



Request for Proposals (RFP)

High-Stakes Assessment Consultant: Investigating the Purpose and Scope of Canadian Engineering Accreditation

Date Issued: June 6th, 2022

Interest Disclosure: June 24th, 2022

Proposal Submission Deadline: **July 4th, 2022**

Questions concerning this RFP should be directed to:

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1. Statement of Purpose

Coeuraj is seeking proposals from individuals or entities (“Bidders”) to provide expertise to assist with the development of a defensible academic requirement for licensure as a professional engineer. The development of an academic requirement for licensure is a critical component of a project that Coeuraj is undertaking with Engineers Canada in support of their strategic priority to “Investigate and Validate the Purpose and Scope of Accreditation” (the “Project”), as more fully described below.

Coeuraj has been contracted by Engineers Canada to help guide elements of the strategic priority, including the development of an academic requirement for licensure. We require input from an expert in high-stakes assessments, such as licensure decisions, who can help to ensure that the academic requirement is developed in a way that is defensible and valid.

Coeuraj wishes to assess Bidders’ capabilities, interests, terms, and pricing for the matters and work described within this RFP, including Section 3.1 (Scope of Work).

2. Background Information

2.1 Engineers Canada

Engineers Canada upholds the honour, integrity, and interests of the engineering profession by supporting consistent high standards in the regulation of engineering, encouraging the growth of the profession in Canada, and inspiring public confidence. For over 80 years, Engineers Canada has worked on behalf of the provincial and territorial associations that regulate engineering practice and license the country’s 300,000 members of the engineering profession.

Their work is focused on 10 core purposes, as established by Engineers Canada’s members, the 12 provincial and territorial engineering regulators:

1. Accrediting undergraduate engineering programs.
2. Facilitating and fostering working relationships between and among the regulators.
3. Providing services and tools that enable the assessment of engineering qualifications, foster excellence in engineering practice and regulation, and facilitate mobility of practitioners within Canada.
4. Offering national programs.
5. Advocating to the federal government.
6. Actively monitoring, researching, and advising on changes and advances that impact the Canadian regulatory environment and the engineering profession.
7. Managing risks and opportunities associated with mobility of work and practitioners internationally.
8. Fostering recognition of the value and contribution of the profession to society and sparking interest in the next generation of professionals.



9. Promoting diversity and inclusivity in the profession that reflects Canadian society.
10. Protecting any word(s), mark, design, slogan, or logo, or any literary, or other work, as the case may be, pertaining to the engineering profession or to its objects.

More information about Engineers Canada can be found at www.engineerscanada.ca.

2.2 Coeuraj

Coeuraj is a transformation practice. We are a group of experienced consultants with a shared goal — to help people address and manage the challenges of change by finding the solutions they hold within themselves. We are typically hired to help people and organizations who are at odds with systems — struggling to work with a status quo that is meant to serve them, but doesn't.

We have a unique capacity to engage with diverse people to develop a common vision, build healthy relationships, and collaboratively design resilient outcomes.

Since 2015, we have worked with First Nation, Métis and Inuit communities and organizations; groups like the United Nations and the World Economic Forum; and well-known companies like Microsoft, Nokia, De Beers, Environmental Resources Management and AIG.

On this project, Coeuraj has involved multiple engineers, data scientists and experts in facilitation and change management. We are offering Engineers Canada policy-related knowledge and advice, stakeholder engagement and research, human-centered data science and analytics and creative product creation. We take pride in a rigorous approach that is committed to respecting the individuality and difference of every person and opportunity.

More information about Coeuraj can be found on our website at www.coeuraj.com.

2.3 Key terms

Accreditation: A process of formal recognition by a professional external body whereby an educational establishment or programme meets certain agreed quality standards.¹

Accreditation may be focused on inputs, processes, outputs, or any of these combined. Programme accreditation tends to focus on inputs such as staffing, programme resources and curricula design and content. At times, it may address the teaching process and the level of student support. Occasionally, programme accreditation explores outcomes such as graduate abilities and employability. In some cases, the medium of delivery might be the key focus, especially when it differs from the norm.²

Accreditation system: The criteria, policies, procedures, and actions that are necessary to conduct accreditation of undergraduate engineering programs. It is a system where regulators and HEIs intersect.

¹ Oxford Reference. (n.d.). Accreditation. In *OxfordReference.com*. Retrieved August 12, 2021.

from <https://www.oxfordreference.com/search?q=accreditation&searchBtn=Search&isQuickSearch=true>

² Harvey, L. (2004). The power of accreditation: Views of academics. *Journal of Higher Education Policy and Management*, 26(2), 207–223. <https://doi.org/10.1080/1360080042000218267>



CEAB: The Canadian Engineering Accreditation Board (CEAB) is responsible to accredit Canadian undergraduate engineering programs that meet or exceed educational standards acceptable for professional engineering registration in Canada. The CEAB is also responsible for ascertaining the equivalency of accreditation systems in other countries and for monitoring the activities of those bodies with which mutual recognition agreements have been signed. The CEAB is currently composed of 20 professional engineers drawn from the private, public, and academic sectors.

