

Request for Proposals: Canadian Dietetic Registration Exam Manager

The Alliance of Canadian Dietetic Regulatory Bodies (Alliance) is seeking an independent contractor to provide oversight and manage the administration of our national registration exam.

Background

The Alliance is an incorporated body whose membership consists of ten provincial dietetic regulatory bodies. The provincial dietetic regulatory bodies regulate the profession of dietetics in each of their jurisdictions in the public interest. Statutory responsibilities are set out in provincial legislation for each provincial regulatory body. These responsibilities include setting, maintaining and enforcing standards related to qualifications, registration, continuing competence, conduct and ethics.

There are approximately 9,000 dietitians in Canada. The Alliance is a not-for-profit organization and operates exclusively on funding provided by the examination and the provincial dietetic regulatory bodies. Each of the provincial dietetic regulatory bodies use a credential-based assessment to assess candidates for registration and eligibility to write the Canadian Dietetic Registration Exam (CDRE). The CDRE has traditionally been a proctored computer-based examination. In November 2020 we are trialing an online proctored exam format. It is offered two times per year (May and November) and approximately 480 candidates are assessed each year. The exam is available in both official languages (English and French).

The Alliance currently has a contract with Yardstick Assessment Services Inc. for exam development and delivery of the CDRE. We also have an Exam Committee Chair and four committees: exam development, item writers, item appraisers and French translation. Oversight of the Exam Committee Chair, committees and tasks associated with exam administration has been provided on a volunteer basis by one of the members of the Alliance with some administrative support.

Position

The Exam Manager will provide oversight to the Canadian Dietetic Registration Exam that is held twice a year. The independent contractor will perform a wide range of professional and administrative activities (see Appendix A) completed in consultation and collaboration with the Alliance, admin support for the Alliance, individual provincial regulatory bodies, exam provider (Yardstick Assessment Strategies Inc.), exam chairperson and committees. Must be able to provide services in English/French and demonstrate that they can securely collect and store data.

Budget

\$15,000 per year plus GST/HST. Budget is based on 25 hours/month for 12 months of the year, although it is acknowledged that there will be months where hours worked will be higher or lower. The fee for the independent contractor services are based on rate of \$50/hr. taking into consideration that some of the tasks are higher level (project management, policy writing, budgeting) while others are more administrative in nature (word processing, organizing meetings).

Submissions

Please include the following information in your submission:

- General Information/Company background
- Understanding of the work requested
- Experience working on similar projects
- Capacity to provide services in English and French
- List and qualifications of the people to be involved in the project if more than one
- Project management and communication approaches
- How personal and confidential data and information will be collected and store to meet legislative privacy requirement
- Three references

All proposals will remain confidential.

Interviews

Short listed vendors will be interviewed. The aim of these interviews is to seek further clarification regarding the proposal.

Selection Criteria

Below are general criteria that will be used to evaluate RFPs:

- Relevant experience and expertise including project management
- Knowledge of regulation and role of a national registration exam
- References

Closing Date

RFPs must be submitted via email by Nov.9, 2020.

Inquires and questions to Jennifer Hemeon at jhemeon@nsdassoca.ca

Please submit RFPs to Sandra Bains at office@collegeofdietitiansmb.ca

Appendix A -

- Central contact for exam writers
 - Provide information and answer questions regarding exam logistics
 - Provide all writers with current copy of CDRE Prep Guide
 - Notification of exam results to candidates/provincial regulatory bodies
 - Conduct and collate post exam survey
 - Manage accommodation requests and exam appeals (ie. collect forms/documentation, send to committee, communicate committee decision)
- Central contact for Exam Company (YASI)
 - Oversee and trouble shoot nominal roll submissions
 - Coordinate logistics of approved exam accommodations
 - Assist with CDRE contract negotiations, review and RFP management
 - Liaison with exam company psychometrician and Alliance with regard to the Technical Report produced following each writing
 - Assist with Exam Blueprint development in consultation with exam company and exam development committee
 - problem-solving with on-going administration issues (e.g. how to submit nominal roles for accommodations, invigilation issues, unusual circumstances at an exam sitting, implementation of online proctoring).
- Liaison with Exam Chairperson
 - Support to Exam Chairperson and committees (ie. item writers, item appraisers, exam development, French language)
 - ensure appropriate representation of volunteers on exam committees with respect to geography and area of practice
 - Assist with logistics for exam committee meetings/work
 - Assist with setting of the pass score
 - review the Exam Chair's annual report to Alliance and follow-up as required
 - problem-solving with on-going exam development issues (e.g. pandemic and contingency planning, implementation of ICDEPS, PI tagging, adding professional practice representative, adding IED in exam development, virtual vs in-person meetings).
- General:
 - liaise and provide regular reports to the Alliance
 - support the Alliance's accommodation request and exam appeals committees
 - create and manage annual exam budget
 - CDRE-related policy development
 - General administrative tasks
 - Review exam survey results from candidates at each sitting
 - Explore and if required assist in setting up a website to accept CDRE applications and payment
 - Professional development/continuing competency re. exam administration and development (e.g. remote proctoring, establishing cut-score, accommodations)