REQUEST FOR PROPOSAL
CONSTRUCTION SPECIFIER INSTITUTE
PSYCHOMETRIC SERVICES FOR EXAMINATIONS

Purpose:

This RFP from the Construction Specifier Institute (CSI) solicits psychometric and testing services for the certification examinations.

Background:

1. Founded in 1948, CSI is a national not-for-profit association of more than 6,000 members dedicated to improving the communication of construction information through continuous development and transformation of standards and formats, education, and certification of professionals to improve project delivery processes.
2. CSI administers four certification examinations.
   a. Construction Documents Technology (CDT®) — A comprehensive overview for anyone who writes, interprets, enforces, or manages construction documents. Two hours; 120 multiple-choice questions
   b. Certified Construction Specifier (CCS®) — Demonstrates excellence in specifications and contract document preparation. Four hours; 170 multiple-choice questions
   c. Certified Construction Contract Administrator (CCCA®) — Truly understands all facets of the construction process and contractual relationships. Four hours; 150 multiple-choice questions.
   d. Certified Construction Product Representative (CCPR™) An in-depth understanding of the construction process and superior ability in effective representation. One-and-a-half hours; 70 questions.
3. CSI offers certification examinations twice annually, in the spring and the fall. Registration to apply to sit for an exam opens in the winter (February) and summer (August), respectively. Each exam offering is open for approximately one month. Candidates have the option to use in-person testing centers or remote proctoring.
4. CSI will need approximately 500 spots for candidates each cycle.

Scope of Work:

Areas of interest include but are not limited to, methods to improve the effectiveness and efficiency of the development, design, administration, and scoring for all four examinations.

Examination Development and Psychometric Services

1. Provide expertise in the development of an examination as requested.
2. Perform psychometric analysis of examinations and preparation of summary materials and final report. (Pre-Score Analysis, Equating Analysis, Scoring and Report)

3. Prepare technical psychometric reports of examination performance.
4. General management of psychometric activities including the development of new projects.
5. Manage data files for analysis as needed. If computer-based testing is used, file will be retrieved from the computer test administration vendor.
6. Prepare and provide the following statistics/reports for each test administration:
    a. Scoring spreadsheet includes pass point, total score, domain correct, domain percent scores, and pass/fail status for each candidate.
    b. Factor analysis of examiner ratings.
    c. Descriptive statistics and reliability of assessment forms and items.
    d. Reliability and agreement of examiners.
7. Facilitate standard-setting exercises for all examinations as needed.
8. Facilitate Problem Item Notification(PIN) call following each examination.

Exam Administration

1. Administer and provide test delivery services for certification exams to candidates via a network of testing centers and remote proctoring online.
2. Testing Centers will have consistent amenities and test delivery environments for Candidates and shall be open on those days and hours that are customary in the area's business location.
3. All testing centers need to be accessible to Candidates with disabilities.
4. All exams must be monitored by one (1) proctor using any of the following methods:
    a. Direct viewing of the testing area;
    b. Proctor walk-throughs of the testing area;
    c. Video monitoring, with or without audio; or
    d. Other methods sufficient to visually ensure testing area security.
5. Coordinate with CSI to establish test dates for each year cycle no later than eight (8) months before the scheduled test administration.
6. Schedule and register eligible Candidates and send the confirmation of the scheduled exam date.
7. Publish CSI's examinations onto the delivery system for test administration.
8. Provide standard candidate reports through an online reporting system:
    a. Registration History
    b. No-Shows
    c. Cancellations
9. Prepare and distribute candidate scores

Optional

The following items should be considered in the proposal on an optional basis and CSI will communicate the need for services annually.

1. Prepare and deliver webinar or in-person item writing training.
2. Review item writing assignment output and provide personalized coaching sessions to item writers.
3. Evaluate exam form and prepare final report with recommendations, including proposed replacement items (if provided).

4. Test Form Development and Review
5. Item Banking Software
6. Job Practice Analysis
7. Item Editing
8. Item Bank Gap Analysis
9. Item Review and Approval

Requirements:

1. Dedicated psychometrician with a Ph.D., Ed.D., or equivalent experience.
2. Summary proposal that demonstrates an understanding of the requested project, including any anticipated problems or obstacles.
3. Overview of the annual activities as it relates to the psychometric analysis of the examinations.
4. Provide an itemized proposed budget.
5. Provide prior experience with psychometric analysis and references.
6. Must be committed to continuous quality improvement in the services provided to maintain the technical quality and legal defensibility of all work.
7. Must abide by the relevant Standards for Educational and Psychological Testing.

All proposals should be submitted no later than 07/31/2024 electronically via the email address below.

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