



CARIBBEAN  
EXAMINATIONS  
COUNCIL

Caribbean Centre for Renewable  
Energy and Energy Efficiency (CCREEE)  
&  
Caribbean Examinations Council (CXC)

*Request for Proposals  
for*

The Development of Resources and Virtual Labs  
to Support Teaching and Assessment of  
Syllabuses with Energy Related Themes

Issuance Date: 3<sup>rd</sup> February, 2022

Response Deadline: 14<sup>th</sup> February, 2022

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## **1 PURPOSE FOR THE REQUEST FOR PROPOSALS**

### **1.1 Invitation to Respondents**

This Request for Proposals (herein referred to as “RFP”) is a solicitation by the Caribbean Centre for Renewable Energy and Energy Efficiency (herein referred to as “the CCREEE”) in collaboration with The Caribbean Examinations Council (herein referred to as “CXC®”) for qualified applicants to submit applications for the provision of services relating to the development of resources and virtual labs to support teaching and assessment of syllabuses with energy related themes in the CXC® Learning Hub.

Only submissions which include all required information will be considered; incomplete submissions will be rejected.

### **1.2 Objective of the RFP**

The purpose of this RFP process is to select an applicant that will:

- Be capable of providing quality products and services in a timely manner, demonstrating value for money;
- Provide professional and responsive support to the CCREEE and CXC® project team;
- Work in a cooperative manner with the CCREEE and the CXC;
- Be flexible and innovative in providing quality products and services.

### **1.3 Background**

#### **1.3.1 About the CCREEE**

The [Caribbean Centre for Renewable Energy and Energy Efficiency](#) (CCREEE) is an institution of the Caribbean Community (CARICOM), established in the framework of the Global Network of Regional Sustainable Energy Centres (GN-SEC) and its sub-network for Small Island Developing States (SIDS) in Africa, the Caribbean, the Indian Ocean and the Pacific. The CCREEE is the implementation hub for sustainable energy activities and projects within the CARICOM region. The CCREEE was operationalised with the signing and ratification of the CCREEE legal agreement in May 2018.

The CCREEE has a clear vision, mission and mandate which are fully aligned with the CARICOM’s vision, mission and core values: “A Caribbean Community that is integrated, inclusive and resilient; driven by knowledge, excellence, innovation and productivity; a Community where every citizen is secure and has the opportunity to realise his or her potential with guaranteed human rights and social justice; and contributes to, and shares in, its economic, social and cultural prosperity; a Community which is a unified and competitive force in the global arena.”

The CCREEE builds on the regional intervention logic of other GN-SEC centres, creating integrated and inclusive regional markets for sustainable energy products and services by mitigating existing barriers through various tools and methodologies. The CCREEE, through its mandate, will contribute significantly to the transformation of the energy landscape into a climate resilient, sustainable, and affordable sector, focused on improving the lives of the Caribbean people. One programme to facilitate this transition is the integration of sustainable

energy in **Caribbean Advanced Proficiency Examination (CAPE)<sup>®</sup>**; **Caribbean Secondary Education Certificate (CSEC)<sup>®</sup>**, and **Caribbean Vocational Qualification (CVQ)<sup>™</sup>** subjects offered by the **CXC<sup>®</sup>**.

### 1.3.2 About **CXC<sup>®</sup>**

The Caribbean Examinations Council (**CXC<sup>®</sup>**) was established by Agreement among English-speaking countries of the Caribbean in 1972 and its mission is to provide the Caribbean region with syllabuses of the highest quality; valid and reliable examinations and certificates of international repute for students of all ages, abilities and interests; services to educational institutions in the development of syllabuses, examinations, and examination administration, in the most cost-effective way.

There are 16 Participating Territories (Anguilla, Antigua and Barbuda, Barbados, Belize, British Virgin Islands, Cayman Islands, Dominica, Grenada, Guyana, Jamaica, Montserrat, St Kitts Nevis, St Lucia, St Vincent and the Grenadines, Trinidad and Tobago and the Turks and Caicos Islands), and three External Territories (Saba, St Maarten and Suriname).

