

Request for Information (RFI) for Administration Tool and Case Banking System

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Response Deadline: August 29, 2025

Issued By: American Board of Emergency Medicine (ABEM)

Contact Information

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1. Introduction

ABEM is seeking information from qualified vendors to develop a Case Banking System with two primary components: (1) a user-friendly interface to leverage case data for standardized, in-person exam administration and (2) a comprehensive case bank to support the creation, editing, management, and metadata-driven organization of exam cases. This RFI aims to gather information about vendor capabilities, technical expertise, and potential solutions to inform an efficient organizational decision

2. Project Overview

Project Name: Certifying Exam Case Bank and Administration Tool

Objective: To develop a secure, intuitive platform for creating, and managing robust metadata to facilitate case selection, item development tracking, and content inventory. In addition, using selected data to support in-person administration of exam cases with a user-friendly interface for examiners to follow scripts, and share stimuli on demand.

Scope: Build a scalable, cloud-based system to support case creation, metadata-driven case management, multi-user collaboration, secure storage, and in-person case administration, with output options that allows for browser-based display and case administration.

Key Features for Case Administration:

*Would like a beta version by November

- Examiner interface for in-person administration, including:
 - A standardized script with prompts to guide case delivery.
 - Integrated documentation by the examiner of candidate behavior (e.g., a checklist of expected behaviors or free text notes)
 - Ability for examiner to display case visuals to candidates when prompted (i.e. pdf, image, or video)
 - Printable output of case details for proctors.

Key Features for Case Bank:

- Intuitive user interface for creating cases and entering metadata to support case selection, and inventory content in various development stages.
- Capability to import exam blueprint and track item development areas needing content.
- Multi-user collaboration (e.g., tagging users, adding questions, simultaneous case review).
- Defined user type roles to provide different levels of access/rights to system.
- Provide expanded admin rights for staff.
- Provide flexible metadata management to support case categorization (e.g., display certain fields based on case type)
- Secure AI-powered tools to assist with case writing, editing, and selection.
- Support for adding stimulus files (e.g., .pdf, .jpg, .mov4) and applying metadata to the stimulus.
- Item versioning to view and revert to previous case versions.
 - Support for collaborative editing with version tracking.
- Commenting functionality for case commenting and feedback, with clear indicators to show when input has been reviewed or acknowledged.
- Intuitive staff interface for assigning and editing cases.
- Case cloning capability.
- Case selection for in-person exam administration, driven by metadata (e.g., case type, development stage, or content gaps).
- Reporting tools to generate case-related reports, including metadata-driven reports for content inventory and development status.
- Read-only mode for reviewing selected cases.

Key Features for System:

- ABEM branding on outward facing content
- Secure storage and robust backup plans.
- Provide conceptual wireframes/mockups, covering both the case development interface/workflow and the examiner administration interface for discussion and focus group feedback.

Target Users: ABEM Staff, Case Developers/SME's (writers and editors), Case Examiners

3. Vendor Information Requested

Please provide the following details to help us evaluate your organization's capabilities:

3.1 Company Overview

- Company name, headquarters location, and years in business.
- Overview of core services and expertise in software development, particularly for educational, assessment, or proctor-administered platforms.

3.2 Experience and Qualifications

- Examples of similar projects (e.g., exam banking systems, metadata-driven content management, or proctor-administered systems) completed in the past 3–5 years, including project scope, technologies used, and outcomes.
- Relevant certifications (e.g., ISO 27001 for security, CMMI, or education-specific standards).
- Key personnel who would be assigned to this project (roles, experience, and qualifications).

3.3 Technical Capabilities

- Technologies, frameworks, and programming languages your team specializes in (e.g., Python, JavaScript, React, Node.js, cloud platforms like AWS or Azure).
- Experience with secure AI integration for content creation/editing, cloud-based systems, and file management (.pdf, .jpg, .mov4).
- Experience with metadata-driven systems and logic.
- Experience/Approach to designing user-friendly interfaces.
- Approach to quality assurance, testing, code management, version control, and post-deployment support.
- Security measures for data storage, user authentication, and compliance with standards.

3.4 Project Approach

- Software development methodology (e.g., Agile, Scrum, Waterfall) and how it supports collaboration and iterative feedback.
- Tools for project management and collaboration (e.g., Jira, Confluence, Slack).
- Approach to requirements gathering, stakeholder communication, and delivering wireframes/mockups for both case development (including metadata management) and examiner administration interfaces.
- Process for implementing track changes, versioning, multi-user collaboration, and metadata-driven functionality.

3.5 References

- Provide at least 2–3 client references for similar projects (e.g., educational platforms, assessment systems, or metadata-driven tools), including contact details and a brief description of the work performed.

3.6 Preliminary Cost and Timeline Estimates

- High-level estimate of costs for a project of this scope (rough range or cost model, if possible).
- Estimated timeline for key phases (e.g., planning, wireframe development, coding, testing, deployment).

3.7 Additional Information

- Recommendations for innovative features (e.g., AI-driven case analysis, metadata-driven reporting, or optimized proctor interfaces for in-person administration).
 - Suggestions for metadata structures to support case selection, item development tracking, and content inventory management.
 - Potential risks or challenges (e.g., secure AI implementation, metadata management, or proctor interface usability) and mitigation strategies.
 - Questions or clarifications needed to better understand the project requirements.
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4. Submission Instructions:

Responses should be submitted via form.

Submission Method: [RFI Response Form](#)

Deadline: **August 29, 2025**

Questions: Direct any questions to Christina Tisdale, ctisdale@abem.org

5. Confidentiality

All information provided in this RFI and your response will be treated as confidential and used solely for the purpose of evaluating potential vendors. Vendors are expected to maintain confidentiality regarding the project details.

Thank you for your interest in this opportunity. We look forward to your response!