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Request for Proposal (RFP)

Company: American Medical Certification Association

Contact: Danielle Sadighi

Project Title: Career Advancement Certificate Programs

Potential Topics: Dementia, Alzheimer's Disease, Palliative Care, Geriatric Care Assistance, and Infection Control

Issued by: American Medical Certification Association

Date Issued: September 23, 2025

RFP Deadline: December 31, 2025 (flexible)

I. Introduction

The American Medical Certification Association (AMCA) is inviting proposals from experienced curriculum developers to design a 5 to 7-hour introductory course on key topics within the Allied Healthcare Industry. Potential subject areas include **Dementia, Alzheimer's Disease, Palliative Care, Geriatric Care Assistance, and Infection Control.**

This course will be part of the AMCA Career Advancement Certificate programs, which are designed to strengthen skills and expand knowledge for professionals across the healthcare field. The course should be well-structured, engaging, and accessible to learners with diverse backgrounds and varying levels of experience in both healthcare and technology.

Each course must include comprehensive instructional content and conclude with a 50-question multiple-choice assessment.

II. Project Overview

The goal of this project is to develop a comprehensive, user-friendly, and interactive course that introduces the core concepts of **(Suggested topics: Dementia, Alzheimer's, Palliative Care, Geriatric Care Assistance, or Infection Control)** in the context of healthcare. The course will be

hosted on the AMCA online testing platform, with all materials available for download in PDF or PowerPoint format. The estimated time to complete the course, including reading the materials and taking the final assessment, is approximately 5 to 7 hours.

III. Scope of Work: Inclusions

The project will include the following:

- **Research & Content Development:** Well-researched, concise, and engaging content designed to be completed within **5 hours** of study time.
- **Structured Learning Material:** A well-organized PDF document that provides clear explanations, key takeaways, and real-world applications.
- **Assessment Component:** A **50-question** assessment to evaluate candidates' understanding of the material.
- Absolutely! Here's a more detailed version:
- Here are a few heading options for that content:
- **CACP Content Readability Standards**
All CACP content must be written at a ninth-grade reading level to ensure it is clear, straightforward, and easy to understand. This approach is designed to meet the needs of our target audience, which includes adults aged 18 to 49, with varying levels of education and familiarity with certification processes. Writing at this level helps make complex information accessible, reduces misunderstandings, and ensures that candidates can fully grasp important instructions, policies, and procedures.”

IV. Proposal Requirements

Interested parties should submit a proposal that includes the following:

1. **Company/Individual Overview:** Brief background on your company or personal, expertise, and experience in curriculum development.
2. **Project Approach:** A detailed description of your approach to developing the course.
3. **Timeline:** Proposed timeline for completing the course development, including milestones.
4. **Budget:** A detailed cost proposal, including breakdowns for curriculum design, content creation, and any additional costs.
5. **References:** Contact information for at least two clients for whom you’ve completed similar projects.
6. **Sample Work:** Examples of similar curriculum development projects.

V. Selection Criteria

Proposals will be evaluated based on the following criteria:

Experience and Expertise: Demonstrated experience in curriculum development, particularly in healthcare.

Quality of Proposal: Clarity, detail, and professionalism of the proposal.

Budget: Competitiveness and transparency of pricing.

References: Positive feedback from past clients.

Timeline: Ability to meet the project deadlines.

VI. Submission Information

Please submit your proposal:

To: Danielle Sadighi

American Medical Certification Association

Danielle@AMCAexams.com

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