



Association of State
Boards of Geology

ASBOG Request for Proposal

Design and Development of an ASBOG Practice of Geology (PG) Exam Prep Course

**Released: May 11, 2026
Proposals Due: June 26, 2026**

Request for Proposal

PROJECT TITLE: Design and Development of an ASBOG Practice of Geology (PG) Exam Prep Course.

PROPOSAL DUE DATE: **June 26, 2026, 5:00 p.m.** local time in Douglasville, Georgia (EDT).

MINIMUM REQUIREMENTS FOR BIDDING: This procurement is open to individuals or organizations that both satisfy the minimum requirements and perform the work as described in the attached documentation.

Bidders must demonstrate their capability to meet each item described in this request for proposal (RFP). This must include providing a summary of their organizational capability to deliver the services outlined as well as providing evidence of prior experience with the tasks described.

Bidders who do not demonstrate that they meet the minimum qualifications will be considered non-responsive and will be eliminated from consideration. This determination is at the sole discretion of ASBOG.

BID SCHEDULE: The tentative bid schedule is provided in the following table. ASBOG reserves the right to adjust this schedule as it deems necessary. Except as noted, the following schedule represents ASBOG's best estimate. All times indicated are either Eastern Daylight-Saving Time (EDT) or Eastern Standard Time (EST) as indicated based on the time of year. If any component of this schedule is delayed, the rest of the schedule may be amended by the same number of days; however, ASBOG reserves the right to amend or revise the timetable without prior written notice when such revision or amendment is in ASBOG's best interest.

Anticipated Bid Schedule:

Event	Date
RFP Release	May 11, 2026
Virtual Meeting for Interested Parties. ASBOG will present an overview of current product and allow questions. <u>Interested parties should use the contact information below to receive the virtual meeting link.</u>	June 8, 2026
Proposals due to ASBOG	June 26, 2026 @ 5:00 p.m. EDT
Notification to Short Listed Bidders	July 10, 2026
Mandatory Virtual Interviews	July 31, 2026
Notification to Winning Bidder	August 14, 2026

If the Winning Bidder(s) refuses to sign a final contract within thirty (30) business days of contract award, ASBOG may cancel the selection and award the contract to another qualified Bidder(s) or rebid the contract at ASBOG’s discretion.

All communications regarding this RFP shall be submitted **electronically** to the ASBOG RFP Coordinator **and** the ASBOG Executive Director:

ASBOG RFP Coordinator:

Jason Patton, jpatton@asbog.org

ASBOG Executive Director:

Deana Sneyd, dsneyd@asbog.org

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DEFINITIONS WITH ACRONYMS

ASBOG Executive Committee: The group of duly elected officers of ASBOG and the Executive Director.

ASBOG Selection Committee: The group of individuals authorized by the ASBOG Executive Committee to review proposals, conduct short list interviews, prepare a ranked short list, and recommend the Winning Bidder to the ASBOG Executive Committee for approval.

Bidder: A person or organization (contractor, supplier, or vendor) who responds to this request for proposal (RFP) offering a bid for the services described in this document.

Candidate Handbook: The “*Professional Geologists Examinee Candidate Handbook*” is an informational document prepared by ASBOG to provide a general overview of the geology license application process in the United States.

Content Domains: A subdivision of the Test Blueprint that groups the tasks of a geologist into specific areas of geologic practice.

Council of Examiners (COE): A group of professional geologists who serve as SMEs to develop fair and impartial examinations for measuring competency within the profession of geology.

Fundamentals of Geology (FG) Examination: The ASBOG national geology licensure examination emphasizing knowledge and skills that are typically acquired in an academic setting leading to a baccalaureate degree in geology.

Member Boards: Member Boards are dues-paying state boards or other legal entities constituted by states, territories, and the District of Columbia of the United States of America to administer the licensure/registration of geologists.

National Association of State Boards of Geology (ASBOG): A nonprofit organization whose principal service is to develop standardized written examinations for determining qualifications of applicants seeking licensure as professional geologists.

Practice of Geology (PG) Examination: The ASBOG national geology licensure examination emphasizing skills and knowledge acquired or expanded in a practice or job setting.

