

REQUEST FOR PROPOSALS

Project: CENTRE OF EXCELLENCE FOR FIELD STUDIES PROJECT IMPLEMENTATION PLAN

Community Futures Crowsnest Pass and Crowsnest Pass Economic Development Board is inviting proposals for the development of the Implementation Plan for the Centre of Excellence in Field Studies project.

Project Description:

The Centre of Excellence for Field Studies project is an initiative designed to coordinate and expand on current field/practicum studies that are occurring or could occur in the Crowsnest Pass. A location will be established which will include residence(s), shared equipment and laboratory facilities, class and lecture rooms, and state of the art distant and interactive learning technologies. The Centre will be working with initiatives of provincial ministries of Health & Wellness; Advanced Education and Technology; Employment, Immigration and Industry, and will be designed to actively become part of their action/business plans.

One of the first steps in moving forward with the Centre of Excellence will be identify needs and opportunities for program practicums and field studies, needs of students in practicums, identify the resources in the community, and prepare a business and marketing plan for the implementation of the Centre of Excellence for Field Studies.

Consultant Services

The successful Consultant will be required to undertake and provide the following:

- Centre of Excellence Implementation Plan no later than September 10, 2010
- 2 copies of the completed report and 1 digital copy in Microsoft Word format
- The plan will identify and target opportunities that exist for field studies at various institutions, requirements for residency programs; requirements for lab and classroom space; lab and classroom equipment requirements and costs; determination of technological needs; develop marketing and attraction strategies around medical, recreational, geological, geophysical, historical, historical renovation and other programs that have field study components that would benefit from being in the Crowsnest Pass; identify phases of work and proposed methodology for implementation; determine capacity for program/residency features; recommend facility(s); prepare the business case including determination of staffing requirements and preparation of financial analysis for implementation and initial five year operations.

Reporting Relationships

The development of the Centre of Excellence for Field Studies project will be managed by Community Futures Crowsnest Pass and Crowsnest Economic Development Board. A project advisory committee has been set up to provide advices to the project. It is the expectation that the Advisory Committee will serve to identify sources of information and other resources within the community for a consultant, assist where required in the efforts of the consultant to gather information or communicate with community members and other organizations.

Proposals may be submitted by mail or by email (Microsoft Word format- PDF) to:

Community Futures Crowsnest Pass
Crowsnest Economic Development Board
Box 594, Blairmore AB, TOK OEO
Attention: Shar Lazzarotto, Manager

or by email to

shar@communityfuturescnp.ca

Proposals must be submitted before 3:00 pm Monday May 17th, 2010.

The work defined will include all labour and materials required to be supplied, or provided to Community Futures Crowsnest Pass/Crowsnest Pass Economic Development Board.

Community Futures Crowsnest Pass/Crowsnest Pass Economic Development Board reserves the right to accept a proposal other than the lowest proposal without stating reasons.

Shar Lazzarotto
Manager
Community Futures Crowsnest Pass