

## Request for Proposals



Company Name:  
**Academy of Certified Archivists**

Company website:  
<https://www.certifiedarchivists.org/>

Contact person:  
**Gerriane Schaad**

Address:  
230 Washington Avenue, Suite 101  
Albany, NY 12203

Telephone:  
**863-680-4994**

Email:  
pastpresident@certifiedarchivists.org

**Deadline to Respond**  
**March 30, 2023**

ALL VENDORS:

The enclosed packet contains a "REQUEST FOR PROPOSAL" for Academy of Certified Archivists. The proposal consists of the following:

**Contents:**

- I. Introduction
- II. Format for Proposal
- III. Scope of Services Attachment

In order for your proposal to be considered, proposals should be emailed by March 30, 2023.

**Proposals must be emailed to:** Gerrienne Schaad

Please review and follow the information and instructions contained in this Request for Proposal (RFP). Should you need additional information, please call Gerrienne Schaad at 863-680-4994 or email [pastpresident@certifiedarchivists.org](mailto:pastpresident@certifiedarchivists.org).

## I. Introduction

### A. Purpose and Goal of RFP

It has been more than 30 years since the Academy of Certified Archivists (ACA) has conducted a job analysis. The profession has evolved in regards to skills, knowledge, practices, and standards. The ACA desires to use an updated job analysis to revise certification standards and requirements to ensure alignment of professional needs and expectations. ACA is now looking to update our job analysis and our knowledge statements, and requests proposals and pricing from psychometric firms to conduct a job analysis for the ACA.

A job analysis is a systematic process for collecting information regarding a job role in terms of the job functions (e.g., responsibilities/duties) and tasks performed on a job, as well as the knowledge and/or skills (e.g., competencies) required to perform those tasks. The results of the job analysis describe the breadth and depth of knowledge and skills that must be covered by the certification examination for it to be deemed valid, reliable, and legally defensible.

The ACA seeks to execute a contract with the most responsible and responsive vendor whose bid proposal, conforming to this RFP, is most advantageous to ACA, price and all other factors considered.

### B. History of Academy of Certified Archivists

The Academy of Certified Archivists, founded in 1989 at the annual meeting of the Society of American Archivists, is an independent, nonprofit certifying organization of professional archivists. Individual members qualify for certification by meeting a series of defined professional standards. They have either passed the examination for Certified Archivist, first offered in September 1989, or have qualified by petition for Certified Archivist. The petition program was closed in September 1989.

Today, archivists can become certified only by meeting educational and experience requirements and passing the exam (<https://www.certifiedarchivists.org/certification>). Prior to the establishment of the Academy of Certified Archivists, the Interim Board for Certification (IBC) was established by the [Society of American Archivists](#) to develop a certification program for the archival profession. With support from the society, the IBC conducted the initial phases of certification by petition and examination. The Academy participates in the definition and advancement of professional archival education, concepts, and issues. It identifies and promotes understanding of archival practices, ethics, and standards. Professional certification provides the only available measure which employers are able to judge the qualifications of prospective staff members.

Individual members demonstrate continuing professional commitment that goes beyond education and experience. Working throughout the United States and around the world, Certified Archivists possess expertise in and knowledge of all aspects of archival work. By demonstrating mastery of a defined body of knowledge and skills for successful archival practice, Academy members share a high level of professional attainment that has been verified by certification.

Beginning with the 2020 examination cycle, the Academy of Certified Archivists' Certification Exam is administered online. The Academy currently works with Prolydian to develop and administer the online exam. Please see our web page, specifically the Certification section, to find out more about our current testing measures. <https://www.certifiedarchivists.org>.

**C. Scope of Services**

Please define all the steps your firm would take to produce a report that includes an archival job analysis relevant to 2023 along with broad knowledge statements.

**D. Inquiries and Questions**

We welcome any questions that arise while formulating a response to this Request for Proposal.

All questions with regard to the interpretation of this solicitation must be received in writing via email by March 24, 2023.

**E. Anticipated Selection Schedule**

<b>Activity</b>	<b>Due Date</b>
RFP Availability to Vendors	February 22, 2023
Written Questions Due No Later Than (NLT)	March 24, 2023 by 4:30 pm EST
Written Answers Due NLT	March 28, 2023 by 4:30pm EST
Proposals Due NLT	March 30, 2023 by 4:30 pm EST
Proposal Evaluation/Presentations and FinalDiscussions, as required	April 30, 2023 4:30 pm EST
Decision and Contract Award	May 12, 2023

**F. Time and Location of Submission of Proposal**

Proposal is due by Friday, March 30, 2023 at 4:30pm EST. Proposals should be sent to: **Gerriane Schaad (pastpresident@certifiedarchivists.com)**.

