**NATIONAL CAREER DEVELOPMENT ASSOCIATION (NCDA)**

**REQUEST FOR PROPOSALS (RFP)**

**FOR THE DEVELOPMENT, ADMINISTRATION AND SCORING OF CERTIFICATION EXAMINATIONS**

**RFP RESPONSE DATE: June 22, 2022**

**Release Date: June 1, 2022**

**RFP INTRODUCTION/PURPOSE**

The National Career Development Association (NCDA) is seeking examination development related to NCDA certification programs, specific to the Certified Career Service Provider (CCSP) credential and exam development.

The purpose of this Request for Proposals (RFP) is to solicit sealed proposals which respond to the needs of NCDA, as identified in this document. This RFP is intended to be as comprehensive as possible to give bidders a complete view of NCDA’s goals and requirements. This document cannot, of course, be fully comprehensive. Accordingly, bidders are permitted to submit proposals which creatively address NCDA’s needs with regard to the services described, and may add parameters not specifically requested.

**BACKGROUND INFORMATION**

NCDA was founded to support, and work with, counseling professionals and stakeholders to develop and implement quality standards for the career development profession. NCDA is the first, longest running and preeminent career development association in the world. NCDA is the recognized leader in developing standards for the career development profession, for the provision of career counseling programs and services, and for the evaluation of career information materials. NCDA develops and implements credentialing programs for practitioners in career development and related areas. NCDA identifies to professionals and the public those practitioners who have voluntarily sought and obtained NCDA credentials in professional career development and related areas. All NCDA credential holders are required to meet stringent education, examination, supervision, experience and ethical requirements.

NCDA’s primary credential is the Certified Career Service Provider (CCSP). This credential is a certification for professionals who demonstrate expert knowledge and skills necessary to provide high quality services and who satisfy the high standards of professional practice. The CCSP is a general practice credential applicable to professionals who deliver career services to diverse groups in a broad variety of settings and clients.

NCDA also offers specialty credentials, but these specialty credentials are not a current consideration for the purposes of this RFP.

Each NCDA credential requires successful completion of the related examination. The CCSP is administered to approximately 500 practitioners per year. Generally, NCDA examinations are written examinations administered and evaluated by NCDA assessors.

NCDA will require the preparation of a valid job analysis for the CCSP certification. In addition, NCDA will need analysis of qualitative and quantitative data from the job analysis survey, item development, item testing, as well as concept mapping for the project, exam development and standardization.

NCDA is seeking a qualified firm that can assist with the CCSP job analysis and exam development services. The consultant will be working in conjunction with the NCDA Credentialing Commission CCSP Examination Committee to complete all related tasks. The NCDA Credentialing Commission reports to the NCDA Board of Directors.

**GENERAL SCOPE OF WORK REQUIREMENTS**

With respect to each service to be provided and task to be completed, as identified below, your Company (the bidder) must provide the following information in detail:

1. A description of all methods and procedures that will be utilized and employed to provide the required services.
2. A description of all deliverables related to each service/task.
3. The psychometric validation processes to be used by the Company
4. The positions and qualifications of each company staff person(s) responsible for providing each identified service and task.
5. Any relevant, additional information, data or description concerning the proposed services related to a specific service/task.

**PRIMARY SERVICES TO BE PROVIDED/SPECIFIC SCOPE OF WORK REQUIREMENTS**

NCDA has identified the following scope of work and specific, primary services to be provided by the accepted Company with respect to this RFP.

1. Job Analysis (JA) Development and Completion for the CCSP Examination.
2. The process(es) and methods to be used in assisted in developing and completing a job analysis related to the career development professional CCSP certification program.
3. Item development and standardization including quantitative and qualitative analysis of the JA data related to the CCSP program.
4. Drafting an overall comprehensive report on the JA related to the CCSP program.
5. Psychometrically Valid Examination Development.

a. The processes and methodologies to be used, and work to be completed, to determine: the content of the CCSP examination; the blueprints of the examinations; and the appropriate type of examination to be delivered by CBT.

b. The processes and methodologies to be used, and the work to be completed, to develop and validate items for the CCSP examination.

c. The specific work and tasks to be completed, and the expected duration/schedule of each task, related to the development of psychometrically valid examinations.

3) Psychometrically Valid Examination Passing Score.

a. The processes and methodologies to be used, and the work to be completed, to establish a defensible passing score for each examination.