CEQB: The Canadian Engineering Qualifications Board (CEQB) develops national guidelines, Engineers Canada papers, and examination syllabi that serve the needs of regulators, engineering licence holders, and applicants for licensure by enabling the assessment of engineering qualifications, fostering excellence in engineering practice and regulation, and facilitating mobility. The CEQB is currently composed of 16 professional engineers drawn from the private, public, and academic sectors.

HEIs: Higher Education Institutions are the post-secondary institutions that offer undergraduate engineering programs accredited by the CEAB or that are developing such programs and intending to seek accreditation.

Regulators: Engineering regulators (the “**regulators**”) regulate the engineering profession and license professional engineers in Canada, as designated by provincial or territorial statute. The regulators are the owners of Engineers Canada and are the Members pursuant to the Bylaw and the Canada Not-for-profit Corporations Act.

2.4 Engineering licensure in Canada

The provinces and territories have exclusive jurisdictions over the regulation of professions under the Canadian constitution. To practise engineering in Canada, an individual must hold and maintain a licence from one of the twelve (12) provincial/territorial engineering regulators in Canada:

- [Engineers and Geoscientists British Columbia](#)
- [Association of Professional Engineers and Geoscientists of Alberta \(APEGA\)](#)
- [Engineers Geoscientists Manitoba](#)
- [Engineers and Geoscientists New Brunswick](#)
- [Association of Professional Engineers and Geoscientists of Saskatchewan \(APEGS\)](#)
- [Engineers Nova Scotia](#)
- [Engineers PEI](#)
- [Engineers Yukon](#)
- [Northwest Territories and Nunavut Association of Professional Engineers and Geoscientists \(NAPEG\)](#)
- [Ordre des ingénieurs du Québec \(OIQ\)](#)
- [Professional Engineers and Geoscientists of Newfoundland and Labrador \(PEGNL\)](#)
- [Professional Engineers Ontario \(PEO\)](#)

Each jurisdiction has its own legislation and regulatory body to govern the profession. A licence is required to practise engineering and to call oneself an engineer. All applicants for engineering licences must meet five main requirements:

1. **Academics:** Hold an engineering degree from a Canadian Engineering Accreditation Board (CEAB)-accredited undergraduate program or possess equivalent qualifications.



2. **Work experience:** Fulfill the engineering work experience requirement in the province or territory of application:
 - Duration is dependent on the jurisdiction and varies between 2 and 4 years
 - Some jurisdictions have a requirement for one year of experience in a Canadian environment; other jurisdictions may accept demonstration of Canadian Environment Competencies or completing certain courses such as the “Working in Canada Seminar”
3. **Professionalism and ethics:** Pass the Professional Practice Examination (PPE), which tests knowledge of the laws that affect the engineering profession, professional standards, ethical standards, and other topics such as patents, trademarks, and copyrights.
4. **Good character:** Applicants must demonstrate good character.
5. **Language:** Applicants must demonstrate an ability to work in either English or French, depending on the province or territory in which they apply for licensure.

Engineers Canada does not grant licences to practise engineering. It supports Canada’s engineering regulators with licensure by:

- Developing national guidelines that provide advice on regulatory practices,
- Developing tools for regulators to check the academic knowledge of those who did not graduate from an accredited engineering program,
- Facilitating the mobility of qualified labour, nationally and internationally, and
- Ensuring the academic credentials of graduates of accredited engineering programs are recognized as meeting the requirement for licensure.

Engineering regulators must implement licensure processes that are accessible, timely, transparent, objective, impartial and fair. Currently, approximately 50% of the applicants for engineering licensure are graduates of CEAB-accredited programs. Assessing the academic formation of applicants who are not graduates of CEAB-accredited programs (“non-CEAB applicants”) can include exams, interviews, or additional documentation. Engineering regulators must uphold stringent licensure standards to protect the public interest, while ensuring that these processes do not present unnecessary barriers to non-CEAB applicants.

2.5 The accreditation system

The accreditation system was designed to serve regulators. Because of accreditation, regulators accept that graduates of CEAB-accredited undergraduate engineering programs meet the academic requirement for licensure. This also has benefit for the graduates themselves, as it means that the licensure process is simplified: their academic credentials are accepted by all Canadian engineering regulators and are considered to be substantially equivalent with many international organizations under the [Washington Accord](#).

Regulators rely on accreditation. They expect *every single graduate* of accredited programs to meet the academic requirement for licensure. Because of this, accreditation is a rigorous audit process which seeks



to ensure that all graduates have followed a minimum educational path and had exposure to an acceptable depth and breadth of engineering education.

