



Corporate Services Department
Materials Management
8th Floor, Chancery Hall
3 Sir Winston Churchill Square
Edmonton, Alberta Tel.: (780) 496-5333
CANADA T5J 2C3 Fax: (780) 496-5015

**PRE-QUALIFICATION NUMBER
913508**

Issue Date: November 17, 2008

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YOUR RESPONSE WILL BE CONSIDERED
IF RECEIVED IN THE MATERIALS
MANAGEMENT BRANCH OFFICE NO
LATER THAN

DECEMBER 29, 2008

MATERIALS
MANAGEMENT
BRANCH PER

Lavonne Drynan
Phone: 780.496.8897
Fax: 780.496.5015

**Responses shall be submitted in a sealed package clearly
marked with the Respondent's Name, Address, Pre-
Qualification Number and Closing Date.**

This Pre-Qualification will not be publicly opened and read.

Pre-Qualification of Consultants for E-Learning Course Development

1. Invitation

1.1. The City of Edmonton ("the City") Fire Rescue invites Pre-Qualification submissions from interested consultants to provide e-learning course development services.

1.2. Interested consultants shall complete and return the attached "Pre-Qualification Questionnaire" including all required submissions/attachments.

1.3. Closing Date. Responses must be submitted to the following office of the City no later than 4:00 p.m. Edmonton Local Time December 29, 2008 (the "Closing Date").

The City of Edmonton
Corporate Services Department
Materials Management
Room 800, Chancery Hall
3 Sir Winston Churchill Square
Edmonton, Alberta, CANADA T5J 2C3

2. Purpose

2.1. The purpose of this Pre-Qualification is to develop a list of consultants that are capable of developing e-learning courseware or support materials used for online training purposes.

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3. Background

3.1. Edmonton Fire Rescue of the City of Edmonton has implemented e-learning to supplement existing training activities that are ongoing within the branch. To accomplish this objective, Fire Rescue has entered into an arrangement with a Learning Management System vendor for hosted LMS services. Currently twelve courses are offered online via online or blended delivery.

3.2. The goal of this Request for Pre-Qualifications is to compile a list of suitable e-learning consultant specialists with one or several of the following specializations: multimedia, simulations or virtual worlds, SCORM, graphic design, instructional design, writing and editing services, usability and evaluation services, project management. The focus of the Request for Pre-Qualification is to acquire the services of suitable course developers and not the services of an LMS vendor or the suppliers of combination of LMS services and stocked content.

3.3. Pre-Qualified Respondents may be required to complete one or more of the following tasks and deliverables should they be engaged by the City through subsequent competitive processes (actual tasks and deliverables will be defined on a project by project basis).

- Develop complete modularized e-learning materials with supplied content from in-house specialists.
- Develop smaller media objects (video, graphics, animations, XML templates etc)
- Provide front-end analysis of projects including task analysis, recommended project treatment, assessment and evaluation
- Edit existing materials or write new materials, scripts, manuals

4. Schedule

4.1. The following dates are subject to change at the sole discretion of the City of Edmonton.

- Close of Questions Deadline: December 19, 2008 (4:00 pm)
- Closing Date for Pre-Qualification Submissions: December 29, 2008 (4:00 pm)
- Notification to Pre-qualified Respondents: January 2009

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5. Questions

5.1. It is the Respondent's responsibility to clarify the interpretation of any item or statement in this Request for Pre-Qualification.

5.2. All inquiries/questions related to this Pre-Qualification are to be directed IN WRITING (letter, fax or e-mail) prior to **December 19, 2008** to the contact person listed below. Any verbal or written inquiries directed to anyone other than the listed contact person may not be considered.

Lavonne Drynan
Fax: 780.496.5015
E-mail: lavonne.drynan@edmonton.ca

The City of Edmonton
Corporate Services Department
Materials Management
800, Chancery Hall
#3 Sir Winston Churchill Square
Edmonton, Alberta T5J 2C3

5.3. The City's response to any questions may be distributed to as an addendum to all document holders.

5.4. Respondents shall not rely upon any oral information provided to it by the City or its representatives.

6. Evaluation

6.1. A response submission must meet all Mandatory Requirements outlined below. Any submission(s) not meeting all Mandatory Requirements may be disqualified from further consideration.

