



Request for Proposal Review and Update of Corporate Compliance & Administration Study Guide

1.0 – Introduction

The Chartered Governance Institute of Canada (CGIC) is seeking a proposal from a Subject Matter Expert (SME) in Corporate Compliance & Administration Study Guide to review and update its current study guide.

This is a request for proposal (RFP) and not an invitation to tender. The reader is hereby advised that we reserve the right to:

- a. Accept a proposal without negotiation.
- b. Negotiate changes to the technical or financial content of the successful proposal; or,
- c. Cancel or reissue this RFP at any time.

The information contained in this document and appendices is proprietary to The CGIC and may not be divulged to any third party.

The contact for the purposes of response to this request for proposal is:

David Miriguay

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david@charteredsingaporeinstitute.ca

**Proposals should be submitted in PDF format to:
david@charteredsingaporeinstitute.ca by April 30, 2022**

2.0 – Background

The CGIC currently has a licensing agreement with the UK Division and used their study guide and syllabus in the development of its own Canadian versions. The Canadian study guide and syllabus were released in 2020.

The UK is planning some updates to its syllabus and subsequent updates to their study guide.

3.0 – Scope of Work Required

The CGIC is looking for the SME to review the changes being made to the UK Syllabus, identify if those changes should be made to Canadian syllabus. The UK syllabus with track changes and the topics identified for addition/expansion have been appended to this request.

4.0 – Project Timelines

The following timelines are being proposed for this project.

- Deadline for responses to the Request for Proposal: April 30, 2022
- Review and selection of successful bidder: May 15, 2022
- Submission of the first draft of the updated study guide with tracked changes: September 1, 2022
- Submission of final draft of the updated study guide: October 31, 2022

The CGIC would like to have this project completed as quickly as possible. Preference may be given to those proposals that include a completion date prior to the one suggested above.

5.0 – Information About the Individual(s) Required of a Respondent to this Request for Proposal

All responses to this proposal should include the following:

- The individual(s) who will be working on the project including a brief biography/qualification. Any past writing experience or similar project experience would be considered an asset.
- Approach to the project.
- Proposed fees; and,
- Proposed timeline if different from the one proposed within the request for proposal.

6.0 – Request for Proposal Selection Process

All proposals will be reviewed by The CGIC's Subject Advisory Committee and the Director of Education.

The following factors will be considered when assessing your submission:

- a. Individual(s) expertise in the subject area.
- b. Previous experience with similar projects and/or writing experience.
- c. Proposed fees; and,
- d. Proposed timeline if different from the one included within this request for proposal. *Please note, The CGIC would prefer to have the project completed as quickly as possible but will accept alternative options if presented with them.*