



# REQUEST FOR PROPOSAL

Content Developer – On Demand

**Issue Date:** July 14, 2025

**Closing Date & Time:** August 1, 2025 at mid-night  
*(extended from July 25<sup>th</sup>)*

**Submit to:** Sherry Torgerson, Training Services Manager  
**Email:** [sherryt@scsaonline.ca](mailto:sherryt@scsaonline.ca)

# Request for Proposal (RFP) – Content Development On Demand

## 1. Introduction

The Saskatchewan Construction Safety Association (SCSA) is seeking proposals from experienced instructional design professionals or organizations to provide on-demand course development services for health and safety training programs specific to the building construction trades. The ideal partner will have demonstrable experience in Articulate 360, preferably with Storyline course development and a strong understanding of workplace health and safety programs, with particular relevance to construction environments.

## 2. Organizational Background

The SCSA is a not-for-profit organization dedicated to promoting health and safety amongst the construction industry. We provide resources, training, programs, and guidance to ensure the health, safety, and well-being of workers, as well as the success of organizations across Saskatchewan. The SCSA is committed to delivering relevant, industry-specific safety training to workers and employers in the building construction sector. We aim to improve workplace safety outcomes through engaging, competency-based training aligned with legislation, industry standards, and adult learning principles.

## 3. Scope of Work

The successful candidate will provide end-to-end development services for digital, self-paced learning modules. This entails development of a self-paced course approximately 420 - 480 minutes (7-8 hours) in duration to complete, including interactive components, knowledge checks, and a final assessment. This includes:

- Collaborating with subject matter experts (SMEs) and internal health and safety staff
- Translating regulatory and technical safety content into learner-friendly, scenario-based instruction
- Developing course content using Articulate 360 – preferably in Storyline – and delivering SCORM 1.2 or xAPI-compliant packages suitable for upload to our LMS
- Designing for accessibility Web Content Accessibility Guidelines (WCAG 2.1 – Level AA) and mobile responsiveness
- Ensuring course content reflects real-world building construction scenarios, terminology, and hazards
- Ensuring course content aligns with the Construction Federation Construction Safety Association (CFCSA) Training Standards and Program Requirements – Certificate of

## Recognition (COR<sup>®</sup>) and National Construction Safety Officer (NCSO<sup>®</sup>) Program requirements

Content covered throughout the training includes the 14 elements of the COR<sup>®</sup> Audit Tool, along with the 2 COR<sup>®</sup> required elements:

- Introduction: Legislated roles and responsibilities in a Safety & Health Program
- Safety & Health Policy
- Construction-specific hazard recognition and controls
- Safe work practices and safe job procedures
- Company rules
- Personal protective equipment requirements, and selection, fit, care and use
- Preventative maintenance program requirements and plan
- Training & communication elements, i.e.) WHMIS, PPE, and safe work practices
- Inspections, investigations, and reporting requirements
- Emergency response preparedness procedures on job sites
- Statistics and records
- Legislated requirements specific to work performed
- Procurement and contractor management on a multi-employer worksite
- Harassment policy
- Occupational health committee & representatives

## 4. Deliverables

Deliverables of this course will include:

- Instructional design plan or storyboard
- Scripted narration and closed captioning
- Graphic and interactive design elements (scenarios, quizzes, drag-and-drops)
- Fully developed SCORM 1.2/xAPI package(s)
- Source files: Storyline export files
- Functional testing report

## 5. Project Management Expectations

Hired consultant or firm must:

- Establish and submit a project timeline and update as needed throughout the course of development
- Provide status updates and adhere to agreed timelines and scope of the project
- Manage projects efficiently with minimal oversight
- Establish and agree to a communication plan collectively with SCSA Project Manager
- Use a collaborative approach to incorporate feedback from SCSA subject matter experts

- Ensure compliance with SCSA program standards, adult learning theory, Web Content Accessibility Guidelines (WCAG 2.1 – Level AA) and mobile responsiveness
- Be responsive to technical and content-related questions

## 6. Timeline and Volume

The development of Safety Management On Demand will occur over a 12-week period.

## 7. Proposal Requirements

Please include the following in your proposal:

- Company or consultant profile and relevant health & safety experience
- Portfolio or examples of a project with a focus on health and safety, or similar intent
- Understanding of building construction trades, health & safety programs, and safety regulations (e.g., OH&S legislation)
- Overview of development process and tools within Articulate Storyline
- Proposed pricing model (flat project fee broken down by phases of the project)
- Estimated timelines for development of Safety Management, which is approximately a 7.5 to 8-hour instructor led course
- Availability and capacity to take on on-demand work
- Contact information and at least two references

## 8. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Relevant H&S and construction knowledge
- Instructional design and SCORM 1.2 /xAPI experience
- Quality and interactivity of sample work
- Project management and communication
- Pricing and value

## 9. Submission Information

- **Deadline to submit proposals:** August 1, 2025
- **Submit proposals to:** Sherry Torgerson, Training Services Manager; email: [sherryt@scsaonline.ca](mailto:sherryt@scsaonline.ca)
- **Anticipated vendor selection:** August 14, 2025
- **Start date:** as early as August 25, 2025

## 10. Additional Notes

- All intellectual property developed will be owned by the SCSA.
- A non-disclosure agreement may be required before project commencement.
- Respondents may be added to a roster for ongoing or future development needs.