



# Request for Proposal

PROJECT TITLE: Psychometric services to support ongoing development and maintenance of the National Association of State Boards of Geology (ASBOG®) Fundamentals of Geology (FG) and Practice of Geology (PG) examinations.

PROPOSAL DUE DATE: 5 PM, **December 6, 2024**, local time in Douglasville, Georgia (EDT).

EXPECTED PERIOD OF CONTRACT: August 4, 2025, through December 31, 2027.

ASBOG intends to sign a three-year contract with the Winning Bidder. ASBOG shall have the sole option to extend the Contract upon the same terms and conditions on an annual basis for a period of up to three additional years.

MINIMUM REQUIREMENTS FOR BIDDING: This procurement is open to individuals or organizations that satisfy the minimum requirements specified and are available to perform the work at the dates and physical locations 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 as follows. 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:

Release RFP	October 11, 2024
Virtual Meeting for Interested Parties. ASBOG will present overview of current processes and allow questions. <u>Interested parties should use the contact information below to receive the virtual meeting link.</u>	November 12, 2024, at 1:00 pm EST
Proposals due to ASBOG	December 9, 2024, at 5 pm EDT
Notification to Short Listed Bidders and Mandatory Virtual Interviews	February 21, 2025
Mandatory Virtual Interviews	March 10, 2025 – March 14, 2025
Mandatory in-person interview with Winning Bidder before contract award	April 9-11, 2025
Notification to Winning Bidder	June 20, 2025
Contract Commencement Date/Notice to Proceed	August 4, 2025

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, [asbogrfp@asbog.org](mailto:asbogrfp@asbog.org)

ASBOG Executive Director:  
Deana Sneyd, [dsneyd@asbog.org](mailto:dsneyd@asbog.org)



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## DEFINITIONS WITH ACRONYMS

**ASBOG Executive Committee:** The group of duly elected officers of ASBOG including 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. Persons applying for a license are encouraged to understand their state specific license requirements in addition to reading this document.

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

**Council of Examiners:** ASBOG holds two-day workshops referred to as the Council of Examiners (COE) following each administration of the examinations to address a variety of objectives regarding the exams.

**Curriculum Performance Assessment Tool (CPAT):** The use of the data generated from the Fundamentals of Geology (FG) examination to assess the quality and relevance of geoscience curricula.

**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.

**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 in this document.

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 for professional psychometric services for the development and maintenance of the national geology examinations used by state Member Boards to evaluate applicants for licensure/registration as professional geologists.

## 1.2 Background

ASBOG is a national nonprofit organization committed to advancing professional licensure for geoscientists. ASBOG serves as the connective link through which its state Member Boards may act and counsel together to better discharge their responsibilities of licensure/registration of geologists. ASBOG provides a forum to promote, foster, and advance the common interests and purposes of the Member Boards.

One of ASBOG's principal duties is to develop standardized written examinations for assessing qualifications of applicants seeking licensure/registration as professional geologists. The ASBOG national geology examination development and validation procedures are designed to maximize the fairness and quality of the examinations. ASBOG provides Member Boards with uniform examinations that are valid measures of competency related to the practice of the profession. This process benefits those candidates who are taking the examinations and enhances the protection of the general public. ASBOG is seeking to contract with a psychometric services provider who understands the organization's mission and is dedicated to ensuring the continued success of the national geology licensure examinations.

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](https://asbog.org/crosssection/CrossSection_Nov_2021.pdf)

## 1.3 Role of Psychometrician

ASBOG provides its Member Boards with two (2) multiple-choice examinations: the Fundamentals of Geology (FG), and the Practice of Geology (PG). The objective of this Request for Proposal (RFP) is to contract with a psychometric services provider to guide and facilitate the development and maintenance of the ASBOG FG and PG examinations. The national geology licensure examinations are administered in the spring and fall of each year (two (2) administrations per year for the FG examination, and two (2) administrations per year for the PG examination). The FG and PG examinations have been developed to assess common



knowledge and skills related to the practice of geology throughout the nation. Individual Member Boards may require and administer additional testing on local geology, statutes, rules, and regulations that address state-specific issues – this additional testing is not part of this RFP.