Prime Bidder: In a group of two or more organizations who submit a joint proposal in response to this RFP, the Prime Bidder is the lead entity designated to be the sole point of contact with ASBOG and will bear sole responsibility for performance under any resulting contract.



Request for Proposal (RFP): The RFP is this document that ASBOG prepared, requesting a formal scope of work and cost proposal from potential vendors for the services described herein.

RFP Coordinator: The individual selected by ASBOG to coordinate the RFP and selection process.

Subcontractor: A business entity who has a contract with the Winning Bidder to perform specific tasks related to the completion of work specified in this RFP. The Winning Bidder is responsible for all work performed by their subcontractors.

Subject Matter Experts (SMEs): Professional geologists who are licensed in at least one ASBOG Member State who volunteer to participate in the COE workshops to address a variety of objectives regarding the exams.

Task Analysis Survey (TAS): A research study designed to maximize the relevance of the national geology licensure exams by identifying the tasks/activities performed by licensed professional geologists and the underlying knowledge that is necessary to perform these tasks.

Test Blueprint: The document that describes the content of the examinations. There is a separate test blueprint for the FG examination and the PG examination.

Winning Bidder: The person or organization selected by ASBOG to sign a contract to perform the services described in this RFP.

1 INTRODUCTION

1.1 Purpose/Objective

The National Association of State Boards of Geology (ASBOG) is soliciting proposals from qualified contractors for the design, development, and delivery of a comprehensive online preparation course for the Practice of Geology (PG) Examination. The objective of this project is to create a high-quality, examination-aligned, asynchronous preparatory course that supports candidates seeking licensure as professional geologists by reinforcing applied knowledge, professional judgment, and competency in the public practice of geology. The course shall reflect the content domains and test specifications of the ASBOG PG Examination and be structured to promote candidate readiness while preserving the integrity and security of the national licensure process.

1.2 Background

The ASBOG is a nonprofit organization comprised of Member Boards representing U.S. states and territories that license and regulate the professional practice of geology. ASBOG serves as the national coordinating body through which Member Boards collaborate to advance consistent standards of competency and public protection in the geosciences.

A central function of ASBOG is the development, validation, and administration of standardized national licensure examinations for geologists. These examinations are constructed through a defensible, psychometrically sound process that includes job task analysis, subject-matter expert involvement, statistical validation, and ongoing review. The examinations are designed to measure minimum competency for entry into the professional practice of geology and serve as a critical component of state licensure decisions.

ASBOG currently develops and maintains two national examinations:

- The Fundamentals of Geology (FG) Examination, which assesses foundational knowledge typically acquired in an academic setting leading to a baccalaureate degree in geology; and
- The Practice of Geology (PG) Examination, which evaluates applied knowledge, professional judgment, and decision-making consistent with responsible practice.

In 2023, ASBOG launched an official Fundamentals of Geology (FG) Prep Course to provide candidates with structured, examination-aligned review materials. The FG Prep Course is delivered asynchronously through the LearnWorlds learning management system and includes domain-based instructional videos, auto-graded assessments aligned with examination style and format, assessment review videos, and automated certificates of completion.

Building on the success of the FG Prep Course, ASBOG seeks to expand its candidate support resources through development of an official Practice of Geology (PG) Prep Course. Unlike the FG examination, the PG examination emphasizes applied competency, integration of technical knowledge, professional responsibility, and decision-making in real-world practice scenarios. As such, the PG Prep Course must reflect a higher level of synthesis and practical application appropriate to candidates with qualifying professional experience.

ASBOG is seeking a contractor capable of developing a rigorous, examination-aligned, and mission-consistent course that supports candidate preparedness while maintaining the integrity, security, and credibility of the national licensure process. For additional information about the history and purpose of ASBOG, please review *“ASBOG, A Cross Sectional View”* available here: https://asbog.org/crosssection/CrossSection_Nov_2021.pdf

1.3 General Evaluation Criteria

The ASBOG Executive Committee has designated a specific group of individuals within its management structure to serve as the Selection Committee for this RFP. The ASBOG Selection Committee will review the submitted proposals, conduct interviews, and make recommendations to the Executive Committee. The Executive Committee will select the Winning Bidder.

