



REQUEST FOR PROPOSALS

Listuguj Education, Training & Employment

Mi'gmaq Immersion program evaluation

1. INSTRUCTIONS TO BIDDERS

1.1 Project Title:

Request For Proposals: Mi'gmaq Immersion Program Evaluation

Bidders must carefully examine and respect all instructions, terms of reference and specifications contained in this proposal. Failure to submit a proposal containing all of the required information and documentation on or before the specified deadline will generally result in rejection of the proposal.

1.2 Participation

This Request for Proposals is open to universities, research centers and professionals with extensive experience in second language immersion pedagogy, native languages, language preservation, evaluation research with relevant educational and professional qualifications. Curriculum vitae detailing professional experience and education of all staff involved in the project must be submitted with the proposal.

1.3 Conditions for Submission of Proposals

All proposals must be submitted on or before July 25, 2019 at 4:00 pm ADT to Victoria LaBillois, via email, vlabillois@icloud.com or delivered to:

Listuguj Education Complex
Attn: Victoria LaBillois
1 Riverside West
Listuguj, Quebec
G0C 2R0

Proposals submitted after the deadline will not be considered.

Subject of the email and reference of the mail should bear 'Request for Proposals: Mi'gmaq Immersion Program Evaluation' and each communication should contain personal contact details.

The proposal shall be drawn in English.

The proposal submitted by the bidder must fully comply with the requirements set out in this document.

1.4 Content of Proposal

The proposal must be complete and include the following elements:

List of Deliverables

The following will be furnished by the researcher during the course of the study and must be set out as part of the work plan:

- List of evaluation research questions prior to the implementation of data collection
- Interim report halfway through the data collection indicating if everything is on schedule and what remains to be completed
- Final report with full analysis of qualitative and quantitative data, conclusions and specific recommendations
- Electronic data file with all survey and focus group results
- Transcripts of all focus group discussions with names or participants removed

Work Plan

- All work plan tasks must be specified by date
- Detailed list of all research elements including questionnaire creation, data collection, analysis and report writing
- Must include a proportion of time each staff member will devote to each task

Methodology

- Sampling plan including the sampling frame indicating the specific populations that are drawn upon
- Survey research methodology used (in-person, telephone, internet, etc.) justified and explained as well as length of questionnaires
- Number and length of focus groups and with what participants must be defined
- Analysis and processes defined

Meetings with LETE staff and presentation

A detailed list of meetings between the consultant and staff that should include an introductory meeting, meeting for the approval of the evaluation research questions, interim report meeting and a final presentation.

Budget

- The total proposed budget for the project.
- The proposal must have a detailed financial breakdown of all phases of the project including payment schedule
- Individual consultant costs for all staff involved must be indicated in the budget

1.5 Evaluation Population

The 2018-19 student population of the Mi'gmaq Immersion program is: 50
 The 2018-19 teaching staff of the Mi'gmaq Immersion program: 14

1.6 Evaluation of Proposal and Selection of Contractor

Proposals submitted according to the specifications and within the deadline will be assessed by a Proposal Selection Committee consisting of three staff members from the Listuguj Education, Training and Employment (LETE). The successful candidate will be notified within 2 weeks of the proposal submission deadline. All other bidders will be notified by mail.

The proposals will be evaluated based on the following criteria:

See attached Evaluation Template

2. TERMS OF REFERENCE

2.1 Background information

LETE is a comprehensive directorate that includes the Alaqsitew Gitpu School, the Enhancement Program, Curriculum Development, the First Nation Adult Education Centre and the Listuguj Mi'gmaq Development Centre. Each of these units has a unique mission, working together towards the overall vision. The vision for learning and education in Listuguj is *Siawinnui'sulti'gw - Siawimegitelsulti'gw - Siawignu'tmasulti'gw*.

Further information can be sourced on our website at www.listuguj.ca under the Education tabs

2.2 The Evaluation

LETE is seeking the services of an independent evaluator specializing in the evaluation of indigenous immersion programs to develop and execute a comprehensive evaluation of the K4 to grade 4 Mi'gmaq Immersion program at the Alaqsitew Gitpu School. The evaluation will seek to identify areas for improvement to strengthen and expand the Mi'gmaq immersion program. The purpose is to evaluate how we can provide the best quality Mi'gmaq immersion program for our children.

2.3 Supporting Documents

In order to gain an understanding of the community and its' school system, the following documents are either accessible online or available upon request.

- a) Listuguj Comprehensive Community Plan (CCP)
- b) Alaqsite'w Gitpu School AGS Evaluation Report 2009
- c) Current AGS Strategic Plan 2018-2023

2.4 Areas to be Addressed

The following are areas we would like to see addressed in the evaluation, however we are also open to exploring other areas that may be of concern in evaluating the Mi'gmaq Immersion program:

- Language acquisition of students [oral, reading & writing]
- Delivery of classes by teachers
- Inclusion of streams in the immersion program with different methodologies
- Inclusion/introduction of English in the immersion program
- Alignment of resources to the classes
- Resources for differentiation of students' learning styles
- Oral proficiency of teachers/teaching assistants
- Evaluation of Mi'gmaq learning environment
- Placement of teachers/teaching assistants into grades
- Role and success of the Curriculum Planning & Development Unit
- Review of school leadership and administration
- Opinions and experiences of parents, teachers and students (current and past)
- Mi'gmaq immersion program in the context of other successful indigenous language immersion programs
- Parental and community involvement

2.5 Plan of Work and Timetable

The study will be carried out during the period of September 3, 2019 through January 24, 2020. The final report and recommendations are to be submitted to the Listuguj Education, Training and Employment director no later than **January 24, 2020**.

2.6 Expertise Required

The contractor carrying out the research and consultation project must demonstrate:

Knowledge, qualifications and a high level of professional experience in second language immersion pedagogy, native languages, language preservation and evaluation research

This research project shall be conducted in English; an excellent command of English is required.

2.7 Reporting

The contractor is expected to deliver an interim report and final written project report and presentation to LETE.

The final report must include the following:

- Description of the methodology of research
- Data that does not in any manner identify the source
- Findings of the study and related analyses
- Recommendations

2.8 Additional Information

Any request for supplementary information by any bidder should be sent in writing to:

Listuguj Education Complex
Attn: Victoria LaBillois
1 Riverside West
Listuguj, Quebec
G0C 2R0
vlabillois@icloud.com

The successful candidate will be asked to finalize a detailed activity plan and sign an agreement with the LETE **no later than 5 business days** from the day the contract is awarded.

3. EVALUATION TEMPLATE

	Section weight	Individual weight
1. Work plan	30%	
1.1 Deliverables		20%
1.2 Timeline		5%
1.3 Meetings with LETE staff & presentation		5%
2. Methodology	20%	
2.1 Sampling plan		10%
2.2 Data analysis		10%
3. Staffing	40%	
3.1 Education /experience		30%
3.2 Assignment of staff to tasks		10%
4. Budget	10%	
4.1 Budget allocation		5%
4.2 Value-added services		5%
TOTAL	100%	100%