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Subject: Request for Letter of Intent

Bow Valley College has received funding from Human Resources and Skills Development Canada to develop and test an online adult literacy assessment battery and an accompanying online instructional system. The assessment battery will accurately diagnose reading skill gaps and the instructional system will provide materials that can be used for remedial instruction. The assessment battery will first determine skill by broad level before identifying discrete reading component weaknesses. Assessment reports will provide scores and direct learners to training interventions appropriate to improving skill in the areas identified as weak.

Under federal contribution guidelines, any subcontracted project work which is considered to be of significant value, must adhere to a competitive process. As such, the purpose of this request is to gather a letter of intent from any third-party organization/contractor wishing to bid on the following opportunity.

IT Consultant

Bow Valley College is seeking a Contractor who is a recognized software developer, system architect and psychometrician, for the federal contribution agreement (#8411829) entitled *Read to Succeed (RtS)*. This person will have extensive experience with developing user interfaces according to specifications determined by a system architect, managing the uploading of assessment items and instructional materials, beta testing and field testing high stakes assessment items and conducting in-depth analyses of data gathered from assessment validity studies and field tests.

Activities will commence in August, 2010 and must be completed by December 31, 2012. The Contractor will oversee and/or provide input into the following:

- user interface development
- uploading of assessment items and instructional materials to the web platform,
- beta testing and field testing of assessment items and instructional materials
- data analysis of the validity study and field tests

Qualifications

To qualify for consideration, contractors must demonstrate:

- extensive experience as an analyst and a content developer for large scale assessments
- international experience with assessment development
- experience developing user interfaces according to specifications determined by a system architect
- experience conducting beta testing and field testing of high stakes assessment items
- experience conducting in-depth analyses of data gathered from assessment validity studies and field tests

Letter of Intent Submission Guidelines:

- Submissions should be less than 3 pages in length
- Subject line should read: Letter of Intent to Bid – Literacy Curriculum Development Expert Contract (Project #8411829)
- Include contractor's name and contact information
- Overview of experience in literacy and literacy curriculum development
- Overview of qualifications
- Include an estimated cost based on specifications outlined above

Deadline:

Please submit your letter of intent by **4:00 (MST) August 10, 2010** to mgardner@bowvalleycollege.ca Applications received after the deadline will not be considered.