
REQUEST FOR PROPOSALS

Single-Discipline Modular Performance-Based Assessment Development

Client: College of Dental Technologists of Alberta (CDTA)

&

Canadian Alliance of Dental Technology Regulators (CADTR)

Date of Issue: July 2, 2025

Solicitation Number: CDTA-PBA-2025

Closing Date: August 11, 2025



TABLE OF CONTENTS

1. Background	3
2. Project Purpose	3
3. Scope of Work	4
4. RFP Submission Requirements	6
a) Confidentiality Commitment:	6
b) Feasibility Assessment	6
5. Assumptions	8
6. Proposed Timeframe	9
7. Project Oversight and Approval	9
8. Proposal Requirements	9
9. Proposal Submission	10
10. Evaluation Criteria	10
11. Conflict of Interest	11
12. Resources	11
APPENDIX A CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT	12

1. Background

The Canadian Alliance of Dental Technology Regulators (CADTR) is a federation of Canadian dental technology regulators in Canada. It is comprised of regulatory bodies that have been established and mandated by their respective provincial governments to regulate the practice of dental technology and govern their regulated members. CADTR members work collaboratively to support regulatory excellence and national labour mobility.

The College of Dental Technologists of Alberta (CDTA), a CADTR member, is overseeing this project and will manage its development process, with final approval retained by the CADTR Board.

In alignment with CADTR's National Essential Entry-to-Practice Competencies, this RFP seeks proposals to design a modular, single-discipline Performance-Based Assessment (PBA) framework to be ready for implementation no later than September of 2026.

2. Project Purpose

This project will utilize CADTR's current full-discipline Performance-Based Assessment (PBA) framework and related resources to support the development and implementation of a modular, single-discipline PBA model. This single-discipline model must align with Alberta's legislated registration framework for Dental Technicians, as set out in Part 4 of the *Dental Technologists Profession Regulation*.

Under Alberta's legislation, Dental Technicians (DTs) may qualify for registration based on demonstrated competence in one or more of the following four practice areas:

1. Removable full prostheses
2. Removable partial prostheses

3. Fixed partial prostheses
4. Fixed and removable orthodontic and periodontal appliances

The project includes the development of a psychometrically sound and legally defensible modular assessment model that:

- Aligns with CADTRs [PBA Master Blueprint](#) and [National Essential Entry-to-Practice Competencies](#).
- Facilitates fair and accessible licensure pathways for applicants practicing in one or more disciplines.
- Supports progressive certification toward full RDT registration through a ladder approach.
- To the extent possible, ensures candidates are not required to duplicate the demonstration of competencies across disciplines.

3. Scope of Work

Modular Single-Discipline PBA Development

The selected bidder will be contracted to undertake the development and implementation of a modular, single-discipline Performance-Based Assessment (PBA). The project must be completed and ready for implementation by **September 1, 2026**.

Working in collaboration with CDTA, the successful bidder will:

1. Design a Modular, Single-Discipline PBA Model

Build upon CADTR's existing full-discipline PBA framework and resources to develop modular assessments that is legally defensible, valid, affordable, impartial, objective, and transparent, for the following disciplines:

- Foundational Skills
- Fixed Partial Prostheses
- Removable Partial Prostheses

- Removable Full Prostheses
- Fixed and Removable Orthodontic and Periodontal Appliances

2. Ensure Discipline-Specific Scope Alignment

Structure the assessment to evaluate candidates only within their declared discipline(s), ensuring overlapping skills are not unnecessarily duplicated.

3. Support Laddered Progression Toward Full RDT Registration

Develop a modular certification framework that enables candidates to achieve recognition in additional disciplines incrementally over time. The framework must align with the National Essential Entry-to-Practice Competencies to ensure consistency with national standards, facilitate interjurisdictional labour mobility, and establish equivalency with the full-discipline Performance-Based Assessment (PBA).

4. Adapt and Expand OSPE Content

- Review existing assessment items to identify gaps and ensure content validity.
- Adapt current OSPE stations and develop new ones as needed to support discipline-specific assessments, minimize item repetition for re-takes, and ensure fairness.

