REQUEST FOR PROPOSAL

July 9, 2019
BACKGROUND AND OBJECTIVES

ABOUT ENGINEERS AND GEOSCIENTISTS BC

Engineers and Geoscientists BC regulates and governs these professions under the authority of the *Engineers and Geoscientists Act*.

The association is charged with protecting the public interest by setting and maintaining high academic, experience, and professional practice standards for all 34,000 members. Individuals licensed by Engineers and Geoscientists BC are the only ones permitted by law to undertake and assume responsibility for engineering and geoscience projects in BC.

PURPOSE OF PROJECT

We want to inspire the next generation of engineers and geoscientists to pursue a career in these professions by fostering K-12 students’ greater understanding of and engagement with science. We are looking for an educator to design lesson plans so we can achieve this goal.

These lesson plans should link directly to the new BC Curriculum and Engineers and Geoscientists BC’s key messaging. The finalized lesson plans will be freely available to teachers and volunteers.

The purpose of these lesson plans is to:

- Provide educators with resources to teach students about engineering and geoscience through hands-on activities
- Provide association volunteers with resources to teach students about engineering and geoscience
- Promote careers in engineering and geoscience more effectively to students

SCOPE OF WORK AND DELIVERABLES

The contractor will:

- Attend a kick off meeting for the first phase of this project
- Confirm check in dates for the different stages of the first phase of the project
- Provide four completed lesson plans for the second phase of this project in word format
  - This should include engineering and geoscience themed lesson plans.

Each lesson plan should include the following:

- **Overview**: Describes the basics of the hands-on activity.
- **Curriculum Ties**: Clearly states what curriculum components this activity touches on.
- **Materials**: Bulleted list of what components are needed to run this activity.
- **Activity Schedule**: Include an activity schedule and timeline with a pre and post evaluation component.
- **Instructions**: Include easy to understand instructions on how to complete the activity.
- **Career Content**: Provide information on the type of engineering and geoscience that this activity links to and what education requirements there are for those professionals.
- **Lessons Learned**: This section would include key messaging for teachers to use when instructing students on this topic. It would highlight the role of the professions and support our goals with the Career Awareness Program (e.g. promoting careers in the professions, role of the professions in protecting the public, etc.).
- **Resources**: Links to online content which may be of interest to the teacher.
- **Questions**: Contact information for the association.
- **Modify or extend this activity**: Activities should be designed with the potential to make modifications to increase difficulty or extend the length of the activity. Those options should be outlined in this section.
- **Printable Templates**: Some activities may benefit from printed templates. In those instances these would be included.
- **Appendix/Glossary**: Include a term list for teachers with definitions for key STEAM concepts relating to the lesson plan.

The lesson plan rollout has been broken down into the phases:

<table>
<thead>
<tr>
<th>Phase</th>
<th>Description</th>
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| 1     | Develop four Lesson Plans Linking to the:  
  - Grades 1-4 Science Curriculum  
  - Grades 1-4 Applied Design, Skills, and Technologies Curriculum |
| 2     | Develop four Lesson Plans Linking to the:  
  - Grades 5-7 Science Curriculum  
  - Grades 5-7 Applied Design, Skills, and Technologies Curriculum |
| 3     | Develop four Lesson Plans Linking to the:  
  - Grades 8-12 Science Curriculum  
  - Grades 8-12 Applied Design, Skills, and Technologies Curriculum |

This request is for a proposal for Phase 2 Lesson Plans. At the conclusion of Phase 2, the project will be evaluated, prior to finalizing proposals for Phase 3.

**TIMELINE**

<table>
<thead>
<tr>
<th>Date</th>
<th>Item</th>
<th>Description</th>
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<tbody>
<tr>
<td>July 2019</td>
<td>Contractor Search</td>
<td>Find a contractor who has the expertise needed to draft the content for the lesson plans.</td>
</tr>
<tr>
<td>July 2019</td>
<td>Curriculum Review</td>
<td>Association staff identifies clear links to BC Curriculum to target in Phases 2 and links which could be used at a later date.</td>
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<tr>
<td>August 2019</td>
<td>Phase 2 Work Begins</td>
<td>Contract work begins with the direction of Career Awareness staff support from the association on Phase 2 of this initiative.</td>
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<tr>
<td>August / September 2019</td>
<td>Review of Phase 2 Content</td>
<td>Association staff review Phase 2 Lesson Plans and provide feedback to the contractor.</td>
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<tr>
<td>September 2019</td>
<td>Update to Phase 2 Content</td>
<td>The contractor incorporates feedback from the association.</td>
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CRITERIA FOR PROPOSAL REVIEW

We will evaluate your proposal based on:

1. The merit of the proposed project approach.
2. Understanding of the scope and nature of the work required.
3. The work plan meeting the stated objectives.
4. The schedule for completing the work and suitability of the proposed methods in achieving the associated timelines.
5. Overall qualifications and related experience.

Note that proposals will be considered on the overall value for quality of work proposed.

ASSUMPTIONS

- Engineers and Geoscientists BC reserves the right to refuse all proposals received.
- Engineers and Geoscientists BC reserves the right to award each phase separately.
- As part of receiving the RFP, the consultant will undertake to respect the confidential nature of Engineers and Geoscientists BC’s documentation and content.
- No part of this project is to be subcontracted without prior permission of Engineers and Geoscientists BC.

CONTACT INFORMATION

Submissions can be sent directly to Chelsea Smith, Communications Coordinator, at csmith@egbc.ca. Please submit the final proposal by Friday, August 2, at 4:30 PM. Only proposals received on or before the deadline will be considered.

Should you have any questions regarding this RFP, please contact Chelsea Smith at csmith@egbc.ca or 604.412.4892.

We thank you for your interest and look forward to reviewing your proposal.