

Request for Proposal

Assessment Development Vendor

RFP Reference Number: RFP ESDC-2026-01

RFP Release Date: January 23, 2026

Question Submission Deadline: January 30, 2026 @ 11:59pm EST

Question Responses: February 6, 2026

RFP Closing Date: February 13, 2026 @ 11:59pm EST

Selection Notification Date: February 25, 2026

Project Initiation: March 9, 2026

Project Completion: April 28, 2028

1. INTRODUCTION

About ACOTRO and Occupational Therapy in Canada

The Association of Canadian Occupational Therapy Regulatory Organizations (“ACOTRO”) is the national organization of occupational therapy regulators in Canada. ACOTRO’s goal is to promote consistency and excellence in regulating occupational therapists across Canada.

Occupational therapy is a regulated health care profession in Canada. Occupational therapists are held accountable for their actions, must adhere to the standards of the profession established by their applicable regulator, and provide safe client care within the occupational therapy professional scope of practice, relevant legislative framework, and the occupational therapist’s personal competence. Occupational therapists in Canada are autonomous health care professionals. Decisions made by occupational therapists are formed from critical evaluation of evidence-based research, professional judgment using the occupational therapist’s previous learning and experiences, and information gathered from the client and patient assessment and other key partners and/or professionals. Occupational therapists synthesize and analyze information from these diverse sources to inform the occupational therapy service plan. Occupational therapists also integrate the complexity of the client’s/patient’s issues, needs, and goals into occupational therapy services. A lack of knowledge, skill, and judgment in critical thinking, communication, collaboration, and autonomous practice may impact the

occupational therapist's ability to practice safely and/or effectively.

A license (or registration permit) authorizing the practice of occupational therapy is issued by the regulatory colleges in each Canadian province. Only those who have a license to practice may use the professional title of occupational therapist.

Occupational therapists may also be members of the Canadian and/or provincial occupational therapy professional associations. These associations support occupational therapists with resources, learning opportunities, and advocacy.

2. HIGH LEVEL OVERVIEW OF CURRENT SEAS PROGRAM

As part of its mandate, ACOTRO oversees and administers the Substantial Equivalency Assessment System ("SEAS") program. The SEAS program provides a single, centralized process for the assessment of educational qualifications and competencies of internationally educated occupational therapists ("IEOTs"). SEAS determines whether the education and competencies of IEOTs are substantially equivalent to Canadian-educated occupational therapists. SEAS is a high-stakes credentialing program, and those IEOTs determined to be substantially equivalent can apply for licensure to practice occupational therapy in Canada. IEOTs who successfully complete SEAS must also write the National Occupational Therapy Certification Examination.

The SEAS program is rooted in the Pan-Canadian principles of enhancing transparency, fairness, timeliness, and consistency in this foreign qualification recognition process.

All provincial occupational therapy regulatory organizations in Canada belong to ACOTRO. ACOTRO is governed by a Board of Directors composed of registrars and/or representatives from each of the 10 provincial regulators. Oversight of the SEAS program is provided by the SEAS Oversight Committee, which is comprised of the ACOTRO President and Treasurer, Committee Chair, three other Board members, and the SEAS Program Director.

SEAS operations are managed by a small team of three full-time employees: the SEAS Program Director, program coordinator, and an administrative employee.

Since its launch in 2015, SEAS has evaluated the credentials of over 1400 IEOTs. Due to the relatively small numbers of IEOTs applying to SEAS in earlier years and the need to assess critical thinking and clinical reasoning in the health care environment, the original SEAS assessments were designed to be hands-on, with one evaluator

assigned to one IEOT. Occupational therapy education curriculum is evaluated for every IEOT (one curriculum evaluator to one IEOTs curriculum). Competence is assessed via a full-day interview-style oral exam with one evaluator to one IEOT. The nature of these assessments presents challenges for streamlining the credentialing process. The number of IEOTs applying to SEAS continues to increase each year, with approximately 200 IEOTs applying in 2025. Occupational therapists play a vital role in Canada's health care system, and IEOTs bring essential skills to help the profession meet the requirements of the healthcare workforce.