5. Conduct Standard Setting and Validation

- Undertake a psychometrically defensible cut score study for each discipline.
- Ensure protocols are in place for interpreting results and supporting candidates' post-assessment.

6. Implement Pilot Testing and Validation Mechanisms

- Pilot the modular assessments or establish appropriate validation strategies to:
 - Confirm cut score reliability.
 - Ensure fairness, accuracy, and psychometric defensibility.
 - Address calibration, equating, and consistency across administrations.

7. Plan for Assessment Delivery

- Develop and implement secure, standardized delivery methods, with procedures for expedited scoring and timely reporting.

8. Develop Administrative and Operational Policies

- Review and adapt existing policies and procedures from the full-discipline PBA to fit the modular model.
- Develop new policies where gaps exist to ensure effective assessment administration.
- Review existing training programs and create new resources, as needed, to train assessors, invigilators, and site staff on consistent application of standards.

9. Submit a Detailed Budget

Provide a comprehensive cost breakdown for:

- Assessment development
- Administration and delivery
- Ongoing maintenance, training, and quality assurance

This budget is required for CDTA Council and CADTR Board review and potential funding consideration. No funding commitment will be made without formal budget review and approval.

4. RFP Submission Requirements

a) Confidentiality Commitment:

To support the feasibility assessment outlined in section 3(b), bidders will be required to sign a confidentiality agreement (see Appendix A). Access to relevant background materials and resources will only be granted upon receipt of a signed agreement.

b) Feasibility Assessment

As part of their proposal submission, bidders must conduct and include a feasibility assessment that evaluates whether CADTR's current full-discipline Performance-Based Assessment (PBA) can be effectively adapted into a modular, single-discipline format.

Bidders must conduct a comprehensive review of the existing PBA structure and resources to assess whether the current framework—composed of structured, high-stakes performance stations designed to evaluate clinical and technical competencies—can be adapted to support a modular assessment. This modular assessment must ensure alignment with the PBA Master Blueprint and the *National Essential Entry-to-Practice Competencies*.

The feasibility assessment must evaluate the viability, sustainability, and practicality of adapting the full-discipline PBA to a modular, single-discipline model. To support this work, bidders will be granted full access to CADTR's relevant intellectual property, including the PBA Master Blueprint and OSPE station content, under the terms of a confidentiality agreement.

This feasibility assessment must be submitted with the proposal and will form a critical component of the evaluation and selection process.

The feasibility assessment must include:

- An analysis of the current PBA structure and resources, including the feasibility of adapting existing materials to support a single-discipline assessment aligned with Alberta's legislative framework for Dental Technicians.
- Identification of barriers to utilizing the full-discipline PBA framework to support single-discipline assessment.
- Identification of necessary modifications to the full-discipline PBA structure to enable modularization while avoiding duplication of overlapping competencies.

- Evaluation of operational, technical, and logistical considerations related to modular implementation.
- A review of the psychometric requirements and implications of modularization, including standard setting, reliability, and legal defensibility.
- A written recommendation on whether and how to proceed with development, including high-level options or models for implementation.

5. Assumptions

The following assumptions provide a guideline for the RFP and upcoming contractual agreement:

1. This RFP is open to vendors with experience and expertise in developing and administering assessments and developing evaluation criteria securely and efficiently.
2. The Master Blueprint and [Dental Technologists Profession Regulation \(A/R 234/2004\)](#) will serve as foundational documents for the development of the single-discipline PBAs.
3. Supplementary information will be obtained through collaboration with the CDTA and Subject Matter Experts (SMEs):
 - CDTA and subject matter experts (SMEs) will support the development of assessment items that evaluate performance-based competencies relevant to single-discipline regulation, using realistic work scenarios.
 - Item development requires a SMEs panel. The panel members will be identified in collaboration with the CDTA Council and the CADTR Board.
 - A separate budget is allocated for the SMEs.
4. The contract includes development and administration of assessments for the first year. The assessment administration usually occurs in September, October or November. Psychometric analysis, scoring and results reporting are required after each administration of the assessment.

