



## **REQUEST FOR PROPOSAL**

### **Instructional Design**

#### **PROJECT**

The Saskatchewan Construction Safety Association (SCSA) is an industry-funded and driven nonprofit organization that provides cost-effective, accessible safety training and advice to employers and employees throughout the province. The mission of the SCSA is to provide quality safety training and advice to construction employers and employees that will lead to reduced human and financial loss associated with injuries in the construction industry.

The SCSA has approximately 9,000 members who are considered to be any company that is registered with Saskatchewan Workers' Compensation Board (WCB) and fall under the CLASS B – BUILDING CONSTRUCTION rate class. Each year, the SCSA equips more than 10,000 workers each year with the education and training they need to achieve their organization's safety goals.

As part of our strategic plan, our organization has committed to renewing and updating our association's courses. We are requesting the following services to assist the SCSA in this process.

Please Note: This project is based out of our Saskatoon office.

#### **SCOPE OF SERVICE**

- Review one SCSA course identified by the Training Services Manager including course notes, course content, and course media
- Collaborate with other SCSA resources to ensure course content aligns to current SCSA safety auditing standards and legislated requirements
- Create interactive exercises based on course materials such as self-assessments
- Author knowledge assessments for SCSA course materials
- Restructure and reformat presentation materials
- Design interesting and engaging classroom activities that encourage class participants to share experiences in real life scenarios
- Identify hands-on activities for course participants
- Recommend improvements to course media and identify opportunities to introduce multimedia content

#### **DELIVERABLES**

- Power Point presentations
- Instructor notes
- Recommendations for videos in presentations
- Group activities with instructions and wrap up notes
- Student manual in Word
- End course assessment (approximately 20 multiple choice questions)

FINAL

## **PROJECT TIME LINE**

It is anticipated that work on the project would commence June 2018 and wrap up in September 2018.

## **SUBMISSION REQUIREMENTS**

Please provide the following information in your proposal:

- an outline of your experience highlighting projects of a similar nature
- individuals that would be working on this project, along with a synopsis of their qualifications
- 2- 3 references that could identify your skill set for this project. Include name, organization, contact information, and type of project.
- a short description of how you would approach the project
- fee for service and time allocation to the project
- an overall quote with a breakdown of fees associated to each phase

Proposals are to be submitted by email to Ed Pyle ([edp@scsaonline.ca](mailto:edp@scsaonline.ca)) by 9:00 AM on May 28, 2018.

## **SELECTION CRITERIA**

Proposals will be evaluated on the basis of:

- experience with similar scope of work
- experience with construction-based associations or clients
- capacity to meet timing requirements of the project
- value for fee (lowest cost will not necessarily be chosen)

An interview will be required to provide supplementary information.

## **CONTACT INFORMATION**

For more information, please contact:

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