REQUEST FOR PROPOSALS (RFP)

Engineers Canada is inviting proposals from qualified consultants or consulting firms to **develop a business case on the academic assessment of applicants without a degree from a program accredited by the Canadian Engineering Accreditation Board**.

Date Issued: July 3, 2026

Proposal Submission Deadline: July 31, 2026

Questions concerning this RFP should be directed to:

Mélanie Ouellette,

Manager, Strategic and Operational Planning, Engineers Canada

melanie.ouellette@engineerscanada.ca

1. Statement of Purpose

In Canada, the academic assessment of Engineering applicants is a statutory responsibility of provincial and territorial engineering regulators (Regulators). As a result, currently, Engineering applicants directly apply to individual regulators to obtain their professional engineering licenses.

Engineers Canada's Canadian Engineering Accreditation Board (CEAB), on behalf of Regulators, evaluates engineering programs of Higher Education Institution (HEIs) and grants accreditation status. Applicants with a CEAB-accredited degree are deemed to have met the academic requirement for licensure and therefore do not have to pass examinations to confirm their academic knowledge.

Other candidates without a CEAB accredited degree (non-CEAB applicants) have to pass confirmatory or technical exam(s) to confirm their academic knowledge, which can be waived if certain criteria are met.

As part of the Engineers Canada's 2025-2029 strategic plan's *Realizing accreditation and academic assessments* strategic direction, Engineers Canada is exploring whether doing part or the full academic assessment process at the national level would be possible and desirable for the regulators.

The goal of this Project is to hire a consultant to write a feasibility study (hereinafter referred to as the business case) for a national body providing the following services to all 12 Regulators:

- Fact gathering and validating applicants' information;
- Providing recommendations on examinations or other requirements for licensure by comparing transcripts to the syllabi or competencies; and/or,
- Administering examinations.

The potential benefits of this service could be an improved applicant experience; more consistent, comparable, equitable, and fair outcomes across jurisdictions; as well as faster processing and economies of scale via a common administrative body.

2. Introduction to Engineers Canada

Engineers Canada is the national organization that works on behalf of provincial and territorial Regulators, each of whom regulate engineering practice in their jurisdiction and license the country's 300,000 members of the engineering profession.

The purpose of Engineers Canada is to serve the collective interests of the Regulators, to promote and maintain the interests, honour, and integrity of the Canadian engineering profession, and to do all such lawful things as are incidental or conducive to the attainment of the foregoing, including to serve the Regulators and strengthen the profession. Among many things, we provide services and tools to Regulators to assess applicants' academic credentials.

3. Project Context

Currently, the main tools used by Regulators to academically assess applicants are the following:

- World Education Services (WES) International Credential Advantage Package (ICAP) course-by-course report, which Regulators use to translate transcripts into English and convert the applicants' grades into the Canadian equivalent.

- Mutual Recognition Agreements (MRAs) are bilateral and multilateral agreements signed by Engineers Canada with other countries on behalf of Regulators that are used by some Regulators to waive confirmatory examinations for applicants.
- International Institutions Degrees Database (IIDD), an Engineers Canada database that confirms if the applicants' degrees and disciplines are recognized by the authorities in the country of origin, and if their programs are recognized by the accreditation systems of their member countries' MRA(s).
- Examinations syllabi (syllabi), which are used by Regulators to evaluate the content of applicants' transcripts. They are also the basis used by Professional Engineers Ontario (PEO) and the Ordre des ingénieurs du Québec (OIQ) to ask HEI professors in their jurisdictions to create confirmatory and technical examinations for their applicants and those of other Regulators'.
- Regulators will also typically use a competency-based assessment to evaluate the experience requirements for applicants. While this is not used to evaluate the academics of applicants at this time, there might be a near future where academic competencies are evaluated instead of using the syllabi to assess transcript content.
- The Fundamentals of Engineering (FE) exam is offered to applicants to confirm their knowledge in replacement of the syllabi examination(s). The FE is a psychometrically valid exam administered by the US National Council of Examiners for Engineering and Surveying (NCEES).