6. Proposed Timeframe

The modular, single-discipline Performance-Based Assessment (PBA) framework must be finalized and ready for implementation no later than September of 2026.

Timing	Activity
June 30, 2025	RFP Issued
August 7, 2025	Proposals Due
Before August 21, 2025	Interviews if required
September 15, 2025	Vendor selected
September 2025 – August 2026	Design and development of a comprehensive assessment framework, including required resources, station components, and associated policies and procedures.
TBD September – November 2026	First-year administration/deliver, scoring and reporting

7. Project Oversight and Approval

Project Management: CDTA will oversee the project execution.

Final Approval: CADTR Board retains final approval authority.

8. Proposal Requirements

Proposals must include:

1. Feasibility Assessment:

Proposals should include a comprehensive assessment of the feasibility of developing a modular, single-discipline Performance-Based Assessment (PBA), using existing full-discipline PBA resources and on Alberta's regulatory framework and the existing PBA structure. (See 4(a) above)

2. Overview of Organizational Qualifications and Experience:

A summary of the bidder's expertise in designing competency-based assessments, conducting feasibility studies, and working with professional

regulatory bodies, particularly in the health professions or other high-stakes licensing contexts.

3. Methodology and Approach:

A detailed description of the proposed approach to adapting the full-discipline PBA into a modular, discipline-specific model.

4. Budget:

A detailed provisional budget must be included to support CDTA Council's review of potential future development funding.

5. Client References:

Two (2) to three (3) references from projects of comparable scope and complexity, ideally involving regulatory bodies, modular or phased assessment models, or entry-to-practice evaluation frameworks.

9. Proposal Submission

Proposals must be submitted electronically by:

Thursday, August 7, 2025, @ 4:00 PM MDT to: tara@cdta.ca

Subject Line: CDTA-PBA-2025 Proposal Submission

Questions regarding the RFP can be sent to tara@cdta.ca.

No questions will be answered within 3 days of the submission deadline.

The Bidder's name and contact information should be clearly visible in the proposal documents. Proposals submitted in response to the RFP will not be returned.

10. Evaluation Criteria

- Quality, completeness, and insight of feasibility assessment.

- Demonstrated understanding of modular PBA and regulatory needs.
- Qualifications and experience of team.
- Workplan meets the stated objectives and is appropriate of the timeline for completion.
- Cost-effectiveness and value for money.
- Reference feedback and past performance.

11. Conflict of Interest

The Bidder must declare:

- there was no Conflict of Interest in preparing its proposal; and
- there is no foreseeable Conflict of Interest in performing the contractual obligations contemplated in the RFP.

Otherwise, the Bidder must declare that there is an actual or potential Conflict of Interest relating to the preparation of its proposal, and/or the Bidder foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the RFP.

If the Bidder declares an actual or potential Conflict of Interest, the Bidder must set out details of the actual or potential Conflict of Interest in its proposal.

12. Resources

- [PBA Master Blueprint](#)
- [National Essential Entry-to-Practice Competencies](#)
- [Dental Technologists Profession Regulation \(Alberta\)](#)
- Additional resources will be made available upon receipt of a signed Confidentiality Agreement (Appendix A).

CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT



PROJECT TITLE: Single-Discipline Modular Performance-Based Assessment Development

RFP No.: CDTA-PBA-2025

THIS AGREEMENT BETWEEN:

**CANADIAN ALLIANCE OF DENTAL TECHNOLOGY REGULATORS
("CADTR")**

PO Box 4021 Scarborough RPO McCowan SQ Scarborough, Ontario M1H 0A4

AND:

(Insert Full Legal Name)

(Insert Full Business Address)

(the "**Consultant**").

BACKGROUND

- a) The CADTR intends to issue a request for proposals relating to Single-Discipline Modular Performance-Based Assessment Development (the "RFP") and the Consultant wishes to participate and receive the RFP.
- b) This Confidentiality Agreement will not modify, amend or supersede any existing agreements and is not intended to govern any resulting services arrangement between the parties in the event that the Consultant is awarded a contract by the CADTR as a result of the RFP process.
- c) The Consultant, upon executing this Confidentiality Agreement, has agreed to maintain the Confidential Information as confidential and to the non-disclosure of same, all in accordance with this Confidentiality Agreement.