The content or subject matter tested on the ASBOG FG and PG licensing exams is based on the results of a periodic Task Analysis Survey (TAS) designed to evaluate the current geologic practice and maximize the relevance of the exams to the practice of the geologic profession. A TAS is performed every five to seven years -since 1995- by collecting data from a random sampling of licensed professional geologists from each state with participating Member Boards. The task analysis results form the basis for creating Test Blueprints that define the scope and content of the exams. Results of all five TAS previously completed indicate a high degree of consistency in the practice of geology throughout the United States thereby establishing a sound basis for the development of examinations that are fair to candidates from all regions of the country. A summary of the most recent TAS, completed in 2022 and implemented on exam forms in 2023, can be found on the ASBOG website:

[https://asbog.org/documents/ASBOG%202023%20TAS%20-%20Summary%20Report%20\(June%202023\).pdf](https://asbog.org/documents/ASBOG%202023%20TAS%20-%20Summary%20Report%20(June%202023).pdf). The next TAS is anticipated to be completed in 2029 and implemented in 2030.

ASBOG maintains the FG and PG examinations through use of its Council of Examiners (COE) and generates new questions through Item Writing Workshops. Licensed geoscientists volunteer their time as Subject Matter Experts (SMEs) and attend both COE and Item Writing Workshops to write and evaluate examination questions and answers. In addition to having strong geographic representation, the SMEs bring a diverse set of technical skills that cover each of the eight (8) content domains. The eight (8) established Content Domains for the FG and PG Test Blueprints are listed in the Candidate Handbook:

<https://www.asbog.org/candidates/ASBOG-Candidate%20Handbook-01262024.pdf>.

Related to the COE Workshops, the SMEs work with the ASBOG contracted psychometrician, one for each of the two (2) workshops, to re-evaluate examinations and examination question statistics and to select and edit examination questions. Based on results of the COE workshop, the psychometricians determine final cut scores for the recently administered national examinations.

The focus of the Item Writing Workshops is based on a Gap Analysis of the item banks. The Item Writing Workshops are currently conducted one time per year; new questions developed are added to the item bank for use in future examinations. Future anticipated organizational changes may include a reduction in the number of COE Workshops and an increase in the number of Item Writing Workshop.

Although ASBOG is concerned primarily with the development of standardized written examinations for assessing qualifications of applicants seeking licensure/registration as





professional geologists, ASBOG also provides aggregate data generated by the FG examination to academic departments through its Curriculum Performance Assessment Tool (CPAT- <https://asbog.org/academicassessment.html>). This tool provides geoscience departments an assessment of the quality and relevance of their geoscience curricula and how well the geology faculty is relating an educational background in geology to students at that particular university/college relative to a national standard. These data are reported by the ASBOG® contracted psychometrician from the bi-yearly examinations given for ASBOG's use in generating CPAT reports.

#### 1.4 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.

##### 1.4.1 Qualitative Review of Mandatory Requirements

The Selection Committee will determine whether responses to the mandatory requirements are adequate. All requirements of the Scope of Work and Expected Deliverables (Attachment 1), Qualifications and Experience Specifications (Attachment 2), the Cost Proposal Specifications (Attachment 3), and the procedural requirements described in this RFP are mandatory requirements. Proposals that do not meet a mandatory requirement will be rejected as non-responsive unless ASBOG determines that it is in its best interest to eliminate that mandatory requirement for all Bidders.

##### 1.4.2 Quantitative Review

The Selection Committee will score all proposals that pass the qualitative review of mandatory requirements. All requirements of the Scope of Work and Expected Deliverables (Attachment 1), Qualifications and Experience Specifications (Attachment 2), and the Cost Proposal



Specifications (Attachment 3) are scored. The evaluation process will include a structured review of each section of the response by the ASBOG Selection Committee.