Accreditation criteria include content requirements that mandate the minimum amount of mathematics, basic science, engineering science, engineering design and complementary studies that must be included in an accredited program. Accredited engineering programs must also develop communication skills, an understanding of the environmental, cultural, economic, and social impacts of engineering on society, the concepts of sustainable development, and the capacity for life-long learning. Accreditation criteria do *not* stipulate the specific topics of study within any given discipline of engineering. The criteria are intended to provide a broad basis for identifying acceptable undergraduate engineering programs, to prevent over-specialization in curricula, to provide sufficient freedom to accommodate innovation in education, to allow adaptation to different regional factors, and to permit the expression of the institution's individual qualities, ideals, and educational objectives.

2.6 The academic requirement for licensure

To assess the academic formation of non-CEAB applicants for licensure, the regulators use **examination syllabi** created by the Canadian Engineering Qualifications Board (CEQB). Examination syllabi represent the body of knowledge typically covered in accredited engineering programs in Canada in a particular discipline of engineering. This ensures that non-CEAB applicants are held to the same academic standards as CEAB applicants for licensure.

There is a gap in the assessment of academic knowledge for both CEAB and non-CEAB applicants for licensure. It is the responsibility of regulators to set licensure standards that are legitimate and defensible. These standards must be connected to the functions of professional engineers, and regulators must be able to demonstrate that these standards are required for safe practice.

In the case of the academic requirement for licensure, the syllabi function as the de-facto standard for the academic requirement of non-CEAB applicants. These syllabi reflect what is taught in accredited programs, and regulators have not been asked, and have not sought, to demonstrate that they are the correct standard for engineering practice.

It has been argued that the CEAB has set the standard for the academic requirement, in their accreditation criteria. However, the criteria are intentionally silent on the discipline-specific content of engineering programs – they only establish a minimum amount of math, basic science, engineering science, engineering design, and complementary studies.

There is therefore a need for regulators to establish a defensible academic requirement for licensure, which can be shown to be rationally connected to, and necessary for, the practice of professional engineering. This academic requirement for licensure could then be applied to the accreditation system, and to the assessment of non-CEAB applicants for licensure.



Background: The Supreme Court of Canada has set out, in Meiorin³ and subsequent cases, a three-part test to determine whether a prima facie discriminatory standard (which would include licensure standards) is reasonable and *bona fide*. Regulators must be able to demonstrate that the standard:

1. Was adopted for a purpose that is rationally connected to the functions of professional engineers,
2. Was adopted in good faith, in the belief that it is necessary to fulfill the functions of professional engineers, and
3. Is reasonably necessary to accomplish the functions of professional engineers, and that the regulator could not accommodate an applicant who can't meet the standard without undue hardship.

2.7 Description of the strategic priority

Much has changed since the introduction of the accreditation system in 1965. The way that engineering education is delivered has evolved, and regulators' operations, as well as the requirements imposed on their licensure systems, have changed significantly. The accreditation system, meanwhile, has remained relatively unchanged, with the introduction of only two significant changes in the past 30 years: a measurement unit to quantify the duration of a program in the 1990s (the Accreditation Unit, or AU), and outcomes-based evaluation of programs in 2015 (graduate attributes and continual improvement, or GA/CI).

Accreditation criteria must match the academic requirements for licensure and needs of regulators and must be applied in an environment-controlled way by the HEIs. Whereas regulators seek assurance from the accreditation system that every single graduate meets academic requirements for licensure, HEIs seek flexibility that will allow them to innovate in their program design and teaching methods.

The fundamental goal of Engineers Canada's strategic priority to "Investigate and validate the purpose and scope of accreditation", therefore, is to understand the perspectives of all stakeholders and to propose a path forward that will meet the needs of regulators while keeping current with the realities of engineering education.

In particular, the strategic priority sets out to:

- use diverse, expert steering committee and task forces to guide the work.
- engage both regulators and HEIs, as well as other stakeholders in the accreditation and regulatory systems; and,
- use an advisory group of regulator staff to provide regulator input; and foster collaboration based on mutual understanding and respect and be transparent to all stakeholders.

2.8 Strategic priority elements

³ British Columbia (Public Service Employee Relations Commission) v. BCGSEU, 1999 CanLII 652 (SCC), [1999] 3 SCR 3



There are five distinct pieces of work involved in this strategic priority including the development of an academic requirement for licensure. A task force of volunteers has been formed to guide each piece of work, and a project steering committee exists to oversee all work. The task forces and the steering committee are made up of former members of the CEAB, CEQB, the Engineers Canada Board, and representatives from Engineering Deans Canada, and each group will be supported by Engineers Canada staff and third-party consultants, as follows:

