



PACIFIC COAST UNIVERSITY
FOR WORKPLACE HEALTH SCIENCES

REQUEST FOR PROPOSAL (RFP)

Academic Policy Review and Development

Issuing Organization

Pacific Coast University for Workplace Health Sciences (PCU-WHS)
4755 Cherry Creek Road
Port Alberni, BC
V9Y 0A7 Canada
www.pcu-whs.ca

RFP Issue Date

22 June, 2026

Proposal Submission Deadline

06 July, 2026

Project Timeline

Target Start Date: Immediate

Expected Duration: 3–6 weeks

1. Purpose

Pacific Coast University for Workplace Health Sciences (PCU-WHS) is seeking proposals from qualified academic governance and policy consultants to conduct a comprehensive review, revision, and development of the institution's academic policies and related governance documents.

This work is considered a strategic institutional priority and is directly linked to PCU-WHS's ongoing quality assurance initiatives, governance enhancement efforts, and preparation for future graduate program approvals, including a planned Master's degree application.



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The successful consultant will work intensively with institutional leadership to review approximately fifty-two (52) existing academic policies, identify gaps and deficiencies, recommend revisions, develop new policies where required, and ensure alignment with recognized post-secondary education standards, regulatory expectations, and quality assurance best practices.

2. Background

PCU-WHS has undertaken a comprehensive review of its academic governance framework and quality assurance systems. As part of this process, the university has identified the need for accelerated progress in governance, quality assurance, and policy management.

The institution seeks a highly qualified subject matter expert capable of completing this work within an accelerated timeline while ensuring the highest standards of academic governance and policy development.

3. Project Objectives

The objectives of this project are to:

1. Conduct a comprehensive review of approximately 52 existing academic policies.
2. Assess policy alignment with current post-secondary education standards and best practices in British Columbia.
3. Identify policy gaps, inconsistencies, redundancies, and outdated provisions.
4. Revise existing policies as required.
5. Develop new policies where gaps are identified.
6. Ensure consistency across all academic and governance documents.
7. Strengthen institutional quality assurance and academic governance frameworks.
8. Produce a final suite of policies suitable for institutional approval processes.
9. Support institutional readiness for future Master's degree program applications.
10. Assist PCU-WHS in demonstrating fulfillment of governance and policy-related conditions associated with program consent and renewal requirements.



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4. Scope of Work

The successful consultant will be expected to:

Phase 1: Policy Revision and Development

- Revise existing policies as required.
- Draft new policies where gaps are identified.
- Ensure consistency in:
 - Terminology
 - Authority structures
 - Governance responsibilities
 - Academic standards
 - Quality assurance processes
 - Regulatory compliance requirements in the province of BC

Phase 2: Stakeholder Consultation

- Meet with designated institutional representatives.
- Gather input from senior leadership and key stakeholders.
- Incorporate feedback into revised policy drafts.

Phase 3: Final Deliverables

- Finalized revised policies.
- Newly developed policies.
- Summary report documenting:
 - Changes made
 - Gaps addressed
 - Recommendations for future policy maintenance and governance oversight



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5. Consultant Qualifications

PCU-WHS is seeking an individual or consulting team with significant experience in academic administration, governance, and policy development within the post-secondary sector in British Columbia.

Preferred qualifications include:

- Current or former Department Chair, Dean, Provost, Vice-President Academic, Registrar, or equivalent senior academic leadership role.
- Demonstrated experience in academic policy review and development.
- Experience supporting institutional quality assurance reviews, accreditation, or regulatory processes.
- Knowledge of post-secondary governance frameworks and quality assurance standards in the province of British Columbia.
- Experience with graduate program approvals and Master's degree applications is considered a significant asset.
- Expertise in academic governance, human resources policy, and institutional risk management.

6. Deliverables

The successful consultant will provide:

1. Revised Versions of Existing Policies
2. Newly Drafted Policies (as required)
3. Final Policy Package Ready for Institutional Approval
4. Executive Summary Report
5. Recommendations for Ongoing Policy Governance and Review Processes

All deliverables shall be provided in Microsoft Word format and, where appropriate, accompanied by tracked-change versions.



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7. Project Timeline

The institution anticipates this work will require concentrated effort over a period of approximately three (3) to six (6) weeks.

Proponents should provide:

- Proposed start date
- Detailed work plan with key milestones
- Estimated completion date

Preference will be given to proponents who can begin immediately.

8. Proposal Requirements

Proposals should include:

Organizational Information

- Consultant or firm name
- Primary contact information
- Brief organizational overview

Relevant Experience

- Description of relevant qualifications and experience
- Examples of similar projects completed
- Resumes/CVs of key personnel

Project Approach

- Methodology
- Work plan
- Stakeholder engagement strategy
- Quality assurance process



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Timeline

- Proposed project schedule
- Major milestones

Fees

- Fixed-price proposal preferred
- Detailed fee breakdown
- Any anticipated expenses

References

Provide at least three professional references from comparable projects.

9. Evaluation Criteria

Proposals will be evaluated using the following criteria:

Criteria	Weight
Relevant Academic Governance Experience	35%
Understanding of Project Requirements	20%
Project Methodology and Approach	20%
Ability to Meet Timeline	10%
References and Past Performance	5%
Cost	10%



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10. Submission Instructions

Proposals should be submitted electronically in PDF format to:

Dr. Evan Hoffman
Executive Director, Centre for Workplace Health Excellence
Pacific Coast University for Workplace Health Sciences

Email: Evan.Hoffman@pcu-whs.ca

Subject Line: **RFP – Academic Policy Review and Development Project**

11. Reservation of Rights

PCU-WHS reserves the right to:

- Accept or reject any proposal.
- Request clarification from proponents.
- Negotiate scope, timeline, and fees with the preferred proponent.
- Cancel or reissue this RFP at any time.
- Award the project in whole or in part.

The lowest-cost proposal will not necessarily be selected.

12. Confidentiality

All information provided by PCU-WHS during the procurement process shall be treated as confidential and used solely for the purpose of preparing a proposal.