

Expression of Interest

Question Development for Written Examination
for Overseas Qualified Osteopaths Assessment



March 2019

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Executive summary

The Australasian Osteopathic Accreditation Council (AOAC) is calling for Expression of Interest for a tenderer to develop questions for the written examination for overseas osteopaths assessment. This scope of work is part of a larger project, the successful tenderer will work closely with the project manager to complete this work.

Submissions from interested parties are required to be received at AOAC's Majura Park office by Friday, 29 March 2019.

While tenderers are encouraged to submit a proposal that reflects their ability to provide an innovative service delivery that benefits the AOAC their response demonstrate they are able to provide the specific services requested through this expression of interest. It is essential the proposal shows the tenderer is able to deliver the outcomes required, most importantly the establishment of high-quality written examination questions.

Background information

The Australasian Osteopathic Accreditation Council (AOAC) is the independent organisation to assess and accredit osteopathic education programs leading to eligibility as an osteopath in Australia. AOAC also assesses the suitability of overseas osteopaths to practice in Australia. Under the National Registration and Accreditation Scheme, AOAC is the appointed accrediting authority for osteopathy in Australia in accordance with the Health Practitioner Regulation National Law 2009.

AOAC is a not-for-profit company limited by guarantee and is registered through the Australian Securities and Investment Commission (ASIC) and the Australian Charities and Not-For-Profit Commission (ACNC).

ABN: 45 142 289 049

ACN: 142 289 049

<https://www.osteopathiccouncil.org.au>

Part A – Expression of Interest (EOI) conditions

1. Expression of Interest (EOI)

Tenders must be lodged in accordance with these Conditions no later than 5.00 p.m. AEST on Friday, 29 March 2019.

2. Submission of tender

All Expressions of Interest must be lodged and received prior to Closing Time via email to the Contact Officer.

3. Communication

Tenderers must direct all communications concerning this Expression of Interest through the Contact Officer unless directed otherwise by the Contact Officer.

Unauthorised communication by a Tenderer with other staff of AOAC may lead to the exclusion from consideration of the submission lodged by that Tenderer.

4. Contact officer

For the purposes of this tender, the Contact Officer is:

Fiona Stoker, Executive Officer
admin@osteopathiccouncil.org.au
02 6274 9190
15 Lancaster Place
CANBERRA AIRPORT ACT 2601

5. Request for tender timetable

AOAC will be adhering to the following timeline

Issue of Expression of Interest: Friday 15 March 2019

Closing Time: Friday 29 March 2019

Proposal Evaluation: Monday 1 April 2019 to Friday 12 April 2019

Notification of Outcome: Week beginning Monday, 15 April 2019

6. Addenda

6.1 No explanation or amendment to the request for tender will be valid unless it is in the form of a written addendum issued by AOAC.

6.2 All addenda to the request for tender become part of the request for tender.

7. Late tenders

Tenders received after the Deadline or in a place other than that stipulated in this request will not be accepted for evaluation.

8. Acceptance of tenders

Unless otherwise stated in this Request, Tenders may be for all or part of the requirements and may be accepted by the Principal either wholly or in part. AOAC is not bound to accept the lowest EOI and may reject any or all EOIs submitted.

9. Tender validity period

All Tenders will remain valid and open for acceptance for a minimum period of ninety (90) days from the closing date of this request for Expression of Interest. Tenderers may choose to state in their submission a period of more than 90 days.

10. Rejection of tender

A Tenders submission may be rejected if it fails to fully comply with the terms of the request for Expression of Interest.

11. Alteration or illegibility

11.1 A Tenderer must initial any alteration made to a submission.

11.2 A Tenderer should immediately notify the Contact Officer in writing if it reasonably believes there is a discrepancy, error, ambiguity, inconsistency or omission in this request for expression of interest.

12. Suspension or cessation

AOAC may cease to proceed with, or suspend the process, or any stage of it, outlined in the Expression of Interest or any negotiations being conducted at that time with any Tenderer.

13. Confidentiality

Tenderers should be aware that AOAC will treat information submitted as part of the tender as a 'confidential item', in which case only limited information will be disclosed on pricing. However, all Tenderers will be advised of the name of the person or company awarded the contract.