6.2. The evaluation committee, in its sole discretion, shall determine compliance with the mandatory criteria. Compliance will be determined based on the submissions, the references supplied by the Respondents and/or interviews with Respondents (should the evaluation committee choose to conduct interviews). Note: The City reserves the right to consider other sources for references.

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6.3. Mandatory Criteria:

Mandatory Criteria:
a) Demonstrated expertise in designing, developing or assessing effective e-learning courseware.
b) Demonstrated expertise in producing deliverables on time, within budget and with the desired level of quality.
c) Fully filled out Request for Pre-Qualification document including all information requested herein.

6.4. Skill Sets:

The expertise described in this section will be used to determine which pre-qualified Respondents are requested to submit proposals for specific projects as they arise. Please check the skill sets applicable to your area(s) of expertise.

Criteria	
Have demonstrated experience with project management of e-learning projects with a description of the approach used.	
Demonstrated experience in the development of SCORM compliant courseware	
Demonstrated ability to offer the following services in-house: without sub-contracting arrangements: (Check all that apply)	
• Photography	
• Video	
• Graphic Design	
• XML or XML templates	
• Flash	
• Animation	
• Simulations, Virtual World design or Gaming	
• SCORM programming	
• Usability (specify techniques, methodology)	
• Writing and Editing Services	
• Instructional Design (Describe methodology with respect to a training environment)	
• Ability to develop valid and reliable assessment measures Describe validation approach)	
• Project Evaluation (Describe approaches typically used)	

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6.5. The City reserves the right to request and have supplied any clarifications or information it may require from any Respondent.

6.6. There is no pre-determined limit to the number of Respondents who will pre-qualify pursuant to this pre-qualification.

7. Submissions

7.1. Responses must be typed or computer generated. Respondents may request a Word version of the Pre-Qualification Questionnaire from the Plans Desk, Materials Management by email to melissa.farrell@edmonton.ca

7.2. Attachments are to be clearly referenced in the Response, numbered appropriately and attached at the end of the Response in numerical order.

7.3. Originals and copies. Respondents are required to submit **one original and 1 copy** of their complete responses. In case of discrepancies between the original and a copy, the original shall govern. Responses should be submitted in a sealed package clearly marked with the Bidder's name, address, and the Pre-Qualification number

7.4. Fax Delivery. Respondents must ensure that responses submitted by fax are received by the City prior to 4:00 p.m. on the Closing Date. The City will not accept late responses even if the reason for delay is a result of fax transmission delays on the part of the City's fax machine.

7.5. Respondents may respond to this Pre-Qualification as an individual, organization or as a Consortium.

7.6. In responding to this Pre-Qualification: The Response Package must be completed and the Respondent or Prime Respondent must sign the Pre-Qualification Questionnaire (Attachment One). If the Respondent is a Consortium, each additional member of the Consortium must complete and sign the Pre-Qualification Questionnaire (Attachment One) – additional pages with this signature block can be added to the submission to facilitate signatures from all members of the Consortium.

7.7. The City shall not be obligated to accept responses that are unsigned, incomplete, conditional, illegal, unbalanced, obscure, or contain irregularities of any kind

7.8. Respondent Expenses. The City of Edmonton shall not be responsible for any costs incurred by the Respondent in the preparation of their response, participation in interviews or any subsequent clarification of their response submission.

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7.9. **Response Returns.** Responses and accompanying documentation submitted by the Respondents are the property of the City of Edmonton and will not be returned.

7.10. **Response Confidentiality.** All documents submitted to the City will be subject to the disclosure provisions of the *Freedom of Information and Protection of Privacy Act*, R.S.A. 2000, c. F-25. Respondents are encouraged to identify what portions of their responses are confidential and what harm could reasonably be expected from its disclosure. The City cannot assure Respondents that any portion of a response can be kept confidential.