The Selection Committee will review proposals for compliance with the RFP content and procedural requirements. Proposals deemed non-responsive will be eliminated from further consideration. Failure of the Bidder to provide any information requested in the RFP may result in disqualification of the proposal and shall be the responsibility of the Bidder.

The Selection Committee will consider how well each proposal meets the needs of ASBOG. It is important that the proposal be clear and complete, so the Selection Committee may understand all aspects of the proposal.

1.3.1 Qualitative Review of Mandatory Requirements

The Selection Committee will determine whether responses to the mandatory requirements are adequate. Proposals that do not meet the mandatory requirements will be rejected as non-responsive, unless ASBOG determines that it is in its best interest to eliminate the mandatory

requirements for all Bidders. To meet the RFP's mandatory requirements, a proposal must include the information as prescribed in following Attachments of this RFP:

- Attachment 1 - Scope of Work and Expected Deliverables
- Attachment 2 - Qualifications and Experience Specifications
- Attachment 3 - Cost Proposal

1.3.2 Quantitative Review

The Selection Committee will perform a quantitative review of all proposals that pass the qualitative review of mandatory requirements. Proposals will be scored on how comprehensively they respond to the requirements found in each of the three (3) Attachments of this RFP. The evaluation process will include a structured review of each section of the proposal by the ASBOG Selection Committee.

2 GENERAL INFORMATION FOR BIDDERS

2.1 RFP Communications

The RFP Coordinator and the Executive Director are the sole points of contact for ASBOG for this procurement. All correspondence between Bidder and ASBOG for this RFP shall be submitted in accordance with the instructions set forth previously in this document.

Any other communication will be considered unofficial and non-binding on ASBOG. Communication directed to other parties may result in disqualification. All proposals should be based on the material contained in the RFP and any subsequent amendments posted to the ASBOG webpage. Disregard any draft material you may have received and any oral representations by any party.

ASBOG is not responsible for delays or non-receipt of any communications by the prospective Bidders. It is the responsibility of all Bidders to request an email delivery receipt or email read receipt using whatever email provider they are using when communicating with ASBOG. ASBOG will not provide delivery confirmation for any email received.

2.2 Bidder Review and Written Questions

It is the Bidder's responsibility to carefully review this solicitation for defects. Solicitation documents include this RFP, any attachments, schedules referred to herein, and any other relevant documentation. ASBOG will not respond to verbal or informal questions.

Questions concerning defects, discrepancies, omissions, questionable, or objectionable matter related to this RFP must be made in writing to the email addresses above. Allowing ASBOG to issue any necessary amendments and/or response to comments regarding this RFP will help prevent Bidders from preparing proposals in response to erroneous information.

Questions submitted shall contain pertinent information to identify the prospective Bidder, as well as reference to the specific page, section, and/or paragraph, as applicable. The subject line of any email containing a pertinent question shall include the word "Question" to allow for ease of sorting emails.

2.3 Disclosure of Proprietary or Confidential Information

ASBOG shall not disclose the contents of any proposal submitted to anyone outside of the Selection Committee and the Executive Committee. Additionally, by submitting a proposal, all

Bidders agree that they will not disclose or discuss any information about the RFP and selection process to anyone outside of their organization.

2.4 Conflict of Interest

Bidders responding to this RFP, including the Winning Bidder, shall not offer or provide payments, rebates, refunds, commissions, or compensation, whether in the form of money or otherwise, to the RFP Coordinator, Selection Committee, Executive Committee, Executive Director, Committee Chairs, Member Boards, or SMEs for any reason.

2.5 Incorporation of Bidders Proposal in the Contract

The Winning Bidder's response, including all promises, warranties, commitments, and representations made in the successful proposal, shall be binding and incorporated by reference in ASBOG's contract(s) with the Winning Bidder.

2.6 Cost of Proposal Preparation/Interview

Any and all costs incurred by Bidders in preparing and submitting a proposal and conducting discussions, participating in interview(s), or contract negotiations, if any, shall be at the Bidder's sole expense and are the Bidder's sole responsibility. ASBOG will not be liable for costs incurred before a contract is fully executed.