While the order may vary, Regulators will typically assess non-CEAB applicants using the above tools as follows:

- Most Regulators will require that applicants submit a WES ICAP course-by-course Report.
- Then, the majority of Regulators will check if the applicants' degrees and disciplines are recognized by the authorities in the country of origin, and whether the programs is a member of one or more MRA(s) in the IIDD.
- Regulators will use engineer volunteers in the same discipline as the applicant to review the content of their transcripts using the syllabi. Volunteers are looking to confirm that the applicants have been taught similar content as in related CEAB degrees. For disciplines without syllabi, they will use multiple syllabi closest to the disciplines of the applicant. In a near future, a competencies evaluation might be used instead of the syllabi evaluation.
- Finally, Regulators decide on whether or not to waive confirmatory exams (shorter list of exams) or technical exams (longer list of exams).
    - If a confirmatory exam route is prescribed, the applicants choose between completing the FE or syllabi examinations.
    - If a technical route is administered, the applicants must challenge a certain number of syllabi examinations. They cannot challenge the FE exam as a substitute.

As part of this project, Engineers Canada, or another entity, could become the national service to which non-CEAB applicants can apply with a goal to have their academic credentials partly or fully assessed in a consistent manner.

Individual Regulators would still perform their statutory role, meaning that the final decision on whether the academic requirements are met or not would remain with them. This national service would only provide recommendations to the Regulators.

4. Scope of Work and Key Deliverables

4.1. Scope of work

Engineers Canada requires a business case examining the possibility of partly or fully implementing a national in-take process for the academic evaluation of non-CEAB applicants.

The Consultant shall perform the following:

4.1.1. Review of literature

Examine current information that has been produced by Engineers Canada.

4.1.2. Interview regulators and Engineers Canada staff

Conduct interview with Regulator staff and Engineers Canada staff to determine options, viability, and costs.

4.1.3. Draft business case and associated presentation

Develop a draft business case and a presentation to present options considered and recommendations. The draft business case should include:

- An executive summary
- A feasibility analysis, including operational and technical feasibility, potential options and financial projections, workflow process internally and with Regulators, human resources requirements, risks and risk mitigation strategies, and anticipated benefits and outcomes for Engineers Canada or other national body to, on behalf of Regulators:
    - Fact gather and validate applicants' information;
    - Provide recommendations on examinations or other requirements for licensure by assessing academic requirements; and/or,
    - Administer examinations.
- Options for implementation

4.1.4. Present, consult, and reporting back on interest holders' engagements

Present and consult on the draft business case to Engineers Canada staff and to Regulators. Based on received feedback, write a summary of the consultation results. This consultation report will be shared with Engineers Canada staff and Regulators as per the Engineers Canada's consultation process. As part of this process, documents must be submitted for consultation for a minimum of six weeks, and a feedback table must be shared with Regulators after the consultation to report back on received feedback.

4.1.5. Finalize and present final business case

Finalize business case and present to the CEO Group and to staff. The following sections should be added to the final business case, in addition to the sections above:

- Recommendations for implementation, in order of priority

In completing this Project, the successful Bidder shall deliver the following. The Bidder is welcomed to propose other elements or suggest additional/different deliverables when submitting the proposal.

No.	Deliverable	Description
1	**Joint planning and requirements confirmation**	One meeting with staff from Engineers Canada to refine and confirm requirements for the project and deliverables. Delivery of a project plan and schedule.
2	**Literature review**	Review all existing documentation produced by Engineers Canada, or publicly available, on the academic assessment of non-CEAB applicants.
3	**Interview regulators and Engineers Canada staff**	Interview Regulator staff and Engineers Canada staff to understand business requirements, feasibility, and financial implications.
4	**Draft business case and associated presentation**	Draft business case that includes human, technical, and financial requirements; feasibility; costs; and options.
5	**Present, consult and report back on interest holders' engagement**	Prepare a presentation to consult interest holders. Undertake the consultation process. Present and write a report table on consultations. Interest holders will include four groups; Engineers Canada staff, Chief Executive Officers (CEO) Group, the Canadian Engineering Qualifications Board (CEQB), and (pending confirmation) the National Admission Officials Group (NAOG).
6	**Write and present final business case**	Drawing from the received input, finalize the business case and include recommendations. To be confirmed: Make one presentation on the final document and recommendations to interest holders.

Documents will be written and presented in English as bilingual deliverables are not anticipated to be required.

5. Services and deliverables

The successful bidder shall be required to deliver to Engineers Canada each of the items outlined in Section 4.1. (Scope of Work), and any other additional/different deliverables based on their expertise, resulting in successful completion of the Project.

6. Budget

To be considered, proposals should include a Project cost breakdown that accurately represents the work effort required, as outlined in Section 4.1. (Scope of work) of this RFP.