The purpose of the SEAS program is to determine if:

- An IEOT's education is an entry-to-practice occupational therapy program, and comparable to a minimum Canadian bachelor's level degree,
- An IEOT's competence to practice is substantially equivalent to an entry level, Canadian-educated occupational therapist, and
- An IEOT can provide safe and effective care in the Canadian healthcare system.

Competence is measured against established competencies of practice for occupational therapists in Canada. The current SEAS assessments adhere to *The Essential Competencies of Practice for Occupational Therapists in Canada, 3rd edition*, available [HERE](#). This RFP will include updating all SEAS assessments to the *Competencies for Occupational Therapists in Canada, 2021/2024*, available [HERE](#).

It is paramount that the SEAS credentialing program can assess these important competencies.

For a detailed description of the current SEAS program, please refer to Appendix B.

More information about ACOTRO and the SEAS program can be found here: <https://acotro-acore.org/seas/>

3. ABOUT THE “SEAS Enhanced” PROJECT

ACOTRO is now embarking on an initiative (“SEAS Enhanced” Project) to modernize, enhance, streamline, and strengthen the SEAS program with leading innovative assessment solutions, navigational support for IEOTs, and assessment resources. This initiative is funded in part by the Government of Canada's Foreign Credential Recognition Program (“FCRP”), and in part by the Government of British Columbia's Ministry of Health (most activities relating to this RFP will be funded by the FCRP).

This project is driven by:

- Current SEAS assessment models that are resource intensive,
- Changes to IEOT demographics,
- The increasing numbers of IEOTs applying to SEAS,
- Canada's healthcare crisis and the recognition that IEOTs are a vital resource in the Canadian healthcare system,
- Technological advancements that provide opportunities to streamline processes,
- Opportunities to integrate innovation, technology, and modern best practices into SEAS assessments,
- The need to assess not only competence to practice, but competence and readiness to practice in the Canadian healthcare system, and
- 2021/2024 updated Competencies for Occupational Therapists in Canada, including the new thematic domain of culture, equity, and justice.

An enhanced SEAS program will ensure that ACOTRO can manage the increasing volume of IEOTs seeking registration in Canada with expedited processes so that qualified IEOTs can enter the Canadian healthcare workforce faster. Canada welcomes internationally educated health professionals to address workforce shortages and to bring cultural diversity to healthcare.

IEOT Profile

IEOTs applying to SEAS come from countries with varied educational systems and health care systems. Canadian occupational therapy education is now completed in accredited master's level entry-to-practice university programs. The minimum requirement to practice occupational therapy in Canada is a bachelor's level degree in occupational therapy and a minimum of 1000 hours of clinical fieldwork.

Many international occupational therapy education programs meet or exceed this educational requirement. However, international educational pathways to occupational therapy licensure vary. Also, comparability of the international degree to a Canadian degree varies with some international bachelor's level degrees more comparable to a Canadian diploma. Pathways to international occupational therapy licensure may include a university program with or without a national exam, an apprenticeship leading to a national exam, or a granting of licensure from the state health minister. Individuals with an international non-occupational therapy degree, or college level occupational therapy degree, may travel to a country outside their home country and be granted licensure to practice occupational therapy in that new country, regardless of whether their degree is an occupational therapy degree or is a university level occupational therapy degree.

