

CEC Redesign RFP

Transition 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 in coordination with Division on Career Development and Transition (DCDT) is requesting a proposal from vendors to develop a multiple-choice test question library (minimum of 285 questions) aligned to the CEC Transition Competencies with validation and reliability. The test question bank should have 5 questions for each competency component (57 total). All questions should have content validation and reliability for question construction. We need a digital question bank that interfaces with multiple database systems.

III. Existing Resources

The CEC/DCDT Transition Competencies include seven broad competency areas: *(a) transition content knowledge; (b) transition assessment; (c) transition programs, services, and equitable outcomes; (d) transition research and adequacy; (e) transition leadership and policy; (f) transition professional and ethical practice; and (g) collaboration.* Together, these seven broad competency areas provide a comprehensive framework for equitable, inclusive, and effective secondary transition programs, services, and practices that empower students and youth with disabilities to achieve meaningful postschool success in the areas of education, employment/training, and community engagement. Competencies and their components are found at

<https://exceptionalchildren.org/standards/competencies/core-competencies-transitions-specialists?srsId=AfmB0oqi93sUitOqmIe0W9apJ3lpzF4j45m8gfmzsX4KvXff8nlVDuxM>

Project Requirements

IV. Project Objectives

- Develop 5 multiple choice questions for each of 57 competency components for a minimum of 285 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 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” or “no answers are correct” 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 5 questions for each of 57 competency components (285 questions total), content validate, and ensure test reliability for all questions
 - Competency 1: Transition Content Knowledge 12 components (60 questions total)
 - Competency 2: Transition Assessment 10 components (50 questions total)
 - Competency 3: Transition Programs, Services & Equitable Outcomes 9 components (45 questions total)
 - Competency 4: Transition Research & Inquiry 6 components (30 questions total)
 - Competency 5: Transition Leadership & Policy 9 components (45 questions total)
 - Competency 6: Transition Professional & Ethical Practice 7 components (35 questions total)
 - Competency 7: Collaboration 4 components (20 questions total)
- Question Library/Bank: Create the test question library

VI. Project Due Dates

- Phase 1: Submit a sample of at least 25% of the drafted test questions due to CEC within 30 days of acceptance of the contract.
- Phase 2: Question Library with associated validity and reliability data is due to CEC by January 20, 2026. This certification exam is expected to launch in March 2026.

Submission Information

VII. Schedule of Evaluation Process

RFP distributed to vendors	October 24, 2025
Intent to bid due*	November 3, 2025
RFP questions due*	November 3, 2025
Deadline for proposals	November 14, 2025

Notification begin
Signed contract due

November 24, 2025
November 26, 2025

*Intent and questions should be submitted by 5 pm EDT to certification@cec.org . NO PHONE CALLS.

VIII. Submission Requirements

Submit proposals by 5 pm EDT, November 14, 2025, to:

certification@cec.sped.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