



Institute for Credentialing Excellence

Community. Competence. Credibility.

Request for Proposal

FOR SERVICES RELATED TO
UPDATING THE JOB ANALYSIS FOR THE I.C.E. CERTIFIED CREDENTIALING
PROFESSIONAL® (ICE-CCP®) PROGRAM

I.C.E. is a nonprofit, tax-exempt 501(c)(3) membership association for credentialing organizations. I.C.E. serves as a clearinghouse for information on the latest trends and issues of concern to practitioners and organizations focused on certification, licensure, and human resources development.

This Request for Proposal (RFP) is for conducting an updated Job Analysis for the I.C.E. Certified Credentialing Professional® (ICE-CCP®) program.

A. Purpose

The purpose of this RFP is to solicit confidential proposals (shared only with [Certification Services Council members](#) charged with advising on this project) for conducting an updated Job Analysis for the ICE-CCP program. This RFP is intended to provide bidders with an appropriate understanding of the goals and requirements for these activities; however, bidders are encouraged to propose creative and effective approaches that may extend beyond the elements described.

B. Schedule

RFP Issued	May 7, 2026
Indication of Interest in Participation	May 14, 2026
Deadline for Questions	May 21, 2026
Responses to Interested Participants	May 25, 2026
Proposals Due	June 8, 2026
Finalist Selection	Week of July 6, 2026

C. Contract Length

The service contract will be designated for a period of not more than 18 months, with a termination date of December 31, 2027, unless otherwise agreed upon or renewed.

D. Information Required in Proposal

1. Describe the methods and procedures that you will use to provide the required services as described in Section F, Scope of Services. Your description should address each area set forth in that section.
2. Describe the cost for the project. Price optional components separately.
3. Provide a description and history of the company. Include the years of operation and information on the background, experience, and credential(s) of the specific individual(s) that will be assigned to the project.
4. Describe your company's experience with Job Analysis projects and experience with certification and/or accreditation clients.
5. Upon request, please provide a list of three references who will speak about your company's services within the past five years. Provide name, address, phone number, and email address.
6. Provide the name of the person at your company to contact should I.C.E. have any questions about items in the submitted proposal response.
7. Disclose any current or recent relationships that may present a real or perceived conflict of interest, including work with I.C.E. partners, competitors, test development vendors, or exam preparation providers.

E. Proposal Preparation

All proposals should follow the outline below:

Section 1

- About (your company)
- Mission, philosophy, and culture
- Company Information (including years of operation)
- Areas of expertise relevant to this project.

Section 2

- Description of the approach to take in conducting the Analysis and producing the Final Report
- Staff assigned to the project

- Costs and payment schedule
- References

F. Scope of Services

The following is a list of proposed Tasks and Activities.

Preparatory Research and Analysis

- Review of current Job Analysis (completed by PSI in 2021)
- Research developments in the profession.
- Conduct planning meeting(s) with I.C.E. staff and Certification Services Council

Survey Development and Administration

- Facilitate meeting(s) with Job Analysis Committee
- Define the target audience(s) for survey administration (e.g., certificants, non-certified individuals, or other relevant stakeholders)
- Develop and pilot test survey instrument.
- Include appropriate rating scales (e.g., frequency, importance, and/or criticality) aligned with industry best practices.
- Propose an expected response rate and/or strategy to achieve an adequate and representative sample size.
- Administer and monitor survey.

Test Specifications Development

- Analyze survey results using appropriate statistical method(s).
- Clearly define decision rules for task inclusion, exclusion, and weighting based on survey data.
- Describe the methodology used to translate survey results into recommended test specifications (e.g., domains, subdomains, and weighting)
- Meet with Job Analysis Committee to review findings and finalize specifications.

Job Analysis Report

- Produce a final report documenting methodology, analyses, and outcomes.
- Include a validated content outline and recommended test specifications.

- Provide supporting documentation suitable for accreditation and/or audit purposes.

Companies should clearly describe their methodology for each phase, including approaches to sampling, data analysis, and validation to ensure the results are reliable, representative, and aligned with current professional standards.

I.C.E. anticipates starting this project in the second half of 2026 and completing it in the first half of 2027. I.C.E. welcomes proposals that include phased or alternative approaches designed to optimize cost efficiency while maintaining methodological rigor.

G. Submission Instructions

1. Submit the proposal electronically to Linda Anguish, Director of Certification Services, at linda.anguish@credentialingexcellence.org.
2. If you have examples of any publications or other work products you would like to share with the committee that cannot be shared electronically, send to:

Denise Roosendaal
Executive Director
Institute for Credentialing Excellence
2001 K Street, NW, 3rd Floor
Washington, DC 20006

3. Proposals must be signed and dated by an authorized principal.
4. Questions regarding the proposal and RFP process may be submitted electronically to Linda Anguish at:
linda.anguish@credentialingexcellence.org.

H. Terms Applicable to the Proposal

1. This RFP is not an offer to contract.
2. I.C.E. reserves the right to accept or reject any proposal.
3. The bidding company assumes all costs in the preparation of the proposal and any potential costs associated with the interview process.
4. Proposals are required to be valid for a minimum of six months (180 days) after the date of submission.
5. I.C.E. agrees to keep your proposal and the fees confidential.

The bidding company agrees to keep the information about I.C.E. shared in the RFP confidential. A Non-Disclosure Agreement (NDA) will be required at the time of contract award.

