ADDENDUM 1 - TOR PESA Online Assessment Tender RFP 2022

Overview of questions received from bidders, and responses from IDI, up to 9 September 2021.

Question 1: Would you mind expanding on any required integration between the IDI LMS (Moodle) and the content authoring and test delivery platform? e.g. are you looking to the LMS to be a single-point-of-truth for candidate data? At this point, we expect that candidates will be imported via CSV file or IDI will use only existing APIs (if appropriate) from our platform, and no additional API development will be costed.

> *Response Question 1:* Our aim is to minimise manual interventions where possible, but also maintain integrity of user data. An ideal solution would involve single sign-in for candidates through Moodle, with the exam platform receiving data, and then holding all exam-based data, including candidate results

Question 2: You mentioned that "The vendor should be able to accurately populate the content into the assessment tool, maintaining the integrity of the exam." Please confirm that you require that RM populates the Assessment platform on your behalf? e.g. RM migrates all content

> *Response Question 2:* We envisage our exam assessment authors creating case studies and related questions, which would be initially created in MS Word or MS Excel, to populate the question bank. Depending on the individual authors confidence with use of technology, some may be comfortable to author directly into the platform, whilst for other we may need to identify suitable work-arounds and we are therefore open to a number of options, depending on the authoring and review functionality available.

Question 3: Please could you provide more detail on the item types (.doc, .xls, .jpeg etc.), quantity, and size of the data to be migrated, broken down per item type? Please include total number of test items for the May 2022 session that would need to be authored/uploaded into the platform (practice, mock and assessment bank questions/case studies) and some broadly representative example questions?

> *Response Question 3:* Our proposed exam structure is still to be finalised; we anticipate the following:

Paper	Content	Time allowed
Exam 1 Cross-cutting	• 40 single objective test questions (OTQs) • 2 case management scenarios (CMS) each with 5 objective test questions (OTQs)	90 minutes
Exam 2 Functional stream, one paper for each • Performance • Financial • Compliance	• 5 case management scenarios each with 20 objective test questions	180 minutes

> For each assessment exam we anticipate the following:

Paper Title	Sample tests (non-randomised)	Practice tests (non-randomised)	Mock exams (3 full papers, non-randomised)	Assessment exam bank (3 full paper equivalents - randomised)
Cross-cutting Audit (Exam 1)	• 5 OTQs • 1 CMS with 5 OTQs	• 20 OTQs • 1 CMS with 5 OTQs	• 120 OTQs • 6 CMS with 5 OTQs	• 120 OTQs • 6 CMS with 5 OTQs
Performance Audit (Exam 2)	Not required	• 2 CMS with 20 OTQs	• 15 CMS with 20 OTQs	• 15 CMS with 20 OTQs
Financial Audit (Exam 2)	Not required	• 2 CMS with 20 OTQs	• 15 CMS with 20 OTQs	• 15 CMS with 20 OTQs
Compliance Audit (Exam 2)	Not required	• 2 CMS with 20 OTQs	• 15 CMS with 20 OTQs	• 15 CMS with 20 OTQs

Whilst we welcome proposals based on the above structure, we are open to proposals reflecting prices for alternative question types, exam structures and the number of questions/length of exam.

Question 4: In point 3.4 you state that IDI will 'provide content', for the avoidance of doubt, could IDI please identify who is responsible for the authoring of items?
Will it be:

a) IDI
b) the vendor
c) should this item authoring be an additional optional service?

> **Response Question 4:** IDI will author and review all question content

Question 5: You mentioned that education is delivered in a virtual environment. Will any of the assessments be taken using the virtual environment? (this can have an impact on proctoring solutions). If so, could you provide more detail on the virtual environment?

> **Response Question 5:** We do not anticipate using Moodle for the assessment exam, we expect all exams to be completed using the supplier solution, with associated proctor solution.

Question 6i: Please can you confirm our understanding of the proposed candidate and test volumes is correct:

	Core contract				Optional extension Yr1		Optional extension Yr2	
	May 2022	**Nov 2022**	**May 2023**	**Nov 2023**	**May 2024**	**Nov 2024**	**May 2025**	**Nov 2025**
Candidates	500	300	500	300	500	300	500	300
Test volume: cross-cutting stream	500	300	500	300	500	300	500	300
Test volume: functional stream	500	300	500	300	500	300	500	300
Total tests in each session	1,000	600	1,000	600	1,000	600	1,000	600

> ***Response Question 6i:*** This is a reasonable assumption of test volumes; we would welcome indicative prices where volumes exceed or fail to achieve these levels.

Question 6ii: Please can you clarify if all candidates sit the same test at the same time regardless of geography and time zone, or do candidate sit the same test over a specified test window? Would you mind confirming if the live (human) proctoring is required across all time zones and at any time within a 24hr period? If this is not the case, please define the time windows that live proctoring is required.

> ***Response Question 6ii:*** We envisage using the following test schedule, which would be agreed with the selected provider.

Week	Week 1	Week 2
Paper	Exam 1	Exam 2
Availability	Live (human) proctoring across all time zones Exam windows offered across the week at suitable times for a range of time-zones/locations	Live (human) proctoring across all time zones Exam windows offered across the week at suitable times for a range of time-zones/locations

Question 6iii: Approximately how items will there be per test/assessment?

