



Proposal/File # 2023-07

Request for Proposal
Education Coordinator

Date Issued:	07/13/2023
Expression of Interest:	07/31/2023
Due Date:	08/11/2023

BACKGROUND

WOOD ENERGY TECHNOLOGY TRANSFER INC. (WETT Inc.) is a Canadian not-for-profit corporation established by letters patent dated the 15th of December 1992.

The objectives of the organization are:

1. To develop, maintain, promote and deliver professional training courses within the framework of the Wood Energy Technical Training Program (WETT) for practitioners of trades related to the sale, installation, maintenance and inspection of systems using wood and other biomass fuels.
2. To maintain a registry containing the names of holders of valid WETT certificates and those who are students under the program.
3. To foster and promote among certificate holders the highest level of professional conduct in the delivery of services to the public.
4. To encourage and promote the safe and efficient use of wood energy through the distribution of public information materials and through collaboration with government agencies and related industries.
5. To foster and promote research and education in the utilization of wood as a source of energy.
6. To promote the interests and activities of the members of the organization in a reasonable and legal manner.
7. To provide a forum for the discussion of issues of importance or interest to the members and to share information and opinions for the mutual benefit of the members.
8. To carry on such other activities as may, from time to time, be ordered by the Board of Directors of the organization and which are consistent with these objects.

PURPOSE

This request for proposal (RFP) solicits proposals from qualified individuals in providing educational development services that support WETT Inc with its course curriculum, material review and instructor development.

Scope of Work to be provided

Reporting to the Executive Director, and in conjunction with WETT experts, the following list briefly outlines the scope of work to be provided:

Content Management:

- Work with the Education Committee to assess technical content issues within existing course curriculum (grey areas, evolution of code changes, technology changes, regulatory changes). Attendance at monthly Education Committee meetings is mandatory.

Course Administration:

- Recommend best practices for course scheduling;
- Review compiled feedback from instructors and students, summarize for the Executive Director;
- Review materials set to courses for consistency and completeness. Work with the office to ensure course content checklists are in place annually;
- Recommend best practices for accommodations in course delivery.

Course Materials:

- Review all updates/comments provided to office;
- Create docket system for review and approval of course changes;
- Once dockets approved, oversee annual application of changes with office (including all impact materials);
- Prepare communications to stakeholders of any changes/updates.

Course Development and Review

- Recommend the implementation and processes required for any significant updates to WETT's education program;
- Lead the development of WETT's education policies in conjunction with the Executive Director;
- Work with WETT members, leadership and industry partners to identify training needs;
- Work towards the development of a targeted training system, responsive to the needs of WETT members;
- Review and provide best practices for course delivery options/platforms/technology;
- Source training tools;
- Coordinate course review and/or development considering AODA criteria;
- Work directly with third party contracted course developers as required;

Instructors:

- Instructor recruitment and orientation;
- Instructor skill assessment and feedback;
- Instructor skill development;
- Advise any recommended updates to instructor policies.

Approximately 700 hours per year (15 hours per week).

Applicant Skillset Required

The following list briefly outlines the skills required to fulfill the needs of the position:

- Degree in Adult Education;
- Experience as an educational leader (minimum 5 years);
- Familiar with current and evolving best pedagogical practices that support adult learning and industry training;
- Ability to collect, synthesize and communicate information effectively;
- Experience in online learning platforms;
- Excellent presentation skills, teaching / training experience;
- Ability to facilitate training workshops;
- Strong leadership skills;
- Experience working with volunteers;
- Strong diplomacy skills, tact, ability to maintain confidentiality;
- Flexibility that allows you to effectively teach learners with a variety of backgrounds, skills and learning styles;
- Experience developing course materials and training programs;
- Familiarity with online training platforms;
- Willingness to travel;
- Ability to establish metrics to measure the effectiveness of programs, courses, teaching methods.

SUBMISSION SPECIFICATIONS

All applications to this proposal must include:

- A brief biography outlining relevant experience and objectives;
- Provide a current CV;
- 2 professional references;
- Samples of course curriculum developed.

A letter expressing interest is due by **July 31, 2023**. All replies are due by **August 11, 2023** and must be submitted by email to manager@wettinc.ca, info@wettinc.ca & web@wettinc.ca.

WETT reserves the right to withdraw and or modify this proposal.

CONFIDENTIALITY

WETT respects the privacy of all persons responding to this tender. All submissions will be shared with the WETT Inc. Board of Directors for review purposes. In the event that a Board member is in conflict of interest, the contents of the proposal response will not be shared with said individual.

The content of your submission will be limited to Board circulation only.

NOTE

- A sample contractor agreement has been included. See Appendix A.

FURTHER INFORMATION

Questions/comments are to be directed to Peter Traversa, Executive Director at 1-888-358-9388 or manager@wettinc.ca.

APPENDIX A – SAMPLE CONTRACTOR AGREEMENT

CONTRACTOR AGREEMENT

Education Coordinator

The agreement made as of XX

BETWEEN

Wood Energy Technology Transfer Inc.
(WETT) 1-189 Queen Street East
Toronto, Ontario
MSA 1S2

(Hereinafter referred to as WETT)

-and-

(Hereinafter referred to as Contractor)

SERVICES TO BE PROVIDED

"CONTRACTOR" as a qualified WETT certified member, has been retained by WETT to service as an Education Coordinator. The scope of work includes:

Content Management:

- Work with the Education Committee to assess technical content issues within existing course curriculum (grey areas, evolution of code changes, technology changes, regulatory changes). Attendance at monthly Education Committee meetings is mandatory.

