

Request for Proposal

Curriculum Developer

To Develop a Curriculum – Accessibility Initiative

Responses to questions from consultants

- **Is there an established Advisory Committee, or will its establishment be considered as an activity for phase 1?**

The Accessibility Initiative has established its National Advisory Committee. The consultant will receive feedback from the committee. The coordinators will share information with the consultant.

- **Has OCASI given consideration to how the AC will be structured in terms of inclusion of both French and English speaking members? i.e. if meetings are required will there be two separate meetings – one conducted in English and the other in French?**

Meetings will occur between the consultant and OCASI staff. OCASI staff will pass along information from the committee to the consultant.

Meetings will be conducted in English. The Accessibility Initiative has a bilingual coordinator who will connect with Francophone committee members and key contacts to support the development of the Francophone content.

- **Will OCASI assume cost for accommodations such as language, sign and deaf interpreters etc. to facilitate participation of stakeholders/key informants in the design and development of the training or is this to be build in the consultant's budget?**

OCASI will assume pay for any accessibility cost

- **Is it OCASI's practice to provide honoraria to consultation respondents/AC members/Subject Matter Experts with lived experience who may not be otherwise compensated for their time? If so is honoraria the responsibility of OCASI or the Curriculum Developer?**

OCASI does not provide honoraria to AC members who are volunteers nor to consultation respondents or settlement practitioners.

- **When were the existing training modules created/revised?**

The training content was developed for Ontario settlement practitioners in 2012. However, the content has gone through several iterations since then and updated every year to reflect changes in law, good/promising practices, etc.

- **Would you consider providing access to the facilitator's guide, its table of contents or at least one module of the existing in person training, in order to offer a sense of how the course was delivered face to face?**

Through Learnatwork prospective consultants can access our e-training training. The modules online are adapted from the in person training. The successful candidate will have access to all of our material.

- **We are assuming that the cost of development of A/V training resources is not within the project budget and the curriculum developer is only required to provide scripts to support the development of such. Is this a correct assumption?**

The consultants and the designer may determine which resources (video, animation, etc) will be most useful for learners. However, the final decision lies with the staff based on advice they may receive from the AC.

The curriculum developer is only required to provide scripts. However, the content developer will work closely with our curriculum designer on how the content should be formatted.

- **Is there an expectation or preference for the type of visual resources to accompany the training ie. (actors /real life situations vs Doodly or animations)?**

We are open to what works best. Should you have videos or other resources you deem pertinent we are happy to discuss how to embed them into the curriculum. Videos should be available in both languages to enhance the curriculum. It will be the responsibility of the consultant to ensure that we are not violating any copyright or intellectual property.

- **The RFP is for the retention of a Curriculum Developer can it be assumed that OCASI will take responsibility Technical Design ie. upload training materials?**

The successful consultant will work with our in house designer..