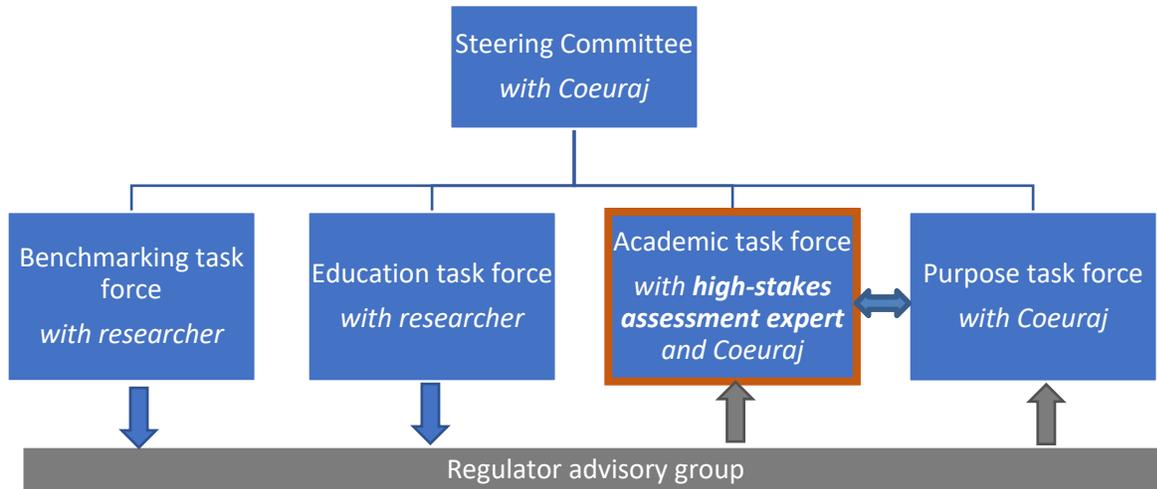


Image 1: Project structure

Coeuraj has been contracted by Engineers Canada to help guide elements of the strategic priority, including the development of an academic requirement for licensure. We require input from an expert in high-stakes assessments, such as licensure decisions, who can help to ensure that the academic requirement is developed in a way that is defensible and valid.

In initiating the work on an academic requirement for licensure, we will first discuss this work with regulators to confirm that:

1. They agree that an academic requirement is required and must be defined; and,
2. They understand that the definition of an academic requirement for licensure will result in changes to their licensure processes.

Assuming that confirmation of the above is obtained, the second part of this element will be to create the academic requirement for licensure, with the following requirements needing to be considered:

- The knowledge required to practise engineering safely and independently.
- The number of disciplines of engineering and the rate of increase of new fields; and,
- Applicability of the academic requirement: for accreditation, for assessment, and for confirmation of non-CEAB graduates.



The successful Bidder will provide expertise to the Coeuraj to ensure that the methodology used to develop the academic requirement is valid, and that the end result is defensible and useful for both accreditation and for the licensure of non-CEAB applicants. To support both accreditation and the mobility of licence holders, the definition of the academic requirement for licensure must be supported and implemented by all regulators.

3. Project Scope

3.1 Scope of work

If Coeuraj selects a successful Bidder and a contract is entered with that Bidder, the Bidder shall deliver the following specific services and deliverables (the “Work”):

Scope Item #	Service/Deliverable	Description
1	Education of the Task Force and Regulators	<p>Provide learning content and experiences that enable the following types of learning outcomes for the Task Force and Regulators:</p> <ul style="list-style-type: none">- An understanding of the purpose and process of high-stakes assessment- Case studies that provide a range of examples of how high-stakes assessment has been applied with varying degrees of success. Key learnings that can be applied in this setting.- An understanding of roles, conditions for success and enablers of these conditions.
2	Expert advice to Coeuraj	<p>The consultant is able to work with Coeuraj, the Engineers Canada project team and any other relevant stakeholders to define requirements, develop a brief and propose a course of action that is suitable for the specific environment and context for Engineers Canada and the engineering regulators where this academic requirement will be used for both accreditation and licensure.</p> <p>The consultant is able to provide targeted, evidence-based options and recommendations to address specific, technical issues that impact the quality and reliability of a new academic requirement for licensure.</p> <p>In providing options and recommendations, the consultant ensures that decision makers understand, and are able to manage, the inherent trade-offs or uncertainties that may exist.</p>
3	Principles for a valid requirement	<p>The consultant is able to articulate evidence-based principles that can be used to guide the development and evaluation of a new academic requirement for licensure.</p>



Scope Item #	Service/Deliverable	Description
		The consultant is proactive in helping with the correct application of these principles in the design and decision-making process.
4	Consultation with regulators	The consultant is able to support Coeuraj and Engineers Canada as they: <ul style="list-style-type: none">• identify target individuals within the regulatory system,• develop an engagement and outreach strategy and plan• Coordinate and deliver consultation activities, including data recording• Synthesise findings, insights and actions from consultation• Communicate findings, insights and actions to the appropriate audiences• Facilitate the follow-through of any required actions
5	Support with Implementation and Evaluation	The consultant is able to support an evidence-based implementation of a new Purpose and Scope of Accreditation through to the end of 2023.