7. Expected Project timelines

The Engineers Canada project team has created a draft schedule based on our established consultation processes and meeting dates, as well as our experience with similar projects. All Bidder proposals must include a timeline reflecting how the items outlined in Section 4.1. (Scope of Work) will be completed within the timeframe noted below.

Milestone	Deadline
Joint planning and requirements confirmation	September 18, 2026
Literature review	October 16, 2026
Interview some regulators and Engineers Canada staff	November 6, 2026
Finalize draft business case and associated presentation	January 29, 2027
Send business case for Regulator consultation	February 5, 2027
Present draft business case to CEO Group	February 25, 2027
Final report on interest holders' feedback	April 30, 2027
Write and present final business case	Mid-July 2027

8. RFP Process

8.1. RFP Schedule of Events

The following is a list of key events from RFP issuance through to the anticipated date the Project will commence:

No	Description	Key Dates
1	Issuance of RFP	July 3, 2026
2	Deadline to apply	July 31, 2026
3	Evaluation of proposals by staff	August 14, 2026
4	Notification to bidders selected for interviews (up to three bidders)	August 21, 2026
5	Interviews with selected Bidders	August 28, 2026
6	Reference checks	September 4, 2026
7	Communication of results to Bidders	September 11, 2026
8	Contract development & negotiation	September 25, 2026
9	Contract start	October 2, 2026

8.2. Interest disclosure, Bidder questions, and Proposal submission

Bidders are asked to respond to this RFP by submitting a proposal on how their qualifications and experience would support the completion of the deliverables (Section 4) within the set timeframe (Section 7). Bidders must also include their approach to the work.

Bidders may submit their proposal, references, and questions regarding the project to Mélanie Ouellette, Manager, Strategic and Operational Planning by email at melanie.ouellette@engineerscanada.ca. Proposals must be submitted **by July 31, 2026.**

8.3. Proposal evaluation

All proposals will be evaluated by the Engineers Canada staff. Interviews will be conducted, and references will be checked. The rating scale is as follows:

Poor *0 – 3 points*	**Fair** *4-6 points*	**Good** *7-8 points*	**Excellent** *9-10 points*
The proposal **fails** to meet the criteria in a suitable and documented manner.	The proposal **barely meets** the criteria in a suitable and documented manner .	The proposal **reasonably demonstrates** that the criteria are met in a documented and suitable manner.	The proposal **fully demonstrates** that the criteria are met in a documented and suitable manner.

No.	Criteria	Weighting	Rating (1 to 10)	Total Score
1	Understanding of project scope and objectives. (Assessed as part of the proposal and interviews)	25%		
2	Relevant experience and qualifications. (Assessed as part of the proposal, interviews and reference checks)	30%		
3	Proposed methodology and approach. (Assessed as part of the proposal and interviews)	25%		
4	Cost-effectiveness and value. (Assessed as part of the proposal and interviews)	20%		

9. Proposal Format

Bidders must include with their proposal a covering letter and resume and demonstrate how their knowledge and experience meet the competencies.

10. How to Submit a Proposal

To be considered, proposals must be submitted electronically no later than July 31, 2026, 11:59pm EST (the "**Proposal Submission Deadline**") to:

Mélanie Ouellette, Manager, Strategic and Operational Planning
Engineers Canada
300-55 Metcalfe Street, Ottawa, ON K1P 6L5
melanie.ouellette@engineerscanada.ca

Any proposal submissions received after the Proposal Submission Deadline will not be considered.

11. Inquiries

Questions concerning this RFP may be submitted by email and directed to Mélanie Ouellette at melanie.ouellette@engineerscanada.ca

Note: Any questions pertaining to the RFP process, and responses given, will be provided, via email, to all Bidders using the contact information provided in their Bidders' Response Packages.

12. Confidentiality

Information submitted by Bidders will be treated as proprietary, held confidential, and used only for evaluating the ability of the Bidder to handle the Project. The details of any proposals will be shared only with the persons involved with the selection and approval process.

This RFP is, similarly, intended solely for the purposes of the Bidder and should not be further distributed to any party not involved in the preparation of the Bidder's proposal. The Review Team reserves the right to disqualify a Bidder from the selection process if any breach of confidence is determined by the Review Team or if information is used for purposes other than the submission of a proposal.

13. RFP Terms and Conditions

13.1. Process Conditions

This RFP is not an offer by Engineers Canada to any person, and no contract of any kind whatsoever (including, without limitation, no "Contract A") is formed between Engineers Canada and any Bidder upon the submission of a proposal in response to it.