7.11. **Conflict of Interest.** Unless otherwise indicated in the Response, the Respondent represents and warrants that:

- Neither the Mayor, nor a City Councillor, nor a City employee has any financial interest, either directly or as a shareholder, director, officer or partner, in the Respondent
- No spouse, child, parent, or parent of the spouse of either the Mayor, a City Councillor or a City employee has any financial interest, either directly or as a shareholder, director, officer or partner, in the Respondent; and
- The Response is submitted without collusion of any other person who may have submitted a Response for this Pre-Qualification and the Response has not compared figures with any other party that may be submitting a Response nor made an agreement with any other party whereby that party has agreed not to submit a Response

8. Pre-Qualification Listing

8.1. The resulting pre-qualification listing will be maintained by Edmonton Fire Rescue and will be used as one method which seek proposals for projects on an "as needed" basis. Placement on the pre-qualification listing does not constitute a guarantee of any work to any pre-qualified Respondent.

8.2. Pre-qualified Respondents will remain pre-qualified for a period of two (2) years after being placed on the Resource List.

8.3. The City of Edmonton intends to maintain and augment the Resource List by accepting pre-qualification responses on an ongoing basis from Respondents.

8.4. It is the responsibility of pre-qualified Respondents to ensure that the City has their current contact information during the pre-qualification period.

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8.5. The City of Edmonton reserves the right to re-evaluate and amend the requirements for the Resource List as outlined in this Pre-Qualification and may issue a new pre-qualification at any time during the period a Respondent is pre-qualified.

8.6. Participation in this pre-qualification neither adversely affects nor bars the Respondent, whether pre-qualified or otherwise, from participating in other department procurements as long as pre-qualification is in not a requirement in that departmental procurement.

8.7. Placement on the Pre-qualification Listing does not guarantee that the Pre-qualified Respondent will receive a Request for Proposal invitation or be awarded a Contract from the City of Edmonton, nor does it imply that the Pre-qualified Respondent has any type of contractual or employment relationship with the City of Edmonton either now or in the future. Further, the City of Edmonton reserves the right to reject any or all Responses when it is in the best interest of the City of Edmonton.

9. Post Pre-Qualification Competitive Processes

9.1. Pre-qualified Respondents will be eligible to respond to subsequent Project Request for Proposals as required by departments and on a project by project basis.

9.2. These individual Requests for Proposals will be evaluated in accordance with the evaluation criteria and processes set out in the specific Request for Proposals. The evaluation processes may include reference checks and interviews.

9.3. It is a requirement that the City of Edmonton standard contract documents are signed, without change, as part of any contract award.

9.4. Pre-qualified Respondents that are awarded Contract(s) shall retain their Pre-qualified Respondent status and may be considered for other Contract(s) as needs arise.

9.5. Nothing in this pre-qualification process is intended to lessen the subsequent competition among the Pre-qualified Respondent when a Request for Proposal is issued.

9.6. There is no guarantee that pre-qualified Respondent will obtain any volume of work, nor is there any guarantee that Pre-qualified Respondent who are invited to apply to Request for Proposals will be awarded Contracts.

9.7. Notwithstanding that pre-qualification listing may have been established, the City of Edmonton reserves the right to conduct an open competition for any Services that are contemplated by this pre-qualification.

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9.8. The City has a policy that deals with contracting with parties who are in litigation or arbitration with the City. The City may reject a proposal submitted by a Respondent or an affiliate or associate of a Respondent who is in litigation or arbitration with the City. For purposes of this section, an affiliate or associate shall have the same meaning as defined in the *Business Corporations Act*, R.S.A. 2000, c. B-9

9.9. Pre-qualified Respondents may, at the discretion of the City of Edmonton, lose their pre-qualification status for unsatisfactory performance.

9.10. Pre-qualified Respondents may ask to be removed from the Resource List at any time by submitting a clear and detailed written notice to the Contract Liaison.