2.7 Insurance Coverage

The Winning Bidder is expected to maintain insurance coverage, including cyber coverage, that meets the unique needs of the organization. ASBOG reserves the right to negotiate insurance coverage with the Winning Bidder.

2.8 Compliance with ASBOG Conduct and Harassment Policy and Travel Policy

By submitting a proposal, all Bidders acknowledge and understand that all person(s) representing and associated with the Bidder are required to comply with the ASBOG Code of Conduct as posted on the ASBOG website.

Additionally, all Bidders acknowledge and understand that the Winning Bidder's expenses resulting from travel associated with the Scope of Work must comply with ASBOG's travel guidelines.

2.9 Waiver of Minor Irregularities

ASBOG reserves the right to waive or permit cure of nonmaterial variances in the submitted Proposal if, in the judgment of ASBOG, it is in the best interest of ASBOG to do so. Nonmaterial variances include but are not limited to: minor failures to comply that do not affect overall responsiveness, that are merely a matter of form or format, that do not change the relative standing or otherwise prejudice other Bidders, that do not change the meaning or scope of the RFP, or that do not reflect a material change in the requirements of the RFP. In the event that ASBOG waives or permits cure of nonmaterial variances, such waiver or cure will not modify the RFP requirements or excuse Bidder from full compliance with RFP requirements or other contract specifications if Bidder is awarded the contract. The determination of materiality is in the sole discretion of ASBOG.

2.10 RFP Amendments

ASBOG reserves the right to amend this RFP at any time prior to the closing date for best and final offers. All addenda issued shall be incorporated into the resulting contract.

2.11 Right to Reject All Proposals

Notwithstanding any other provision of this RFP, this RFP does not commit ASBOG to award a Contract. ASBOG reserves the right to reject any and all proposals or any portions thereof, at any time and/or to cancel this RFP and to solicit new proposals under a new bid process.

2.12 Authority to Bind ASBOG

The ASBOG President and the Executive Committee's designees are the only persons who may legally commit ASBOG to the expenditures of funds under any contracts, contract amendments, or task orders issued as part of the contract resulting from this RFP. Bidder shall not incur, and ASBOG shall not pay, any costs incurred before a contract or any subsequent amendment is fully executed.

3 PROPOSAL FORMAT, CONTENT, AND SUBMITTAL

3.1 Deadline for Proposals

Proposals will only be accepted until the due date described in the Anticipated Bid Schedule on Page ii of this RFP. Proposals received after the deadline will be rejected. Timely receipt of bids shall be evidenced by the date and time of the email received.

Proposals may be withdrawn at any time prior to the deadline set by ASBOG, provided that a request in writing, executed by the Bidder or the duly authorized representative, is provided to ASBOG. The withdrawal of a proposal shall not prejudice the right of a Bidder to submit a new proposal, but any such new proposal must still be received before the stated deadline.

3.2 Bidder Due Diligence

Before submitting a proposal, each Bidder must examine the solicitation documents thoroughly. Solicitation documents include this RFP, any attachments, and other relevant documentation. Failure on the Bidder's part to meet the requirements herein may result in a determination of non-responsiveness and subsequent disqualification of proposal.

3.3 Proposal Organization

Proposals shall be organized in this order:

- **Table of Contents:** The table of contents shall clearly identify the material by section and by page number.
- **Section 1:** Company Identification and Information
- **Section 2:** Executive Summary
- **Section 3:** Scope of Work and Expected Deliverables (Attachment 1)
- **Section 4:** Qualifications and Experience Specifications (Attachment 2)
- **Section 5:** Cost Proposal (Attachment 3)

The following subsections summarize the information expected in each Section of the submitted proposal as listed above.

3.3.1 Section 1: Company Identification and Information

Bidder shall submit the Proposal under the company's exact legal name as registered with the Secretary of State, if applicable, and shall indicate exact legal name on the Company Identification and Information page. Failure to do so may result in rejection of the proposal or delay proper execution of a resulting contract, if any.