3.2 Services and deliverables

If a successful Bidder is selected by Coeuraj and a contract is entered into for Work, such Bidder(s) shall be required to competently deliver to Coeuraj each of the items outlined in [Section 3.1 \(Scope of Work\)](#), resulting in **development of a defensible national academic requirement for licensure**. All deliverables are subject to review by the Academic Requirement task force, followed by acceptance and approval by Coeuraj.

3.3 Budget

To be considered, proposals should include a Project cost breakdown that accurately represents the work effort required, as outlined in [Section 3.1 \(Scope of Work\)](#) of this RFP. Proposals should cite a total Project cost not exceeding \$90,000 plus taxes.

3.4 Project timeline

The Engineers Canada project team had established consultation processes and meeting dates. The schedule is being revised and finalized with Coeuraj, based on our methodologies and approaches. All Bidder proposals should include a timeline reflecting how the Bidder intends to perform the items outlined in [Section 3.1 \(Scope of Work\)](#) within below timeframe, amended from time to time:

Scope item	Service/Deliverable	Timeframe
1	Investigation and definition of a national academic requirement for engineering licensure.	
1.1	Confirmation of need for an academic requirement	End of Q2 2022
2	Draft academic requirement	End of Q1 2023
3	Validate academic requirement	End of Q2 2023
4	Finalize academic requirement	End of Q4 2023



4. RFP Submission and Evaluation Process

4.1 Submission schedule

The following is a list of key events from RFP issuance to Notice of Award:

No.	Description	Key Dates
1	Issuance of RFP	June 6 th , 2022
2	Interest Disclosure Deadline	June 24 th , 2022
3	Questions Deadline	June 24 th , 2022
4	Proposal Submission Deadline	July 4 th , 2022
5	Evaluation of proposals – Stage 1 (initial assessment)	July 5 th – 8 th , 2022
6	Evaluation of proposals – Stage 2 (interviews and reference checks)	July 12 th - July 20 th , 2022
7	Notice of Award	July 20 th , 2022

In responding to this RFP, Bidders should provide the information requested in [Section 4.4 \(Proposal Evaluation\)](#).

4.1.2 Amendments

Coeuraj may, in its sole, absolute, and unfettered discretion, prior to, on, or following the Proposal Submission Deadline, alter the RFP submission schedule outlined above, including without limitation, the Proposal Submission Deadline, and delete, amend, or supplement anything contained within this RFP.

Any changes to the RFP documents or the submission schedule will be done by addendum to this RFP issued by Coeuraj. Other than any clarifications received from Coeuraj, no other communications of any kind whatsoever will modify the RFP documents, or the RFP process contemplated herein.

4.2 Interest disclosure and Bidder questions

Bidders should indicate their interest in submitting a proposal, by email, to Max Lindley-Peart (the “**RFP Contact Person**”) at max.lindley-peart@coeuraj.com, by June 24th, 2022 **at 11:59 pm (Pacific time)** (the “**Interest Disclosure Deadline**”).

Bidders may submit questions concerning the RFP, or the Project, to the RFP Contact Person at max.lindley-peart@coeuraj.com. Coeuraj may, at its sole, absolute and unfettered discretion, collate and make available to other Bidders via email responses to questions. Bidder questions should be received by Coeuraj no later than June 24th, 2022, **at 11:59 pm (Pacific time)**.

4.3 How to submit a proposal

Proposals should be sent electronically, by email, no later than July 4th, 2022, **at 11:59 pm (Pacific time)** (the “**Proposal Submission Deadline**”) to Max Lindley-Peart at max.lindley-peart@coeuraj.com. Proposals submitted after this date may or may not be considered by Coeuraj, however, each Bidder



acknowledges that Coeuraj may review and consider a proposal that is submitted following the Proposal Submission Deadline, in Coeuraj's sole, absolute, and unfettered discretion.

4.3.1 Selection of Proposal

Coeuraj will notify the selected Bidder in writing if Coeuraj has selected its proposal, in accordance with Section 5.8 of this RFP.

4.4 Proposal Evaluation

4.4.1 Evaluation Process

Coeuraj intends to review proposals for the purpose of evaluating the capabilities, interests, and proposed terms and pricing of Bidders for the matters described in this RFP.

As part of its review process, Coeuraj may establish an evaluation committee, (the "**Project Team**"), comprised of Engineers Canada and Coeuraj staff, the Project Manager, Project Sponsor, Project Owner, and any other individual(s) as determined by Coeuraj in its sole, absolute, and unfettered discretion.

Coeuraj may require Bidder(s) to clarify or verify certain components of its proposal, provide supplementary information or documentation in relation to its proposal, or request an acknowledgement from Bidder acknowledging and confirming Coeuraj's interpretation of the proposal or any portion thereof. Such additional information and documentation may be considered as forming part of the proposal, in Coeuraj's sole, absolute, and unfettered discretion.

Coeuraj may, in its sole, absolute and unfettered discretion, contact any Bidder, any Bidder reference, or other person to conduct interviews, for the purpose of evaluating any proposal.

