

# **Request for Quotation**

## ***Education Developer for Learning and Exam Prep Materials***

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**Reference Number:** RFQ 2025-04

**Release Date:** August 1, 2025

**Question Submission Deadline:** August 8, 2025

**Question Responses:** August 13, 2025

**RFQ Closing Date:** August 15, 2025

**Selection Notification Date:** August 25, 2025

**Project Start:** August 29, 2025

**Project Completion:** March 31, 2026

### **1. INTRODUCTION**

#### **About ACOTRO and the SEAS Program**

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 therapy across Canada.

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). The SEAS program determines whether the education and competencies of IEOTs are substantially equivalent to Canadian-educated occupational therapists (referred to as credentialing and foreign qualification recognition). 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 the SEAS program must also complete the National Occupational Therapy Certification Exam.

The SEAS program is rooted in the Pan-Canadian principles of enhancing transparency, fairness, timeliness, and consistency in the foreign qualification recognition process. Oversight of the SEAS program is provided by the SEAS Oversight Committee, which is comprised of Occupational Therapy regulatory

college executives and the SEAS program manager. The current SEAS program includes evaluations to recognize qualifications and verify competence of IEOTs. The entire SEAS program is completed remotely, so that IEOTs can work and live in their home country while completing the SEAS program.

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

### **About the SEAS Improvement Project**

ACOTRO is now embarking on an initiative (“SEAS Improvement Project”) to enhance, streamline, and strengthen the SEAS program with leading innovative assessment solutions and navigational support for IEOTs. A strengthened SEAS program will ensure that ACOTRO can manage the increasing volume of IEOTs seeking registration in Canada with expediated processes so that qualified IEOTs can enter the Canadian healthcare workforce faster.

## **2. REQUIRED SERVICES**

ACOTRO is seeking an education developer to create learning resources to support IEOTs in their preparation for the high stakes competency assessment portion of the SEAS program.

The goal of the learning resources is to prepare IEOTs with the skill, knowledge, and confidence to demonstrate their competence during the competency-based exam, and to better enable IEOTs to apply their occupational therapy competencies in the Canadian practice context.

We require development of exam preparatory resources that will be:

- High quality, and engaging, effective, and will elevate learner outcomes
- Available on-demand and accessible through digital and/or other media and technologies
- Made available to IEOTs at no additional cost, and should therefore be low maintenance and cost efficient
- Integrated with the [Competencies for Occupational Therapists in Canada \(2021/2024\)](#)

The proposal should outline a clear solution and project timeline, including the following activities and deliverables, at a minimum:

- Identify IEOT learning needs, outcomes, and best method(s) to achieve the goals of the preparatory resources.
- Creation of up to five (5) clinical practice scenarios that IEOTs can independently work through and practice applying clinical reasoning and critical thinking skills reflecting the Canadian practice context.

- A blueprint document, including an outline of the clinical practice scenario topics that would be covered, the consistent clinical practice scenario format / structure – by end of September 2025.
- Outline of a plan to collaborate with subject matter experts if needed.
- Design and develop the learning materials, including the practice scenarios.
- Provide recommendations for delivery of the resources, leveraging education best practices for online learning and available technology solutions – by end of March 2026.

### **3. BUDGET**

Provide a breakdown of fees, and total cost for the scope of this project.

### **4. OVERALL TIMELINE**

Project activities are to commence as soon as possible (end of August 2025) with all deliverables outlined above to be completed by the end of March 2026.

### **5. REQUIRED KNOWLEDGE AND EXPERTISE**

The Education Developer would require the following knowledge and expertise:

- Expertise in occupational therapy practice
- Understanding of competency assessment and essential competencies, including the [Competencies for Occupational Therapists in Canada \(2021/2024\)](#).
- Knowledge of the strengths and challenges IEOTs have in demonstrating their competencies in practice (e.g., critical thinking, clinical reasoning in the Canadian context).
- Understanding of the health care environment in Canada.
- Ability to source and engage with subject matter experts as needed.
- Experience and technical expertise with instructional design, e-learning technologies and multimedia.
- Ability to develop resources on time and within the budget.

### **6. QUOTATION SPECIFICATIONS**

The quotation must be a maximum of 8 pages and should include the following details:

- Education Developer's name, including company or organization name, as applicable.
- Education Developer's knowledge and experience developing education resources for occupational therapists per the required knowledge and experience outlined above.

- Proposed approach and timelines to develop the education resources, per the deliverables and timelines outlined above.
- Proposed budget

**Submission of Questions:**

Inquiries, interpretations, and questions regarding this RFQ are to be directed to Jill Kovacs, by email, at [jkovacs\\_conf@coto.org](mailto:jkovacs_conf@coto.org)

Email questions may be received up to August 8, 2025, 11:59 p.m. EST

Written responses to all questions received will be sent to all potential vendors who submitted questions. The responses will be emailed by August 13, 2025.

**Submission of Quotation**

A complete electronic version of your quotation noting the RFQ Reference # can be emailed to:

**Association of Canadian Occupational Therapy Regulatory Organizations (ACOTRO), Attention: Jill Kovacs, [jkovacs\\_conf@coto.org](mailto:jkovacs_conf@coto.org)**

**Closing Date: August 15, 11:59 p.m. EST**

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

Submissions will be shortlisted, and these vendors will be invited to participate in an interview as part of the RFQ 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 (3) client references (preferably related to similar engagements) – to include name and title of reference, phone, and email contact information.

ACOTRO reserves the right to reject any or all submissions and to accept the submission deemed most favourable to the interests of ACOTRO.

## **7. RFQ TERMS AND CONDITIONS**

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

Submission of a quotation will not obligate, nor should it be construed as obligating ACOTRO to accept any such quotation 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 quotations for any reason.

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

The Education Developer must identify any information in its quotation that it considers to be confidential or proprietary.

ACOTRO reserves the right to accept or reject, in whole or in part, any or all quotations.

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

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

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

**Contract Negotiation:**

ACOTRO will negotiate a contractual agreement with the preferred Education Developer. ACOTRO, at any time and without liability, may withdraw from negotiations with any potential Education Developer.