



Request for Proposal (RFP)

Academic Program Review – Higher Learning

CONTEXT

The Department of Higher Learning at the Cree School Board is seeking a qualified individual or group with experience in preparing guidelines and procedures for an academic review of programs offered at the post-secondary level (college and university). Additionally, the individual or group will complete a comprehensive review of three (3) College level academic programs and two (2) university level academic programs we currently offer under Higher Learning, using the appropriate evaluation methodologies.

The individual or group shall develop culturally relevant and up-to-date best-practice guidelines and procedures for completing an academic review that will be utilized for current and future program offerings taking into consideration the different levels of academic program offerings that are/may be available in Higher Learning and offered in Eeyou Istchee.

OBJECTIVES OF THE ACADEMIC REVIEW

Under the Director of Higher Learning the candidate will apply systematic methods of inquiry and ethical practices to:

- Become familiar with the Cree School Board’s key strategic direction in relation to youth, adult and post-secondary education.
- Work with Cree School Board professional development and higher learning team to develop culturally relevant, robust, and scalable guidelines and procedures for the systematic academic review of programs, current and future.
- Co-create with Higher Learning on the development of various committees to complete the reviews (Note: the composition of committees may already be determined by prior agreement).
- Some insights for the program review would include program mapping, course sequence, learning gaps and alignment with Cree School Board Strategic Action Plan and departmental mission.
- Collaborate with the Cree School Board and appropriate Cree Nation entities to interpret labour market data.
- Facilitate continuous improvement of programs.
- Develop KPI’s that will allow Higher Learning to track between review periods.
- Provide the external review of the academic programs under Higher Learning (currently there are two (2) levels of programs – three (3) Cegep level programs, and two (2) University level programs)
- Prepare and present a final report and recommend areas for improvements.

SPECIFICATIONS

- Must have experience working with Indigenous people.
- Must be highly collaborative.
- Must be knowledgeable of Quebec Ministère de l'Éducation (MEQ) and Ministère de l'Enseignement supérieur (MES) Higher Education guidelines and procedures
- Hold a Doctoral degree in Education or Appropriate Field.
- Proficient in MS Office, including Word and Teams.
- Willingness to travel - travel to be paid as per Cree School Board rates.

PROPOSAL

The proposal should include:

- a. Brief background of experience & resume of individual and/or group members
- b. A workplan & general timeline that should include:
 - a. A work plan including a description of the overall approach and process to be used in carrying out the work
 - b. Regularly scheduled meetings via Teams.
 - c. Meetings with the Project Development Officer in Higher Learning and/or Professional Development Education Consultants via Teams.
 - d. Timeline for the creation of guidelines and procedures prior to the beginning of the academic review of programs. The deadline is July 17, 2026.
 - e. Start date of June 26, 2026.
 - f. Completion date of March 26, 2027.
- c. A complete budget breakdown.
- d. A copy of your previous review work

Please submit proposals to the Director of Higher Learning, Darlene Cheechoo, at: Darlene.Cheechoo@cscree.qc.ca, no later than June 19, 2026 at 3:00 pm, and put in copy the following: Maryjane.Moar@cscree.qc.ca and Edna.Shecapio@cscree.qc.ca

Questions can be submitted by email to Darlene Cheechoo, Darlene.Cheechoo@cscree.qc.ca in cc to the Coordinator of Higher Learning, Maryjane.Moar@cscree.qc.ca and Edna.Shecapio@cscree.qc.ca. The question period will close on June 15, 2026. A copy of the questions and answers will be provided to all who received a copy of the RFP and those who applied.

Proposals received according to the submission deadline will be rated on:

- Consultant's qualifications, relevant experience, and availability.
- Consultant's creativity and appropriateness of the approach and work process.
- Appropriateness of the budget for this project's purpose and scope.

SELECTION

The selected proposal will be confirmed by email by June 22, 2026.

The Cree School Board is not obligated to accept either the lowest, nor any of the received proposals. It reserves the right to grant the contract altogether or partially, if it considers it relevant.

The selected supplier will be required to sign a service agreement provided by the CSB.

IMORTANT DATES

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| Posting of RFP: | May 29, 2026 |
| End of RFP Posting: | June 19, 2026 at 3:00 pm |
| Selected Proposal - Notified: | June 22, 2026 |
| Start date: | June 26, 2026 |
| Guideline & Procedures: | July 17, 2026 |
| Completion date: | March 26, 2027 |