

**REQUEST FOR PROPOSALS
CAMET N° 2016-001**

**Consultation Services to Update and Expand Upon the 2010
Report, *The Economic Impact of Post-Secondary International
Students in Atlantic Canada: An Expenditure Analysis***

April 22, 2016



SECTION 1: SUMMARY OF KEY INFORMATION

ISSUE DATE: April 22, 2016

**CLOSING DATE FOR VENDOR RESPONSE:
Friday, May 13, 2016 @ 4:30 p.m. Atlantic**

TABLE OF CONTENTS

SECTION 1	SUMMARY OF KEY INFORMATION	
1.1	Issue Date	<i>Cover</i>
1.2	Closing Date for Vendor Response	<i>Cover</i>
SECTION 2	ADMINISTRATIVE REQUIREMENTS	
2.1	Terminology	1
SECTION 3	GENERAL CONDITIONS	1
SECTION 4	SUBMISSION OF PROPOSALS	4
SECTION 5	QUESTIONS AND INQUIRIES	4
SECTION 6	BACKGROUND INFORMATION	
6.1	Introduction	4
6.2	Background and Context.....	4
6.3	Key Tasks	5
6.4	Deliverable	6
6.5	Process and Reporting	6
SECTION 7	PROPOSAL CONTENT & REQUIREMENTS.....	6
7.1	Mandatory Requirements	7
7.2	General Requirements	7
7.2.1	Company Background	7
7.2.2	Company References.....	7
7.2.3	Project Team	7
7.2.4	Subcontracting	7
7.3	Appendices / Attachments.....	7
SECTION 8	EVALUATION PROCEDURE	
8.1	Evaluation Criteria.....	8
8.2	Pricing.....	8



PLEASE READ THE RFP VERY CAREFULLY TO ENSURE ALL REQUIREMENTS ARE MET.

2.0 ADMINISTRATIVE REQUIREMENTS

The following terms will apply to this Request for Proposals and to any subsequent contract.

2.1 REQUEST FOR PROPOSAL TERMINOLOGY

BUSINESS DAY	Any day other than Saturday, Sunday or statutory holiday.
CONTRACTOR/SUPPLIER	The successful proponent to this RFP who enters into a written contract with the Council of Atlantic Ministers of Education and Training (CAMET).
RFP	Request for Proposals.
SECRETARIAT	Council of Atlantic Ministers of Education and Training (CAMET) Secretariat
PROPONENT/VENDOR	An individual or a company that submits, or intends to submit, a proposal in response to this Request for Proposals.
MUST/REQUIRED/ SHALL/WILL	A requirement which must be met in order for the Proposal to receive consideration.
SHOULD/DESIRABLE/MAY	A requirement having a significant degree of importance to the objectives of the Request for Proposals.

3.0 GENERAL CONDITIONS

3.1 STANDARD TERMS AND CONDITIONS

This Request for Proposals is subject to the Standard Terms and Conditions for goods and services tenders for the Council of Atlantic Ministers of Education and Training (CAMET) Secretariat.

This RFP will be conducted in accordance with the Atlantic Procurement Agreement and its Regulations.

3.2 MANDATORY REQUIREMENTS

This Request for Proposals may contain mandatory requirements. **Proposals not meeting all mandatory requirements will be rejected without further consideration.**

3.3 CONDITIONS RIGHT TO AMEND

The Secretariat reserves the right to amend or supplement the RFP, giving equal information and cooperation by way of issued addendum to all proponents as a result of any such amendment.

3.4 PROPOSAL INFORMATION

Material, data and information accessed or provided by the Secretariat and used in the preparation of the proposals is confidential and the property of the Secretariat.

3.5 CHANGES TO PROPOSAL WORDING

There will be no changes in the wording of the proposal after submission and no words or comments shall be added to the general conditions or detailed specifications unless requested by the Secretariat for purposes of clarification.

3.6 VENDOR INCURRED COSTS

All costs incurred in the preparation and presentation of proposals in any way whatsoever shall be wholly absorbed by the Vendor.