- Business Credit Check: Please note that ASBOG reserves the right to conduct a business credit check on all Bidders. Identifying information, including the company's registered name, other names (DBAs), legal address, and Bidder's Federal EIN/TIN number should be included. If necessary, ASBOG reserves the right to request additional information from Bidders to complete this process.
- Pending Litigation: The Bidder shall disclose any pending or past litigation to which they are a party, including the disclosure of any outstanding judgment. If applicable, please explain how litigation may/may not materially impact the Bidder or the Bidder's ability to fully perform and complete the contract.
- Other Notable Items: Bidder shall disclose any other items of note that may materially impact the Bidder or the Bidder's ability to fully perform and complete the contract. This shall include information regarding data or security breaches that Bidder has experienced and how they were resolved.

3.3.2 Section 2: Executive Summary

The executive summary shall summarize the contents of the proposal in a way that gives readers a broad understanding of the entire Proposal and must also contain the following:

- Assumptions or Constraints: A statement on whether the Proposal contains any assumptions or constraints and must also identify and describe each such assumption and constraint. If neither assumptions nor constraints are included in the Proposal, a statement to that effect must be made.

3.3.3 Section 3: Scope of Work and Expected Deliverables

The Proposal narrative shall describe how the Bidder intends to fulfill the Scope of Work specified in Attachment 1.

3.3.4 Section 4: Qualifications and Experience Specifications

This section shall follow the format and provide the information specified in Attachment 2.

- Bidder may propose to fulfill any of the responsibilities outlined herein by entering into a subcontract with an individual, organization, or other entity that possesses the requisite expertise to fulfill the requirements of the RFP.
- Bidder shall retain sole responsibility for the completion of all tasks. The use of subcontractors shall not place additional burdens or demands on ASBOG (e.g., coordinating with staff from multiple contractors).
- If a proposal involves the use of any subcontractor, the subcontractor shall also comply with all requirements, terms, and conditions specified in this RFP and the contract negotiated with the Winning Bidder.

3.3.5 Section 5: Cost Proposal

The cost proposal shall be all inclusive of costs, direct or indirect, and applicable taxes, as required for the fulfillment of the contract.

By submitting a proposal in response to this solicitation, Bidder certifies:

- Costs were arrived at independently, without consultation, communication, or agreement with any other Bidder, as to any matter relating to such costs for the purpose of restricting competition.
- Unless otherwise required by law, costs quoted have not been knowingly disclosed by the Bidder prior to award, directly or indirectly, to any other Bidder or competitor prior to the award of the contract.
- No other attempt has been made or will be made by the Bidder to influence any other person or firm for the purpose of restricting competition.

Note that ASBOG will not accept a change order request for services included in the anticipated scope after contract execution unless the scope changes. If this occurs, ASBOG and the Winning Bidder will address the required modifications to the contract and will negotiate the associated fees as applicable.

3.4 Proposal Submission

Bidder shall submit a Proposal using the format described, in the same order as provided, and as otherwise instructed by this RFP. Failure to comply may result in a determination that the proposal is non-responsive.

The standard format will facilitate ASBOG's review, comparison, evaluation of proposals, and verification as to whether the minimum requirements are met by each Bidder and the Bidder's proposal. The format is not intended to limit the content of a proposal in any way. Bidder may include any additional data or information that is deemed pertinent to this RFP.

The proposal shall be submitted as follows:

- Bidder shall submit one electronic PDF file containing the final proposal in the format specified, delivered to the RFP Coordinator and Executive Director at the email addresses specified above.

ATTACHMENTS

1. Scope of Work and Expected Deliverables
2. Qualifications & Experience Specifications
3. Cost Proposal Specifications

Attachment 1: Scope of Work and Expected Deliverables

The Bidder shall provide a written narrative description for execution of each task in the Scope of Work. This must include technical methodologies proposed to execute each item including any additional meetings or tasks recommended to accomplish the Scope of Work. ASBOG's expectation is the course will be similar in design and delivery to the FG Prep Course (see Section 1.2, *Background* for more information), but alternative proposals will also be given serious consideration.