Coeuraj's review of proposals is anticipated to commence following the Proposal Submission Deadline.

Coeuraj currently anticipates that its internal review process may include, but may not be limited to, consideration of some or all of the following criteria:

- (a) Bidder's relevant experience, including consideration of Bidder's description of a previously conducted project of similar scope and scale;
- (b) Bidder's interest disclosure;
- (c) financial costs/benefits to Coeuraj;
- (d) proposed schedule;
- (e) commercial risk;
- (f) technical abilities;
- (g) timeliness of proposal;
- (h) ability of Bidder to deliver the services and deliverables and complete the Work or Project within the stated timelines;
- (i) information requested in [Section 4.4.5 \(Proposal Evaluation\)](#) of this RFP; and
- (j) total Project cost and cost breakdown in [Section 3.3 \(Budget\)](#), including all fees and expenses, in Canadian funds;
- (k) any other information requested in this RFP;



- (l) the Bidder/proposal score based on the Scoring Legend in Section 4.4.4 of this RFP; and
- (m) any other factors Coeuraj believes may be relevant to the Bidder’s capability and willingness to complete the Work and achieve Coeuraj’s objectives.

Coeuraj’s evaluation and ranking or scoring, if any, of proposals and Bidders will remain confidential to Coeuraj.

4.4.2 [Deleted]

4.4.3 Scoring

Proposals may be evaluated and scored by Coeuraj and Engineers Canada, at their sole, absolute, and unfettered discretion,, as outlined in [Section 4.4.5 \(Proposal Evaluation\)](#), and using the below Scoring Legend.

4.4.4. Scoring Legend

0 Points Deficient	1-3 Points Poor	4-6 Points Fair	7-8 Points Good	9-10 Points Excellent
<p>The proposal fails to meet the requirements of the applicable scoring criteria in a suitable and documented manner.</p> <p>The proposal fails to demonstrate that the Program will be performed in an acceptable manner.</p>	<p>The proposal fails to meet the requirements of the applicable scoring criteria in a suitable and documented manner.</p> <p>The proposal reveals significant weaknesses that could result in unacceptable shortcomings in performance of the Program.</p>	<p>The proposal barely meets the requirements of the applicable scoring criteria in a suitable and documented manner.</p> <p>The proposal reveals weaknesses that could result in tolerable or reasonably correctable shortcomings in performance of the Program.</p>	<p>The proposal reasonably demonstrates that the requirements of the applicable scoring criteria are met in a documented and suitable manner.</p> <p>The proposal reveals minor weaknesses that should not significantly impact performance of the Program.</p>	<p>The proposal fully demonstrates that the requirements of the applicable scoring criteria are met in a documented and suitable manner.</p> <p>There are no apparent weaknesses.</p>

4.4.5 Proposal Evaluation

Proposals may be evaluated and scored by Coeuraj, at its sole, absolute, and unfettered discretion, as follows:

No.	Scoring Criteria	Weight	Points	Total Points
1	Qualifications and relevant experience	40		
2	Demonstrated understanding of the issues being addressed by the Project	20		



No.	Scoring Criteria	Weight	Points	Total Points
3	Approach and methodology	20		
4	Project cost	20		
Total		100		

Coeuraj requests that Bidders include with their proposal, at a minimum, the following supporting information:

1. Qualifications and relevant experience:
 - Bidder experience in developing high-stakes assessments, particularly in developing defensible licensure or certification systems at the national level. Please provide the descriptions of two similar projects.
 - Name, email address and phone number of three (3) customers/clients who have received services similar to those requested in this RFP and who may be contacted as references. Such services should have been provided by Bidder within the last 5 years. Bidders should include a short description of the work performed, including how it was similar to the work required under this RFP.
 - Bidder qualifications (degrees, certifications, etc.)
 - Names of individual(s) who would be assigned to work on this Project, including a brief (1 page or less) summary of their qualifications and experience as they relate to the Project. At least one member of the proposed Project team should have demonstrated experience engaging pan-Canadian, multi-stakeholder groups in the development of high-stakes assessments.
2. Understanding of the issues
 - The Bidder is asked to provide their understanding and interpretation of the objectives, requirements, and deliverables of this Project.
 - The Bidder should demonstrate a working knowledge of licensure in professional regulation and accreditation.
3. Approach and Methodology:
 - Description how Bidder will approach the Project.
 - Bidders are asked to identify the expected challenges for this Project and the proposed mitigation strategies.
 - Bidders should provide a detailed work plan with timelines.
4. Project cost:
 - Bidders should outline their proposed costs and fees for the delivery of services and deliverables under the Project and shall include any assumptions made in determining the fees. Proposed costs must include a breakdown that accurately represents the work outlined in Section 3.1.

4.4.6 Language

Coeuraj will communicate with Bidders in English, and all proposals must be submitted in English.