3.7 INDEMNITY

The vendor will indemnify and save harmless the Secretariat from and against all claims, demands, losses, damages, costs and expenses made against or incurred, suffered or sustained by the Secretariat at any time or times (either before or after the expiration or sooner termination of this agreement) where the same or any of them are based upon or arise out of or from anything done or omitted to be done by the vendor or by any servant, employee, officer, director or subcontractor of the vendor pursuant to the contract.

3.8 ACCEPTANCE OF PROPOSALS

The Council of Atlantic Ministers of Education and Training (CAMET) Secretariat is not bound to accept the lowest price or any proposal of those submitted. Proposals will be assessed in light of the evaluation criteria.

Subsequent to the submission of Statements for Proposals, interviews and negotiations may be conducted with some of the proponents, but there shall be no obligation to receive further information, whether in writing or oral, from any proponent. The Secretariat shall not be obligated in any manner to any proponent whatsoever until a written agreement has been duly executed relating to an approved proposal.

3.9 EVALUATION OF PROPOSALS

A committee formed for that purpose will evaluate all acceptable proposals. The right is reserved to make an award based directly on the proposals submitted or to negotiate further with one or more proponents.

3.10 FINANCIAL INFORMATION

Proponents may be requested to demonstrate financial stability during the evaluation process.

3.11 ADDITIONAL INFORMATION

Proposals may contain additional information. If alternative solutions are offered, submit the information in the same format as a separate proposal.

3.12 ACCEPTANCE OF TERMS AND CONDITIONS

Unless otherwise stated by the proponent, all terms and conditions of this RFP document are assumed to be accepted and incorporated in the proponent's submission.

3.13 VALIDITY PERIOD

Proposals **must** be open for acceptance for at least 90 days after the closing date. Upon acceptance, prices will be firm for the entire contract period unless otherwise specified.

3.14 PROPOSAL SELECTION

Once a decision has been made, the successful vendor will be notified by the Secretariat. The committee will treat all proposals with strict confidentiality.

3.15 NEWS RELEASES

Vendors shall not make news releases concerning the RFP or the awarding of the same without the written consent of the Secretariat and then only in coordination with the Secretariat.

3.16 CONFIDENTIALITY AND SECURITY

3.16.1 This document, or any portion thereof, may not be used for any purpose other than the submission of proposals.

3.16.2 The vendor must agree to maintain security standards consistent with security policies of the Secretariat. These include strict control of access to data and maintaining confidentiality of information gained while carrying out their duties.

3.16.3 Information obtained by the vendor as a result of participation in this project is confidential and must not be disclosed without written authorization from the Secretariat.

3.17 CONTRACT CANCELLATION

The contract may be cancelled for, but not limited to, the following reasons.

If the contractor:

- defaults in the observance of any of the conditions contained in the contract or specifications;
- has become insolvent;
- has committed an act of bankruptcy.

If the Secretariat:

- cancels the budget allocation for this particular project.

3.18 NEGOTIATION DELAY

If a written contract cannot be negotiated within thirty (30) days of notification to the designated vendor, the Secretariat may, in its sole discretion at any time thereafter, terminate negotiations with that vendor and either negotiate a contract with another vendor of its choice or choose to terminate the RFP process and not enter into a contract with any of the vendors.

3.19 CONTRACT FOR SERVICES

Written notice of acceptance of a proposal by the Secretariat, and the subsequent full execution of a written contract, will constitute a contract for the services. No proponent will acquire any legal or equitable rights or privileges relative to the services until the occurrence of both such events.

3.20 COMPLIANCE WITH LAWS

The vendor shall give all the notices and obtain all the licenses and permits required to perform the work. The vendor shall comply with all the laws applicable to the work or the performance of the contract.

3.21 DEBRIEFING

Unsuccessful proponents may request a debriefing meeting with the evaluation committee following execution of a contract with the successful proponent.

4.0 SUBMISSION OF PROPOSALS

4.1 NUMBER OF COPIES

Each proponent can submit a copy of their proposal by electronic mail to Rhéal Poirier, Secretary to CAMET, at rpoirier@cap-cpma.ca, on or before 4:30 p.m. AST on Friday, May 13, 2016, or by mail at 5161 George Street, Suite 1006, Halifax, NS B3J 1M7.