International healthcare systems vary, and international occupational therapy education programs are established to meet the needs of the local population and healthcare system. For example, an international occupational therapy education program may focus on the paediatric population. Although the IEOT's education may meet the minimum education requirements for practice in Canada, the IEOT may not have the competence or readiness to practice in the Canadian healthcare system. For example, the IEOT may not be prepared for the autonomous and regulated nature of occupational therapy in Canada; there may be gaps in the IEOT's durable skills and competence to manage professional responsibilities; and/or the IEOT's role in their home country's healthcare system may not include the management of mental health conditions, environmental and social impacts on health, and other health complexities. The enhanced SEAS program must address the IEOTs' transition to practice in the Canadian healthcare system and occupational therapy scope of practice in the Canadian context. It must also address a wide range of timelines of educational completion, as approximately 50% of IEOTs apply to SEAS within five years of graduating from their occupational therapy education program. The remaining 50% have graduated as far back as the 1980s.

Project Key Partners and Governance:

The SEAS Enhanced Project is led by the SEAS Program Director and the SEAS Oversight Committee Chair. The assessment development vendor will report to the SEAS Oversight Committee, and the project will be administratively supported by the SEAS project manager and a part-time administration employee.

The SEAS Oversight Committee will meet virtually each month during the project duration. The ACOTRO Board will be available electronically and virtually as needed. The Foreign Credential Recognition Program ("FCRP") requires project reports/updates on a quarterly basis.

The SEAS Enhanced Project team will facilitate the assessment development vendor's access to resources to help inform the project. This may include SEAS program employees, current assessment evaluators, and members of the determination committee who make the final determinations of substantial equivalency. Access to IEOTs, organizations that employ IEOTs and World Education Services can also be facilitated.

4. An Enhanced SEAS Program

| Current Structure of SEAS Program (refer to Appendix B) | Enhanced SEAS Program Vision |
|---|--|
| World Education Services Education Credential Assessment to verify that the IEOT's education meets the minimum requirements to practice in Canada | No change |
| International occupational therapy education curriculum review ("PSCA" evaluation) | To be discontinued – integrate into the competency assessment |
| Confirmation of clinical fieldwork hours | No change |
| PSCA stream to verify education equivalence for those IEOTs with licensure from an alternate international education pathway | Assessment vendor will propose new solutions for verifying the equivalence of alternate international education pathways to occupational therapy licensure |
| Language readiness assessment | No change |
| Jurisprudence Knowledge Assessment Test (JKAT) | Assessment to be updated |
| Competency assessment | Vendor to propose and develop new competency-based assessment |
| Expedited pathway for eligible IEOTs – not currently in place | Vendor to propose solutions for fast-tracking eligible IEOTs through the SEAS program (i.e. expedited pathway) |

ACOTRO is seeking an assessment development vendor to:

- Review existing assessments and identify opportunities to implement best practices and innovation;
- Support development, evaluation, and implementation of new assessment models and services;
- Anticipate and mitigate biases in assessments and determinations of substantial equivalence in the assessment development phase, as well as identifying ongoing assessment maintenance and an assessment quality assurance plan (including strategies to detect bias and monitor for fairness);

- Propose solutions for the process of evaluating/scoring assessment results, while maintaining transparency, fairness, timeliness, and consistency. For example, rather than delivering one on one evaluations (such as the current competency assessment), propose alternate roles for SEAS evaluators, such as utilizing teams of evaluators to score assessments; and
- Develop asynchronous/online training and communication materials for SEAS operations staff, IEOTs, the Determination Committee, and SEAS evaluators. The vendor will also deliver the training and communication materials to SEAS operations staff, the Determination Committee, and SEAS evaluators at the final project meetings in Toronto (refer to Appendix A).

5. Assessment Vendor Project Deliverables

The project deliverables should include, at a minimum:

- I. Identify the ISO 17024 standards that will be relevant to this project (for example, those standards relevant to assessment).
- II. Propose solution(s) for determining if the minimum education requirements for practice in Canada have been met for those individuals who were granted licensure to practice occupational therapy (in their home country or another country) outside of the standard university occupational therapy education stream. Create policies and procedures, and an implementation plan.
- III. Propose solution(s) for fast-tracking eligible IEOTs through the SEAS program. For example, identifying criteria to define those IEOTs who may be exempted from certain parts of the SEAS program, or begin SEAS while completing their occupational therapy degree. Create policies and procedures, and an implementation plan.
- IV. Strengthen the multiple-choice jurisprudence knowledge assessment test (JKAT) to reflect the current Canadian regulatory and healthcare environment and to better prepare IEOTs for integration into the Canadian health care system. Deliverables to include:
 - a. Align the JKAT with the 2021/2024 competencies;
 - b. Develop a public-facing blueprint and internal proprietary blueprint;
 - c. Identify security vulnerabilities in both assessment design and delivery, and propose solutions to address vulnerabilities;
 - d. Support development of policies and procedures to monitor for, identify and respond to potential and real test fraud and security threats;
 - e. Develop an IEOT assessment preparatory manual;
 - f. Update the learning module framework (content expert to be sourced via a separate RFP). Current version is available [HERE](#)
 - g. Update cut scores and relevant policies (e.g. number of exam attempts);

- h. Update assessment result templates for the IEOT, internal program employees, and regulators.
- III. Develop a new high-stakes competency assessment, available to IEOTs on demand. The new assessment will adopt leading and innovative assessment practices to enable SEAS to continue delivering an authentic assessment, with simulated client/patient case scenarios. The competency assessment will deliver a reliable, valid, and fair assessment of the IEOT's readiness and competence to practice in the Canadian healthcare system and provide insights into competence to make determinations about substantial equivalency. Deliverables to include at a minimum:
 - a. Align the assessment with the 2021/2024 competencies;
 - b. Develop a public-facing blueprint, and internal proprietary blueprint (internal blueprints for both the assessment and client/patient case scenarios);
 - c. Support updating relevant assessment policies and procedures;
 - d. Identify security vulnerabilities in both assessment design and delivery, and propose solutions to address vulnerabilities;
 - e. Support development of policies and procedures to monitor for, identify, and respond to potential and real test fraud and security threats;
 - f. Develop an IEOT assessment preparatory manual;
 - g. Develop an IEOT study guide and optional practice assessment (fee-based resource);
 - h. Create assessment results report templates for the IEOT that provides information on competency gaps;
 - i. Create internal SEAS operations results report templates;
 - IV. Support development/updating of SEAS Enhanced Program policies and procedures;
 - V. Develop training resources/programs and administration manuals for SEAS operations employees.
 - VI. Develop asynchronous/online training program for SEAS evaluators, ensuring consistency and fairness in scoring. Training program will also include:
 - a. Exploring the basis of making decisions; and
 - b. Differentiating between minimally met, minimally not met, and not met performance indicators, with benchmark cases.
 - VII. Develop resources and a training program (asynchronous/online where possible) to strengthen the capacity of the determination committee to:
 - a. Use the IEOT assessment results;
 - b. Verify competence and make determinations about substantial equivalency;
 - c. Use best practices and strategies to ensure decisions made continue to be free from inequities and biases, and determinations continue to be fair, reasonable, reliable, and transparent.

Resources and training program will also:

- a. Explore the basis of making decisions; and
 - b. Differentiate between minimally met, minimally not met, and not met performance indicators, with benchmark cases.
- VIII. Propose solutions to automate and streamline the Determination Reports
- a. These reports are issued by the Determination Committee to the IEOT to provide reasons and the rationale for the decisions made.
- IX. Create experience surveys for IEOTs to submit after their SEAS program is completed.
- X. Create experience surveys for relevant key partners such as Canadian occupational therapy regulatory bodies.
- XI. Develop policies, procedures, and documentation for ongoing program and assessment maintenance and quality assurance, which are manageable within the constraints of a not-for-profit budget and staffing resources.
- XII. Develop a process for auditing third-party proctoring services.
- XIII. If AI technology is used in the SEAS program and/or assessments, the vendor will:
- a. propose governance systems and checks to ensure transparency and oversight into how AI is used; and
 - b. develop an AI training program (preferably asynchronous/online) for SEAS program employees, the Oversight Committee, and any other relevant key partners (e.g. SMEs). AI literacy and usage training will foster ethical practices, innovation, and mitigate risks.
- XIV. Propose solutions for a “Reconsideration Process” for the IEOT to request a reconsideration of their final determination.
- XV. Recommend transition plan for the SEAS Enhanced Program, including documentation, policies, and procedures.
- XVI. Provide a final technical report/process and outcomes report for all project activities. The report(s) must be to a sufficient level for future accreditation of ISO 17024 and provide a transparent account of project achievements and how the project was executed. The report(s) should include at a minimum:
- a. Executive summary – overview and highlighted results
 - b. Project rationale, objectives, scope
 - c. Methodology
 - d. Project governance
 - e. Any challenges and risks, and how they were managed and/or mitigated.
 - f. Project timelines and adherence
 - g. Identification of participants/volunteers, criteria for their selection, and the geographical region and experience of the participants/volunteers
 - h. Identification of vendors, project team members, and other experts/consultants involved
 - i. Transition plan to the Enhanced SEAS Program

- j. Recommended steps for ongoing SEAS Enhanced Program maintenance
- k. Final outcomes and results

Key Project Milestones:

1. In-person launch meetings to be completed in March or early April 2026 (please refer to Appendix A for more information).
2. Preliminary approval of proposed solutions obtained no later than April 2027.
3. Final training and tool validation to be completed by March 3, 2028 (please refer to Appendix A for more information).
4. Draft technical and process and outcomes reports to be completed by March 24, 2028.
5. SEAS Enhanced program fully implemented and live by April 14, 2028.
6. Final, approved technical and process and outcomes reports to be completed by April 28, 2028.

7. Access to the SEAS Enhanced Program

ACOTRO's official languages are English and French. IEOTs will choose to complete the SEAS program in either English or French, and therefore all assessments, exams, resources, etc. must be available in both languages. Translation costs are covered in a separate budget from this RFP.

The entire SEAS program is delivered remotely. All SEAS assessments should continue to be accessible globally and from different time zones.

8. Proposal Specifications:

The proposal should include, but is not limited to:

Vendor Proposal:

- A project work plan, data collection/research methods, project activities, and milestones
- Evidence that proposed solutions consider feasibility and costs for ongoing program and assessment maintenance/quality assurance, while being innovative, leading, and reflective of the Canadian healthcare system realities
- Evidence that the assessment design principles consider assessment security and feasibility for third-party proctoring
- A proposed financial plan and payment terms
- Identified risks to the project development and implementation, and mitigation

strategies to address the risks

Vendor Details:

- Current range of client services your organization provides
- Your organization's vision, mission, values, and governance
- Your organization's commitment to innovation, research, and development
- An organizational chart including the reporting relationships of those identified in the proposal and their relationship to senior leadership and executive management
- Names and detailed bio of project lead and key relationship manager
- Service level commitments on project team working hours, response times, and document turnaround times
- Your organization's viability and stability, and description of any past litigation from the last two years and any current or expected litigation
- A description of any current or expected public scrutiny or reputational issue/concern(s) from the last two years
- Services and benefits that your organization offers and/or approach that would be of added value to augment and support the requirements of this RFP and the entire SEAS Enhanced Project, as well as after-project services
- Available services and options for ongoing SEAS Enhanced Program assessment maintenance and program support
- Your organization's approach to managing the long-term success of your clients
- Your website address
- A description of your organization's insurance coverage
 - At its own expense, the vendor shall purchase and maintain insurance appropriate for its business and activities including without limitation the following insurance coverage: (i) Commercial General Liability in an amount not less than CAD\$2,000,000 per occurrence, insuring against bodily injury, personal injury and property damage including loss of use thereof, on an occurrence basis; (ii) cyber liability insurance coverage in an amount not less than CAD\$1,000,000 per occurrence, and (iii) Professional Liability insurance in an amount not less than CAD\$5,000,000 per claim, insuring against errors, omissions or negligence in the rendering of services by the vendor to ACOTRO, and for at least two (2) years after the completion of services, on a claims made basis. The vendor shall provide ACOTRO with evidence of all required insurance in the form of certificate(s) of insurance at the time at which a contractual agreement is signed and/or at ACOTRO's request.
- How your organization complies with recognized accessibility standards (e.g. Web Content Accessibility Guidelines, "WCAG")
- Your organization's procedures to protect intellectual property including exam