Course Administration:

- Recommend best practices for course scheduling;
- Review compiled feedback from instructors and students, summarize for the Executive Director;
- Review materials set to courses for consistency and completeness. Work with the office to ensure course content checklists are in place annually;
- Recommend best practices for accommodations in course delivery.

Course Materials:

- Review all updates/comments provided to office;
- Create docket system for review and approval of course changes;
- Once dockets approved, oversee annual application of changes with office (including all impact materials);
- Prepare communications to stakeholders of any changes/updates.

Course Development and Review

- Recommend the implementation and processes required for any significant updates to WETT's education program;

- Lead the development of WETT's education policies in conjunction with the Executive Director;
- Work with WETT members, leadership and industry partners to identify training needs;
- Work towards the development of a targeted training system, responsive to the needs of WETT members;
- Review and provide best practices for course delivery options/platforms/technology;
- Source training tools;
- Coordinate course review and/or development considering AODA criteria;
- Work directly with third party contracted course developers as required;

Instructors:

- Instructor recruitment and orientation;
- Instructor skill assessment and feedback;
- Instructor Skill development;
- Advise any recommended updates to instructor policies.

"CONTRACTOR" will not subcontract any portion of the work to be completed without prior approval by WETT. WETT reserves the right to reject any sub-contractors.

"CONTRACTOR" agrees that all duties performed under this agreement will be performed in strict compliance with all applicable laws, rules and regulations and the code of ethics, established by WETT from time to time, to obtain all licences, registrations and other approvals required by law in connection with the services to be rendered in accordance with this agreement, and be responsible for payment of all applicable taxes, duties and levies imposed by federal, provincial and other governmental authorities.

OWNERSHIP OF MATERIALS

"CONTRACTOR" agrees that all materials developed in conjunction with the scope of work in this agreement will become the sole property of WETT. All written and electronic materials, all rights to use the name, trademarks, trademark registrations, trade names and registered user and other trademark rights, copyrights, copyright registrations and applications therefore, and all renewals, modifications and extensions of the foregoing currently connected/ associated with WETT, will remain the sole property of WETT.

AUTHORITY

"CONTRACTOR" will ensure that all materials used in conjunction with the development materials (including pictures, graphics, reference materials) are transferable to WETT and proper authority for use and transfer if obtained.

CONFIDENTIALITY

"CONTRACTOR" agrees that he/she shall:

- Maintain confidential and secure all materials and information which is the property of WETT or is provided to "CONTRACTOR" by WETT, and is in the possession or under the control of "CONTRACTOR", and
- Shall not directly or indirectly disclose or use any material or information belonging to WETT without first obtaining written consent of WETT, and
- Shall return such materials or information to WETT upon request without retaining any copies.

TERM

The contract will commence on September 1, 2023 and shall expire on August 31, 2024 and can be renewed for an additional 12 months term on the approval of both parties.

TERMINATION

Either party with five days notice may initiate termination. In the event of termination of this agreement by either party for any reason, WETT agrees to pay any fees and expenses due to "CONTRACTOR" up to the date of termination. "CONTRACTOR" agrees to return all materials owned or provided by WETT.

FEES

"CONTRACTOR" will be compensated as follows:

- Hourly rate of \$75.00
- Attendance at in person meetings will be charged at the prevailing instructor rate. Direct travel expense reimbursement will be at the prevailing instructor compensation policy. Compensation for travel time will not apply.
- Additional expenses require pre-approval by the Executive Director.

Invoices are to be submitted to WETT monthly. Invoices are to include detailed time docket. Pre-approved disbursements will be reimbursed at cost. All disbursements must include receipts that clearly display taxes paid.

WETT will provide for exclusive use by the contractor in performing duties under this contract the following publications in PDF format:

- Current National building Code
- Current Ontario building code
- Relevant ULC, CSA and ASTM Standards as approved by the WETT Education Committee. To include as required:
 - Updated standards listed in B365-17 (section 4.1 a) to k)
 - ULC/ORD C1482-M1900
 - ASTM E1509

STANDARD OF PERFORMANCE

"CONTRACTOR" shall use her/his best reasonable efforts to perform her/his consulting services in an efficient, trustworthy and professional manner. Consultant shall perform its consulting services to the sole satisfaction of, and in conjunction and cooperation with, WETT. In the event that either party cannot fulfil their obligations under this contract in the agreed upon timeframe, all parties are required to notify each other if even an excusable delay occurs.

RELATIONSHIP TO WETT

It is expressly agreed that "CONTRACTOR" is not an employee of WETT for any purpose whatsoever, but is an independent contractor. "CONTRACTOR" does not have, nor shall hold themselves out as having any right, power or authority to create any contract or obligation, either express or implied, on behalf of, in the name of, or binding upon WETT, or to pledge WETT's credit, or to extend credit in WETT's name.

CONFLICT OF INTEREST

"CONTRACTOR" agrees that s/he will report any conflict or perceived conflict of interest to WETT .

INSURANCE

WETT Warrants that "CONTRACTOR", as a WETT certified professional and Committee member is covered under WETT's Professional Liability Policy.

AMENDMENTS

The agreement may be amended by mutual agreement of the parties evidenced in writing, which writing may consist of an exchange of correspondence between the parties.

ACCEPTANCE OF TERMS AND CONDITIONS

Signatures by both parties will signify acceptance of the terms and conditions outlined in the letter of engagement.

Signatures by both parties will signify acceptance of the terms and conditions above.

Peter Traversa
Executive Director, WETT

(NAME)

Date _____

Date: _____