4) Psychometrically Valid Statistical Analysis of Examination Results.

a. The processes and methodologies to be used, and the work to be completed, to review item characteristics to ensure that each examination is a psychometrically valid and defensible instrument.

**ADDITIONAL REQUIRED INFORMATION FOR PROPOSAL/OFFER.**

All bidders/offerors must provide NCDA with the following information in the proposal:

1. The itemized costs for all services/good to be provided by the bidder, including an itemized explanation of all charge, fee and payment options available and the relevant fee schedules.
2. The itemized cost for any other service related to the proposal.
3. A description of the bidding Company’s experience in providing services/goods related to the proposed requirements.
4. A description and history of the bidding Company, including information regarding the operating principles and the number of years in operation.
5. A description of the bidding Company’s experience in working with non-profit and/or credentialing organizations.
6. The names and qualifications of the bidding company’s staff who will be assigned to perform each service related to the proposal.
7. A list of three (3) or more organizational references who have used related services from the bidding Company within the past five (5) years, and who may be contacted by NCDA.
8. The identification and description of any litigation (lawsuits) or other claims pending against, or related to, your Company, and any past litigation or complaints concerning the Company which has been before a court or government agency, and the resolution of such litigation and complaints.

**TERMS APPLICABLE TO PROPOSALS.**

1. Not an offer to Contract.

This RFP is not an offer to contract, but rather an attempt to establish a framework whereby

NCDA may evaluate potential bidders.

2. Response is an Offer to Contract.

Any response to this RFP submitted by a bidder represents a firm offer to contract on the terms and conditions described in the response.

3. Term and Conditions.

If a bidder is awarded a contract with NCDA, the bidding Company agrees to accept and abide by the terms and conditions set forth in this RFP, which terms and conditions shall also be included as part of such contract.

4. Bidder Proposals and Selection.

NCDA reserves the right, in its sole discretion, to accept or reject any or all proposal, to take exception to the RFP specifications or to waive any formalities. NCDA may elect not to accept for further consideration any bidder failing to comply fully with the specifications as set forth in this document.

NCDA reserves the right to reject, in whole or in part, any and all proposals, whether solicited or unsolicited, or to negotiate separately with any source whatsoever in any manner deemed necessary to serve the best interest of NCDA. This right includes determinations as to the type of contract to be awarded. NCDA reserves the right to waive any informality or irregularity in any proposal received, and to accept any portion of a proposal or items bid, if deemed in the best interest of NCDA to do so. There exists no automatic right for the bidder to submit revisions to the bidder’s original proposal; however, NCDA may, in its sole discretion, accept or reject any revision. Although NCDA reserves the right to question the bidder concerning the bidder’s proposal, NCDA may, in its sole discretion, award a contract without soliciting additional information or clarification from the respondents to this RFP.

NCDA reserves the right to make awards to any bidder, in any way it deems advisable and in its best interest. The lowest priced bid may not necessarily be chosen, and NCDA reserves the right to select the bidder, or combination of bidders, that NCDA, in its sole and absolute discretion, determines to best meet the overall needs of NCDA.

5. Proposal Preparation Costs.

The bidding Company will assume all costs it incurs in the preparation and presentation of a proposal in response to this RFP.

6. Scope Changes.

The bidder must promptly notify NCDA in writing of any requested change of scope that will affect either cost or schedule. The cost or schedule change must be approved in writing by NCDA prior to any work commencing on the change.

7. Length of Bid.

Due to the length of the NCDA evaluation, approval, and procurement process proposals are required to be valid for a minimum of one hundred and twenty (120) days. By submitting a proposal or bid in response to this RFP, each bidder agrees that its bid may not be modified, withdrawn or cancelled for a one hundred and twenty (120) day period following the deadline for the submission of the bid.

**PROPOSAL PREPARATION AND SUBMISSION.**

1. Please submit an electronic copy of your signed proposal to Deneen Pennington, Executive Director, NCDA, at dpenn@ncda.org. Proposal due date is June 22, 2022. Unless the due date is extended, proposals that are not received by close of business on this date will not be considered. Questions concerning this RFP should be directed to Aaron Leson, Director of Credentialing, at aleson@ncda.org.

2. Proposals must be signed and dated by an authorized principal of the bidder/offeror.

3. All proposals become the property of the National Career Development Association. All proposals will be maintained in confidence by NCDA.

4. The selected bidder will be required to agree to, and comply with, all applicable NCDA policies and procedures.