content and proprietary outputs

- How your organization adheres to Canada's Personal Information Protection and Electronic Documents Act ("PIPEDA") and the European Union's General Data Protection Regulation ("GDPR"), and your organization-wide security procedures and policies
- Your organization's safeguards and quality control procedures, including disaster recovery and business continuity plans

Vendor Expertise:

- Vendor knowledge and experience relevant to this RFP and the SEAS Enhanced Project
- Engagements your organization is working on and/or have completed in the healthcare and high stakes credentialing sectors and how these engagements compare to the requirements in this RFP
- Description of how your team will adhere to ISO 17024 standards. The vendor is required to be proficient in the ISO 17024 standards, reporting, and requirements for accreditation, at a minimum those standards that are relevant to assessment and this project.
- Professional background and expertise of team members who would be responsible for the contract and their respective roles in the engagement, including:
 - Psychometric expertise
 - Security expertise as well as the vendor's approach to exam security (strategies built into the test design)
 - Expertise in innovative and best practice assessment solutions and use of technology
 - Expertise in inclusive design and assessment accommodations
 - Knowledge of third-party proctoring solutions

Price Quote:

- Provide fees for the requirements of this RFP. Fees should not exceed \$800,000 CAD, plus tax if applicable
- Even if the vendor is located outside of Canada, fees must be charged in \$CAD and will be paid in Canadian funds.

Proposal evaluation criteria will include:

- Feasibility of approach
- Does the proposal demonstrate a clear understanding of the requirements of the

work and support the principles, needs, and goals of an enhanced SEAS?

- Are the workplan, schedule, breakdown of major tasks, dates, and level of effort in sufficient detail to allow a complete understanding of how the work is to be carried out, and to demonstrate sufficient availability throughout the course of the work to ensure its successful completion within time, quality and budget requirements?
- Does the team include individuals with the appropriate capabilities, experience, and knowledge to complete the deliverables?
- Does the vendor have experience in high-stakes, competency-based assessments in the healthcare sector?
- Are the proposed financial plan and payment terms reasonable?
- Is there a reasonable analysis of significant risks to the project development and implementation, and the mitigation strategies to address them?
- Does the proposal include a description of value-added services that will/can be provided, and/or distinguishing features, benefits, or other factors key to the success of this project and SEAS?
- Does the proposal demonstrate the vendor's capability for innovation, creativity, assessment/program defensibility, and leading practices?
- Does the proposal reflect vendor responsiveness and the ability to collaborate within an iterative environment to come to an agreement on what the final assessments will look like?

Submission of Questions:

Inquiries and questions regarding this RFP are to be directed to the project manager, Farshad Bagheri, in writing, at seas.pm@acotro.org

The deadline for submitting questions is Friday January 30, 2026, 11:59pm EST.

Written responses to all questions received will be sent to all potential vendors who submitted questions. The answers will be emailed to potential vendors by Friday February 6, 2026.

Proposal Submission:

A complete electronic version of your proposal (Microsoft Word or PDF) noting the RFP Reference # **ESDC-2026-01** should be emailed to:

Attention: Farshad Bagheri, seas.pm@acotro.org

Closing date and time: Friday February 13, 2026, 11:59 p.m. EST. Proposals received after the closing date and time may not be considered.

Upon closing, ACOTRO will review all proposals for completeness. Only complete proposals will be reviewed for further consideration.

