



Request for Proposals (RFP)

Statistical Analysis of ABGC Demographic Report

Issued by: American Board of Genetic Counseling (ABGC)

Date Issued: September 9, 2026

Submission Deadline: Submission of Proposals must be made by **October 12, 2026**

Notification Date: All applicants will be notified of the status of their proposal no later than **December 1, 2026**

Contact: Heather Rich, Executive Director, hrich@smithbucklin.com; 312.673.5654

I. Background and Purpose

As part of its commitment to diversity, equity, inclusion, and justice, the American Board of Genetic Counseling (ABGC) has begun collecting and reporting demographic information on candidates and diplomates. ABGC has released our second demographic report, establishing a baseline understanding of the individuals who are taking the certified genetic counseling exam.

While this descriptive reporting is an important first step, ABGC seeks to build upon these findings through quantitative statistical analysis. The organization is interested in moving beyond describing candidate demographics toward evaluating whether certification-related outcomes are consistent and equitable across demographic groups and to identify trends that should be monitored over time.

Specifically, ABGC is interested in examining questions such as:

- Are certification outcomes (e.g., examination pass rates) comparable across demographic groups?
- Are there statistically significant differences in certification outcomes associated with demographic characteristics?
- Are there trends over time in certification outcomes for specific demographic groups?
- What metrics should ABGC routinely monitor to assess equitable access to certification and success in achievement of the CGC credential?

II. Scope of Work

ABGC seeks a qualified consultant or organization to develop an appropriate analytical framework to examine board certification-related outcomes across demographic groups that balances statistical rigor with sensitivity to representation and inclusivity concerns. The consultant will work collaboratively with ABGC staff, volunteers, and the Board of Directors to conduct analyses and provide evidence-based recommendations to ensure ABGC's certification processes are fair, valid, and equitable. This work is intended to complement the psychometric analyses performed by the test vendor. This work will not perform psychometric analyses of the certification exam.

III. Deliverables

1. Develop and document a comprehensive statistical analysis plan, including recommended methodologies, variables, comparison groups, approaches for handling missing data, and reporting recommendations.
2. Conduct annual analyses of demographic and certification-related outcomes data, incorporating longitudinal analyses and trend monitoring as data availability increases.
3. Provide guidance on subgroup analyses, including recommendations for combining demographic categories when necessary to ensure statistically valid results while thoughtfully considering the impact of aggregation on underrepresented populations.
4. Evaluate differences in certification outcomes across demographic groups, assess the statistical and practical significance of findings, identify patterns that may warrant further investigation, and provide appropriate context regarding the limitations and interpretation of the analyses.
5. Collaborate with the ABGC DEIJ Committee and staff to review analytic methods, discuss findings, refine interpretations, and provide methodological guidance throughout the project.
6. Prepare clear and actionable reports and presentations for the ABGC Board of Directors, translating technical findings into understandable, evidence-based insights and recommendations.
7. Provide recommendations for future data collection, analytic approaches, reporting practices and ongoing monitoring to strengthen ABGC's ability to evaluate equity over time.

III. Qualifications

Preference will be given to organizations or individuals with one or more of the following:

- Demonstrated expertise in applied statistics.
- Experience with equity analyses.
- Familiarity with psychometrics or educational measurement.
- Experience communicating complex statistical concepts to non-technical audiences.
- Prior work with professional certification, workforce, healthcare, or professional association data is preferred.

IV. Proposal Requirements

Proposals should include:

1. Organizational background and relevant experience.
2. Proposed methodology and analytical approach.
3. Description of data needs and anticipated data sources.
4. Key personnel and biographical information.
5. Proposed project timeline and milestones.
6. Budget, including assumptions and justification.
7. At least three professional references.
8. Samples of similar work, if available.

V. Submission Instructions

Deadline:

Submission Method: Email to hrich@smithbucklin.com

Contact: Heather Rich, Executive Director, hrich@smithbucklin.com; 312.673.5654

VII. Evaluation Criteria

Proposals will be evaluated based on:

- Quality and appropriateness of the proposed methodology
- Demonstrated expertise and relevant experience
- Feasibility of the proposed approach and timeline
- Budget and cost justification
- Ability to communicate findings clearly to non-technical audiences

ABGC strongly encourages respondents to minimize technical jargon. When technical terminology is necessary, please provide clear explanations or include a brief glossary.

VIII. Terms

- ABGC reserves the right to accept or reject any proposal, in whole or in part.
- ABGC reserves the right to request additional information from any applicant.
- Issuance of this RFP does not obligate ABGC to award a contract.
- The selected applicant will enter into a formal agreement with ABGC outlining the final scope of work, timeline, deliverables, and compensation.