

REQUEST FOR PROPOSALS (RFP)

Early Years Digital Learning Module Design & Development



1. OVERVIEW

The District of Rainy River Services Board (hereafter referred to as “DRRSB”) is issuing this Request for Proposals (RFP) to select a qualified vendor to design and develop a series of interactive digital learning modules for the Early Years sector.

The project involves the design and production of structured, accessible, and engaging online learning modules. The selected vendor will be responsible for translating provided content, frameworks, and materials into interactive digital learning modules.

The DRRSB will independently design, build, and maintain a web-based learning hub hosted on a DRRSB-managed website platform. This hub will serve as the access point for all learning modules developed through this project.

The final product must be usable, accessible, and suitable for frontline early years educators.

2. KEY INFORMATION

RFP Number: DRRSB 26-31

RFP Title: **Early Years Digital Learning Module Design & Development**

Submission of Proposals

To be eligible for consideration, proposals must be received by 4:00 pm Central Standard Time (CST) on Friday, August 7, 2026.

Responses must be mailed or emailed. Facsimile responses will not be accepted.

Email responses will be accepted at roberta.wyder@rrdssab.ca.

Mailed responses must be addressed to:

Roberta Wyder
Early Years Program Coordinator
District of Rainy River Services Board
450 Scott Street, Fort Frances, ON P9A 1H2

Private & Confidential

Proposals must be submitted in accordance with the requirements outlined in this RFP. Late or incomplete submissions may not be considered.

Inquiries

Questions regarding this proposal should be submitted by email to Roberta Wyder at roberta.wyder@rrdssab.ca between July 20 and July 24, 2026.

Responses to questions received will be provided to all respondents on Monday, July 27, 2026.

Proposal validity period

Proposals must remain valid for a period of 60 days from the submission deadline.

Rights reserved by the DRRSB

The DRRSB reserves the right to accept or reject any or all proposals, and to cancel this RFP at any time without obligation.

Addenda and clarification process

Addenda and clarifications issued during the RFP period will form part of this RFP and must be acknowledged in the submission.

Financial

All costs associated or incurred with the preparation and presentation of the respondent's response to this RFP shall be borne by the respondent.

The rejection of any or all proposals shall not render the DRRSB liable for any costs or damages.

The DRRSB shall not be held liable for any error or omission in any part of this RFP. While the DRRSB has used considerable efforts to ensure an accurate representation of information of this RFP, the information contained in the RFP is supplied solely as a guideline for respondents. The information is not guaranteed or warranted to be accurate by the DRRSB, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve respondents from forming their own opinions and conclusions with respect to the matters addressed in this RFP.

The quoted price may not be increased after the closing date of the RFP and/or during the term of the agreement unless otherwise agreed to in writing by the DRRSB.

All prices are to be stated in Canadian funds.

3. ORGANIZATIONAL CONTEXT

The DRRSB supports Early Years and Child Care professionals through training, professional learning, and sector development initiatives.

This project aims to strengthen access to consistent, engaging, and accessible digital learning resources through modular online learning content delivered via an internal web-based learning hub.

District of Rainy River Services Board (DRRSB)

- Incorporated under Provincial legislation in 1999 and currently mandated to deliver children's services, social assistance, housing and homelessness services and paramedic services for the Rainy River District.
- Governed by a Board of Directors including ten municipal representatives appointed by their councils and three unincorporated representatives elected during the municipal elections.
- The Rainy River District is in Northwestern Ontario and includes a population of approximately 20,000 in a geographic area of over 15,000 square kilometers.

4. SCOPE OF WORK

The DRRSB is undertaking this initiative as part of a broader commitment to strengthening professional learning within the Early Years and Child Care sector.

This work is informed by the Ministry of Education's direction for quality improvement and continuous learning across early years systems, with an emphasis on reflective practice, relational pedagogy, and workforce development.

The selected vendor will provide instructional design and eLearning development services to support the creation of interactive digital learning modules for the Early Years sector.

The project includes development of five (5) modules and will be delivered using a staged approach beginning with a foundational module. The foundational module will establish the instructional design approach, module structure, visual direction, and collaborative development process for the project.

The vendor will work collaboratively with the DRRSB through review and feedback cycles throughout the project.

All final modules will be delivered as web-ready packages suitable for uploading into DRRSB's internal learning hub.

4.1 Stage 1 – Foundational Module (Foundation Build)

The vendor will design and develop one (1) foundational interactive digital learning module that will serve as the foundational build for the project.

The foundational module will establish:

- the instructional design framework for the project
- visual direction and interaction style
- module structure and pacing
- assessment and learner engagement approach
- accessibility integration standards
- collaborative review and revision process

This stage includes:

- collaborative instructional design based on provided content and learning flow
- ensuring the integrity of the DRRSB's provided content and pedagogical intent
- embedded assessment and knowledge check integration
- iterative review and revision cycles
- delivery of a finalized foundational module and associated editable source files

4.2 Stage 2 – Remaining Modules (Modules 2–5)

Following completion of the foundational module, the vendor will develop four (4) additional modules.