9.11. While the individual Project Request for Proposals will provide specific project details and requirements, Respondents are advised of the following sample of requirements

Respondents who are awarded Contracts:

- Will provide their own office space, equipment, computers, software, and telephone and photocopy facilities as required, and other tools as necessary for the purpose of performing the Services. Amenities, including but not limited to secretarial services and parking, will not be provided. Onsite equipment, computers, software, telephone and photocopy facilities may be available for use when the work requires face-to-face collaboration at one of the City of Edmonton office locations.
- May be required to provide evidence of a valid security clearance check, normally a background and criminal records check, on the Respondent, if the Respondent is an individual, or on any or all of the Respondent's employees, agents or subcontractors that may be providing the services, prior to a contract being executed. The City of Edmonton will be under no obligation to enter into any Contract with a Respondent if, in the opinion of the City of Edmonton, acting reasonably, the results of such a security clearance check is not satisfactory.
- May be required to travel to meet contractual requirements and may be expected to attend occasional project meetings at their own expense.
- Are required, at their own expense, to obtain insurance under a contract of General Liability Insurance in accordance with the Alberta Insurance Act in an amount not less than \$2,000,000 inclusive per occurrence insuring against bodily injury, personal injury, and property damage including loss of use thereof. Such insurance shall include blanket contractual liability. Evidence of such insurance in a format acceptable to the City of Edmonton shall be made available to the City of Edmonton, at the City of Edmonton's request, as a condition of any Contract(s).



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Attachment One
Pre-Qualification Questionnaire
E-Learning Course Development Consultants

Respondents may add sheets as necessary, but are required to maintain the same question order as this questionnaire document.

RESPONDENT / COMPANY NAME: (Please Print)		
STREET ADDRESS:		
CITY:	PROVINCE:	POSTAL CODE:
REPRESENTATIVE: (Please Print)		PHONE NUMBER:
E-MAIL:		FAX NUMBER:
GST REGISTRATION NUMBER (Canadian Residents only):		
AUTHORIZED SIGNATURE:		DATE:
PRINT SIGNATURE AND TITLE:		

1. Company Information:

- 1.1. Company Registered Name: _____
- 1.2. Company Operating Name (if different from above): _____
- 1.3. Date Company Established and Location: _____
- 1.4. Courier Address: _____
- 1.5. Company Officers:

Title	Name	Years with Company



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1.6. Nature of Business Conducted by Company / Business Specialties of Company

1.7. Professional Affiliations:

1.8. Indicate approximate preferred value of contracts your firm is normally able to bid:

\$ _____ to \$ _____

1.9. Organizational Chart. The Respondent shall include an organizational chart of key staff that would be assigned to City of Edmonton projects. The organizational chart must include Project Managers and Lead Consultants. This organizational chart is to indicate the on and off site personnel and their roles.

1.10. Resumes. Attach resumes for all personnel, and their alternatives, that are listed in the organizational chart requested above.

1.11. Is your company currently in litigation or arbitration with the City of Edmonton?

No _____ Yes _____

If yes, provide details (including project name and project manager)

2. Mandatory Criteria Response Section

2.1. Provide a minimum of three projects, complete with project details, that would demonstrate compliance to the mandatory criteria (Article 6.3) of this Pre-Qualification.

2.2. For each project referenced provide at a minimum: Client / Company name, address, phone number, email address (if applicable), nature / scope of work, contract dollar value, project time

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frame, methodology used and a summary of the complexity of the project. State if the company principles and resources currently with the firm/respondent are the same or different than those involved in the referenced projects.

Note: Clients/Companies may be contacted to verify the information supplied.

3. Response Section

3.1. Provide a minimum of three projects, complete with project details, that would demonstrate compliance to the Skill Sets checked off in Article 6.4 of this Pre-Qualification. Provide a point by point response to the criteria in item 6.4, and detail how the projects satisfy these requirements

The projects references provided for this response section can be the same projects provided in the mandatory criteria section above. However, the references to the projects must be clear in the point by point response.

If projects, other than those referred to in the mandatory criteria section above, are used, then provide at a minimum: Client / Company name, address, phone number, email address (if applicable), nature / scope of work, contract dollar value, project time frame, methodology used and a summary of the complexity of the project. State if the company principles and resources currently with the firm/Respondent are the same or different than those involved in the referenced projects.

Note: Clients/Companies may be contacted to verify the information supplied