## 2 GENERAL INFORMATION FOR BIDDERS

### 2.1 RFP Communications

The RFP Coordinator is the sole point of contact for ASBOG for this procurement. All correspondence between the 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 parties other than the RFP Coordinator may result in disqualification. Base your proposal 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 address 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 to the RFP Coordinator 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 Executive Committee members, the 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, including exam replacement costs. 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 the Bidder from full compliance with RFP requirements or other contract specifications if the 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. The 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 shall be received only until the proposal due date described in the anticipated bid schedule above. Proposals received after the deadline shall 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 as described in Attachment 1.
- Section 4: Qualifications and Experience Specifications as specified in Attachment 2.
- Section 5: Cost Proposal using the format specified in 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: The Bidder shall disclose any other items of note that may have material 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.
- No Deviations: The Bidder must provide a Scope of Work narrative and Cost Proposal as described in this RFP without deviation. This will allow ASBOG to compare each Bidder proposal on an equal basis.
- Alternative Approaches: If the Bidder chooses to provide an alternative approach, the Bidder shall indicate that an alternative approach has been provided separately as an appendix or attachment. If the Bidder does not intend to provide any alternate approaches, this must be stated in the Executive Summary.

### 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.



- By submitting a proposal, Bidder acknowledges they understand the requirements in Attachment 1, including supplying two (2) psychometricians (or qualified facilitators) to support the twice-yearly COE workshops.
- In order to give Bidders an understanding of the volume of ASBOG examinations administered each time the examination is offered, the following data for the 2019-2023 timeframe is provided as follows:
  - FG Average Number of Test Takers per Examination: 790
  - PG Average Number of Test Takers per Examination: 435

#### 3.3.4 Section 4: Qualifications and Experience Specifications

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

- The 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.
- The 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 of the 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 inclusive of all costs, direct or indirect, and all applicable taxes, as required for the fulfillment of the contract. The Bidder shall use Attachment 3 to provide the necessary pricing data for the proposal evaluation.

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.

ASBOG is a dynamic organization and anticipates near-future changes related to the scope of psychometric services needed. Such changes might include fewer Council of Examiner Workshops, additional Item Writing Workshops and performance of a periodic Task Analysis Survey (TAS). If changes are needed during the term of contract, ASBOG will allow the selected bidder to provide an estimate to support ASBOG with out-of-scope tasks, as needed. If needed, pricing should be provided for out-of-scope items based on negotiations and a full description of any requested services not included in the scope presented in this RFP.

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 successful 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. The 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 at the email address 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.

The procedures must be based on sound testing principles that have been published in the research literature and testing standards (e.g., Standards for Educational and Psychological Testing, 2014). The Bidder shall provide references to the appropriate literature and standards to substantiate that they are meeting this requirement.

### 1. Project Transition

ASBOG's current psychometric services provider will be responsible for all activities associated with the examinations through the Fall 2025 administration. The Winning Bidder will be responsible for the examinations beginning with the Spring 2026 administration, including developing the draft forms for the Spring 2026 examinations for review at the Fall 2025 Council of Examiners. Therefore, the Winning Bidder is expected to attend the Fall 2025 Council of Examiners workshop as part of the psychometric services transition.

The Bidder should describe the processes and procedures that will be used by their project team to assist ASBOG in managing the transition to a new psychometric services provider. This shall include (but is not necessarily limited to):

- Defining all tasks required for a smooth transition of psychometric services.
- Preparing a plan and schedule of all activities and deliverables needed to execute the Scope of Work agreed to in the final contract.

Upon award of the contract, an initial project management meeting will be held with the Executive Committee and the Selection Committee to refine tasks and scheduling details, ensuring that there will be no disruption to examination activities during the transition.