Period of Agreement:

The term of any contractual agreement will be from the date of the award to April 28, 2028.

Selection Process and Criteria:

Proposals will be shortlisted, and these vendors will be invited to participate in an interview as part of the RFP process to select the successful vendor. ACOTRO appreciates all submitted proposals but only those invited to an interview will be contacted.

Shortlisted vendors will be required to provide three client references (preferably related to similar engagements), including name and title of reference, phone, and email contact information.

ACOTRO reserves the right to reject any or all proposals and to accept the proposal deemed most favourable to the interests of ACOTRO, in its absolute discretion. The lowest-price proposal will not necessarily be accepted.

RFP Terms and Conditions:

ACOTRO will not be responsible for any costs incurred by the vendor in preparing and submitting proposals and/or attending interviews. ACOTRO accepts no liability of any kind prior to the signing of a contract.

Submission of a proposal will not obligate, nor should it be construed as obligating ACOTRO to accept any such proposal or to proceed further with the project. ACOTRO may, in their sole discretion, elect not to proceed with the project, and may elect not to accept any or all proposals for any reason.

At all times, the vendor has the responsibility to notify ACOTRO, in writing, of any ambiguity, divergence, error, omission, oversight or contradiction contained within the proposal as it is discovered.

Vendors may amend or withdraw their proposals prior to the closing date and time specified in the RFP by way of written notice to Farshad Bagheri, seas.pm@acotro.org

After the closing date and time, proposals submitted are final and may not be altered by subsequent offerings, discussions, or commitments unless the vendor is requested to do so by ACOTRO.

The vendor must identify any information in its proposal that it considers to be

confidential or proprietary.

All proposals and accompanying documentation received under this competition will become the property of ACOTRO and will not be returned.

ACOTRO reserves the right to waive minor non-compliance by a vendor with the requirements of the RFP. This will allow ACOTRO to consider and possibly accept any proposal which is advantageous even though the proposal may be non-compliant in some minor respect.

ACOTRO reserves the right to accept or reject, in whole or in part, any or all proposals, in its absolute discretion.

ACOTRO reserves the right to cancel and/or re-issue this RFP at any time for any reason without penalty.

The vendor's proposal may form part of the contractual agreement by attachment and will be incorporated by reference. Claims made in the proposal may constitute contractual warranties. Any provision in the proposal may be included in the contractual agreement as direct provision thereof.

The successful vendor agrees to obtain and maintain all professional certifications and licenses, insurance, necessary to lawfully provide the services required under this request for proposals.

Contract Negotiation:

ACOTRO will negotiate a contractual agreement with the preferred vendor. If ACOTRO is unable to negotiate an acceptable contractual agreement, then the second preferred vendor may be selected, and a contractual agreement developed. The ACOTRO Executive, at any time and without liability, may withdraw from negotiations with any potential vendor.

Appendix A

Launch Meetings

In-person launch meetings are planned to be held in Toronto, Ontario, Canada. Travel, accommodation, and meals will be covered under a separate budget from this RFP and will follow set Canadian federal government rates and allowances (the budget is for one member of the assessment development team to attend the launch meetings in person).

2026 Hotel Rate Limits [HERE](#)

Meal allowances:

| Maximums | Canada/É-U |
|---------------------|------------|
| Breakfast | \$ 28.40 |
| Lunch | \$ 27.40 |
| Dinner | \$ 57.70 |
| Full Day | \$ 113.50 |
| Refreshments/Snacks | \$ 14.20 |

The standard for air travel is economy class or equivalent.

It is anticipated that the launch will include in-person meetings with:

- SEAS program employees and SEAS Enhanced Project team
- SEAS PSCA reviewers
- SEAS competency assessors
- SEAS determination committee members

Final Project Meetings

It is anticipated that the assessment development vendor will also hold final project meetings/training in Toronto, Ontario, Canada. Travel, accommodation, and meals will be covered under a separate budget from this RFP and will follow set Canadian federal government rates and allowances (see above).

