Job Task Analysis (JTA) and Examination Development

Certified Global Career Coach (CGCC) Credential

Issued by: National Career Development Association (NCDA)

RFP Issue Date: February 11, 2026

Proposal Due Date: February 28, 2026

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1. Background and Purpose

The National Career Development Association (NCDA) invites qualified vendors to submit proposals to conduct a comprehensive Job Task Analysis (JTA) and develop a psychometrically valid certification examination for the Certified Global Career Coach (CGCC) Credential. The goal of this initiative is to establish a defensible, high-quality credential aligned with recognized accreditation and professional standards, including NCCA and ISO 17024.

2. Scope of Work

NCDA seeks proposals demonstrating strong credentialing expertise, collaborative engagement with subject matter experts (SMEs), and rigorous documentation suitable for accreditation, audit, and governance review. Vendors should demonstrate an integrated approach combining applied field knowledge with sound psychometric oversight.

2.1 Job Task Analysis (JTA)

The selected vendor will conduct a role delineation–based job task analysis to identify the essential competencies, tasks, knowledge, skills, and abilities required of minimally qualified career coaches.

Key activities include:

• Literature review and environmental scan

• SME interviews and committee facilitation

• Development, pilot testing, and administration of a national survey

• Psychometric analysis and reporting

2.2 Examination Development

Using validated JTA results, the vendor will develop a defensible examination program including test blueprinting, item writing oversight, item review, and pilot testing.

2.3 Standard Setting

The vendor will conduct a criterion-referenced standard-setting study (e.g., modified Angoff) and provide a documented recommendation for the CGCC examination passing score.

2.4 Statistical Analysis and Validation

Following initial exam administration, the vendor will conduct psychometric analyses addressing reliability, validity, and item performance, with recommendations for continuous improvement.

3. Deliverables

Deliverables shall include, at minimum:
- Final Job Task Analysis report
- Approved test blueprint
- Item writer training materials and item bank
- Pilot exam and pilot test report
- Standard-setting study report
- Post-administration statistical analysis report

4. Vendor Qualifications

Vendors must demonstrate experience in credentialing, certification program development, psychometrics, and SME facilitation. Preference will be given to vendors with demonstrated experience supporting accreditation-aligned programs.

5. Proposal Submission Requirements

Proposals must include the following sections:
- Executive Summary
- Methodology and Work Plan
- Project Timeline
- Staffing Plan and Qualifications
- Relevant Experience and References
- Cost Proposal
- Litigation or Conflict of Interest Disclosure

6. Evaluation Criteria

Proposals will be evaluated based on methodological rigor, qualifications and experience, project management approach, and overall value. Cost will be considered but will not be the sole determinant of award.

7. Submission Instructions

Proposals must be submitted electronically in PDF format by COB February 28, 2026, to: craphael@ncda.org

8. Rights Reserved

NCDA reserves the right to reject any or all proposals, waive minor irregularities, negotiate scope or pricing with selected vendors, or cancel this RFP at any time.