

Building Professional Development Opportunities

Request for Proposals



Who We Are

The Nova Scotia College of Social Workers (NSCSW) exist to serve and protect Nova Scotians by effectively regulating the profession of social work. The NSCSW establishes, maintains and regulates standards of professional practice. The NSCSW believes the people of Nova Scotia are entitled to receive the highest caliber of care from social workers who are knowledgeable, ethical, qualified and accountable to the people who receive social work services. To ensure this goal NSCSW provides its membership services that maintain high standards of professional competency throughout the provincial social work community.

To advance the social work profession in Nova Scotia, NSCSW engages members, government, employers, community groups and citizens to build a stronger social work community. NSCSW believes social workers provide an essential service that assists Nova Scotians in leading healthier, happier lives. The NSCSW engages with Nova Scotia's social work community in advocating for improvement to social policies, programs and social justice. Lastly, NSCSW works in solidarity with Nova Scotians to advocate for policies that improve social conditions, challenge injustice and value diversity.

Our Values

Our work is grounded in integrity and professionalism which calls on us to be:

Respectful

The College is respectful of the inherent dignity of every individual, and strives for cultural humility and social change.

Accessible

The NSCSW provides communication and services that are accessible province-wide for members, stakeholders, and the public.

Ethical

The NSCSW follows the established national code of ethics that adheres to the values of the social work profession.

Progressive

The NSCSW is proactive in reflecting the values of social work, and supports innovation through education, research, and transformative community engagement, for the sake of social justice.

Project Guidelines

This Request for Proposal (RFP) represents the requirements for an open and competitive process. Proposals will be accepted until 5pm Atlantic time, September 6, 2019.

If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organizations being contracted.

All costs must be itemized to include an explanation of all fees and costs.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by NSCSW Professional Development Committee.

Project Purpose

The NSCSW has recently developed a 5-year strategic plan. A central pillar of the plan is to develop the NSCSW as a center for social work resources and professional development with the goal of supporting members throughout their career. The purpose of this project is to develop high quality professional development opportunities relevant to social work practice that are current, well informed and well designed to be delivered across Nova Scotia.

The goal is to build a schedule of professional development events that can be delivered across Nova Scotia.

Successful applicants will be contracted to deliver multiple trainings in various communities across Nova Scotia.

Project Scope

Topics for Training

The NSCSW Professional Development Committee will consider all topics for development. However the following are areas of particular interest to the membership.

1. Social work leadership
2. Ethics
3. Social justice
4. Truth and reconciliation
5. Child welfare
6. Trauma-informed care
7. Private practice
8. Intercultural social work praxis
9. Social work competencies

There are three stages to this proposal

Stage 1: Abstract & Bios

- a. Applicants are asked to submit a bio outlining the qualifications and experience of all identified presenters.
- b. Applicants are asked to construct an abstract outlining the workshop/session/training they hope to offer. The abstract should be no more than 500 words.
 - i. It should contain a statement of the purpose of and/or goal of the workshop/session/training.

- ii. It should outline methods/methodology used to facilitate/teach or instruct the session.
- iii. It should outline the core learning objectives for participants.
- c. Applicants must submit a budget proposal at this stage that includes projected costs for both **design** and **implementation** of the professional development opportunity.

Abstracts & bios will be reviewed by the Professional Development Committee. If the abstract is selected then applicants will be contracted to develop an outline (stage 2).

Stage 2: Outline Development

Once selected by the Professional Development Committee, applicants will be contacted to outline the workshop/session/training in more depth. Outlines should be no longer than 1500 words. The outline must include statements on the following:

- a. The core learning objective which states the intended general goal of the workshop/session/training.
- b. The core learning strategies used to achieve the learning objectives.
- c. The core content and learning materials used to reach the goals.

Workshop/Session/Training – Resources Required

The outline should propose what is needed to deliver the workshop/session/training. This would include all resources required (such as a projector, screen, portal microphone, flip chart) as well as the type of space required.

Stage 3: Scheduling and Delivery

Once the outline and delivery plans are received the NSCSW will work with the applicant to schedule the delivery of the professional development opportunity in various locations across Nova Scotia throughout 2020. A contract will be written to formalize this agreement.

Request for Proposal and Project Timeline

The initial abstracts to this RFP are due no later than 5 p.m. ADT September 6, 2019.

The selection decision for abstracts will be made by September 23, 2019. If additional information or discussion is needed, the bidder(s) will be notified. Only successful applicants will be contacted.

Project Timeline:

Stage One: Selection of abstracts will be completed by September 23, 2019

Stage Two: Outlines must be delivered to NSCSW by October 21, 2019

Stage Three: Contracts for professional development delivery will be negotiated by November 29, 2019. A tentative schedule for the 2020 calendar year will be completed in December.

Budget

All proposals must include a budget with projected costs for both **design** and **implementation** of the professional development opportunity.

Bidder Qualifications

The applicant must list their:

- qualifications
- training experience

Proposal Evaluation Criteria

NSCSW will evaluate all proposals based on the following criteria. To ensure consideration for this RFP, your proposal should be complete and include all of the following criteria:

- Ensure that NSCSW organization values and professional values are embedded in the content;
- Demonstrate a scan of literature on the topic;
- Clear learning objectives;
- Ensure that the principles of Adult Learning are embedded in the professional development opportunity
- Ensure that learning strategies and content are engaging.