

RFP for multimedia development support for NSVS online courses

1.0 Department Responsibility

The Department of Education and Early Childhood Development (EECD) is responsible for ensuring that the educational, vocational and technical training services specified by provincial legislation are provided to Nova Scotian Students. This includes the responsibility for public schools. EECD provides overall program direction to public schools, makes grants to school boards, supervises curriculum development, supplies learning resources, financial and research support services, and assists in the planning of school buildings and the operation of pupil conveyance systems.

1.1 The Request for Proposal Process

The Request for Proposal (RFP) process is governed by guidelines which have already been issued to government departments and agencies. Issuing this RFP implies no obligation on the Province to accept your bid, a portion of your bid, or any bid submitted.

1.2 Request for Proposal Intent

This RFP is intended to secure the services of an independent online multimedia developer (contractor). The Contractor will develop graphics, illustrations, diagrams, and other elements for online courses, based on requests from Nova Scotia Virtual School (NSVS) staff and course writers. The Contractor may also be requested to provide editing support for course development.

1.3 Background

The Nova Scotia Virtual School provides online high school courses to students enrolled in public high schools in Nova Scotia. NSVS online courses use the Nova Scotia Public School Program (PSP) with curriculum and learning outcomes that are identical to those used in a classroom at school. NSVS online course should be one of the four that a student would enroll in during a semester. Students must have space in their timetable to take an online course.

Courses are taught by Nova Scotia certified teachers. Courses provide the equivalent of 110 hours over 84 lessons of both synchronous (when teacher and students are communicating in real-time through video conferencing) and asynchronous (when students can complete activities independently) methods. Upon successful completion of a course, a student will receive a Nova Scotia public school program credit. The successful completion of a Public School Program (PSP) course through NSVS is recorded on a student's transcript.

2.0 RFP Terms and Criteria

1. An overview of the online multimedia developer's experience and understanding of NSVS must be provided. Information should include:
 - Demonstrated capacity and expertise in graphic development.
 - Demonstrated experience in the development of graphical assets to help students (in the NS public school system) achieve curriculum outcomes in an online environment.
 - Demonstrated experience developing graphics and updating other materials for NSVS
 - Demonstrated experience working in Moodle in support of NSVS.
2. An acceptable production schedule of deliverables will be negotiated at the commencement of the contract.
3. An understanding that the online multimedia developer (Contractor) shall not assign nor sublet this Agreement or any part thereof without the written permission of the Province.
4. An understanding that this Agreement is for the performance of services by an independent contractor (online multimedia developer). The Contractor is not nor shall be deemed to be an employee, servant or agent of the Minister or the Province.
5. An understanding that the online multimedia developer providing intellectual property to Nova Scotia government departments/agencies has been advised of and agrees to the following terms:
 - a. **Confidentiality:** All materials and information must be treated by the online multimedia developer (contractor) as confidential during and after the term of the contract. The online multimedia developer (contractor) shall treat as confidential and not make public nor divulge, during as well as after, the terms of this Agreement, any information or material relative to the work herein described including information obtained through contract with personnel of the province or other persons without having obtained the province's consent thereto in writing.
 - b. **Copyright:** All material becomes the property of the Province of Nova Scotia with sole intellectual property right being held by the Province of Nova Scotia. The online multimedia developer (contractor) warrants that his/her own creative work will be original and subject to legal protections as such and that the production will not violate or infringe on any existing copyright, patent protection, trademarks, and industrial designs. The online multimedia developer (contractor) shall indemnify the Province of Nova Scotia where copyright is breached and a loss is suffered by the Province.
6. The Minister of Education and Early Childhood Development reserves the right to publish or release in whole or in part (including, for greater certainty, on the Internet) or not to publish or release at all or to use or not to use as the Minister may deem fit or to publish an amended

version of the material produced by the online course graphic developer's (contractor's) performance of this Agreement.

7. An understanding that this Agreement may be terminated at any time, for any reason whatsoever, by either of the parties hereto giving to the other party thirty (30) days written notice to that effect, and upon such termination the online multimedia (contractor) shall be paid the sum or sums which have accrued up to the date of termination and such sums shall be received by the online multimedia developer (contractor) in full satisfaction and discharge of all claims and demands whatsoever against the province in respect of this Agreement. The online multimedia developer (contractor) shall provide to the Department of Education and Early Childhood Development all materials and information forming part or produced in the performance of this Agreement and all copyrights thereto and all patents, trademarks, and industrial designs arising therefrom up to the date of termination of this Agreement. All materials and information forming part or produced in the performance of this Agreement and all copyrights thereto and all patents, trademarks, and industrial designs arising therefrom up to the date of termination are the property of the Department of Education and Early Childhood Development, Province of Nova Scotia.

2.1 RFP—Technical Specifications

The following specifications apply to material submitted:

1. All work will be optimized for online delivery through Moodle.
2. All work must be provided in separate "final" files (in the original program format) and as optimized "published" files.
3. All files will be saved according to the course naming convention.
4. All files will be saved in a prescribed folder structure.
5. All multimedia will be implemented into Moodle.

2.2 RFP Value - Payment Fee Schedule

The contract has a total value of four thousand dollars (\$4 000.00) plus HST if applicable. The online multimedia developer shall meet with the eLearning Design Consultant to review course frameworks, the development process, and lesson prototypes. Work is to be delivered as per agreed-upon schedule for deliverables. Payment will be made following acceptance by EECD of the developed assets.

Graphic asset development: to be paid in two equal installments based on completion of work. Dates for payment to coincide with successful completion as per deliverable schedule.

2.3 RFP Deliverables

The Contractor will develop multimedia elements and implement specified edits for courses like Entrepreneurship 12 or Biology 12, to include:

- Identified graphics, illustrations, charts, etc. for the course, based on requests
- All graphics sized and displaying correctly in the course
- All requested edits implemented and displaying correctly

Schedule of Deliverables

- Deliverable 1: TBD
- Deliverable 2: TBD

3.0 Proposal Evaluation

Mandatory

The RFP response will be evaluated using the following criteria:

- Demonstrated experience with industry-standard multimedia software, such as Adobe Creative Suite CC (Illustrator, Photoshop, InDesign, Dreamweaver, Adobe Acrobat Professional); General productivity software (such as Microsoft Office); text editors.
- Experience developing graphic and illustration for NSVS
- Experience working in Moodle (Learning Management System) to update course materials for NSVS
- An understanding that all materials and resources must meet the requirements set out by the Nova Scotia Department of Education and Early Childhood Development Bias Evaluation Instrument.
- An understanding that the online learning multimedia developer (contractor) shall not assign nor sublet this Agreement or any part thereof without the written permission of the Province.
- An understanding that this Agreement is for the performance of services by an independent contractor (online multimedia developer). The Contractor (online multimedia developer) is not nor shall be deemed to be an employee, servant or agent of the Minister or the Province.
- Confidentiality - a statement saying that the bidder understands conditions of confidentiality as per this RFP
- Copyright – a statement saying that the bidder understands and will adhere to copyright legislation
- Ability to attend (a) PD session(s) at the discretion of EECD, to receive direction and to review schedule of deliverables and expectations.