(the budget is for one member of the assessment development team to attend the final project meetings in person).

Appendix B

The current SEAS program includes evaluations to recognize education qualifications and verify competence of IEOTs. The main evaluations/components of the current SEAS program are:

1. Qualification Recognition:

- a. The IEOT obtains an Education Credential Assessment from World Education Services (“WES”) to verify that the IEOT has an occupational therapy degree that is equivalent to a minimum Canadian bachelor’s level degree
- b. Evaluation of foreign education (Profession Specific Credential Assessment, “PSCA”)
 - i. The content of the IEOT’s occupational therapy curriculum is reviewed against a set of criteria. A passing score is not required for this assessment, unless the IEOT was granted their international licensure through an alternate education pathway.

It is anticipated that the PSCA assessment will be phased out over the next two years with the implementation of updated and new assessments under the SEAS Enhanced Project.

2. Competency Verification:

- a. The Jurisprudence Knowledge Assessment Test (“JKAT”) assesses the IEOT’s knowledge of relevant legislation, regulations, and standards of practice for occupational therapy practice in Canada. The exam is also intended to be a learning opportunity for the IEOT and as such the IEOT is permitted to have the JKAT learning module open during the exam.
- b. The competency assessment is a high-stakes, full-day interview-style oral exam assessing the IEOT’s knowledge, skill and/or judgment based on the essential competencies.

3. Language Readiness Assessment:

- a. All IEOTs must demonstrate English or French language proficiency.

4. Final Determinations:

- a. After the IEOT completes all SEAS assessments, the Determination Committee makes decisions about substantial equivalency and the need for any gap-filling to address gaps in competencies.
- b. There are three (3) final determination outcomes:
 - i. Substantially equivalent;
 - ii. Not substantially equivalent, but can achieve substantial equivalence with successful completion of gap-filling activities; or

iii. Not substantially equivalent. Gaps in competencies are too numerous and significant to be addressed adequately with gap-filling.

5. Completion of mandatory gap-filling if required

| Assessment | Assessment Duration and Format | Question Formats | Administration Frequency | Delivery Modality |
|---|---|---|---|---|
| WES Education Credential Assessment ("ECA") | WES conducts ECA from documents submitted by the educational institution, or through the Gateway Program | N/A | IEOT applies directly to WES | SEAS receives an ECA report |
| PSCA curriculum review | Paper review conducted by PSCA reviewers. | Review curriculum against a set of criteria | Completed after the educational institution submits the IEOTs curriculum documents | IEOT receives summary report. |
| PSCA Clinical Fieldwork Confirmation | Paper review conducted by PSCA reviewers. | Review documentation provided by the educational institution. | Completed after the educational institution submits the IEOTs clinical fieldwork hours. | SEAS confirms if requirement for fieldwork hours was met |
| PSCA Self-reflection tool | N/A. Results are for the IEOTs use. | IEOT submits completed Self-reflection tool. | Must be submitted prior to the PSCA curriculum review. | N/A |
| JKAT | Two (2) hour duration, single sitting. Approved resource permitted. Maximum two (2) attempts. | Multiple-choice. Two exam forms. | On demand | Remote, live, third-party proctored |
| Language Readiness Assessment | Set by the third-party language testing organizations. | Third-party language testing organizations. Minimum requirement must be met for reading, writing, listening, and speaking | Language proficiency must be confirmed before the JKAT and competency assessment. Requirement for language testing is waived if the OT education program was instructed in English or French. | Remote or testing centre, depending on the language testing organization. |
| Competency Assessment | Interview style oral exam. One on one with evaluator and IEOT. Full day (6.5 hours) including breaks. Maximum two (2) attempts. | Standardized interview format. One exam form. Assessment and Treatment case scenarios randomly assigned | IEOTs availability is matched with the availability of a competency assessor (time zone management is required). | Remote delivered via webinar platform. |