Late proposals will not be accepted and will be returned to the proponent.

The proponent will not change the wording of its proposal after closing and no words or comments will be added unless requested by the Secretariat for purposes of clarification.

5.0 QUESTIONS AND INQUIRIES

All inquiries related to this RFP are to be directed by electronic mail to the Secretariat, at the following address:

Rhéal Poirier
Secretary to CAMET
rpoirier@cap-cpma.ca

All responses to inquiries made to the Secretariat will be made in writing; therefore, the proponent must include a contact name, email address (if available), or fax number on all correspondence.

All questions and responses will be made available to all proponents one (1) week before the closing date. Therefore, further questions will not be accepted after this date.

All other information obtained from alternate sources cannot be considered official and/or accurate.

6.0 BACKGROUND INFORMATION

6.1 Introduction

The Council of Atlantic Ministers of Education and Training (CAMET) requires the services of professional consultancy to update and expand upon its 2010 report, *The Economic Impact of Post-Secondary International Students in Atlantic Canada: An Expenditure Analysis*. The 2016 report will use the original 2010 report as a template and will include additional and relevant information as described in section 6.3, *Key Tasks*.

6.2 Background and Context

The 2010 report was commissioned by the Council of Atlantic Ministers of Education and Training (CAMET), in collaboration with the departments of post-secondary education of the four Atlantic provinces. The objective of the study was to conduct an expenditure analysis to determine the economic impact of international students studying in Atlantic Canada.

The study examined international students registered at publicly funded universities and community colleges in Atlantic Canada during the winter term of 2010. The study captured demographic information, student intentions, and expenditures by students while in Atlantic Canada. The study included expenditure analysis using data from both government and university sources, literature reviews, and findings from an online survey. Results were reported for Atlantic Canada and at the provincial level.

Since the 2010 report was released, the Atlantic provinces have made efforts to increase international student recruitment and retention. In fact, international student enrolment in Atlantic Canada has increased by approximately 4,000 students since 2010. With enrolment of Atlantic Canadian students declining due to demographic challenges, international students make up a growing percentage of the post-secondary student population at most universities. Many post-secondary education institutions have chosen to focus on increasing their international recruitment efforts. In addition, some governments and post-secondary institutions are collaborating on efforts to help international students transition from students to permanent residents after graduation.

As the international student population in many Atlantic Canadian post-secondary institutions has grown, CAMET would like to determine if and to what extent the economic impact of international students has changed over the past five years, and to identify the key factors that are most important to supporting international student retention as students and as new graduates.

6.3 Key Tasks

The update should include the following key tasks:

1. Provide up-to-date, accurate information with respect to expenditures and the economic impact of international students studying at the university and/or community college level in Atlantic Canada, highlighting any new actions, measures, or programs that have led to significant changes (i.e., increases or decreases) in international enrolments/expenditures/behaviours;
2. Conduct a survey of post-secondary international students and, if possible, recent international graduates who became permanent residents, to gather information on both their expenditures and on actual and potential supports and initiatives that support retention;
3. Identify supports/initiatives that help make international students feel especially welcome at their institutions and in their communities; if students do not feel welcome, identify the supports they feel would help improve retention and increase their sense of belonging/community;
4. Determine whether international students would stay in the region if they were able to participate in experiential learning, such as co-op programs, during their university studies;
5. Investigate whether international high school students would stay in Atlantic Canada to pursue post-secondary education studies and what might incent these students to remain in the region for post-secondary studies;
6. Conduct, if necessary, a literature review regarding issues related to international student recruitment, retention, intentions, expenditures, and/or economic impact.
7. Conduct an analysis of the economic impact of international students on the region and the individual Atlantic provinces.

6.4 Deliverable

Using the 2010 report as a template, the key deliverable for this project will be the update and expansion to *The Economic Impact of Post-Secondary International Students in Atlantic Canada: An Expenditure Analysis* study. Findings from the update study will be presented to CAMET in a report. The final report must be completed and submitted to the CAMET Secretary by March 1, 2017.