**CXC<sup>®</sup>** has offices in Barbados (Headquarters) and in Jamaica (Western Zone Office), and these operations are managed by the Registrar and the Pro-Registrar respectively with support from Directors and Senior Managers. The Divisions and their Departments at **CXC<sup>®</sup>** are as follows: The Office of the Registrar; Office of the Pro-Registrar: Syllabus and Curriculum Development; Corporate Services: Human Resource, Finance and Office Management, and Corporate Planning and Strategy Management; Examination Services: Examinations Administration and Security, and Examinations Development and Production; and Information Technology Services: Information Systems, and Archives and Records Management. **CXC<sup>®</sup>** has a staff complement of approximately 100 at its Headquarters and 30 at its Western Zone Office.

**CXC<sup>®</sup>** offers the following examinations and certifications: **Caribbean Advanced Proficiency Examination (CAPE)<sup>®</sup>**; **Caribbean Secondary Education Certificate (CSEC)<sup>®</sup>**, **Caribbean Certificate of Secondary Level Competence (CCSLC)<sup>®</sup>**, the **Caribbean Vocational Qualification (CVQ)<sup>™</sup>** and the **Caribbean Primary Exit Assessment (CPEA)<sup>™</sup>**.

For further information on **CXC<sup>®</sup>**, including its strategic plan for the period, 2021 – 2025, please visit: <https://www.cxc.org/>

### 1.3.3 About **CXC<sup>®</sup>** Learning Hub

The **CXC<sup>®</sup>** Learning Hub is the Council's e-Learning platform which provides a single collaborative and engaging space where learners, educators and parents can access multiple high-quality resources. These resources support teaching, learning and assessment of the entire **CXC<sup>®</sup>** suite of offerings.

In addition to providing access to learning support resources, the **CXC<sup>®</sup>** Learning Hub provides the opportunity for continuity for thousands of teachers and learners across the region who are preparing for examinations. Through the **CXC<sup>®</sup>** Learning Hub, teachers are able to create virtual classrooms where they can interact directly with students, in real time, incorporating content available on the **CXC<sup>®</sup>** Learning Hub as well as content developed to support teaching and learning.

For further information on the e-learning platform, please visit: <https://learninghub.cxc.org/>

## 2 SUBMISSION INSTRUCTIONS AND GUIDELINES

### 2.1 RFP Contact

For all purposes of this RFP process, queries and other submissions including final applications should be made to [procurement@ccreee.org](mailto:procurement@ccreee.org). Attempts at unofficial queries, solicitations, or requests for favourable treatment or consideration through or to officials and other staff members of the CCREEE and the CXC® for the purpose of influencing the outcome of this RFP may be cause for disqualification from further consideration.

### 2.2 Application Submission Requirements

All application submissions **MUST** be completed in electronic form and submitted via e-mail. Hard copy submissions are **not** required.

#### E-mailed submissions (Required):

Applications sent by e-mail must be received no later than 17:00 h (AST) (GMT/UTC - 4h) on **14<sup>th</sup> February, 2022** in one e-mail, sent to [procurement@ccreee.org](mailto:procurement@ccreee.org). The e-mail subject line to be used is: “Application for the *Development of Resources and Virtual Labs to Support Teaching and Assessment of Syllabuses with Energy Related Themes*”

The official address for e-mail submissions will be the RFP contact email address, as indicated in section 2.1.

### 2.3 RFP Timetable

Activity	Deadline
Issue Date of RFP	3 February, 2022
Deadline for Questions	7 February, 2022
Deadline for Issuing Clarification Document	9 February, 2022
Deadline for Submission	14 February, 2022
Evaluation of Applications	18 February, 2022
Anticipated Contract Start Date	28 February, 2022

### 2.4 Inquiries from Respondents

Respondents are required to submit requests for additional information or clarification in respect of this RFP no later than **7<sup>th</sup> February, 2022** via RFP contact, e-mail: [procurement@ccreee.org](mailto:procurement@ccreee.org). All questions should be as clear and concise as possible. Respondents are also expected to immediately notify the RFP contact via email of any discrepancies, ambiguities, errors, omissions, or other faults in any part of the RFP document, providing full details.

