

**Request for Proposals**  
**For an Administrator/Administration Centre for the**  
**Society for Teaching and Learning in Higher Education (STLHE)**

**Date:** January 20, 2020

**Closing Date:** Proposals must be received before 4:00 p.m. (Eastern) on February 17, 2020 and the successful proponent will be notified by February 24, 2020.

**Email Proposals to:** [secretary@stlhe.ca](mailto:secretary@stlhe.ca)

The Society for Teaching and Learning is seeking proposals from consultants/organizations to provide administrative support for the activities and initiatives of the Society.

### **Background**

The Society for Teaching and Learning in Higher Education (STLHE) is a national association interested in the improvement of teaching and learning in higher education. Our Society was created in 1981 and has evolved to include the following goals that guide our work:

- to support and advance teaching and learning in higher education
- to provide a forum for the exchange of ideas and networking opportunities
- to provide opportunities for professional development
- to facilitate and disseminate research on teaching and learning
- to recognize and reward contributions to teaching excellence, educational leadership, innovation, service and mentorship in higher education
- to collaborate with like-minded teacher and student groups and organizations in Canada and abroad
- to shape, influence and lead policy decisions that enhance teaching and learning in higher education at local, national and international levels
- to carry out the work of the Society in Canada's two official languages
- to actively engage student participation in all aspects of the Society's work.

To find out more about our Society please visit our website: <http://www.stlhe.ca/>

### **Deliverables**

#### ***Executive Leadership***

- Overall coordination and planning
- Development of governance policies and procedures
- Support to the Board for strategic planning
- Operational planning
- Represent the Board to the public and to other organizations as required
- Statutory compliance, board governance support and supporting the Board in meeting their fiduciary responsibilities
- Approving expenditures within the authority delegated by the Board
- Support Board members in their roles (as prioritized by the Executive Committee)
- Project management and support for special initiatives, events and meetings (such as AGM)

- Financial planning, in consultation with the Executive Committee and Board
- Work closely with the Communications and Conference Coordinator (a firm) to support STLHE's communications strategy and annual conference

### ***STLHE Administration***

- Day to day operational management of the head office, including answering phone, dealing with the mail and responding to email correspondence
- Administrative support to the Board, including preparing minutes, agendas, and reference materials, and maintaining a record of decisions
- Attend and provide administrative support for the planning and organization of Board meetings, other meetings and conferences/outreach as required
- Managing Board and Affiliate election processes
- Responding to inquiries from internal and external stakeholders
- Maintenance of filing system, distribution lists, corporate records, corporate filings, etc.

### ***Financials***

- Prepare financial plans and annual operating budget for Executive Committee and Board approval
- Monitor receivables and payables (Invoice membership, and other required dues; reconcile payments and monitor arrears)
- All bookkeeping functions and reconciliation of bank statements
- Manage the efficient and effective use of organization's resources
- Monthly reports for the Board regarding finances
- Provide quarterly financial statements to the Board
- Provide information to organization's auditor regarding preparation of annual financial statements

### ***Relationships***

- Support the Board to investigate and develop relationships/partnerships with organizations that could support the goals of the Board
- Negotiate working relationships with identified partners, sponsors, associations and others
- Relationship management

### ***Membership***

- Serve as the primary contact for the Board and for all members
- Handle all aspects of membership renewal, including the membership management software processes for member renewals and records-management

### ***Awards***

- Support the STLHE Awards program and volunteer recognition

### ***Publications***

- Support the current publications and any future publications

### ***Additional Considerations***

Bilingualism in French and English would be a highly desirable asset as we are a national organization.

### **Timeline Requirements**

In responding to this RFP, we anticipate a 5-year term, renewable.

This is not a salaried position, rather a consultancy role. Please indicate the total number hours you or your organization intends to commit on a weekly basis, recognizing that some weeks will have greater or lesser demand but it is important to set parameters regarding expectations.

### **Proposed Fee**

Candidates are required to provide a breakdown of the administrative fee based on an annual basis. Payments will be paid quarterly unless negotiated. The STLHE is not responsible for any travel, meal or accommodation expenses incurred by the Consultant/Organization that are not pre-approved in writing by the STLHE Board.

### **Relationship and Reporting Requirements**

There is an expectation that work will be done in collaboration with the STLHE Executive Committee and approval for all work will be directed by the STLHE Board of Directors.

During the contract, the Consultant/Organization will report to the President (currently Denise Stockley). This reporting may also occur through the Vice-President, Treasurer or Secretary.

The Consultant/Organization will be required to provide a minimum of bi-weekly updates on Society business. There will be a requirement to attend some face-to-face meetings and reasonable travel costs will be reimbursed by the STLHE.

### **Contingency Plan**

The selected Consultant/Organization must provide the STLHE with a contingency plan to ensure the administrative function of the STLHE continues in the event of any unforeseen circumstances. The plan should describe a replacement process if the individual(s) responsible is no longer available to work on the project. The Contingency Plan should include the following:

- The fact that the replacement resource is subject to STLHE approval if the individual(s) is no longer available to work or is unable to fulfill the role, and
- Consultant/Organization's plan to minimize downtime by providing a replacement resource.

### **Property Rights**

All aspects of the STLHE administration will be the intellectual property of the STLHE.

## **Selection Process**

Proposals will be evaluated by the Executive and approved by the STLHE Board.

## **Evaluation of Proposals**

The evaluation of all proposals will be based on a rating system that includes:

- a. Consultant/Organization Qualifications/Experience (50 marks)
- b. Proposed Operational Plan for the Administrative Support for the STLHE (40 marks)
- c. Project Management and Budget (10 marks)

Only successful consultants/organizations will be contacted.