14. Content and format of tender

14.1 Tenders must include all the information requested in the request for tender unless expressly specified otherwise.

14.2 If the Tenderer intends to utilise a subcontractor, all the information requested in the request for tender be provided in full for each subcontractor.

15. Price

All monetary amounts are to be expressed in Australian Dollars and exclusive of GST.

16. Conflict of interest

16.1 The Tenderer must disclose to AOAC any circumstances, arrangements or relationships which constitute, or might reasonably be considered to constitute, an actual or potential conflict of interest with the Tenderer's obligations under the Tender Documents or under any Contract that might be entered. The Tenderer shall make this disclosure to the Company as soon as becoming aware of it and, in any event, prior to submitting any Tender.

17. Intellectual property

17.1 AOAC owns all present and future rights to intellectual property rights in terms of all work products developed in whole or in part by the successful Tenderer.

18. Evaluation of submissions

18.1 Rather than automatically accepting the lowest price, the submission evaluation process will apply weighting for skills, quality, experience and previous performance in a manner to ensure value for money.

The submission evaluation process will involve assessing each of the submissions according to the following two core section criteria:

- Technical Assessment of the Tenderer's Capability
- Price Assessment

17.2 The Technical Assessment of the Tenderer's capability will involve assessing the Tender's ability to meet AOAC's Requirements, including technical and management competence, financial viability, relevant skills, experience and availability of personnel.

17.3 The Price Assessment will be based on the extent to which the proposed fees represent value for money and whether the tender has supplied a realistic costing that is based on the understood work and effort needed to deliver the services.

Part B – Requirements

Introduction

In 2018, AOAC identified a need to commence a project to *review and develop an alternative assessment process for overseas trained osteopaths* (the project).

There are currently 3 qualification and skills assessment pathways available to overseas osteopaths:

1. **Competent Authority Pathway (CAP)** – This is available to osteopaths trained at an approved UK institution and who currently possess a current UK General Osteopathic Council (GOsC) registration.
2. **Standard Pathway Assessment (SPA)** – This pathway is open to osteopaths from any country (including the UK) who hold an osteopathic qualification equivalent to an Australian Bachelor degree.
3. **General Skilled Migration** – This is open to osteopaths who either hold a current and full practicing certificate from the Osteopathy Board of Australia (OBA) or completed a recognized, registerable, entry-level qualification in osteopathy at a university in Australia.

More detailed information about the AOAC qualification and skills assessment process is available at the AOAC website: <https://osteopathiccouncil.org.au/qualification-skills-assessment/>

The project goal is to develop and implement a transparent, high-quality, and cost-effective alternative assessment process for overseas trained osteopaths by December 2019.

The project has 3 objectives:

1. To develop a written examination that covers two main areas: safe to treat and evidence-informed management by June 2019.
2. To develop a practical assessment that contains two consecutive parts: online simulation and face-to-face assessment by December 2019.
3. To design and implement assessor training for the two components by December 2019.

Objective

The Australasian Osteopathic Accreditation Council (AOAC) is calling for Expressions of Interest to support with the project's first objective and is seeking tenderers to develop written examination questions.

Scope

The work will consist of developing questions that will be incorporated into the new version of the written examination. The questions will mainly be multiple choice questions (MCQ)s and extended matching questions (EMQ)s and therefore the proposal should demonstrate skills in this specific question development. The developed questions will need to be reviewed in a validation process and the successful tenderer will be involved in these validation and quality assurance processes.

Deliverables

- Development of approximately 120 high-quality multiple-choice questions (MCQs) and/or extended matching questions (EMQs) related to osteopathy practice for use in written examination for assessment of overseas qualified osteopaths by June 30th, 2019.
- Final report showing evidence of developmental process for finalised 120 questions including completed validation and quality assurances process by July 30th, 2019 (tenderer will be supported by the project manager in this deliverable).

Evaluation of Expressions of Interest

The following evaluation criteria will be used for the evaluation of all submissions and determination of the successful tenderer. Value for money is taken into consideration when evaluating proposals.

Evaluation criteria specified as ‘mandatory’ must be met. Failure against these criteria will mean the tender is designated ‘non-compliant’: non-compliant tenders may be rejected without further consideration unless clearly indicated as alternative, non-conforming proposals and documentation is provided that supports their validity in achieving the requirements of this procurement.