**II. Format for Proposal**

**A. Introduction**

Each Vendor must provide every component listed in the order shown in this RFP, using the format prescribed for each component. A proposal may be rejected if it is incomplete or conditional.

Proposals must be clear and concise. The ACA discourages overlylengthy and costly proposals. ACA prioritizes the quality and responsiveness of the proposal.

**B. Cover letter**

A proposal will have a cover letter on the letterhead of the company or organization submitting the proposal. The cover letter should summarize the Vendor's ability to provide the services specified in the RFP. The cover letter shall be signed by a representative who has the legal capacity to enter the organization into a formal contract with the ACA.

**C. Description of Services and Qualifications**

Each proposal must contain a detailed description of how the Vendor will provide the services listed in Scope of Work section. This part of the proposal may also include descriptions of any enhancements or additional services or qualifications the Vendor will provide that are not mentioned in this RFP.

**D. Pricing Information**

The pricing structure submitted must adhere to the following:

- Be clear, accountable and auditable.
- Cover the full spectrum of services.
- Costs and compensation consistent with the rates established or negotiated based on this contract.

**E. Acknowledgement of Understanding of Terms**

By submitting a bid, each Vendor shall acknowledge that it has carefully read all sections of this RFP, and is fully informed to all existing conditions and limitations.

**F. Incurred Expenses**

ACA is not responsible for any expenses incurred by the Vendor in preparing and submitting a proposal.

**G. References**

Minimum of two professional references. Vendors are encouraged to supply a list of present or former clients as business references.

**H. Confidentiality**

Documents submitted as part of the Vendor's proposal remain confidential during the evaluation process. As such, vendor proposals will be available for review only by members of the Academy of Certified Archivists Evaluation Committee. There will be no disclosure of any vendor's information to a competing vendor prior to award of the contract unless such disclosure is required by law or by order of a court of competent jurisdiction.

**I. References**

The Committee may contact any customer of the vendor, whether or not included in the vendor's reference list, and use such information in the evaluation process.

**III. Scope of Services**

The Academy of Certified Archivists (ACA) created a job analysis 30+ years ago before the advent of the World Wide Web and the proliferation of digital records. ACA desires to update our job analysis and knowledge statements, and requests proposals from psychometric firms to conduct a job analysis for the ACA's certification test.

A job analysis is a systematic process for collecting information regarding a job role in terms of the job functions (i.e., responsibilities/duties) and tasks performed on a job, as well as the knowledge and/or skills (i.e., competencies) required to perform those tasks. The results of the job analysis describe the breadth and depth of knowledge and skills that must be covered by the certification examination in order for it to be deemed valid, reliable, and legally defensible.

Please define all the steps your firm would take to produce a report.

To determine the ability of the organization to provide the services described in the application, the proposal should contain at a minimum the following information:

- Brief history of the organization or firm, including accreditation status, if applicable.
- Applicant's experience, if any, providing relevant and/or similar services.
- At least two references. (*See Attachment A*)
- Experience of the service and/or support personnel.
- Pricing basis and structure.
- Describe the approach used for required services and employees involved in interacting with the Academy (see "Scope of Services" section)

## Attachment A

### Business Reference Form

List a minimum of two business references, including the following information:

- Business Name and Mailing address
- Contact Name and phone number
- Number of years doing business with
- Type of work performed

1.	<b>Contact Name &amp; Title:</b>	_____
	<b>Business Name:</b>	_____
	<b>Address:</b>	_____ _____
	<b>Email:</b>	_____
	<b>Phone # / Fax #:</b>	_____
	<b>Current Vendor?:</b>	YES <input type="checkbox"/> NO <input type="checkbox"/>
	<b>Years Associated &amp; Type of Work Performed:</b>	_____
2.	<b>Contact Name &amp; Title:</b>	_____
	<b>Business Name:</b>	_____
	<b>Address:</b>	_____ _____
	<b>Email:</b>	_____
	<b>Phone # / Fax #:</b>	_____
	<b>Current Vendor?:</b>	YES <input type="checkbox"/> NO <input type="checkbox"/>
	<b>Years Associated &amp; Type of Work Performed:</b>	_____