Responses to inquiries or amendments will be issued in written addenda via the CCREEE website as well as email to all respondents prior to the final application submission deadline. Should there appear to be conflict between the RFP and any addenda issued, the last addendum issued shall prevail.

### 2.5 Confidentiality

Through the submission of their application, the respondent shall agree to following measures:

## **Confidential Information of the CCREEE and CXC®**

The respondent acknowledges that any information concerning the analysis, findings and recommendations of which the respondent, its agents or employees become aware of in the course of providing any services under a resulting contract, shall be treated as confidential. In particular, such information:

- (a) is the sole property of the CCREEE and CXC® and must be treated as confidential;
- (b) is not to be used for any purpose other than replying to this RFP and the performance of any subsequent contract for the deliverables; and
- (c) must not be disclosed without prior written authorization from the CCREEE and CXC®.

## **Confidential Information of Respondents**

Respondents should identify any information in their application, or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by the CCREEE and CXC®. Respondents are advised that their applications will, as necessary, be disclosed, on a confidential basis, to any related parties engaged by the CCREEE and CXC® to advise or assist with the RFP process, including the evaluation of applications.

## **2.6 Language Guidelines**

Applications prepared and submitted by respondents in addition to all correspondence and documents relating to the RFP exchanged between the respondent and the CCREEE shall be written in the English language.

## **2.7 Currency**

- All monetary cost amounts must be quoted in United States Dollars.
- Payment currency will be United States Dollars.

## **2.8 Costs Associated with the Application**

All respondents shall bear all costs associated with the preparation and submission of applications. This includes, but not limited to administrative costs, travel costs and costs associated with demonstrations, if and whenever applicable.

# **3 SCOPE OF SERVICES**

## **3.1 Procurement**

In reference to the information provided by this RFP document, the consultant shall:

- Develop resources, including simulations, demonstrations/instructional videos, infographics, and animations to support the teaching and assessment of the CSEC® and CAPE® syllabuses listed in Appendix A and where applicable the overlapping content in the CVQ\* programmes therein listed.
- Develop virtual laboratories on CXC®'s e-learning platform to ensure that all specific objectives common to CXC® products and the CCREEE programmes are supported that will reflect energy related themes in regional education, in keeping with the educational transformation of the energy landscape in the Caribbean.

### **3.2 Delivery of Services**

The respondent is fully responsible for organising and guaranteeing timely delivery of all services proffered in their proposals and contract[s] related to the performance of this engagement.

### **3.3 Transfer of Ownership and Responsibility on Operation**

The resources and virtual labs shall be inspected and deemed to be in good operating condition by the CCREEE and **CXC**<sup>®</sup>. A virtual demonstration of the operation of the deliverables shall be performed by the consultant. Appointed representatives of the CCREEE and **CXC**<sup>®</sup> shall test and inspect before acceptance of delivery.

Ownership will be considered as transferred when all parties, the consultant, the CCREEE and **CXC**<sup>®</sup> have signed acceptance certificates.

## **4 OTHER TERMS AND CONDITIONS**

### **4.1 Taxes, Levies and Duties**

The CCREEE and **CXC**<sup>®</sup> are exempt from taxes both domestic and foreign. The exemption for the CCREEE is in accordance with Article VIII of the 'Headquarters Agreement between the Government of Barbados and the CCREEE' entered into effect in May 2018. **CXC**<sup>®</sup> is an intergovernmental organisation that enjoys immunities and privileges by virtue of how it has been constituted. As a result of this, **CXC**<sup>®</sup> is exempt from foreign exchange controls, taxes, customs duties and import or export duties.