4.4.7 Confidentiality



Proposals and information submitted by Bidders will be treated as proprietary, held confidential, and used only for evaluating the ability of the Bidder to handle the Program or, if the Bidder is the selected Bidder, to negotiate a contract for services. The details of any proposals will be shared only with the persons involved in the Program evaluation process and Coeuraj's legal representatives, if and to the extent necessary.

5. RFP Terms and Conditions

5.1 Bidder Acknowledgements and Representations

A Bidder, by submitting a proposal, acknowledges and agrees:

- (a) Coeuraj may not have determined whether to proceed with the Work or the Project;
- (b) Coeuraj may not have obtained the corporate, regulatory, or other approvals required to proceed with the Work or the Project, in whole or in part;
- (c) Bidder proposals in response to this RFP are likely to be a factor considered by Coeuraj when determining whether to enter a contract with any or no Bidder, proceed with the Work or the Project, the manner in which to proceed with the Work or the Project, or any matter required to seek approvals that may ultimately be required by Coeuraj to proceed with the Work or Project or any portion thereof;
- (d) Coeuraj may enter into discussions with any person that is not a Bidder for the purpose of such person potentially performing the Work or any portion thereof;
- (e) if any contract for Work is entered into with a Bidder or other person following submission of a proposal, such Work, may only be awarded following any discussions, clarifications, or negotiations on a proposal, the proposed form of contract, or any other matter that a Bidder or Coeuraj may require to be addressed before agreeing to proceed with Work or any portion thereof;
- (f) Coeuraj makes no representations to any Bidder that, following submission of any proposal or at any time, that it will award any of the Work or proceed as contemplated in this RFP;
- (g) one or more Bidder participating in this RFP process may have performed certain services or provided goods for Coeuraj's operations prior to or concurrent with the issuance of this RFP and that such services or other prior involvement may provide a Bidder with commercial advantage with respect to a proposal. Each Bidder agrees to participate in this RFP process notwithstanding such information and notwithstanding that another Bidder's prior involvement may give such Bidder a commercial advantage when participating in this RFP process;
- (h) that it submits a proposal entirely at its own risk, with the understanding that there are no obligations imposed on Coeuraj hereunder and no representations given by Coeuraj that a Bidder may be awarded a contract for any Work regardless of the contents of its proposal;
- (i) the issuance of this RFP or the submission of any proposal is not an offer to contract for any of the Work;
- (j) subject to Section 5.1(n), Coeuraj does not intend, by issuing this RFP, to make any offer to create a contractual relationship that can be accepted by any prospective Bidder and Coeuraj retains the sole, absolute, and unfettered discretion with respect to how it may proceed with the Work, if at all, including without limitation, proceeding in a manner not contemplated within this RFP;



- (k) there are inherent risks and limitations with communication of information by email and other electronic means such as the internet, including without limitation, the possibility that such information may be lost, intercepted, altered or otherwise rendered non-confidential and each Bidder accepts such risk as part of its participation in this RFP process;
- (l) Coeuraj may reject any or all proposals;
- (m) Coeuraj may terminate any contract signed with any Bidder for cause if it determines a Bidder has, directly or indirectly, engaged in corrupt, fraudulent, collusive, or coercive practices in its preparation of submission of a proposal;
- (n) notwithstanding the foregoing, each Bidder acknowledges and agrees that Sections 5.1, 5.2, 5.4, 5.6, and 5.10, of this RFP shall be binding and enforceable against each Bidder.

5.1.2 RFP Not a Tender

This RFP is not a tender. Unless otherwise agreed in writing by Coeuraj and a Bidder, no obligation to enter into a contract for any Work will be imposed on Coeuraj or a Bidder as a result of a proposal submitted in response to this RFP. An agreement to perform Work or any portion thereof, if any, shall only be formed if a Bidder (or other person) and Coeuraj execute a written agreement for the Work following any discussions, clarifications, or negotiations that may result with respect to any proposal or any other process that may be undertaken by Coeuraj with respect to Work and provided Coeuraj has obtained all required approvals to proceed with Coeuraj as proposed.

5.2 Coeuraj Rights

Notwithstanding anything else contained in this RFP, express or implied, Coeuraj may, in its sole, absolute, and unfettered discretion, procure or award Work or any part thereof, in any manner as it may elect, determine whether or not to proceed with Work, and/or select one, or more, or none of the Bidders to further discuss a proposal, the Work, the proposed form of contract, or any other matter for the purpose of determining whether mutually agreeable terms can be reached between Coeuraj and a Bidder for Work, or any portion thereof.

