

## Request for Qualifications

### Alberta Water & Wastewater Operators Association (AWWOA)

#### Course and Materials Development

##### **Background**

The AWWOA operates various programs and creates various training and support materials for Association members and operators of water and wastewater facilities and systems, and wishes to engage the services of a Course Developer/ Content Expert (Contractor) to develop water & wastewater courses and materials.

##### **Requirements:**

Course development will occur as needed and as approved by the AWWOA. Course and materials development will primarily focus on water & wastewater related “in-class” certification training (1-to-4-day training periods). Said training may also be converted to online or home study delivery as needed.

Courses must consist of a training / reference manual with unit and final exams accompanied by an instructor’s manual and PowerPoint presentation with applicable instructor notes and exam keys.

Contractor will work cooperatively with AWWOA Executive Director and Training Committee to ensure curriculum development and outcomes match required content specifications from AWWOA.

Contractor will utilize industry best practices such as, but not limited to, Water Professionals International “Need to Know” Criteria to develop “instruction-ready” courses and materials including all pertinent graphical design, charts, drawings, pictures etc... needed to deliver and instruct the training.

All course and material contents must comply with copyright best practices and allow full ownership of content by the AWWOA.

Contractor must have over 5 years of course and materials development experience preferably within the water and wastewater field of knowledge. Instructor experience will be considered an asset.

##### **How to respond to this request**

Forward the following information:

- Cover sheet including firm/proprietor name, organization, and contact information.
- A summary of related qualifications and experience pertaining to the Requirements section.
- Current resume.
- Contract fee (hourly rate) inclusive of all fees and expenses for services/deliverables provided.
- At least two professional references, with name, title, organization, and contact information along with a statement confirming consent to contact the references.
- Conflict of Interest Disclosure Statement that lists all the client, consulting interests, and/or clients who might benefit financially, directly or indirectly, now or with reasonable estimation in the next three to five years, from your participation in this initiative. If a Conflict of Interest does not exist, a responding individual must still include a Conflict-of-Interest Disclosure Statement indicating that there is no conflict of interest. Selected contractors may still be required to sign a non-disclosure agreement.

## **Response Submission Process**

Packages are to be submitted to:

Attention: Dan Rites, Executive Director

Alberta Water & Wastewater Operators Association

[drites@awwoa.ca](mailto:drites@awwoa.ca)

This posting will remain open until May 23, 2025.

The AWWOA would like to thank all who submit their pre-qualification information. Only the shortlisted individuals will be contacted for follow up.