



Request for Proposal (RFP) Submission Form: ODL Course Catalogue

- Questions related to the Request for Proposal (RFP) can be sent to COL until October 8 at the email ID opportunities@col.org with the subject line 'ODL Course Catalogue Questions'.
- All Proposals must be received by 0800 hours PDT (North America) Friday October 15, 2021.
- Proposal Submission Form and Budget Form (including any attachments) must be **emailed** to: opportunities@col.org with the subject line 'ODL Course Catalogue Proposal' to:
Attention: ODFL Partnership Project
Commonwealth of Learning
4710 Kingsway, Suite 2500 Burnaby, BC V5H 4M2, CANADA
Tel: +1.604.775.8200

Please complete the following RFP Submission Form and return it as part of your Proposal.

1. Organisation details	
Name of proposing organisation or company	
Address	
City	
Country	
Postcode	
Website (if available)	
Name of contact person for this application	
Email of contact person	
Telephone number of contact person	
Provide the names, CVs or bios, and roles of project team members in this section, including any organisations or individuals you plan to engage to support you to complete this work. <i>Note: CVs may be attached to this application as appendices if necessary.</i>	
Team member name	
Bio	
Role for this project	
Team member name	
Bio	



Role for this project	
Team member name	
Bio	
Role for this project	
Team member name	
Bio	
Role for this project	
Team member name	
Bio	
Role for this project	
Team member name	
Bio	
Role for this project	
<i>Add additional information as required to list all proposed project team members.</i>	



2. Experience

Use this section to show your experience developing online solutions working in the Pacific and in the university/teacher education sector. Refer to the RFP document for details on what is required.

**Evidence by way of documentation must be provided. Lack of such evidence in a proposal can lead to it being deemed incomplete and may limit further consideration*

Provide one example of a project where you have designed and implemented an online solution for a client.

- Provide a brief general description of the project involving a software system at a similar or higher complexity level. Include the problems the solution was designed to help overcome
- Briefly describe how you used design-led or user-led processes to develop the solution
- Briefly describe how you designed and implemented online solutions which meet international standards with a suitable certification or appraisal (e.g. IMS certified or CMMI)*
- Briefly describe your demonstrated experience in leveraging test-driven development and continuous integration as part of the software development process*
- Briefly describe how you developed solutions with the explicit intent that these should subsequently be owned and managed by others with no residual dependencies on the original developer
- Briefly describe how you created online solutions based as far as possible on open-licensed software
- Briefly describe how you developed online solutions for low bandwidth environments
- Briefly describe any problems you encountered on the project and how you overcame them
- Identify which of the team members listed in the organisation details section were involved in delivering the project
- Give access to sample digital resources developed within this project.

Name of a referee who can attest to your work (outside of own organisation) on the project	
Referee contact email or telephone	

Provide one example of a project you have undertaken in the Pacific.

- Provide a brief general description of the project
- Briefly describe how you worked with people from Pacific cultures
- Briefly describe any cultural challenges you encountered on the project and how you overcame them
- Briefly describe how the project took account of budgetary and/or technical constraints common to Pacific Island nations.
- Identify which of the team members listed in the organisation details section were involved in delivering the project
- Give access to any digital resources developed within this project.



Name of a referee who can attest to your work (outside of own organisation) on the	
Referee contact email or telephone	
Provide one example of a project you have undertaken in the university/teacher education sector. <ul style="list-style-type: none"> • Provide a brief general description of the project • Briefly describe how you took education sector values/principles into account in the project • Briefly describe the process you followed to develop any resources needed for the project • Briefly describe any challenges you encountered on the project and how you overcame them • Identify which of the team members listed in the organisation details section were involved in delivering the project • Give access to any digital resources developed within this project. 	
Name of a referee who can attest to your work (outside of own organisation) on the project described above	
Referee contact email or telephone	
3. Values and principles Use this section to show your high-level approach to the project and the principles and values that will guide the project. Refer to the RFP document to understand what we are looking for.	
Describe your proposed way of working with potential users and COL team members.	



Describe the values and principles you propose to use to guide the development of the ODL Course Catalogue and how you would apply those throughout the project.

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4. Risk identification and mitigation strategies

Use this section to show how you identify and mitigate risks on projects.

Describe, in general, the processes you use to identify risks and develop proposed solutions to mitigate risks when working on projects.

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What potential risks have you identified so far for this project?

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How do you propose to mitigate the risks you have identified?

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