### 2. Import and Maintain Examination Materials

The Bidder shall describe the measures that will be used to import and maintain the ASBOG examination materials:

- ASBOG will provide the FG and PG item banks, including statistical data, in digital format to the Winning Bidder after a contract is signed. The Winning Bidder will be responsible for importing both the FG and PG item banks into their secure item banking software or system for use in executing the tasks described in this RFP.
- No staff, employee, or representative of the Winning Bidder shall copy or reproduce in any manner any part or any items of the FG and PG examinations for any use other than the administration of the examinations on behalf of ASBOG.



- The Winning Bidder agrees that all property and/or proprietary rights in the ASBOG owned materials are expressly reserved to ASBOG, and no property or proprietary rights of any kind are granted to the Winning Bidder.
- The Winning Bidder agrees that if the contract with ASBOG is terminated, all ASBOG owned materials will be returned to ASBOG in a useable digital format acceptable to ASBOG for ASBOG's continued future use.

### 3. Incident Reporting and Breach of Security

The Bidder shall describe the measures that will be used to maintain security of the examinations, including:

- The reasonable means that will be used to prevent the unauthorized reproduction, disclosure or use of the ASBOG examination materials, including but not limited to, requiring all employees or representatives who have access to ASBOG examination materials to maintain the security of the ASBOG examinations.
- How the bidder intends to report all unauthorized or suspected unauthorized access, uses and/or disclosures (incidents) involving ASBOG data to the ASBOG Executive Director immediately upon discovery of the incident.

### 4. Develop and Update Examinations

The Bidder shall describe the measures that will be used to develop and update the FG and PG examinations. Tasks include:

- Bidder will develop and update the FG and PG examinations based on the results of the most recent TAS provided by ASBOG.
- ASBOG currently uses "anchor" items or equators that mirror the content and scope of the examinations and exhibit good statistical properties. These anchor items are used to evaluate the difficulty levels of the examinations and in setting cutoff scores that reflect minimum competency.
- The remaining items in each examination will be selected at random, considering the task classifications for the anchor items in the examinations.
- Items that have exhibited unusual statistical properties on earlier administrations of the examinations will be flagged for review by SMEs during COE Workshops.
- The draft examinations will be reviewed and revised during the COE Workshops. Revisions to the examinations, including the replacement items that are selected during the workshop shall be incorporated into the final drafts, which will be sent to two COE Members selected by ASBOG for final review. The revisions to the final drafts will be incorporated into the final test booklets which will be provided electronically for final review and approval by ASBOG. Digital copies of the final examinations will be transmitted electronically to ASBOG (.pdf and .docx format).



- Additionally, updated backup copies of the FG and PG Item Banks (.docx format) will be provided after each examination administration. The backup copies will contain the text of the items (including active items, Candidate Handbook Items, and those items that have been deleted over the years). This shall include detailed information for each item (e.g., task classification, author, answer key, reference documentation if available, percent correct, and item-total correlation).

#### 5. Conduct Test Development Workshops

The Bidder shall describe the measures that will be used to conduct the ASBOG test development workshops for the FG and PG examinations. ASBOG holds two-day workshops referred to as the COE following each administration of the examinations to address a variety of objectives. The national geology licensure examinations are administered by Prometric simultaneously in the spring and fall of each year (two (2) administrations per year for the FG examination, and two (2) administrations per year for the PG examination). During the COE workshops:

- The SMEs review and evaluate the statistical results on the recently administered forms of the examinations, review candidates' comments, and finalize the answer keys. The SMEs also review and finalize the upcoming forms of the examinations.
- The SMEs are divided into two (2) groups, one working on the FG examination (current administration and future administration), and one working the PG examination (current administration and future administration). The project team must include the services of two (2) psychometricians (or qualified facilitators) to support the activities of the test development workshops (i.e., one for the FG examination group, and one for the PG examination group).
- Updated FG and PG item bank tallies will be provided to ASBOG that list the number of items for each task statement in addition to those tasks that SMEs should target when writing new items. The item statistics (i.e., percent correct values, item-total correlations) from the most recent administration of the examinations will be imported into the FG and PG Item Banks.
- The Winning Bidder will provide 30 paper copies of both the FG and PG exams for the COE workshop. Paper copies will be used by SMEs for review of all items. Numerous figures in both exams are in color, therefore review copies must be in full color and closely replicate the test taker's experience.