ASBOG Practice of Geology (PG) Prep Course:

1. Course Content Planning and Coordination

Bidder shall detail the process by which they will determine the final content for the course. The proposal should not include the list of course topics, only the methods by which the bidder will coordinate with ASBOG to arrive at the list of final topics. ASBOG's Task Analysis Summary and Knowledge Base must be used as primary sources to determine course content. The final list of course topics will require Executive Committee approval before course content creation begins. The course contents should build upon (and not replicate) content from the FG prep course. The successful bidder will be given access to the FG Prep Course materials in LearnWorlds to assist in content development.

2. Course Content Creation

Bidder will detail the processes by which they will create and deliver the content for the course. Best teaching practices for the creation and delivery of online content must be utilized and detailed in the proposal. In addition, all content must be storyboarded to enhance the professional nature of the product. The storyboards will need to be approved by the Examinations Committee before any final recording begins. The successful bidder will need to include assessment tools (e.g., quizzes) to assist learners and should be presented in a logical format to the course content (e.g. end of each topic area).

3. Course Delivery

Bidder will detail how the course will be delivered to candidates (e.g. learning management system). If a bidder proposes using a learning management system other than LearnWorlds for course delivery, they must completely describe the system they propose to use. Documentation must include details on delivery of the content, assessments, certificates, and payment.

4. Copyright Tracking and Protection

Every figure (including, but not limited to tables, pictures, maps, cross-sections, etc.) in the course must be tracked and its copyright status determined by the successful bidder during the content creation stage. Figures used in the PG Prep Course will not be considered “fair use”, and therefore permission must be obtained by the successful bidder for every copyrighted figure. The successful bidder will be provided a Copyright License Agreement they can use to obtain permission from the copyright holder. The agreement must be used for every figure not in the public domain. In addition, ASBOG will retain sole ownership of any figures created for the purposes of this project. Figures in the public domain must also be tracked and the location from where they were obtained must be documented. Figure tracking should be performed in Microsoft Excel or similar commonly used software applications. Previous experience suggests that many copyright agreements commonly take more than 6 weeks to complete, therefore adequate planning with regard to project timelines/deadlines is crucial.

ASBOG’s expectation is that the PG Prep Course will be structured and delivered in a manner generally consistent with the existing FG Prep Course, including asynchronous video-based instruction, integrated learning assessments, review materials, and automated certification within a learning management system environment. However, ASBOG recognizes that the PG examination evaluates applied competency and professional judgment at a higher level than the FG examination. Accordingly, ASBOG welcomes alternative instructional models, delivery structures, or technological solutions that demonstrably enhance candidate preparedness, improve learner engagement, or increase operational efficiency, provided such proposals maintain examination integrity, align with ASBOG’s mission, and meet all stated requirements.

Compensation structure shall be proposed in accordance with the Cost Proposal section of this RFP. Alternative compensation models, including revenue-sharing arrangements, may be proposed as described therein.

Attachment 2: Qualifications and Experience Specifications

Bidder History and Background/Relevant Project Experience

1. General Information about the Bidder's Organization

Bidder shall describe its corporate background and experience including its size and resources, and provide documentation of the organizational experience relevant to the project and a list of other current or recent related projects by providing the following:

- Bidder's experience (in terms of years and clients) in the development and implementation of professional licensure assessments, specifically in examination structure and defensibility.
- Demonstrated project management experience with specific focus on work planning, status reporting, issue management, and deliverable review and approval procedures.
- Experience with the scoring processes required to implement licensure assessment programs.
- Experience managing the various data elements associated with licensure assessment.
- Knowledge of the various rules and guidelines associated with data privacy and protection of personally identifiable information.
- Established security protocols for examination item bank protection and incident management processes for managing data breaches.
- Ability to generate customized data reports or statistics regarding test-taker demographics and performance.
- Experience conducting examination workshops working with Subject Matter Experts from a variety of backgrounds and experience levels.
- Experience administering and evaluating data from occupational analysis surveys.
- Experience with production of test administration materials and delivery of related training.
- Demonstrated experience in developing and implementing computer-based testing platforms.
- A written narrative describing the Bidder's experience specific to the Scope of Work described in Attachment 1.