IN CONSIDERATION of the Background, the mutual covenants set out in this Confidentiality Agreement, and other good and valuable consideration (the receipt and sufficiency of which are hereby acknowledged), the undersigned parties agree as follows:

1. **“Confidential Information”** means
 - a) any and all technical and non-technical information including patents, copyrights, trade secrets, proprietary information, regulatory information, supply arrangements, budgets, financial information, techniques, sketches, drawings, models, know-how, processes, apparatus, and equipment;
 - b) proprietary or confidential information of any third party that may rightfully be disclosed by the CADTR to the Consultant;
 - c) information which is expressly communicated as being or is marked as confidential;
 - d) information which by its nature and the context in which it is disclosed is confidential;
 - e) all information regarding the CADTR or any of its business affairs, liabilities, assets, plans or prospects, including any and all information in respect to exploring the Arrangement; and
 - f) all information regarding any member or former member or prospective member of the CADTR, or any of the business affairs, liabilities, assets, plans or prospects of any member, former member or prospective member of the CADTR, disclosed to or received by the Consultant during or as a result of exploring the Arrangement, whether originating from the CADTR or any other source.
2. The Consultant shall not disclose any Confidential Information, unless such disclosure:
 - a) is compelled:
 - i. by law in connection with proceedings before a court, commission of inquiry or other public tribunal of competent jurisdiction; or
 - ii. by law at the request of any regulatory or supervisory authority having jurisdiction;or
 - b) is of information that is in the public domain or has come into the public domain other than by reason of a breach of this Confidentiality Agreement (for the purpose of this Confidentiality Agreement information is not considered to be in the public domain merely because it appears in a court file or other repository to which members of the public are capable of having access, but only if it has actually been disseminated to the general public, such as through the news media or the publication of annual or other reports); or
 - c) is of information that has been, or is hereafter, received by the Consultant other than from or at the request of the CADTR and other than during or as a result of exploring the Arrangement; or
 - d) is made with the prior written consent of the CADTR.
3. If the Consultant believes that disclosure of Confidential Information is or is about to be required in one of the circumstances described in subsection 2(a), or in any circumstances not referred to in Section 2, the Consultant shall notify the CADTR orally and in writing of the circumstances and scope of the disclosure as soon as reasonably possible.
4. The Consultant agrees that no right, title or interest to any Confidential Information under this Confidentiality Agreement, except a limited right to use the Confidential Information in connection with the implementation of the Arrangement, shall be acquired by the Consultant. All Confidential Information remains the property of the CADTR and no licence or other right, title or interest in the Confidential Information is granted.

APPENDIX A

5. The Consultant agrees to protect the Confidential Information and prevent any wrongful use, dissemination or publication of the Confidential Information not permitted under this Confidentiality Agreement by a reasonable degree of care.
6. On receipt of a written demand from the CADTR, the Consultant shall immediately return all Confidential Information.
7. The Consultant acknowledges and agrees that, in the event of any breach or anticipated breach of this Confidentiality Agreement, damages alone would not be an adequate remedy, and agrees that the CADTR shall be entitled to equitable relief, such as an injunction, in addition to or in lieu of damages and without being required to prove that it has suffered or is likely to suffer damages.
8. The obligations of the Consultant pursuant to Sections 2, 3, 4, 5, 6 and 7 shall survive the expiration or termination of this Confidentiality Agreement for any reason whatsoever.
9. This Confidentiality Agreement is governed by the laws of Ontario, Alberta and the federal laws of Canada applicable therein.

Agreed to as of the date first written above.

CONSULTANT

CANADIAN ALLIANCE OF DENTAL TECHNOLOGY REGULATORS

Name:



Name: Judith Rigby

Title: Consultant

Title: Chair

Business Email Address:

Business Email Address:

Business Telephone:

chair@cadtr-acortd.com

Business Telephone: 431-337-2722