Development of subsequent modules will:

- build upon the approved foundational module framework
- maintain consistency in instructional design and learner experience
- incorporate refinements identified through feedback

4.3 Content and Design Responsibilities

The DRRSB will provide:

- core content and scripts
- learning flow guidance
- pedagogical intent and subject matter expertise

The vendor will be responsible for:

- instructional design and learning experience development
- translation of provided content into interactive digital learning modules
- design and integration of embedded assessments and knowledge checks
- iterative development and refinement through collaborative review cycles

- delivery of all source and editable files required for future internal use and hosting

The vendor will not be responsible for:

- development or maintenance of the DRRSB's learning hub
- hosting configuration or website administration
- implementation or management of certification systems

4.4 Project Timeline and Completion Requirement

The foundational module is expected to be completed within timelines established collaboratively with the DRRSB to allow for review, refinement, and approval prior to development of additional modules.

The DRRSB requires that all approved modules will be fully developed, reviewed, and delivered no later than December 31, 2026.

The vendor must include a detailed production schedule outlining:

- design and development timelines
- review cycles and feedback integration points
- module delivery sequencing
- key milestones and dependencies

5. LEARNING DELIVERY CONTEXT (FOR INFORMATION ONLY)

DRRSB will independently develop and maintain a web-based learning hub hosted on a DRRSB-managed website platform.

This hub will serve as the access point for all learning modules developed under this project.

Vendors are not responsible for platform design, development, or hosting configuration.

6. LEARNING DESIGN REQUIREMENTS

Modules must be designed as interactive digital learning experiences that translate provided content into structured, engaging, and accessible learning.

At a minimum, modules must include:

- Instructional design aligned with provided content and learning objectives
- Interactive learning components (e.g., scenarios, reflection prompts, media, knowledge checks)
- Clear learning flow and intuitive navigation within the module
- Accessibility compliance (AODA / WCAG principles)
- Format suitable for uploading into a web-based learning environment

- Structure that supports future updates and reuse

7. ASSESSMENT AND CERTIFICATION INTEGRATION

The vendor will design and develop embedded knowledge checks and/or assessments within each learning module where appropriate.

Assessment Requirements

Assessments must:

- Be integrated into the learning experience
- Include appropriate question types (e.g., multiple choice, scenario-based, reflection, or equivalent formats)
- Be designed for accessibility and learner engagement
- Support clearly defined completion criteria per module

Assessment Data and Reporting

The vendor will ensure that embedded assessments and/or knowledge checks are designed in a way that supports basic data capture and reporting.

At a minimum, the solution must support:

- capture of assessment responses and/or scores
- ability to determine completion status (e.g., pass/fail or equivalent criteria)
- exportable reporting of assessment results (e.g., CSV or Excel format) for internal DRRSB use
- module-level reporting that allows the DRRSB to review completion and performance data

The vendor is not required to build or provide a learning management system, analytics dashboard, or centralized reporting platform. Reporting is expected to be module-based, lightweight, and exportable.

Certification

The DRRSB will manage certification using an external tool such as Certify'em or equivalent solution.

Certification will be issued based on:

- Successful completion of embedded assessments, and/or
- Completion criteria defined by the DRRSB.

The vendor is not responsible for configuring or managing certification systems. However, assessment design must be compatible with the DRRSB's certification workflow.

8. DELIVERABLES

All deliverables must support long-term usability, and internal management by the DRRSB.

General Requirements

The solution must:

- Support internal upload and administration of modules
- Avoid reliance on proprietary systems or external platforms
- Provide fully editable source files
- Support long-term expansion of modules

Sustainability

The solution should:

- require limited technical expertise to maintain internally
- include documentation and source files to support future revisions
- support DRRSB ownership of all learning content
- minimize ongoing vendor dependency
- clearly identify which module components may be updated internally by the DRRSB versus those requiring vendor support
- include recommendations regarding long-term maintenance and content update processes
- outline optional future support services and/or fee structures for module revisions, updates, or enhancements, if required

Phase 1 Deliverables

- One (1) completed interactive foundational module
- Instructional design documentation (storyboard or equivalent)
- Embedded assessment and/or knowledge check components
- All source and editable development files
- Deployment-ready module package suitable for web-based hosting

Phase 2 Deliverables

- Four (4) additional interactive modules
- Embedded assessments for each module
- Supporting instructional design documentation
- All source and editable files per module
- Deployment-ready module packages consistent with Phase 1

9. PROPOSAL REQUIREMENTS

Respondents are asked to submit a proposal of no more than twelve (12) pages in addition to standard corporate documentation and resumes of key personnel who will be assigned to the project.