2. Project Team Organization

The Project Team's proposed Program Manager will be empowered to authorize and execute change orders, make decisions, engage additional resources, and execute creative solutions to unusual or unforeseen problems.

ASBOG reserves the right to approve the proposed Program Manager who shall serve as the primary liaison between the Winning Bidder and ASBOG. The Program Manager will also serve

as Winning Bidder's designated customer service representative, ensuring that ASBOG receives quick and accurate responses to questions, requests, or concerns. The Program Manager must have the necessary authority to coordinate and establish work priorities on behalf of the Winning Bidder, for all assigned personnel, including any subcontractors associated with tasks on the assessment program.

If the Winning Bidder secures subcontractors to perform any work related to developing, administering, scoring, or reporting of assessments, Winning Bidder shall provide an effective supervisory structure for overseeing the quality of the subcontractor's work and shall ensure that all deliverables are completed in accordance with the requirements of the contract and the approved Implementation Schedule.

The Winning Bidder will provide a structure for escalating unresolved issues if Bidder's program management team is unable to address them to the satisfaction of ASBOG.

The Winning Bidder will assign sufficient program personnel to provide accurate, efficient customer service to ASBOG personnel. The Winning Bidder will provide a phone number and email address through which ASBOG personnel may direct questions, comments, or requests.

Project Team Organization. Bidder shall provide a description of the proposed project team structure and internal controls to be used during the course of the project, including any subcontractors. Provide an organizational chart indicating lines of authority for personnel involved in performance of this potential contract and relationships of staff to other programs or functions. This chart must also show lines of authority to the next senior level of management. Provide resumés of key personnel identified in the organizational chart and who will have prime responsibility and final authority for the work.

Project Team Staffing. The Bidder shall include specific information regarding the role and function of its assigned staff. The Bidder shall also provide resumé for all staff who will be specifically assigned to the contract and provide a narrative description of their roles. If the Bidder's solution involves subcontractors in an amount greater than 10% of the project's budget, resumés of any subcontractors shall also be included.

Bidder shall present a narrative describing the qualifications of the company's prospective Program Manager who will oversee any subcontractors, coordinate all contract activities, and serve as primary liaison with ASBOG. The Program Manager shall coordinate directly with the Executive Director at ASBOG. In addition, the narrative must include key support staff to the Program Manager with each person's expertise and experience.

Personnel identified and included in the proposal shall be expected to be available for work should the Bidder be selected and awarded the contract under this RFP. ASBOG reserves the

right to approve any key replacement personnel. Any use of existing ASBOG employees or volunteers for work on any part of this contract must be stated in advance, and appropriate funds shall be budgeted to fund any additional responsibilities of these staff.

Capability. Bidder shall demonstrate its capability to meet each item described herein. Bidder must provide a summary of the organization's corporate capability to deliver the services outlined and provide evidence of prior work with other states/entities to develop alternate assessments.

Attachment 3: Cost Proposal

Cost will be a factor in the selection of the Winning Bidder. As a required component of a proposal submitted in response to this RFP, the Bidder must include a Cost Proposal that includes any and all costs necessary to fulfill the contractual arrangement with ASBOG. The Bidder should take travel expenses, labor, per diem, overhead, and any other costs related to this service into account in determining the deliverable costs. The cost proposal should include the hourly rates for all Bidder project team members listed in the organization chart provided as part of Bidder's description of their qualifications and experience.

ASBOG anticipates the use of a single Master Agreement. The terms of any contract resulting from this RFP will be based on the achievement and approval of deliverables. At the discretion of ASBOG, additional out of scope tasks may be requested of the Winning Bidder and would be subject to the negotiation of appropriate change orders.

ASBOG's preference is for a traditional work-for-hire arrangement in which ASBOG retains full ownership of course materials and all associated revenue. However, ASBOG will consider alternative compensation structures, including revenue-sharing models, if clearly proposed and justified by the Bidder. Any revenue-sharing proposal must include a detailed description of financial terms, revenue collection mechanisms, reporting procedures, intellectual property ownership, termination provisions, and risk allocation. All such arrangements must preserve ASBOG's mission, examination integrity, and long-term control over course content and pricing.