> ***Response Question 6iii:*** See response to item 3 above

Question 7: In respect of paragraph 3.3 of the TOR, where it is stated that "The selected provider must sign one of the following GDPR documents:", please could the IDI clarify whether it's expectation is either:

a) that Appendix 1 or 2 (or both) will be completed with the relevant information and signed at the point of contract negotiation (when all details can be agreed and the parties have the opportunity to discuss the content); or

b) that Appendix 1 or 2 (or both) must be signed as part of the bid submission.
In our opinion, at this stage only option a) is possible, however we will indicate as part of our submission how we would expect to agree these with the IDI at the contract negotiation stage and also which documents will be relevant to our solution

> *Response Question 7:* Option a) - Appendix 1 or 2, or both, will be required to be signed at the point of contract negotiation

Question 8: It is stated on 6 that: Potential reservation shall be stated clearly in the letter with reference to where in the offer the reservations are stated (page number). Can you clarify what is meant by that please? Is it that we list any assumptions we've made in the tender response in the covering letter?

> *Response Question 8:* We anticipate that reservations might include, but not be limited to, for example
> - assumptions
> - limitations of platform functionality
> - data arrangements, data transfer and/or data processing
> - API functionality, or development

Question 9: On Page 7 there is a request for: **List of references, including any organizations similar in nature to the IDI**

I wanted to check with you – how many references would you like us to supply, and do you wish to contact them? (This is just so I can let our clients know in advance).

> *Response Question 9:* We do not wish to limit the list of references, and we would only seek to contact them after seeking permission. We anticipate this would include organisations offering accounting and audit examinations, such as membership bodies, professional organisations, and educational bodies.

Question 10: For all the questions in Appendix 3, is it OK with you if we transfer these into our main proposal document and answer them in there? We will number them so they match up with the numbering in Appendix 3. We can fill in the pricing document for question 25, but we will also provide this quote within the body of the main proposal – if that sounds OK to you?

> *Response Question 10:* We will use the questions in Appendix 3 to support our evaluation process. Please ensure that the questions are answered, either directly in the Word version of the document, or referencing the questions to the relevant sections of your proposal.

Question 11: Validity of the Tender is dated 1st of December 2021. Is this the date that IDI will announce their preferred supplier / Is this the tender award date?

> *Response Question 11:* We aim to announce our preferred supplier no later than 1st December 2021

Question 12a: Is there a set date for go-live of Mock exams in April and the Cross Cutting exam in May?

>**Response Question 12a:** We do not have a confirmed date in April, although we anticipate the Mock exams being completed in late April. We anticipate the first exam being sat in late May, or early to mid June.

Question 12b: If yes, how much flexibility is there on the dates?

>**Response Question 12b:** We will determine exam dates in consultation with the preferred supplier.

Question 13: It is estimated that the first run of the assessment would be completed by 500 participants. What is IDI's estimate / for number of candidates that would go on to take one of the 3 functional exams 6 months later?

>**Response Question 13:** See response to Question 6i)

Question 14: Does IDI intend to provide candidates with a score for the mock exam?

>**Response Question 14:** We anticipate the Mock exam will be a fixed exam paper. This will allow for provision of scores to candidates, provision of support and development for candidates by educators.

Question 15: Is 'multiple versions' of the mock exam paper referring to one mock exam for each of the 4 formal assessments? Or multiple mock exams for each of the four assessments? If the latter, how many versions?

>**Response Question 15:** We anticipate the need for a number of mock exam papers for the cross cutting exam and for each functional stream, with any additional papers being used to support retake candidates.

Question 16: How many questions are there in the bank of secure assessment questions for each of the 4 exams; what item types and how many questions from the bank should be presented to candidates during the assessment?

>**Response Question 16:** See response to Question 3

Question 17: How many questions are there in the bank of secure assessment questions for each mock exam and how many questions from the bank should be presented to candidates during the assessment?

>**Response Question 17:** See response to Question 3

Question 18: How often will exam content be updated / changed?

>**Response Question 18:** We anticipate that content will be subject to minimal update, with updates limited to technical and content corrections based on updates to auditing guidance.

Question 19: Would the mock exam content always be updated to reflect changes to the formal assessment?

> **Response Question 19:** We expect the mock exam to be the same format and standard as the formal assessment, but provided without formal proctoring.

Question 20: We understand from section 3.4 that exam content has already been created and no content development (creating new content) assistance is required. Is this correct?

> **Response Question 20:** IDI will author and review all question content

Question 21: PESA-P participants include learners from both developing and developed countries spread across the world. Could IDI provide the number of registered participants by location?

> **Response Question 21:**

Region	SAIs	SAI Auditors	SAI Coaches
African Organization of SAIs - English speaking	15	220	110
African Organization of SAIs - French speaking	2	11	5
Arab Organization of SAIs	10	108	44
Asian Organization of SAIs	17	196	97
Caribbean Organization of SAIs	11	86	38
European Organization of SAIs	15	139	60
Organization of Latin American and Caribbean SAIs	5	31	17
Pacific Association of SAIs	12	89	41
Totals	**87**	**880**	**412**

Source: https://www.idi.no/news/professional-sais/pesa-p/pesa-p-launch-3

Question 22: Section 3.2, Expected final products states "produce a range of data analytics and reporting to support moderation of the exam sitting and review of the questions used". Would you require assistance with psychometric analysis of the data and with moderation of the exam sitting?

> **Response Question 22:** We have no requirement for psychometric analysis, but we anticipate the need to moderate the exam sittings during the pilot. Providers are encouraged to identify any tools which will support our moderation process.