NUMBER], which forms an integral part of this Agreement.

The provision of the Services must be completed no later than [DATE] (the "Completion Date"), unless a change is mutually agreed to, and this Agreement amended, by both parties in writing and in accordance with Article 18 of this Agreement.

[NAME] will be the Secretariat officer responsible for this contract, and all work assignments and scheduling will be handled through [HER/HIS] office. With respect to the performance of the Services, the Firm agrees that it will report its progress to and obtain directions from [NAME], as needed.

ARTICLE 2 – PRICE AND PAYMENT

The Corporation has agreed to a fee of \$[DOLLAR AMOUNT] for the provision of the Services, with payment pro-rated if this Agreement is terminated at any time prior to the Completion Date.

Should the Firm expect the approximate timing and/or costs to be exceeded, it will notify the Corporation promptly in writing with an estimate of the excess timing and/or costs for each exceeded Activity, all of which shall be subject to the approval of the Corporation.

The Firm will receive payment in equal [MONTHLY/QUARTERLY] instalments in arrears upon performance of the Services to the satisfaction of the Corporation and upon the Corporation's receipt of an invoice.

The HST is not included in the contract price. The Firm's HST registration number must appear on each invoice, and the HST amount must be shown as a separate item. If the Firm is not required to have a HST number, or if the HST is not applicable to a particular invoice, the Firm must indicate this on the invoice. If the Firm is exempt from HST, it must indicate the appropriate exemption number on the invoice.

ARTICLE 3 – INDEPENDENT CONTRACTOR RELATIONSHIP

The Firm acknowledges and agrees that the Firm is an independent contractor. The Firm, its employees, and/or any individuals carrying on business for the Firm are not employees, agents, partners, joint venturers, or dependent contractors of the Corporation. The Firm acknowledges and agrees that neither it, its employees, nor any individuals carrying on business for the Firm are to be treated as, or deemed to be, an employee of the Corporation for any purposes, including, but not limited to, the Ontario *Employment Standards Act, 2000*, the *Workplace Safety and Insurance Act, 1997*, the *Canada Labour Code*, and/or any of the regulations made pursuant thereto, or otherwise at law or in equity.

ARTICLE 4 – TAXES AND OTHER STATUTORY DEDUCTIONS

The Corporation will not make deductions or withholdings or pay on behalf of the Firm income taxes, including federal or provincial taxes, Canada Pension Plan premiums, Employment Insurance premiums, Workplace Safety and Insurance premiums, or any other similar deductions, withholdings, remittances, or payments. The Firm will be solely responsible for payment of all income and other taxes, assessments, or remittances (including but not limited to taxes, assessments, or remittances for Employer Health Tax, Employment Insurance, Canada Pension Plan, and/or workers' compensation coverage) payable in respect of its employees, including [NAME OR NAMES], and/or payable in connection with the fees and other amounts paid pursuant to this Agreement.

The Firm agrees to save harmless and indemnify the Corporation from and against all claims, charges, taxes, or penalties and demands that may be made by the Canada Revenue Agency or

any other person, agency, authority, or entity against the Corporation with respect to withholding or payment of said taxes, assessments, or other remittances.

ARTICLE 5 – EXPENSES

Travel, accommodation, and meal expenses, if any, associated with the provision of the Services will be covered separately, according to the CMEC Secretariat expense guidelines in effect at the time of travel. All expenses must be pre-authorized in writing by [NAME].

ARTICLE 6 – MATERIAL, SUPPLIES, EQUIPMENT AND TOOLS

The Firm will supply, at its own expense, all materials, supplies, equipment, and tools required to provide the Services in accordance with this Agreement.

ARTICLE 7 – SUBCONTRACTING

The Firm has agreed to designate [NAME OR NAMES] to perform the Services. The Firm will not subcontract the performance of the Services to any other person or entity (including any affiliate of the Firm) without the prior written consent of the Corporation. The use of any subcontractor by the Firm will not relieve the Firm of any obligations under this Agreement, and the Firm shall be liable for the acts or omissions of its subcontractors in the same manner as if they were the acts or omissions of the Firm.

ARTICLE 8 – ASSIGNMENT

The Corporation may assign any or all of its rights and duties under this Agreement at any time and from time to time without the consent of the Firm. The Firm may not assign any of its rights or duties under this Agreement without the prior written consent of the Corporation.

ARTICLE 9 – INSURANCE

The Firm will furnish the Corporation with current certificates of coverage for the Firm and proof of payment by the Firm for such insurance as the Corporation may reasonably require from time to time. The Firm will maintain all such insurance coverage and will furnish the Corporation with certificates of renewal coverage and proofs of premium payments.

ARTICLE 10 – CONFIDENTIALITY

The Firm must use domestic data storage for personal information or for any information that could be used to identify a specific individual. Foreign transfer and storage of, or access to, personal information or any information that could identify a specific individual is prohibited. 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.

