

## Additional Questions & Answers

### Re: RFP for the COTBC Quality Assurance Program Test and Learning Management Software-As-A-Service (SaaS)



Updated January 7, 2019

**Question: In light of COTBC's mission, can you define the desired business outcomes for this project, as well as success criteria?**

We are looking for a stable, reliable online platform to deliver our program as cost-effectively as possible. Our program is developed for our registrants use only and to meet the College's mandate to promote high standards amongst occupational therapists as outlined in the *Health Professions Act* Section 16(e).

Two relevant implementation objectives of our work plan for the Quality Assurance Program include:

- to provide a secure, online system for the development, delivery and storage of learning and assessment content, including a participant-only secure space; and
- to improve the online format and navigation based on registrant feedback, new technology advancements, and feasibility.

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**Question: Regarding the solution's content creation capabilities, are you looking expressly for a solution that COTBC users would themselves create and manage learning content in, or would you accept use of a partner service where content was developed and edited to your requirements?**

Currently we have contracted experts and/or subject matter experts to create and develop the content. As with our psychometrics, you could provide information on this service and/or demonstrate a willingness to work with COTBC contractors.

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**Question: Is any existing e-learning content in SCORM format, and if so, what level?**

No content is available in SCORM format.

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**Question: Would the COTBC accept exam delivery as an e-learning module, with input saved and time spent tracked, but without the ability to force a close of the exam when time has expired?**

No. We need to be able to prevent a participant from answering further questions when the time limit it is up. In other words, if it's a 3-hour exam and the system records that a test taker starts at 1:00 pm, the system must prevent the individual from answering any further questions at 4:00 pm.

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**Question: Can you please also indicate an estimate of the maximum value for the anticipated term of the contract for this RFP if that is possible at this stage.**

This question was considered in the Proponents Meeting and the following response was given by the RFP Advisory Panel Chair, Cindy McLean: "This was an element that received some very animated discussion at our advisory panel meeting. The RFP purposely does not speak to a budget amount because we want you, the experts, in this area, to present for our consideration your best price for the expertise and the resources that you feel are required to meet the needs of the College as presented in the RFP."

**Question: Is it possible to send you a formatted digital copy (PDF) of the content for all fields requested in the Online Proposal Form in addition to the online submission to meet the mandatory submission method, yet provide COTBC with sufficient detail on the Function and Service Requirements listed?**

We are asking everyone to use the online form. However, to help proponents to illustrate some of their online platform functions and services, we have included a file upload feature where you can post a PDF response to the following two questions in section: 6.1.1. *Competitive Advantage* and *Previous Projects*. We have updated the online form to reflect this.

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**Question: Is COTBC looking for one proponent or a proponent as the prime with potential subcontractors?**

Although this was answered during the Proponent's meeting, we would also like to emphasize that we invite creative and cost effective means of delivering the functions and services we outlined in Section 6.2.1.

Proponents may wish to submit proposals for:

- (a) all of the work outlined;
  - (b) all of the work outlined with the use of sub-contractors as outlined in Section 2.11; or
  - (c) a portion of the work outlined with demonstrated willingness and ability to work other contractors hired by COTBC.
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**Question: It can be difficult to import data from the previous system and therefore difficult to provide a cost. Do you know if the data is QTI compatible?**

We are not sure of the quality of the data that will be exported and it may come from different sources. The current volume is outlined below. Please provide a quote for:

- (a) an "optimal data import" where the data imports without any or few issues;
- (b) importing using a MS Excel or .csv file(s) as per the proponent's specifications.

**Current volume:**

The type of data currently in the Content Creation Management Systems (CCMS)

1. Test content (scenarios, question types, questions, answers, correctness key, references for each question to support correct answers): 265 cases with a total of 1,238 questions. Each case can have anywhere from 2-5 questions associated with it.
2. Test blueprint 4 practice contexts (mental health, child and youth, neuro and physical health), competencies (7 units, each with 2-8 competencies), regulatory topics (10 topics), practice settings (e.g. acute care, home, school & community care, long-term care, rehabilitation, primary), and area of practice (e.g. assessment, interventions, discharge/transition planning)
3. Angoff ratings
4. Case author(s) and reviewer(s)

Source (from psychometrician)

1. Scoring key
2. Score distributions and cut scores for 9 different exam forms
3. Item performance
4. Test taker performance
5. Internal consistency reliability using 3 different measures from lower to upper bound estimates of reliability
6. Standard error of measurement (SEM) – confidence intervals around the scores
7. Classification accuracy and consistency – "accuracy of decisions" including False positive and False negative rates