#### 6. Item Writing Workshops

The Bidder shall describe the measures that will be used to conduct the ASBOG Item Writing Workshops for the FG and PG examinations. ASBOG holds two separate, one-day workshops where a small group (4-5) of SMEs convene to write questions in target areas. These target areas have been previously identified during a GAP analysis. The Winning Bidder will facilitate these workshops and incorporate new items into the item banking software.



## 7. Scoring Examinations

The statistical performance of test questions can provide useful information in evaluating the examinations. The Winning Bidder will flag items with unusual statistical properties (e.g., extremely difficult, negative item-total correlations) so that SME's have an opportunity to devote additional time to reviewing these items. In addition to this quantitative information, the comments made by candidates taking the examinations should be compiled for review by the SME's.

The Winning Bidder will create documents for review during the COE Workshops that list the statistics for any items that exhibit unusual statistical properties and comments made by candidates taking the examinations. At the COE Workshops, SMEs will review the statistical results from the examinations along with candidates' comments and make final determinations regarding any changes to the answer keys (i.e., items not scored/items double keyed).

The Winning Bidder will re-score the FG and PG Examinations after the COE Workshop based on any changes in the answer keys.

## 8. Establish Cutoff Scores

The cutoff (passing) scores on the FG and PG examinations reflect minimum competency and are determined using a criterion-referenced procedure, which measures candidates' performance levels based on a standard of minimum competency determined by the COE. The passing scores reflect that candidates have at least a minimum level of competency to practice the profession in a manner that safeguards public health, safety, and welfare.

The FG & PG examinations from October 2012, Forms 1210 are considered "benchmark" examinations because the passing scores were determined by having members of the COE rate the difficulty levels of the items in relation to minimum competency using a modified Angoff procedure.

The Winning Bidder will use statistical equating procedures to link the benchmark examinations to subsequent forms of the examinations. Utilizing an Anchor-Test Design, a subset of "anchor" items appearing in earlier forms of the examinations will be repeated in the FG and PG examinations. The anchor items will be repeated in the same or similar positions to eliminate possible "order" effects. Thirty (30) anchor items will be selected for the FG Anchor Test and twenty-six (26) for the PG Anchor Test. The items in the anchor tests will mirror the scope and content of the FG & PG Test Blueprints. All anchor items will exhibit good statistical properties (i.e., positive point-biserial correlations of +0.20 or higher) and fit the Item Response Theory (IRT) model that is used for statistical equating.



The Winning Bidder will evaluate the difficulty levels of the examinations in determining cutoff scores that reflect minimum competency. The Winning Bidder will provide ASBOG with recommended cut-off scores using currently acceptable psychometric procedures and methodologies.

#### 9. Prepare Reports

The Winning Bidder will prepare a summary report that documents the activities of the COE during the workshop, the statistical performance of the examinations, and any changes to the answer keys. The report will be provided to ASBOG following each administration of each examination. The reports will be useful to Member Boards that are interested in reviewing detailed information regarding the performance of the examinations. These reports will also be helpful if the examinations are challenged in court by candidates that have failed one or both examinations.

The Winning Bidder will produce the following reports:

- FG and PG national alphabetical and rank order score report (.docx format).
- FG and PG state alphabetical and rank order score report rosters (.docx format).
- FG and PG score files in digital format for Member Boards that request scores in this format (.xlsx format).
- FG and PG feedback reports for all failing candidates that list all items answered correctly (1) and incorrectly (0) (.docx format) for use during proctored rescoring of the examination at the request of a Member Board.
- FG dataset that contains candidates' proficiency levels for those colleges/universities that are represented by 10 or more examinations for comparison against national norms for use in generating CPAT reports.
- The Winning Bidder will update the FG and PG Cumulative Score files, containing candidates' scores since October 1992, with candidates' names, identification numbers, and scores from the most recent administration of the examinations and provide scores in .xlsx format.
- The Winning Bidder will also update the FG and PG datasets, containing candidates' proficiency levels for each content domain since March 2008, with the most recent administration of the examinations. These files will be transmitted to ASBOG electronically (.xlsx format).