In addition, Coeuraj, in its sole, absolute, and unfettered discretion, reserves the right, without limitation, at any time, to:

- (a) issue this RFP to any person, whether before, on, or after the Proposal Submission Deadline, and request any person to submit a proposal at any time;
- (b) change the Work that is the subject matter of this RFP;
- (c) reject any and all proposals for any reason whatsoever, and regardless of the contents of any proposal or whether or not the proposal(s) provided all information requested herein;
- (d) select any Bidder to enter into further discussions or negotiations with Coeuraj for the potential performance of all or any portion of the Work, at any time, regardless of the contents of any proposal or whether such Bidder submitted an incomplete or late proposal;
- (e) enter into one or more agreements for performance of Work with one or more Bidder or any other person, regardless of the contents of any proposal or whether such person or Bidder submitted an incomplete, or late, or any proposal;



- (f) carry out further discussions, clarifications, or negotiation regarding Work with one or more Bidder or any other person, regardless of the contents of any proposal or whether such Bidder or person submitted an incomplete, or late, or any proposal;
- (g) provide additional information regarding Work to one or more Bidders or other person at any time, and with or without giving such information to any other Bidder, and regardless of whether the provision of such additional information to one Bidder is considered to be unreasonable or unfair to any other Bidder;
- (h) invite any Bidder or other person to participate in a competitive process to carry out Work;
- (i) invite any person to submit a proposal at any time, whether before, on, or after the Proposal Submission Deadline;
- (j) request one or more Bidder to clarify, supplement and resubmit their proposal or allow a Bidder to amend or correct its proposal at any time, with out without giving any other Bidder the opportunity to do the same;
- (k) at its sole, absolute, and unfettered discretion and with no obligation, verify or investigate any Bidder or the information contained in a proposal;
- (l) remove a Bidder from the RFP process for any reason;
- (m) cancel this RFP process before, on, or after the Proposal Submission Deadline, or selection of successful Bidder, for any reason;
- (n) decide whether or not to review or consider any proposal, and Coeuraj shall have no obligation to review or consider any proposal;
- (o) proceed with any Work or enter into an agreement for any Work, in any manner Coeuraj determines is in the best interest of Coeuraj, acting in its sole, absolute, and unfettered discretion, including conducting sole-source negotiations with any person, regardless of whether such person is a Bidder, or carrying out such other process that Coeuraj considered appropriate in the circumstances; or
- (p) cancel, modify, or delay Work or any portion thereof.

5.3 Proposal Revisions

All proposal revisions should be submitted to Coeuraj prior to the Proposal Submission Deadline stated in [Section 4.1 \(How to Submit a Proposal\)](#), above.

5.4 Cost of preparing proposals

Bidders shall bear all costs and expenses with respect to the preparation and submission of its proposal and any other activity pertaining to its proposal or the RFP process contemplated herein, including without limitation, costs and expenses related to travel, any site visit or any discussions, clarifications, or negotiations. Coeuraj shall not be liable to pay any such costs or expenses in any circumstances whatsoever, and regardless of any action or omission of Coeuraj.

5.5 Acceptance of RFP conditions

Submission of a proposal will be considered acceptance by the Bidder of the RFP terms and conditions and will be incorporated in the Bidder's proposal.

5.6 Notification of Success



A written Notice of Award shall be the only valid form of notification of success in response to this RFP.

5.9 No Action Against Coeuraj

Each Bidder acknowledges and agrees that Coeuraj shall not be liable, and no Bidder will have any claim against Coeuraj, for any costs, expenses, losses, damages, or liabilities (including without limitation, consequential or special damages, loss of profit, loss of business, loss of contracts, or any other loss or expense) suffered by any Bidder, or compensation of any kind whatsoever arising out of or relating to this RFP process or relating to Coeuraj's procurement, negotiation, award, or cancellation of Work in any manner determined by Coeuraj, acting in its sole, absolute, and unfettered discretion, including without limitation:

- (a) the outcome of this RFP process or any contract entered into by Coeuraj for Work or any portion thereof, if any; or
- (b) the cancellation of the RFP process or the Work, or any portion thereof,

and regardless of the conduct of Coeuraj or the nature thereof, including without limitation, Coeuraj proceeding in a manner not contemplated within this RFP, or Coeuraj providing notice to a Bidder that its proposal has been selected but not entering into any contract with such Bidder whether in torn or breach of any other duty or obligation at law. By submitting a proposal each Bidder shall be deemed to have agreed to participate in this RFP process entirely at its sole risk and shall be deemed to have agreed that it has no claim to, and to have absolutely and finally waived and released and agreed to hold Coeuraj harmless from, any and all such losses, damages, or liabilities, however arising, including whether by contract, tort or other duty or obligation at law, that may be incurred by a Bidder relating to this RFP process, or the procurement, negotiation, award, or cancellation of Work in an manner determined by Coeuraj acting in its sole, absolute and unfettered discretion.

If a Bidder advances or causes any claim or proceeding against Coeuraj for any alleged action or omission of Coeuraj in relation to this RFP process, regardless of the nature of such action or omission, Bidder agrees to indemnify Coeuraj for any and all legal fees incurred by Coeuraj, on a full indemnity basis, defending or responding to such claim or proceeding and regardless of the outcome of such claim or proceeding.

5.10 Proposal Documents

All documents submitted by Bidders will become the property of Coeuraj.