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Request for Proposal

Introduction: Since 1988, the American Board for Transplant Certification (ABTC®) has promoted excellence in organ transplantation through specialty certification. As the only accredited certifying body for organ donation and transplant professionals, ABTC establishes education and competency standards while promoting continued professional growth.



ABTC is an independently incorporated, not for profit organization managed by a volunteer governing board, a group of fully certified organ donation and transplantation professionals who strongly believe all patients deserve safe, high quality care. With experts at the helm and a mission driven by the importance of lifelong learning, ABTC certification is a mark of true excellence in organ donation and transplantation. Learn more at abtc.net.

Project Need: The American Board for Transplant Certification is seeking Request for Proposals (RFPs) from psychometric firms to conduct a comprehensive job task analysis (JTA) to review the necessary tasks, skills, knowledge and competencies, and latest trends for transplant professionals. The proposal must include all steps of the JTA with the end goal of updating the current blueprint of the following exams:

- Certified Procurement Transplant Coordinator (CPTC®) -2024
- Certified Transplant Preservationist (CTP®)-2025
- Certified Transplant Financial Coordinator (CTFC)- 2025 (tentative)

Firms may write proposal for one, two or all exams.

The Scope of Work: will include, but is not limited to, the following:

1. Conduct a comprehensive review of the current job task analysis and identify areas requiring updates or modifications.

2. Employ current and robust data collection methods to gather input from subject matter experts.
3. Analyze and document current certified professionals' updated knowledge, skills, and tasks.
4. Recommend revisions to the current examination blueprint based on the captured analysis.
5. Ensure the project is executed closely with our internal teams to reflect the certification body's standards and expectations.

Psychometric Vendor Qualifications:

Vendors will possess the following qualifications.

- Demonstrated expertise in conducting job task analyses, especially within professions requiring certification.
- A deep understanding of certification standards and the role of job task analysis in upholding these standards.
- Proven ability to gather comprehensive data with industry and subject matter experts.
- Strong analytical capabilities to interpret data and make informed recommendations.
- A track record of successful similar projects supported by references or case studies.

Proposal Submission:

Proposals must contain the following sections with the information requested:

1. Understanding

- Briefly establish the firm's general understanding of the entire project.

2. Statement of Work

- Describe the methodology the firm intends to use in completing each project task.
- Indicate the project schedule.
- Describe all deliverables.
- Describe all proposed meetings (virtual and/or in person) needed to complete the activities described in this RFP.

3. Management and Staffing Plan

- Identify who will be the lead contact for ABTC and who will facilitate subject matter expert meetings. Include psychometrician staff resumes or curriculum vitae in an appendix.
- Include a list of any subcontractors/partners and whether separate agreements/contracts for said subcontractors/partners would be required.

4. Experience and Professional References

- Document firm experience relevant to the project and explain how the firm will ensure all processes comply with industry standards.
- Provide the following information for three performance references from work on similar projects: description of the project, name, affiliation, title, and current telephone number and email address of the principal to be contacted.

5. Budget

- Include cost and any discounts for multiple projects

Submission: Proposals must be submitted no later than May 24, 2024.

Selection Process:

Proposals will be evaluated based on expertise, approach, ability to meet certification standards, project management methodology, and cost. ABTC reserves the right to reject any proposal and accepts no responsibility for the price of proposal preparation.

Bidding and Contractual Information:

Proposals must be signed by an official authorized to bind the bidder to their provisions. They must indicate that they are valid for at least 90 days from the date of submission.

Contact Information: Please email proposal of the details mentioned above to ABTC's Executive Director, Heather Andolsen, no later than May 24, 2024, at 5 p.m. All who apply will receive an email confirmation of receipt.