### **4.2 Force Majeure**

Respondents shall not be considered in default if delays in delivery occur due to causes beyond the respondent's control, such as, *inter alia*, acts of God, natural calamities, civil wars, strikes, fires and floods. Only those causes which have a duration of more than seven calendar days shall be considered cause of force or calendar majeure. In the event of delay due to such causes, the delivery schedule will be extended for a length of time equal to the period of force majeure, or at the option of the CCREEE and **CXC**<sup>®</sup> the order may be cancelled. Such cancellation would be without any liability on the part of the CCREEE and **CXC**<sup>®</sup>. In event of such cancellations, the respondent shall refund any amount advanced or paid to the respondent by the CCREEE and **CXC**<sup>®</sup>.

### **4.3 Bid Cancellation**

The CCREEE and **CXC**<sup>®</sup> are not obligated to accept any bids. The CCREEE and **CXC**<sup>®</sup> also reserve the right to cancel this RFP at any time and will not be liable for any debts, expenses, costs or any other obligation incurred by any third party in relation to the issuance of this RFP. that may arise.

## 5 APPLICATION REQUIREMENTS

### 5.1 Submissions

Interested applicants must submit the following documents/information to demonstrate their suitability:

Criteria	Score
Technical proposal	70%
Qualifications/Experience for key personnel	25%
Financial proposal submitted as a separate document independent of the technical proposal and so identified	5%
Business registration (for companies) <sup>1</sup>	-
Cover letter	-

### 5.2 Qualifications & Experience

#### 5.2.1 Personnel experience/qualifications

- Practising teachers, lecturers or curriculum specialists at the secondary or tertiary level;
- Nationals of the territories in the region or permanent residents;
- First degree in a relevant subject;
- Teacher's diploma or about seven years of teaching experience
- Experience in assessing students' performance in the subject;
- At least three years' experience of teaching in the subject;
- Fluency in written and spoken English.

#### 5.2.2 Personnel/Company Requirements

- Indicate by name and designation the person/s who will have overall responsibility for the project;
- Include relevant business experience and biographical information of the person who would be directly responsible for the administration and management of the project as well as any other persons who will be directly involved; and,
- All personnel listed in bidder's submissions must be trained and qualified to perform the work to which they are assigned.

Respondents must provide proof of capability including previous relevant experience. Respondents should also provide information on products and services offered in relation to this RFP.

### 5.3 Subcontractors

- Sub-contracting is permitted within this consultancy.
- All sub-contractors, if any, should be identified in the proposal.

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<sup>1</sup> Companies are eligible to participate and should submit CV for key personnel who will undertake the exercise



#### 5.4 Schedule of Deliverables

Deliverable	No. of Days Work	Deadline
Inception Report (including recommendations for the topics for which resources and virtual labs will be developed, work plan, associated external costs & any other recommendations)	5	4 March, 2022
Proposed design of resources and virtual labs	8	11 March, 2022
Implementation of approved resources to support teaching	10	28 March, 2022
Implementation of approved design of virtual labs (including testing, ensuring bugs and errors are fixed)	20	29 April, 2022
Training, provision of user support manual, maintenance and support	5	27 May, 2022
Ongoing maintenance and support	5	30 June, 2022

Date: February 3, 2022

## **APPENDIX A**

The subjects related to the (**CXC**<sup>®</sup>), Caribbean Advanced Proficiency Examination (**CAPE**<sup>®</sup>) and **CVQ**<sup>®</sup> Caribbean Vocational Qualification provided below:

### **CAPE**<sup>®</sup>

1. Electrical and Electronic Engineering Technology
2. Environmental Science
3. Building and Mechanical Engineering Drawing – (BMED)

### **CSEC**<sup>®</sup>

1. Industrial Technology
2. Technical Drawing

### **CVQ**<sup>®</sup>

1. Electrical Installation – Levels I, II
2. Furniture Making – Levels I, II
3. Building Construction Drafting – Level I
4. General Construction – Levels I, II
5. Metal Work Engineering – Levels I, II