



International Council for
Veterinary Assessment

REQUEST FOR PROPOSALS

NAVLE Practice Analysis

October 1, 2024

The International Council for Veterinary Assessment (ICVA®) seeks the services of a consultant or vendor to facilitate/conduct a Practice Analysis to inform the blueprint for the North American Veterinary Licensing Examination (NAVLE®). This project is designed to ensure that the NAVLE assesses relevant knowledge required of current initial licensees for veterinary practice in both the United States and Canada.

ICVA Overview

The International Council for Veterinary Assessment is a world leader in veterinary assessments. Our tests, including the North American Veterinary Licensing Examination, are administered in 68 countries. At ICVA we collaborate with stakeholders in academia, licensing boards and practicing veterinarians to ensure our tools can effectively assess the knowledge and skills required for veterinary practice. Our passion for developing high-quality products strengthens our commitment to providing world-class examinations and other assessment tools to protect the public, and animal health and welfare.

ICVA Vision

- To be the world leader in veterinary assessments.

ICVA Mission

- To provide world-class examinations and other assessment tools to protect the public, and animal health and welfare.
- To provide leadership and facilitate collaboration throughout veterinary medicine.

Project Background

To ensure licensure examinations required for the practice of veterinary medicine remain highly job-related, the International Council for Veterinary Assessment (ICVA®) has periodically conducted practice analyses, with the most recent completed in 2010 and in 2017. Practice analysis plays a critical role in the formulation of credentialing examinations, where its importance is underscored by legal and scientific standards. The necessity for examinations to be job-related is paramount, as these assessments significantly impact prospective veterinarians, the broader field of veterinary medicine, and public health. Through the establishment of examination content specifications derived from validated practice analyses, the assessment processes are guided to ensure they accurately reflect the knowledge and skills essential for competent performance. These analyses inform the design of examination blueprints, including the creation of relevant test items and the categorization of scoring metrics, thereby serving as a fundamental component of the North American Veterinary Licensing Examination (NAVLE®). The stated objectives for the NAVLE® are as follows:

- To provide a comprehensive, objective examination to state or provincial boards charged with the licensing of veterinarians;
- To protect the public by ensuring that veterinarians demonstrate a specified level of knowledge and skills before entering veterinary practice;
- To assess the professional competency of veterinarians in terms of their qualifications to enter practice;
- To provide a common standard in the evaluation of candidates that will be comparable from jurisdiction to jurisdiction;
- To contribute to the veterinary profession through the development of improved definitions of the relationship between knowledge and professional practice; and
- To facilitate interstate and interprovincial licensing reciprocity for practicing veterinarians.

Goals

ICVA® is seeking to conduct an updated practice analysis that expands upon previous iterations by surveying a large and representative group of North American veterinarians regarding the species they encounter in practice, the diagnoses they manage, and the foundational sciences used in their daily work. This analysis should systematically identify the critical knowledge necessary for effective veterinary practice, utilizing a robust analysis process including but not limited to a survey of current practicing veterinarians in all areas and scopes within the field. The results will ultimately guide the content for the NAVLE® and should align with its objectives.

Scope of Work

- Collaborate with ICVA to determine the process, project plan, and timeline for conducting the NAVLE Practice Analysis
- Assemble an “Advisory Committee” of subject matter experts to participate in the development of the practice analysis survey instrument
- Finalize the survey instrument and assist with coordinating distribution to sample identified by ICVA
- Monitor responses and collaborate with ICVA to follow-up with non-respondents
- Conduct card-sorting (similarity judgement) exercise to organize competencies and develop competency framework
- Conduct any necessary supplemental activities to gather additional information relevant to the project (e.g. interviews, focus groups, document analysis)
- Analyze survey data and develop draft NAVLE blueprint for review by the advisory committee
- Facilitate meeting with Advisory Committee to review feedback and determine final blueprint
- Develop updated list of competencies, diagnoses, and foundational sciences for ICVA

- Develop final examination blueprint incorporating feedback from Advisory Committee Provide updates to the ICVA team throughout the process
- Collaborate with ICVA in publications and presentations regarding the practice analysis

Deliverables

- Detailed project plan, including costs and timelines
- Practice analysis survey instrument
- Administration of the survey
- Survey results summary report
- Card sorting (similarity judgement) exercise
- Coordination of any supplemental activities (if needed)
- Report of supplemental activities (if needed)
- Final list of competencies, diagnoses and foundational science knowledge
- Final blueprint
- Detailed project summary report

Qualifications

The ideal vendor, consultant, or consulting group will have demonstrable experience with exam development and qualifications in the performance of all of the following:

- Development of psychometrically-sound, legally defensible, credentialing programs and examinations for health professions;
- Examination development and administration;
- Item writing training, item editing, and item banking;
- Test delivery and test administration;
- Psychometric analysis, reliability, and validity studies; and
- Facilitation and training of/for subject matter experts

Proposal Criteria

Potential consultants should address the following criteria in written proposals. Examples and references may be attached, but please keep written proposals to a maximum of 5 pages (excluding resumes and CVs).

Approach - Please describe your approach to performing the desired services. List all members of the consulting group who would be assigned to help with or perform a portion of the work. It is understood that the description of work included in the RFP is general in nature, and that the final scope of work will be agreed upon during negotiations with the successful consultant or consulting group.

Qualifications - Submit a letter of introduction to include the size of the firm and the type of consulting that the firm typically engages in and resumes or CVs of all personnel who will be working on the contract. The resumes should describe each person's qualifications for this specific type of work. The resumes should be attached as an appendix and do not count toward the page limit. Please indicate who would manage the contract and be the point of contact.

Knowledge and Expertise - Describe projects or relevant work experience that demonstrates your capability to perform this work. Include appropriate references including email and phone numbers.

Compensation - Submit a proposed fee for the length of the contract. Include administrative and out-of-pocket expenses.

Timeline – Please submit an estimated timeline for the scope of work including proposed start date and deadlines for all deliverables.

Evaluation Process

ICVA's CEO, COO, CAO, and project team will review proposals received in conjunction with the ICVA Board of Directors and make recommendations for selection. ICVA's goal is to select the consultant who is best qualified for the scope of work and whose proposal is most responsive to the needs of ICVA at this time.

ICVA is committed to diversity, equity, and inclusion in the workplace. We welcome proposals from consultants from all applicable parties regardless of race, ethnicity, gender, disability, sexual orientation, gender identity, parental status, religious beliefs, military or veteran status, political beliefs, geographic, socioeconomic, and educational background and any other characteristic protected under applicable federal, state, provincial or territorial law.

General Terms and Conditions

This RFP is an invitation for proposals and ICVA is under no legal obligation to accept any proposal nor proceed with the RFP. ICVA reserves the right to amend the requirements at any time.

The selected consultant or consulting group will have a duty to maintain confidentiality. Selected entity must agree to hold confidential information in confidence, and will not divulge, disclose, or directly or indirectly use, copy, digest, or summarize, any confidential information unless necessary to comply with any applicable law or regulation.

Submission Process and Deadlines

Interested parties should provide an indication of intent to submit a proposal via email to Dr. Vengrin at cvengrin@icva.net no later than **5pm ET, Friday, November 1, 2024**.

The deadline for submission of the full proposal is **5pm ET, Friday, December 13, 2024**. All submissions are to be made via email to Dr. Vengrin at cvengrin@icva.net.