I. Evaluation of Proposals

A preliminary review of all proposals will be conducted by I.C.E. Management with input from members of the Certification Services Council charged with this project. Evaluation will be based on the bidding company's capability to provide the information required in Sections E and F, according to the specifications outlined in Section G and the Terms noted in Section H. Among other considerations, the evaluation will address:

1. Qualifications of the individual(s) to be identified as the project lead(s).
2. Experience in the specific services outlined and in providing similar services to other client organizations.
3. Company resources (e.g., depth of expertise in the areas outlined in this RFP)
4. References offered by other organizations using your services (if requested)
5. Interviews with submitting companies, as needed.
6. Overall price for services and anticipated I.C.E. staff support required for project (in phases if applicable)
7. I.C.E. Membership status. Membership is not required of the successful bidding company but may be viewed as a differentiator.
8. Evaluation will consider qualifications, relevant experience, proposed methodology, cost, and ability to meet project timelines.

J. List of Appended Materials

The following key documents, which may be of assistance in preparing your proposal, are appended to this RFP:

ICE-CCP Examination Content Outline

List of Current Partners

List of Current Certification Services Council Members

K. Brief History of I.C.E.

Established in 1977, the Institute for Credentialing Excellence (I.C.E.) is a nonprofit [501(c)(3)] corporation and the leader in setting quality standards for credentialing organizations. Through its Annual Conference (of approximately 900 attendees), webinars, and publications, I.C.E. serves its membership as a clearinghouse for information on the latest trends and issues of concern to practitioners and organizations focused on certification, licensure, and human resource development. As an organization, I.C.E. has

broadened the public's understanding of credentialing and promoted the interests of the profession. Providing forums for ongoing education and information sharing among its members, I.C.E. believes these activities build a common purpose among its members, establishing a network of support that makes them more knowledgeable professionals. The National Commission for Certifying Agencies (NCCA) provides third-party accreditation for personnel certification programs if they are deemed qualified. Key to I.C.E.'s success has been the number of credentialing bodies seeking accreditation from I.C.E.'s Accreditation Services components, NCCA and ACAP (Assessment-based Certificate Accreditation Program).

NCCA Commissioners and ACAP Council members evaluate those programs that apply against NCCA's *Standards for the Accreditation of Certification Programs* and the *ICE 1100 Standard for Assessment-based Certificate Programs* (an American National Standard). Those programs that comply with the objective and nationally recognized standards earn accreditation for a period of five years. NCCA- and ACAP-accredited programs must remain in compliance throughout the accreditation period, as evidenced by filing Annual Reports. The I.C.E. Certification Services Council may decide to pursue accreditation for the ICE-CCP during the period of this contract. Experience in providing technical assistance to accredited programs is preferred.

I.C.E.'s membership currently consists of more than 400 organizational, sustaining, affiliate, and individual members. More than 3,800 individuals are represented within these membership categories. Over 300 certification programs administered by 125 I.C.E. member organizations have attained NCCA accreditation. The successful bidder(s) will gain increased exposure to this audience, many of whom represent the target audience for the ICE-CCP.

Please visit I.C.E.'s website at www.credentialingexcellence.org for more information.

I.C.E. is currently managed by a management organization. Currently, I.C.E.'s staff consists of an Executive Director reporting to the Board of Directors and approximately six additional full-time or part-time employees: Associate Executive Director, Director of Certification Services, Manager of Accreditation Services, Education Coordinator, Accreditation Coordinator and Operations and Accreditation Associate. In addition to this membership and operations team, other members of the management staff are available for consultation and support regarding such things as convention/meeting planning, educational program services, web development, financial management, government relations, and human resource services.

I.C.E.'s Mission/Vision

Mission: Lead through accreditation, advocacy, education, innovation, research, and standards to enhance the value of credentialing organizations.

Vision: Excellence in credentialing provides a safe, effective, and ethical workforce.

L. ICE-CCP

Development work for the ICE-CCP began in 2020. Through the generosity and cooperation of a number of Industry Partners, the foundation of the program was established with the contributions of more than 50 volunteer Subject Matter Experts. A beta exam was conducted in October-November 2021. Approximately 150 candidates participated in the beta exam, which consisted of 200 multiple-choice items administered via Live Remote Proctoring. Since that time, the number of certified individuals has grown to more than 330.

While the audience for the certification is somewhat specialized, I.C.E. believes there is growth potential and welcomes the successful bidder's ideas. In their responses to I.C.E.'s post-exam survey, the majority of ICE-CCPs have 6-10 years of experience in the credentialing field and identify their roles as either Manager or Director. The successful bidder will gain direct exposure of their services to this highly relevant audience.

Appendix A

Link to Current [Exam Content Outline](#)

The following Industry Partners currently provide services for the ICE-CCP:

- [Heuristic Solutions](#) (CMS)
- [Meazure Learning](#) (Test Development and Delivery, Psychometric Services)

2026 Certification Services Council

- **Janice Moore, ICE-CCP**, SeaCrest (Chair)
- **Danny Breidenbach, PhD, ICE-CCP**, PSI Services (Vice Chair)
- **Nicholas Soto, CAE**, Construction Management Association of America (Immediate Past Chair)
- **Andrew Dwyer, PhD, ICE-CCP**, American Board of Pediatrics
- **Megan Gordon, ICE-CCP** (CrowdStrike)
- **Linda Lysoy, MS, MCHES®, CAE**, Consultant
- **Carla M. Messikomer, MA, PhD**, Public Member
- **Liberty Munson, PhD**, Microsoft Corporation
- **Joel Oliva, ICE-CCP**, CCO Certification
- **Michelle Porter, CAE**, CGi
- **Jared Riel, ICE-CCP**, American Board of Emergency Medicine
- **Bill West, ICE-CCP** (I.C.E. Board Liaison)