# Vendor FAQ:
# Course Conversion Initiative

**RFP 2026-01: Course Conversion Initiative (Articulate Development x 1)**

**Canadian Evaluation Society (CES), e-Institute**

This guide collects the questions most often asked by prospective vendors, with CES's answers. Course details and content guidance are planning guidance, not fixed requirements. Where this guide and the RFP differ, for example on the submission deadline, this guide reflects CES's current answers.

## 1. Scope and deadline

**How many courses does the assignment cover?**

The scope is one existing course plus its French-localized version. References in Sections 2.2 to 2.4 to "two existing courses" and "both courses" mean the English and French versions of the same course, not two separate courses.

**Which course will be converted?**

The course is Evaluation Theories and Models.

**How large is the existing course?**

The existing course is approximately 158 slides/screens across 7 learning modules, with an estimated participant learning time of approximately 6 hours in total. Some restructuring and redesign may be recommended as part of the conversion, so the final structure and screen count may differ from the existing course.

**What is the submission deadline?**

The deadline is 30th October 2026 at 5:00 PM CST, as stated in the announcement. This replaces the date of 23rd October 2026 that appears in the RFP.

## 2. Budget

**What is the budget for this project and does it include sales tax?**

The budget of up to $12,000 is all-inclusive. It covers all fees and expenses, including external French-language review and QA, narration and any other third-party costs, as well as any applicable sales tax. Your proposed total, tax included, must not exceed $12,000. If you are registered to collect GST/HST, you may show the tax breakdown within that total.

## 3. Eligibility and qualifications

**Are the qualifications in Section 3.2 firm requirements?**

A bachelor's degree and professional experience in instructional design or adult education are requirements. However, demonstrable experience, shown through your references and past work samples, will be considered by the review committee, and CES encourages you to submit a proposal. Teams may bid, and team members can meet the qualifications collectively.

**Is prior e-learning experience required? Can a newly formed firm apply?**

Eligibility and evaluation follow the requirements and scoring criteria in Section 4.0 of the RFP. Prior instructional-design or e-learning experience is mandatory and should be demonstrated by at least one member if you apply as a team. CES cannot assess a firm's eligibility in advance of submission.

**In summary**: Each proposal must demonstrate instructional-design or e-learning experience through at least one team member. The qualifications in Section 3.2 (a bachelor's degree and professional experience in instructional design or adult education) are the preferred stated requirements; the review committee will consider demonstrable experience shown through references and work samples when evaluating them. Team members may meet the qualifications collectively.

**Can references be professional references rather than previous e-learning clients?**

Professional references attesting to project delivery, coordination and reliability are acceptable, provided the proposal also demonstrates e-learning development capability.

## 4. Course content, media and assessment

**What video is expected?**

No original filmed content is expected. You may propose short animated or screen-based module introductions of about 1 to 2 minutes each. Captions should be available for any video or voice narration.

**Is narration expected, and can AI voices be used?**

Narration is expected throughout the course, in both English and French. Professional AI voices with human review are acceptable for both languages. Captions should be available.

**What interactive elements does CES want?**

CES welcomes elements that engage learners, such as branching scenarios, embedded knowledge checks with immediate feedback at the end of each module, and interactive presentations or timelines that break up and condense complex content.

**How should assessment be handled?**

Assessment should be scenario-based and applied, mirroring real professional situations, and supported by embedded knowledge checks with immediate feedback. Learners should show they can use what they have learned rather than simply recall it. Vendors should recommend the assessment approach, scoring and tracking they believe best supports this goal. CES will hold further detailed discussion with the selected vendor.

**Are these content details fixed requirements?**

No. They are planning guidance. Propose the mix of video, audio, interactive elements and assessments that you believe best supports learning within the roughly 6-hour course length, and explain any variation.

## 5. French version

**Will CES provide French content, or must the vendor translate?**

The successful vendor is responsible for translating the source content from English into French.

**Does CES have a French-language reviewer?**

Include the cost of external French-language review and quality assurance in your proposed budget. The external reviewer will handle review and QA of both text and AI-generated narration, if used, and CES will do a final check.

## 6. Technical requirements

**Where will the course be hosted, and which SCORM version is required?**

The converted course will be hosted in the Velsoft LMS. Velsoft supports SCORM 1.2 uploads, and SCORM 1.2 is the preferred standard.

**Will the consultant get access to the existing course?**

The selected consultant will work with the e-Institute manager regarding receipt of a content export and/or administrator access to the existing course.

**Are editable source files required?**

Yes. Editable Articulate Storyline 360 source files are mandatory deliverables, so that CES can update the course after delivery. A HTML/SCORM-only solution is not sufficient. The Articulate authoring tool will be available to the vendor for the duration of the project, with direction from the e-Institute manager.

**Are videos hosted on an existing CES platform?**

Videos and multimedia are currently hosted in znanja.