6.5 Process and Reporting

The consultant will be contracted by the Council of Atlantic Ministers of Education and Training (CAMET), and will report to the steering committee, consisting of officials from the four Atlantic provinces. The steering committee will be charged with the following mandate:

1. Provide overall direction to the contracted consultant as it relates to the key tasks outlined in this document;
2. Provide advice to the consultant;
3. Provide feedback on the various drafts of the report prepared as a result of this work; and
4. Recommend final approval of the report prepared by the consultant.

The consultant will be required to consult with provincial officials, key stakeholders, and appropriate staff. The steering committee will provide advice on the individuals and organizations to be consulted.

7.0 PROPOSAL CONTENT & REQUIREMENTS

Instructions: Proposals should include a table of contents, be based on the following format and include a response to each requirement/instruction in the order in which it is asked. It is helpful to the evaluation committee if the corresponding section headings are utilized in your submission.

The proposal must include the following:

1. detailed account of the approach and process to be used to fulfill the key tasks set forth in Section 6.3;
2. detailed work plan describing milestones and timelines;
3. total cost of the contract with a description of professional services, administrative and travel costs;
4. brief summary of the history of the consultant, including years in business and past experience, and demonstrate expertise relating to continuous improvement initiative;
5. names and background of all qualified personnel to be involved in this project; and
6. names and contact information of clients and associates for whom similar or relevant work has been performed, and a description of the work completed.

7.1 MANDATORY REQUIREMENTS

- a) Submissions must be received in their entirety by the time and date indicated.
- b) Submissions must be signed by an official of the company who is authorized to sign on behalf of/and bind the company to statements made in their submission.

7.2 GENERAL REQUIREMENTS

- Demonstrate understanding of the project scope and objectives.
- Identify the proposed approach, work plan and detailed project schedule.
- Proposals should include a price table containing a detailed breakdown pertaining to professional service fees.

7.2.1 COMPANY BACKGROUND

Provide a brief summary of the history of yourself and/or your company, including years in business, number of staff, location, etc.

7.2.2 COMPANY REFERENCES

Proposals should include names and contact information of former clients and associates for whom similar or relevant work has been performed, presented as references, as well as a description of the work completed.

7.2.3 PROJECT TEAM

Proposals should include details on the background and experience of all qualified personnel relating to the project management and project team.

7.2.4 SUBCONTRACTING

Utilizing a subcontractor, or subcontractors (who must clearly be identified), in the prime bidder's response is acceptable. This also includes a joint submission by two or more bidders having no formal corporate links. However, in this case, one of these bidders must be prepared to take overall responsibility for successful interconnection of the multiple organizations and this must be defined in the Statement of Proposal. Also, one individual or firm must act as the sole interface between the joint partners and the Secretariat.

7.3 APPENDICES / ATTACHMENTS

This section should contain any additional information pertinent to the proponent's response.

All materials submitted as appendices/attachments to the proposal should be clearly indicated in the Table of Contents. Material not so documented by the vendor will be considered as extraneous information. This list of attachments should also contain a brief description of the attached material, including what information can be gained by the evaluation team from its examination of the material.

8.0 EVALUATION PROCEDURE

A Committee made up of senior officials from the four Atlantic provinces will evaluate all proposals. The accepted proposals will be used as the basis for selecting the successful proponent(s). The evaluation of proposals will be based on the criteria listed below. The process will include a review and check of the information contained in the proposals and interviewing references familiar with the work of the vendor.

8.1 EVALUATION CRITERIA

The proposal will be evaluated based on the following criteria:

REPRESENTS 100 POINTS OF TOTAL SCORE		
Knowledge and experience of the consultant	30	
Understanding of the scope of the work to be executed	30	
Work plan	30	
Price	<u>10</u>	
	TOTAL	100 Points

Determination of best value may not result in the lower cost being accepted.

This Request for Proposals does not ensure proceeding to enter into a contract(s). The Secretariat reserves the right to proceed or not to proceed with a contract(s) pursuant to this Request for Proposals.

8.2 PRICING

The maximum budget associated with this review is up to, but not exceeding, \$70,000, excluding HST. The budget includes the key tasks and deliverables, and travel.