The proposal shall include:

a. Executive summary

- Brief overview of the respondent's understanding of the project
- Summary of proposed approach to instructional design and eLearning development

b. Detailed submission including ability to satisfy RFP requirements

- Demonstrated ability to meet all requirements outlined in the RFP
- Overview of instructional design and eLearning development methodology
- Approach to translating provided content into interactive digital learning modules
- Description of how accessibility and learner engagement will be supported

c. Work plan with concrete timelines

- Approach to iterative review and feedback cycles with the DRRSB
- Key implementation steps, including design, development, review, revision, and final delivery
- Proposed sequencing and timeline for completion of deliverables

d. Relevant experience

- Experience developing instructional design solutions and/or eLearning modules for public sector, education, municipal, or social service organizations
- Demonstrated ability to translate complex content into accessible and interactive learning experiences
- Portfolio of relevant work (examples, screenshots, or links where permitted by client confidentiality)
- Clear identification of the respondent's role in each example provided

e. Proposal contributors

- Names, email addresses, and telephone numbers of individuals who contributed to the proposal

f. Project team

- Identification of the individual accountable for project delivery
- Identification of key project team members assigned to the project
- Background and relevant experience of each team member

- Availability and time commitment for the project
- Description of how team members will engage with the DRRSB (virtual and/or in-person, as applicable)

j. References

- At least two (2) references from current or former clients who received similar instructional design or eLearning development services

k. Fee proposal

The proposal must include:

- Total project budget
- Identification of any optional licensing, software, or third-party costs
- Clear identification of any ongoing or recurring costs associated with the proposed solution
- Description of optional future maintenance, support, or revision services (if available)
- Optional fee schedules for future revisions, updates, enhancements, or additional module development requests

Respondent Information

The respondent must state whether the respondent is a corporation, partnership, sole proprietorship, or other legally recognized entity.

If the respondent is a corporation, partnership, consortium, sole proprietorship, or joint venture, the respondent must state the legal name and any other names under which the respondent carries on business.

The respondent must state whether the respondent and any applicable persons as set out above, is a Canadian citizen and/or a permanent resident of Canada.

10. SELECTION CRITERIA

Proposals will be evaluated based on the following criteria:

a. Quality of Approach and Proposal (50%)

- Demonstrated understanding of the project requirements
- Clarity and strength of instructional design and eLearning development approach
- Ability to translate provided content into engaging, interactive learning experiences
- Alignment with accessible, learner-centred design principles
- Feasibility of the proposed approach

b. Relevant Experience and Qualifications (20%)

- Experience developing instructional design solutions and/or eLearning modules
- Experience working in public sector, education, municipal, or social service contexts
- Demonstrated ability to design accessible and engaging digital learning experiences
- Quality and relevance of portfolio examples provided
- Qualifications and experience of proposed project team

c. Cost and Value (20%)

- Clarity and transparency of proposed budget
- Value for money in relation to scope and deliverables
- Sustainability of proposed pricing model (including optional future work, where applicable)

e. References (10%)

- Quality and relevance of references from similar projects
- Evidence of successful delivery of comparable instructional design or eLearning work
- Client satisfaction and project outcomes described in references

11. CONTRACT REQUIREMENTS

Intellectual property ownership

All deliverables, services, and intellectual property rights derived under this RFP remain the exclusive property of the DRRSB.

All project-related materials must be used solely for the purposes of delivering this contract and must not be shared, reproduced, or distributed without prior written consent from the DRRSB.

Information security and privacy requirements

The vendor will be required to maintain the confidentiality of all DRRSB information, materials, and content accessed or developed during the course of the project. The vendor must protect all DRRSB information, systems, content, and project materials using appropriate administrative, physical, and technical safeguards throughout the engagement.

- Vendor must comply with all applicable privacy and confidentiality obligations and protect DRRSB information using industry-standard administrative, physical, and technical safeguards.
- Vendor must use MFA for all accounts used to access DRRSB information or project workspaces.

- Vendor must encrypt DRRSB information in transit and at rest.
- Vendor must restrict access to authorized personnel on a need-to-know basis.
- Vendor must not store or process DRRSB information outside Canada without prior written approval from DRRSB.
- Vendor must notify DRRSB within 24 hours of any actual or suspected privacy breach or security incident involving DRRSB information.
- Deliverables must not contain malware, hidden tracking, unauthorized outbound connections, or unsupported third-party dependencies.
- DRRSB reserves the right to perform security and technical review of deliverables prior to acceptance and production deployment.

Accessibility compliance (AODA/WCAG)

All deliverables must meet applicable accessibility requirements, including the Accessibility for Ontarians with Disabilities Act (AODA) and WCAG standards (current version as applicable). Learning modules must be designed to support accessible navigation, content presentation, and user interaction for a diverse range of learners.

Change management

Any changes to scope, content, design direction, timelines, or deliverables must be documented and approved by both parties in writing prior to implementation. The vendor is expected to work collaboratively with the DRRSB to manage iterative feedback and refinements throughout the project.

Acceptance of deliverables

All deliverables will be subject to review and approval by the DRRSB. Deliverables will be considered accepted once they meet agreed-upon requirements, functional expectations, and quality standards. The DRRSB reserves the right to request reasonable revisions prior to final acceptance.

Knowledge transfer of all files and assets

Upon project completion, the vendor will provide full transfer of all project materials, including source files, editable assets, documentation, and final outputs. This transfer must be structured to support long-term internal use, maintenance, and updates by the DRRSB without reliance on the vendor.

Public communication

The respondent shall not issue any public communication pertaining to any agreement awarded under this RFP unless expressly agreed to in writing by the DRRSB.