



RFQ: Consultant for Ontario College Libraries' Open Educational Resources (OER) Toolkit

Ontario Colleges Library Service (OCLS)

INTRODUCTION

Ontario Colleges Library Service

The Ontario Colleges Library Service (OCLS) is a non-profit corporation that provides a suite of core and opt-in services to the libraries/learning resource centres of Ontario's 24 publicly funded colleges of applied arts and technology.

Project Background

In 2015-16, the [Heads of Libraries and Learning Centres \(HLLR\)](#) and OCLS undertook a research project to identify current and future trends in online digital learning and open educational resources (OERs) that are impacting the Ontario college libraries. The resulting report, "Online Learning, OERs, and the Changing Role of the College Libraries" (available upon request) included a list of recommendations for the libraries to move forward with. It was determined that an Ontario College Libraries' OER Toolkit for library staff and college faculty will meet a number of the report's recommendations. The toolkit aims to:

- provide support and training on OERs for Ontario college library staff that is easy to access and can be used to train and support others at their institutions;
- support faculty in understanding OERs and how they may adopt and adapt open resources for use in their courses;
- enable the Ontario college libraries to provide a leadership role in the emerging area of open educational resources (OERs) and library support of these materials;
- provide a centralized location for Ontario colleges to share information, resources, and best practices on OERs, including significant content that has already been developed locally at individual colleges;
- help facilitate online teaching and learning to ensure all students have equitable access to affordable resources.

The project intersects with another Ontario college library initiative, [The Learning Portal](#), which aims to provide easy and equitable access to open learning resources and services to Ontario's online college students and to provide a consistent, province-wide academic support platform for faculty to use for course and assignment design. This OER toolkit will be embedded in the Faculty Resources section of the Learning Portal.

Invitation to apply

Working with the HLLR OER Committee, OCLS is seeking submissions from qualified consultants to:

- Research and develop a list of topics and subtopics for an Open Educational Resource (OER) toolkit for Ontario college library staff and faculty;
- For each topic and subtopic, locate possible content and learning objects to support faculty and library staff learning using existing materials where available;
- When sourcing existing materials, identify whether the content is freely available for use and if it is not, identify the required steps that would need to be taken to reuse the materials and/or seek permissions for repurposing the material in the toolkit;
- Develop a rubric for assessing existing materials' suitability for the toolkit;
- Propose the development of new content and learning objects where gaps exist or an Ontario college perspective is required. (Content should be available in a variety of accessible formats including videos, documents, and activities, to support different learning styles.);
- Develop the proposed and agreed upon new content;
- Once all content is gathered and developed, prepare it for integration and development within the Learning Portal website and the LibGuides platform.

SCOPE OF WORK

| Deliverables | Key Activities |
|--|---|
| 1. Project plan | Deliver project plan for undertaking development of OER Toolkit to OER project steering committee. |
| 2. A list of topics/themes to be included in the toolkit. | Review the “Online Learning, OERs, and the Changing Role of College Libraries” report and other available information on OERs in order to generate a list of topics/sections for the toolkit. |
| | Present suggested topics to the OER project steering committee for discussion and final approval. |
| 3. Compilation of existing information and materials for use in the toolkit. | Gather existing information to support each of the topics included in the toolkit. An example of a topic is Open Textbooks: what are they, where can I find them, evaluation tools, etc. |
| 4. Rubric for evaluation of existing information and materials. | Develop a rubric to assess existing materials and whether they should be included in the toolkit. |
| 5. Original content for toolkit. | Identify gaps in existing information and materials for each topic. |
| | Develop content to support areas where gaps exist or where an Ontario college perspective is required. |
| | Deliver original content to steering committee for review and feedback. |
| 6. Draft toolkit content and presentation. | Prepare a draft of the toolkit ensuring it includes resources in different formats (videos, documents, activities) in order to support different learning styles. |
| | Present draft to steering committee for their review and feedback. |
| 7. Final toolkit content. | Deliver of final toolkit ready for design and execution within the Learning Portal and LibGuides platform. |

All deliverables will be considered finalised upon their approval by the OER Project Steering Committee.

Timeline

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|---|--------------------|
| Submissions are due | February 10, 2017 |
| Selection of a successful proponent | February 27, 2017 |
| Start of work | March 6, 2017 |
| Deliverable 1: Delivery of project plan | March 13, 2017 |
| Deliverable 2: Delivery of topics for toolkit to project steering committee | March 31, 2017 |
| Deliverable 3: Delivery of compilation of existing information and materials for use in the toolkit. | May 1, 2017 |
| Deliverable 4: Delivery of assessment rubric | May 1, 2017 |
| Deliverable 5: Delivery of original content for toolkit. | May 26, 2017 |
| Deliverable 6: Delivery of draft toolkit content | July 28, 2017 |
| Deliverable 7: Delivery of final toolkit content | September 29, 2017 |
| Final sign-off and end of project | October 20, 2017 |

GENERAL REQUIREMENTS

Submissions will be reviewed on the basis of their general quality, stated and verified ability to complete the work within the project timeline, and cost.

Specialized Knowledge and Required Skills

The following competencies are expected from successful proponents:

- Experience working in or for academic libraries, or in learning object development in postsecondary education;
- Candidates with a Master's degree in library/information studies (MLS/MLIS or equivalent) or library technician diploma and/or equivalent experience will be preferred;
- Excellent research skills and written communication skills;
- Understanding of open education resources and online learning;
- Experience with editing or developing instructional content, in particular OERs, is highly desirable;
- Comfort with a suite of video/tutorial creation and web design software and tools e.g. Camtasia, Captivate, basic html, Articulate Storyline;
- Strong knowledge of the Open Education landscape and the possibilities, issues and challenges therein;
- A good understanding of Canadian copyright law and licensing models.

APPLICATION PROCESS

Interested and qualified candidates may apply by submitting:

- experience and qualifications;
- a proposed budget with details and itemized pricing as appropriate;
- confirmed timeline to complete all deliverables;
- examples of instructional content or learning object development created, edited, or contributed to by the proponent (such as web content, tutorials, LibGuides, course development, etc.) as applicable.

Please forward submissions to applications@ocls.ca quoting “**RFQ: Consultant for Ontario College Libraries’ Open Educational Resources (OER) Toolkit**” in the subject line. Questions can be submitted via email to Coralee Leroux, cleroux@ocls.ca.

OCLS reserves the right to seek clarification on any submission to assist in making its evaluation, without notifying any other proponent of such.

Proposal Deadline

February 10, 2017