It is understood that **Confidential Information** (defined below) acquired by the Firm and all of its directors, officers, employees, and agents, including but without limitation [NAME OR NAMES], while providing the Services, or following the completion of the Services or the termination of this Agreement but acquired pursuant to this Agreement, will be treated as confidential and that neither the Firm nor any of the aforementioned parties will use for their own benefit or the benefit of any third party the **Confidential Information**.

Immediately upon the termination of this Agreement for any reason, the Firm must deliver to the Corporation all Corporation property that is in the possession, charge, control, or custody of the Firm, including without limitation all works, inventions, and records of **Confidential Information**, and copies made thereof, including any and all documents, manuals, lists, data, records, computer programs, codes, materials, prototypes, scripts, proposals, products, samples, analyses, reports, equipment, tools, and devices relating or pertaining to the Corporation's business, whether provided to the Firm by the Corporation or created by the Firm for the Corporation, including any copies, representations, or reproductions of the same.

For the purpose of this Agreement, "**Confidential Information**" is defined as any information (except information that is or lawfully becomes public knowledge) concerning the business or operation of the Corporation, and in particular but without limitations, letters of intent, agreements, contracts, distribution lists, business plans or finance documents, marketing plans or strategies, product or technical information, personnel information, inventions, ideas, concepts, designs, improvements, or other developments, or customer, client, or supplier lists, and any other documents, procedures, policies, programs, reports, or information received, developed, prepared, or coordinated by the Firm, whether alone or together with others and whether in hard copy, electronic, or verbal form, in the course of the Firm's engagement with the Corporation.

ARTICLE 11 – TERM

The Agreement is effective as of [DATE] and shall continue in effect until the completion of the Services on [DATE], unless terminated earlier in accordance with this Agreement.

ARTICLE 12 – TERMINATION ON NOTICE

Notwithstanding the fixed term of the contract, the Firm or the Corporation may terminate the contract at any time prior to the expiry of the Term, by giving to the other [NUMBER – USUALLY 30] days' written notice of termination. In the event of termination, the Firm will be paid for the work performed to the date of termination (on a pro rata basis for partially completed work for a given Activity), together with the amount, if any, of approved expenses properly incurred. No other amounts shall be payable by the Corporation hereunder.

During the notice period, the Firm and the Corporation will continue to act toward each other in good faith.

ARTICLE 13 – INTELLECTUAL PROPERTY AND OWNERSHIP OF WORKS AND INVENTIONS

The **Works** (defined below) produced will be the exclusive property of the Corporation. The Corporation (and its successors and assigns) will own (a) all copyright in the Works worldwide, including the right to reproduce, republish, and reprint, in whole or in part, the Works in any format or medium, and the right to grant permission for others to do so, and (b) an existing and past right of action for infringement of the copyright in the Works. By signing below, the Firm represents and warrants that, either at the request of the Corporation or before the Completion Date, it will obtain from all authors of the Works, including without limitation [Full legal name of firm], a written waiver of any and all of their moral rights therein for the benefit of the Corporation. The Firm represents and warrants that it has not otherwise assigned, mortgaged, sold, licensed, transferred, or encumbered the copyright in the Works, and that it is not under any other obligation to do so. The Firm further represents and warrants that the Works are not subject to any copyright except its own, which is granted to the Corporation, and that the Works have not otherwise been submitted for publication in any format or medium.

For the purpose of this Agreement, “**Works**” includes but is not limited to all ideas, discoveries, inventions, formulae, algorithms, techniques, processes, know-how, trade secrets, and other intellectual property, including all expressions of such intellectual property in tangible form, that are used in or related to the Corporation’s business and which the Firm (including [NAME OR NAMES] and/or any of its employees or subcontractors) receives, makes, or develops for the Corporation or its subsidiaries or affiliates during the Contractor’s engagement with the Corporation.

ARTICLE 14 – TERMINATION FOR CAUSE OR FRUSTRATION

The Corporation may terminate this Agreement immediately in the event the Firm is no longer able to provide [NAME OR NAMES] to perform the Services or in the event that the Firm fails to meet the standards of the Corporation in terms of quality of work or timeliness, after the Firm has been given written notice of the deficiencies and has failed to remedy such deficiencies within a 14-day period to the satisfaction of the Corporation.

Subject to the requirements, prohibitions, and limitations of the Ontario *Human Rights Code*, and any other relevant governing and/or successor legislation, the Agreement shall be deemed to have been frustrated and therefore to be terminated if [NAME OR NAMES] dies or becomes permanently incapacitated by an accident or mental or physical illness that precludes the Firm from performing its responsibilities as set out herein for a period of four consecutive weeks.

