

**Request for Proposal:
Development and Delivery of Online Conservation Outdoor Recreation Education (CORE)**

**Start Date: September 3, 2024
Submission Deadline: October 3, 2024**

1. INTRODUCTION

The **B.C. Wildlife Federation (BCWF)** is seeking proposals to design, develop, and deliver an online **Conservation Outdoor Recreation Education (CORE)** course. The course will follow the CORE manual and focus on safety, ethics, and proficiency in hunting practices. The online CORE course aims to prepare students to pass their final in-person CORE examinations to obtain their CORE certificate.

2. PROJECT OVERVIEW

2.1 Purpose

The purpose of this Request For Proposal (RFP) is to solicit proposals from vendors with experience in online education, particularly in the field of outdoor and hunting education. The selected vendor will be responsible for creating an engaging, interactive, and educational online course that meets British Columbia's hunting regulations and guidelines. The selected vendor will be responsible for administering and maintaining the online course for 5 years.

2.2 Objectives

- Provide an online course that covers essential hunting knowledge, including safety, regulations, ethics, and techniques, as outlined in the most recent version of the CORE manual.
- Assist students' preparation for the Provincial CORE exam by providing practice questions and studying strategies.
- Provide multimedia elements (videos, quizzes, interactive modules) that enhance learning.
- Ensure the course is accessible, user-friendly, and compatible across various devices (desktop, tablet, mobile).

3. SCOPE OF WORK

3.1 Course Content Development

- **Research and Curriculum Design:** Develop a course that aligns with the CORE Manual and B.C.'s specific hunting regulations and best practices.
- **Content Creation:** Develop content, including text, video, images, and interactive elements.
- **Course Modules:** The course should include, but not be limited to, the following topics:
 1. Welcome to the CORE Program
 2. Conservation
 3. Ethics
 4. Laws & Regulations
 5. Outdoor Survival and Safety
 6. Firearms Safety
 7. Animal Identification
 8. Bird Identification
 9. Indigenous Peoples & Hunting in BC
 10. Freshwater Fisheries
 11. Next steps after course completion

3.2 Deliverables

- **Course Demo:** A preview of slides that students can view for free.
- **Course:** The comprehensive course that follows the CORE manual and promotes B.C.'s specific hunting regulations and best practices.
- **Reports:** Written documentation of metrics for the Online CORE course.

3.3 Technology and Platform

- **Learning Management System (LMS) Integration:** The course must be hosted on or integrated with an existing LMS or custom-built platform.
- **User Experience:** Ensure the course is intuitive and accessible, with clear navigation and responsive design.
- **Assessment and Certification:** Include quizzes, tests, and final assessments to certify course completion. Note: The online course graduation certificate is not a provincial CORE certificate.

3.4 Support and Maintenance

- **Ongoing Support:** Provide technical support and maintenance for the duration of the contract.
- **Updates:** Regularly update the course content to reflect changes in hunting regulations and best practices.

3.5 Reporting

- **Registration:** Keep and provide an ongoing record of all students who sign up for the course, including registration dates and contact information.
- **Successful completion:** Keep and provide records of all students who successfully complete the course.
- **Bugs:** Report and address system errors.
- **Revenue:** Track and report course revenue on a monthly and annual basis. Revenue tracking must be aligned with the financial systems of the BCWF.

3.5 Security and Privacy

- **Privacy:** Securely store student information in accordance with current legislation and legal requirements (e.g., Personal Information Protection Act, Freedom of Information and Protection of Privacy Act).
- **Information not for company use:** The service provider cannot use the course assets (e.g., LMS or webpages) or information collected (e.g., personal information of students) for the benefit of their own company.

4. PROPOSAL REQUIREMENTS

4.1 Vendor Information

- Company Overview
- Relevant Experience and Expertise
- Case Studies or Examples of Similar Projects
- References from Previous Clients

4.2 Project Management Plan

- Detailed Work Plan and Timeline
- Description of the Development Process
- Proposed Technology and Tools
- Staffing and Key Personnel

4.3 Budget

- Detailed Cost Breakdown (development, implementation, maintenance)
- Payment Schedule
- Cost Sharing

4.4 Proposal Deliverables

- Presentation of Project Management Plan and Budget
- PDF of Project Management Plan and Budget
- Sample of Planned Course or Samples of Previously Developed Course(s)

5. EVALUATION CRITERIA

Proposals will be evaluated based on the following criteria:

- Understanding of the Project and Objectives
- Quality of the Proposed Solution
- Timeline and Project Management Plan
- Cost Effectiveness
- Experience and Expertise
- References and Past Performance

6. SUBMISSION INSTRUCTIONS

- **Submission Deadline:** All written proposals must be submitted by October 3, 2024 at 5:00 PM. Proposal presentations will be scheduled after written submissions are reviewed.
- **Submission Method:** Proposals should be submitted electronically via core@bcwf.bc.ca.
- **Contact Information:** For any questions or clarifications, please contact CORE Coordinator Paul Solimano by phone at 604.882.9988 x 203 or by email at core@bcwf.bc.ca.

7. TERMS AND CONDITIONS

- The B.C. Wildlife Federation reserves the right to accept or reject any or all proposals.
- All submitted materials will become the property of the B.C. Wildlife Federation.

B.C. Wildlife Federation

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