#### 10. Provide Technical Assistance (as necessary)

As part of the ongoing project management associated with the requested scope of work, the Winning Bidder will be expected to work closely with ASBOG and provide technical and policy advice on an as needed basis.

- The Winning Bidder will respond to inquiries from the ASBOG Executive Director, Executive Committee, or designated standing committee members regarding



technical issues associated with the compilation and grading of the FG and PG examinations.

- If necessary, the Winning Bidder will provide expert testimony relative to the soundness and defensibility of the examinations if an examination is challenged in court at the same hourly rates as presented in Attachment 3.

#### 11. Alternatives to Specified Scope of Work (Optional)

The Bidder must provide a Scope of Work and Cost Proposal as described in this RFP without deviation. This will allow ASBOG to compare each Bidder's proposal on an equal basis. However, ASBOG recognizes that Bidders may wish to highlight alternative approaches that may offer benefits to ASBOG including approaches that may increase the security of the examinations, allow for greater efficiency, or provide cost savings.

Any alternative to the Scope of Work described in this RFP shall be provided separately as an appendix or attachment to the Bidder's proposal. As described in Section 3.3.2 of this RFP, the Bidder should state in the Executive Summary of their proposal whether they have provided an alternative approach with their proposal.

To facilitate review by the Selection Committee, the proposed alternative should follow the same format as the main RFP. However, Bidders can refer to pertinent documentation in the main body of their proposal to avoid duplication of information. For example, if the same project team resumés or Bidder references apply to the Bidder's alternative, the Bidder can reference the appropriate section of their Proposal.





## Attachment 2: Qualifications and Experience Specifications

### Bidder History and Background/Relevant Project Experience

#### 1. General information about the Bidder's organization

The 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 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 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, especially immediately prior to and during the testing events. Winning Bidder will ensure that the customer service number is available and staffed from 8:00 a.m. to 5:00 p.m. EST/EDT one month before and during all testing events. Winning Bidder shall also provide a password protected shared online drive (e.g., Google Drive, Dropbox, One Drive) to allow ASBOG personnel and Winning Bidder a secure forum for interaction and exchange of materials.

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.

*This must include a minimum of two psychometricians (or qualified facilitators) to conduct the examination workshops at each Council of Examiners workshop.*

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 employee 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 Specifications

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 consists of the Cost Proposal Bid Sheets for Contract Years 1, 2, and 3, and a Cost Proposal Summary Worksheet. The cost proposal must include any and all costs the Bidder wishes to have included in 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 Summary Worksheet 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.

Please note: ASBOG will cover the following logistical aspects of implementing tasks of this scope of work: announcement/messaging, registration, meeting space, technical reference books, light refreshments, and lunches for Council of Examiners (COEs) workshops. The Winning Bidder's cost proposal should account for their travel costs (airfare, etc.) of providing two psychometricians or qualified facilitators to attend both the Spring and Fall COEs workshops.

ASBOG anticipates the use of a single Master Agreement under which there will be a provision for general technical assistance to cover projects that may involve psychometric services. 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 shall have the sole option to extend the Contract upon the same terms and conditions on an annual basis for a period of up to three additional years. The Bidder shall include percentage rate increases (if any) for each option year(s) in the base bid submittal and include that information in the Cost Proposal Summary Sheet.



