

CEC RFP

**Special Education Paraeducator Certification Exam Question Development and Validity
Study**

REQUEST FOR PROPOSAL (RFP)

from

The Council for Exceptional Children (CEC)

Contact:

Council for Exceptional Children
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Background

I. About Organization

The Council for Exceptional Children (CEC) is a professional association of educators dedicated to advancing the success of children with exceptionalities. We accomplish our mission through advocacy, standards, and professional development. We have three core values:

- a. Visionary Thinking: Demonstrated by forward-thinking and courageous decision making dedicated to excellence and influence in an evolving environment
- b. Integrity: Demonstrated by ethical, responsive behavior, transparency, and accountability
- c. Inclusiveness: Demonstrated by a commitment to diversity, caring, and respect for the dignity and worth of all individuals

The Council for Exceptional Children has a small staff and most of the work will be done by our Executive Director, Associate Executive Director, Senior Director of Professional Development and Standards, and a contract worker. For the point of this RFP, all communications to the selected vendor will originate with the Senior Director of Professional Development and Standards.

II. Purpose of Project

CEC is requesting a proposal from vendors to develop a multiple-choice test question library (minimum of 246 questions) aligned to the CEC Core Competencies for Special Education Paraeducators with validation and reliability. The test question bank should have 3 questions for each component (82 total). All questions should have content validation and reliability for question construction.

III. Existing Resources

The CEC Core Competencies for Special Education Paraeducators include seven broad competency areas: *(a) professional learning and ethical practice; (b) learner development and individual differences; (c) special education services and supports in the learning environment; (d) assessment; (e) instructional supports and strategies; (f) social, emotional, and behavioral supports; and (g) collaboration with team members.* Together, these seven broad competency areas provide a comprehensive framework for the required knowledge and skills all paraeducators need to safely and effectively support students with disabilities in K-12 settings. Competencies and their components are found at

<https://exceptionalchildren.org/standards/competencies/core-competencies-special-education-paraeducators>

Project Requirements

IV. Project Objectives

- Develop 3 multiple choice questions for each of 82 competency components for a minimum of 246 questions with 4 answer options each to be owned solely by the Council for Exceptional Children.
- Questions must be original and not discoverable from another source.
- Format the questions so they can be included in random order, and answer options can be randomized within each question.
- No questions can utilize “all answers are correct”, “no answers are correct”, double-negatives, or “all but” as an answer option.
- Questions must be independent of each other (not scenarios for multiple questions).
- Align each question to a specific competency component.
- Validate the question content.
- Provide reliability data for each question and answer.

V. Scope of Project

- Develop 3 questions for each of 82 competency components (246 questions total), content validate, and ensure test reliability for all questions
 - Competency 1: Professional Learning and Ethical Practice; 16 components (48 questions total)
 - Competency 2: Learner Development and Individual Learning Differences; 15 components (45 questions total)
 - Competency 3: Special Education Services and Supports in the Learning Environment; 17 components (51 questions total)
 - Competency 4: Assessment; 5 components (15 questions total)
 - Competency 5: Instructional Supports and Strategies; 12 components (36 questions total)
 - Competency 6: Social, Emotional, and Behavioral Supports; 12 components (36 questions total)
 - Competency 7: Collaboration with Team Members; 5 components (15 questions total)
- Question Library/Bank: Create the test question library to be submitted in Excel (template to be provided)

VI. Project Due Dates

- Phase 1: Submit a sample of at least 25% of the drafted test questions due to CEC within 60 days of acceptance of the contract.
- Phase 2: Question Library with associated validity and reliability data is due to CEC by February 1, 2027. This certification exam is expected to launch in 2027.

Submission Information

VII. Schedule of Evaluation Process

RFP distributed to vendors	May 1, 2026
Intent to bid due*	May 22, 2026
RFP questions due*	May 29, 2026
Deadline for proposals	June 19, 2026
Notification begin	June 30, 2026
Signed contract due	August 1, 2026

*Submitting an intent to bid is optional. However, only those who submit an intent to bid OR submit questions will be given the final RFP with questions/responses. Intent and questions should be submitted by 5 pm ET to certification@exceptionalchildren.org . NO UNSCHEDULED PHONE CALLS.

VIII. Submission Requirements

Submit proposals by 5 pm ET, June 19, 2026, to:

certification@exceptionalchildren.org

Submissions should include:

- 1) Scope of Service (including any assumptions)
- 2) Plan to establish validation and reliability
- 3) Plan for staffing the project and appropriate bios
- 4) Timeline for development
- 5) Samples of products to review
- 6) Costs for project

IX. Evaluation Criteria

- Costs of project with flat fee structure
- Timeline and ability to complete project by deadline
- Training, knowledge, and experience with test development
- Procedure for validation and reliability