

DRAFT SCOPE OF WORK
Testing and Psychometric Services for Licensure Examination Development
Texas Behavioral Health Executive Council (BHEC)

1. Background

The Texas Behavioral Health Executive Council (BHEC) is seeking a qualified vendor to support the development of a new licensure examination for psychologists. The examination will assess minimum competence for safe and effective practice and will support supervised and independent practice thresholds. The Council anticipates a multi-vendor or hybrid model for program delivery.

2. Purpose

To identify a vendor to provide test development, psychometric, and advisory services to support the design, validation, and implementation of the licensure examination. BHEC anticipates development of multiple examination forms to support initial launch and ongoing administration, as well as the potential development of practice examination and preparatory examination materials. Vendors should account for these elements in their proposed approach and pricing. All work and justification for proposed solutions should be in alignment with the Standards for Educational and Psychological Testing.

In addition to the traditional psychometric and examination development services outlined in this RFP, BHEC may also seek support for program infrastructure, operational coordination, and strategic advisory services. This may include project management of initial test development, coordination of subject matter experts and development activities, support for candidate registration and eligibility workflows, vendor coordination, and advisory support related to program design, policies, and long-term sustainability. Vendors may propose these services directly or in partnership with other firms.

3. Scope of Work

3.1 Core Responsibilities

- Conduct or validate Job/Practice Analysis (JTA)
- Develop examination blueprint
- Provide item development training and support
- Conduct psychometric analysis and reporting
- Support test form development and assembly
- Conduct standard setting
- Design and support pilot (beta) testing
- Provide technical documentation and ongoing evaluation
- Provide or integrate with secure item authoring and banking systems

3.2 Job/Practice Analysis (JTA)

- Use qualified SME panels and survey-based validation methods
- Ensure appropriate representation across practice settings, experience levels, and geographic regions (including the United States and Canada, as applicable)
- Produce a defensible technical report documenting methodology and results
- Translate findings into an examination blueprint with documented weighting rationale
- Ensure the JTA and resulting blueprint are designed and reflect the practical application of psychological knowledge in common practice settings.

3.3 Exam Design Requirements

- Approximately 50% situational judgment items (SJIs)
- Consideration of alternative item types (e.g. hot spot, drag and drop etc.)
- Support up to 4.5 hours of seat time, minimizing speediness
- Support single compensatory or modular/multiple-hurdle models
- Provide recommendations on optimal structure

3.4 Standard Setting

- Use Modified Angoff or justified alternative
- Train and facilitate SME panels
- Establish two cut scores (supervised and independent practice)
- Support a single exam with dual pass points
- Provide technical documentation and rationale

3.5 Psychometric Analysis

- Conduct Classical Test Theory (CTT) analyses
- Conduct Item Response Theory (IRT) modeling, as appropriate
- Perform Differential Item Functioning (DIF) analysis
- Provide recommendations for item retention, revision, or removal
- Document analyses for technical and regulatory review

3.6 Fairness, Bias Review, and Mitigation

- Conduct item bias and sensitivity review processes
- Integrate fairness principles into item development
- Perform routine DIF analysis
- Propose and justify additional approaches (bias review teams, implicit bias training, latent regression)

3.7 Test Development Activities

- Item writing training and workshops
- Item review and approval meetings
- Copy editing and content review
- Item bank gap analysis
- Item classification and recoding

- Fixed form assembly and/or multi-form development
- Test form review meetings
- Form-based item analysis
- Equating and scaling methodologies

3.8 Pilot and Beta Testing

The State of Texas prefers to do additional pilot testing given that the exam is new.

Vendors are asked to provide separate pricing for additional piloting beyond beta testing:

- Include form and administration for independent review
- Include administration for pilot (pre-beta) testing to include:
candidates within and outside the profession
Include known groups (e.g. interns, new licensees, senior practitioners, non psychologists)
- Include administration for Beta testing
- Analyze item performance, form performance, and timing data
- Provide recommendations for operational readiness and scoring

3.9 Test Administration and Delivery

- Support access to a test center network
- Support remote proctored delivery
- Support scheduling and authorization workflows
- Support score transmission
- Provide guidance on security and test integrity

3.10 Candidate Registration and Eligibility Systems

- Provide candidate registration solution.
- Enable CSV/API data exchange
- Support eligibility uploads and score return
- Support reconciliation processes

3.11 Item Authoring and Banking Systems

- Provide secure item authoring tools with role-based access
- Support workflows across multiple SME groups
- Maintain version control and audit trails
- Provide secure item banking with classification and tracking
- Support integration with psychometric data

3.12 Technical Documentation

- Practice analysis report
- Standard setting report
- Technical manual
- Ongoing psychometric reports

3.13 Security and Compliance

- Ensure item bank and data security
- Provide fraud detection and test security measures
- Ensure compliance with data privacy requirements

3.14 Collaboration Requirement

- Work with program management partners or Council staff
- Support coordinated workflows across vendors
- Communicate with technical and non-technical stakeholders

4. Validation and Research

4.1 Core Validation (Required)

- Ensure content validity through JTA and blueprint alignment
- Provide psychometric analyses supporting score interpretation
- Implement fairness and bias review processes
- Document validation evidence

4.2 Enhanced Validation (Desired)

Consideration should be given to additional strategies as supplemental evidence of validation. Vendors should provide options based on their experience and expertise. Some suggested methodologies include:

- Known groups validation (graduate students, interns, early career, mid-year, Board Certified, non psychology majors)
- Concurrent validity (e.g., supervisor ratings)
- Discriminant validity (e.g., GRE comparison)
- Convergent validity aligned with APA frameworks
- Measurement and structural invariance analyses, where feasible based on available sample size and subgroup representation
- Longitudinal validation (e.g. comparison with disciplinary data)

4.3 Data Infrastructure

- Data collection methods
- Integration with systems
- Data governance and security
- Long-term research capability