Cost Proposal Bid Sheet - Contract Year 1 August 2025 through December 2025						
Tasks/Deliverable	Delivery Date	Non-Labor	Hours	Rate	Total Labor	TOTAL
<i>Transition/Miscellaneous/Administrative</i>						
Project Planning and Management	All Year	\$		\$	\$	\$
Project Transition	September 15, 2025	\$		\$	\$	\$
Import/Maintain Item Bank	September 15, 2025	\$		\$	\$	\$
<i>Exam Development, Administration, and Scoring Activities: Winning Bidder will start by developing, scoring/setting cut off scores, and preparing reports for the examinations to be administered in Spring 2026. This will include attending the Fall 2025 COE in preparation for the Spring 2026 exams, the Spring 2026 COE, and the Fall 2026 COE. Winning Bidder will coordinate with current psychometrician (Jack Warner, Test, Inc) in all transition processes.</i>						
Incident Reporting & Security	All Year	\$		\$	\$	\$
Develop FG & PG Exams	Spring/Fall	\$		\$	\$	\$
Conduct Test Development Workshops	Spring/Fall	\$		\$	\$	\$
Conduct Item Writing Workshops	Spring/Fall	\$		\$	\$	\$
Score Examinations and Set Cut Off Scores	Spring/Fall	\$		\$	\$	\$
Prepare Reports	Spring/Fall	\$		\$	\$	\$
<i>Technical Assistance: Bidder should assume 20 hours for general technical assistance for bidding purposes only. This is not a guarantee of a minimum number of hours for this task.</i>						
General Technical Assistance	All Year	\$	20	\$	\$	\$
Total Estimate for August 2025 through December 2025						\$



**Cost Proposal Bid Sheet - Contract Year 2**  
**January 2026 through December 2026**

Tasks/Deliverable	Delivery Date	Non-Labor	Hours	Rate	Total Labor	TOTAL
<i>Transition/Miscellaneous/Administrative</i>						
Project Planning and Management	All Year	\$		\$	\$	\$
<i>Exam Development, Administration and Scoring Activities:</i>						
Incident Reporting & Security	All Year	\$		\$	\$	\$
Develop FG & PG Exams	Spring/Fall	\$		\$	\$	\$
Conduct Test Development Workshops	Spring/Fall	\$		\$	\$	\$
Conduct Item Writing Workshops	Spring/Fall	\$		\$	\$	\$
Score Examinations and Set Cut Off Scores	Spring/Fall	\$		\$	\$	\$
Prepare Reports	Spring/Fall	\$		\$	\$	\$
<i>Technical Assistance:</i>						
General Technical Assistance	All Year	\$	20	\$	\$	\$
Total Estimate for 2026						\$



**Cost Proposal Bid Sheet - Contract Year 3  
January 2027 through December 2027**

Tasks/Deliverable	Delivery Date	Non-Labor	Hours	Rate	Total Labor	TOTAL
<i>Transition/Miscellaneous/Administrative</i>						
Project Planning and Management	All Year	\$		\$	\$	\$
<i>Exam Development, Administration and Scoring Activities:</i>						
Incident Reporting & Security	All Year	\$		\$	\$	\$
Develop FG & PG Exams	Spring/Fall	\$		\$	\$	\$
Conduct Test Development Workshops	Spring/Fall	\$		\$	\$	\$
Conduct Item Writing Workshops	Spring/Fall	\$		\$	\$	\$
Score Examinations and Set Cut Off Scores	Spring/Fall	\$		\$	\$	\$
Prepare Reports	Spring/Fall	\$		\$	\$	\$
<i>Technical Assistance:</i>						
General Technical Assistance	All Year	\$	20	\$	\$	\$
Total Estimate for 2027						\$



Cost Proposal Summary Worksheet			
Total Estimate Contract Year 1: Aug 2025 -Dec 2025	\$	Percentage Rate Increase for Possible Contract Extension: 2028	
Total Estimate Contract Year 2: Calendar Year 2026	\$	Percentage Rate Increase for Possible Contract Extension: 2029	
Total Estimate Contract Year 3: Calendar Year 2027	\$	Percentage Rate Increase for Possible Contract Extension: 2030	
Hourly Rates for Project Team Members (Add additional cells as necessary)			