For greater certainty, nothing in this RFP, including without limitation, the use of mandatory language, language reserving rights to Engineers Canada, or other language that might, but for this clause, be indicative of contractual intention, is intended by Engineers Canada to indicate an intention to be contractually bound to any Bidder in any manner whatsoever. Engineers Canada retains the right, in its absolute discretion, to consider and analyze the proposals, negotiate with any Bidder at any time, select a preferred Bidder, or enter into a service agreement with a Bidder. Without limiting the foregoing, since this clause precludes Contract A, none of the usual Contract A terms applies, and Engineers Canada may:

- Reject or accept any proposal, whether or not complete, and whether or not it contains all the required information;
- Require clarification of any proposal;
- Request additional information on any proposal;
- Reject any or all proposals without any obligation, or any compensation or reimbursement to the Bidders;
- Refuse to enter into a service agreement with any of the Bidders;

- Conduct negotiations with one or more Bidders;
- Cancel and reissue the RFP;
- Extend any of the stated dates and deadlines and/or amend the procurement process;
- Re-advertise for new submissions or call for tenders for this work or for work of a similar nature; and/or
- Issue Notice of Award to Bidder who does not achieve the highest score in evaluation criteria (5.6.).

Further, Engineers Canada may, in its sole discretion, independently verify any information in any proposal. The proposals submitted by Bidders must be offers made in good faith, and Engineers Canada reserves the right to make a choice from the various proposals or not choose any. **Engineers Canada shall not be obligated in any manner until a written agreement relating to an approved proposal has been duly executed.**

13.2. Competitive Process

With the issuance of this RFP, Engineers Canada is making a business opportunity available to select Bidders that have the experience and competence to enter into a service agreement to complete the work.

13.3. Proposal Revisions

All proposal revisions must be received by Engineers Canada prior to the Proposal Submission Deadline.

13.4. Cost of Preparing Proposals

Bidders are solely responsible for all costs they incur in preparing and submitting proposals.

13.5. Clarification of Proposal

Engineers Canada reserves the right, but does not have an obligation, to request clarification of a proposal or request further information from any or all Bidders. In addition, if, in the opinion of Engineers Canada, any proposal contains a minor defect or irregularity or fails in some way to comply with any requirement of the RFP in a way that, in the opinion of Engineers Canada, can be remedied without providing an unfair advantage to one or more Bidders, the Engineers Canada contact person (as set out in section 8.2) may request rectification from the Bidder(s).

Engineers Canada, upon receipt of appropriate clarification and/or rectification, may waive the minor defect or irregularity and accept the proposal. Failure by a Bidder to provide a written response that, in the opinion of Engineers Canada, properly clarifies or rectifies its proposal, within the time specified in the request for clarification or rectification, may result in disqualification of the proposal.

13.6. Acceptance of RFP Conditions

Receipt of a proposal by Engineers Canada will be considered acceptance by the Bidder of the RFP terms and conditions and will be incorporated in the Bidder's proposal.

13.7. Notification of Success

A written Notice of Award shall be the only valid form of notification of success in response to this RFP.

13.8. Reservation of Rights

Engineers Canada reserves the right, in its sole discretion, to:

- modify, cancel, or suspend the selection process, or any or all stages of the selection process, including before or after provision of a Notice of Award, at any time for any reason;
- accept or reject any proposal based on the evaluation criteria in Section 6.4, above, as determined in the sole discretion of Engineers Canada;
- not accept any proposal; and/or
- reject or disqualify all or any proposal without any obligation, compensation, or reimbursement to any Bidder.

The full execution of a written service agreement will constitute a contract for the services, and no Bidder will acquire any legal or equitable rights or privileges relative to the services until a written Notice of Award has been delivered and a written agreement has been duly executed.

13.9. Limitation of Damage

Each Bidder, by submitting a proposal, agrees that:

- In the event any or all proposals are rejected or disqualified, or the Project or selection process is modified, suspended, or cancelled for any reason, neither Engineers Canada, nor its employees, agents, officers, or directors will be liable under any circumstances for any claim, or to reimburse or compensate any person in any manner whatsoever, including but not limited to costs of preparation of the proposal, loss of anticipated profits, loss of opportunity, or for any other matter; and
- The Bidder waives any claim for loss of profits or loss of opportunity if: (i) the Bidder is rejected or disqualified or is not successful in the selection process; (ii) the selection process for the Project is suspended, cancelled or modified at any time; or (iii) cancellation occurs per section 8.8, above.

13.10. Proposal Documents

All documents submitted by Bidders will become the property of Engineers Canada.