In the event of the termination of this Agreement for Cause or for Frustration, the Firm will be paid for the work performed to the date of termination (on a pro rata basis for partially completed work for a given Activity), in accordance with Appendix I, together with the amount, if any, of approved expenses properly incurred.

ARTICLE 15 – INDEMNITY

Without limiting any other clause of this Agreement, the Firm shall indemnify the Corporation and hold the Corporation harmless against any claim, demand, action, cause of action, or other demand, by any third party, including the Firm's employees, servants, and agents, for any alleged loss, liability, damage, or expense arising or in any way related or otherwise connected to the Firm's performance of the Services.

ARTICLE 16 – NO AUTHORITY TO BIND THE CORPORATION

The Firm has no authority to enter into contracts or agreements on behalf of the Corporation. The Firm explicitly acknowledges and agrees that any and all contracts and agreements must be executed by designated representatives of the Corporation, unless otherwise explicitly agreed to in writing.

ARTICLE 17 – NON-WAIVER

The failure of either party to this Agreement to exercise any of its rights under this Agreement at any time does not constitute a breach thereof and shall not be deemed to be a waiver of such rights or a waiver of any subsequent breach.

ARTICLE 18 – ENTIRE AGREEMENT AND AMENDMENTS

This Agreement, including the Appendices hereto, is the entire Agreement between the parties and it may not be changed or modified orally. This Agreement may be supplanted, amended, modified, or revised only in writing.

ARTICLE 19 – NOTICES

Where the Corporation or the Firm is required to give notice to the other under this Agreement, such notice shall be in writing, and shall be delivered to the other party by email, registered mail, or internal courier (such as FedEx, Purolator, or UPS).

ARTICLE 20 – SEVERABILITY

If any clause or paragraph, or any part thereof, of this Agreement is held to be unenforceable, that clause or paragraph, or any part thereof, shall be severed from the Agreement and the remaining clauses or paragraphs, or any part thereof, shall remain in full force and effect.

ARTICLE 21 – LAW

This Agreement shall be governed and construed in accordance with the laws of the Province of Ontario and the laws of Canada in force therein.

ARTICLE 22 – FORUM

Any legal action or proceeding commenced by either party arising out of this Agreement will be brought in a court of competent jurisdiction in the Province of Ontario provided that the Corporation may move to enforce the Firm’s obligations under Article 10 (Confidentiality) and Article 13 (Intellectual Property and Ownership of Works and Inventions) in any jurisdiction in which a breach is alleged to have occurred. Each party shall submit to and accept the exclusive jurisdiction of such court for the purpose of such suit, legal action, or proceeding.

ARTICLE 23 – SUPPLIER CODE OF CONDUCT

The Firm acknowledges that it has read the Supplier Code of Conduct (the “Code”), included in this Agreement as Appendix [NUMBER]. The Firm agrees to comply with the Code and acknowledges that a breach of the Code shall constitute a breach of this Agreement, entitling the Corporation to terminate this Agreement on notice to the Firm.

ARTICLE 24 – INDEPENDENT LEGAL ADVICE

THE FIRM ACKNOWLEDGES THAT, IN EXECUTING THIS AGREEMENT, IT HAS HAD THE OPPORTUNITY TO OBTAIN INDEPENDENT LEGAL ADVICE, AND FURTHER ACKNOWLEDGES THAT IT HAS READ, UNDERSTANDS, AND AGREES TO BE BOUND BY ALL OF THE TERMS AND CONDITIONS CONTAINED HEREIN.

By signing this letter, the Firm’s authorized signature at the bottom of this letter will indicate the Firm’s acceptance of these terms and conditions. The second copy may be retained for the Firm’s files.

Yours sincerely,

THE CORPORATION OF THE COUNCIL OF
MINISTERS OF EDUCATION, CANADA/
LA CORPORATION DU CONSEIL DES
MINISTRES DE L’ÉDUCATION, CANADA

[FULL LEGAL NAME OF FIRM] does hereby agree to be engaged by the Corporation upon and subject to the terms and conditions set forth above.

[FULL LEGAL NAME OF FIRM]

Per:

[NAME]
[TITLE]

Date

APPENDIX D — PROPOSAL EVALUATION FORM

Enhancing Assessment and Recognition Practices in Teacher Certification across Participating Provinces and Territories

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
	Evidence outlining the Proponent’s expertise in managing and conducting projects comparable to that required in this Project, including: <ul style="list-style-type: none"> a. experience in projects that are pan-Canadian in scope; b. ability to carry out large-scale consultations and studies using various communication methods; c. strong understanding of decision-making processes within provincial/territorial governments; d. research on issues related to professional regulatory environments; e. research on issues related to the assessment and recognition of professional credentials; f. research on issues related to international labour mobility; 	/10
	Evidence outlining the Proponent’s project-management expertise, including: <ul style="list-style-type: none"> 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	/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