Tenderers are to provide their response to the evaluation criteria below:

Criterion #	Criterion name	Descriptor	Expected bidder's response	Criterion weighted value
1.	Understanding of the nature of osteopathy practice in Australia.	Comprehensive knowledge and understanding of Osteopathy Practice in Australia <ul style="list-style-type: none"> • Relationship between Osteopathy entry to practice programs and Osteopathy Education Accreditation Standards 	Bidder must demonstrate a strong understanding of the national registration and accreditation scheme the accreditation standards for education programs leading to eligibility to apply for registration as an Osteopath in Australia	Vital (3)
2.	Understanding the requirements for Internationally Qualified Osteopaths to practice in Australia.	Comprehensive understanding of the assessment processes and methods for assessing overseas qualified health professionals for entry to practice in Australia	Bidder must demonstrate the regulatory requirements for internationally Qualified Osteopaths to register and practice in Australia	Vital (3)
3..	Experience in curriculum blueprinting and constructive alignment of assessment tools to practice standards	Detailed knowledge and understanding of curriculum development in health professional education <ul style="list-style-type: none"> • Requirements and expectations of students undertaking professional workplace experience • Understanding of the relationship of standards for practice/capabilities for practice and assessment processes 	<p>Bidder must demonstrate that they have been involved in planning curriculum and assessment in the context of health professions.</p> <p>Bidder must demonstrate that they are knowledgeable in assessment processes.</p> <p>Bidder must demonstrate sound understanding of the depth and breadth of knowledge and skills expected of students in order to meet the relevant standards for practice on graduation.</p>	Highly important (2) Highly important (2) Highly important (2)
4.	Examination Assessment processes	Expertise in the development of multiple-choice questions/extended matching questions related to health professions practice suitable for a regulatory context	<p>Bidder must demonstrate a track record of MCQ and/or EMQ question development for the health professions which will enable them to develop high quality questions for use in the written examination for overseas osteopaths.</p> <p>The Bidder will be able to write clear and concise questions that clearly relate to assessible components of the Osteopathic capabilities.</p>	Vital (3)

Criterion #	Criterion name	Descriptor	Expected bidder's response	Criterion weighted value
5.	Quality Assurance	<ul style="list-style-type: none"> • Application of quality assurance processes to item assessment • Must be able to outline the development process of the finalised assessment product. 	The Bidder must demonstrate an awareness of the need for a staged approach to assessment which is evidenced in the proposal.	Vital (3)

Scoring

Tenders will be scored against the following scale:

Evaluation	Score
Exceeds all aspects of the evaluation criterion	4
Exceeds some aspects of evaluation criterion (and meets all other aspects of the evaluation criterion)	3
Meets the evaluation criterion	2
Fails some aspects of the evaluation criterion (and meets all other aspects of the evaluation criterion)	1
Fails all aspects of the evaluation criterion.	0

Weighting

The evaluation criteria have been weighted to reflect their relative importance. The weighting scale is:

Importance of criterion	Weighting
Vital	3
Highly important	2
Desirable	1

PART C - Form of Expressions of Interest

Tenderers must provide their tender via electronic copy to the designated contact

Fiona Stoker, Executive Officer
admin@osteopathiccouncil.org.au

Contents of tender

The Tender must address all evaluation criteria specified in Part B above and include:

Executive Summary

1. An outline of the organisation
2. Question development for written examination experience and client base

Resourcing

1. An outline of Staff Resources including:

Approach to project

1. Strategy and planning
2. Scope and materiality
3. Reporting
4. Any requirements for AOAC resources

Quality Assurance

1. Overall approach to quality assurance
2. Proposed timeline for completion including availability of key personnel
3. Approach to potential conflict of interests

Fees & Insurance

1. Schedule of fees outlining the component of fee schedule
2. General overview of schedule and timing of invoices
3. Details of insurance including type of insurance, the name of insurer, nature of cover, maximum amount of cover, period of cover and details of policy exclusions relevant to AOAC's requirements

Referees

1. The names and contact details of at least two current or previous clients that can act as referees.