

Entomology Consultant: Request for Proposals (RFP)

CURRENT

The Entomological Society of America (ESA) and its partnering organization, the ESA Certification Corporation (ESACC) seek a qualified, degreed, and board-certified entomologist to work on several updates to the ESACC exams and the ESA study materials.

About ESA:

ESA is the largest organization in the world serving the professional and scientific needs of entomologists and individuals in related disciplines. Founded in 1889, ESA has more than 7,000 members affiliated with educational institutions, health agencies, private industry, and government. In 2009, ESA spun off its certification programs into a partnering organization, the ESACC. The ESACC offers four credentials:

- Associate Certified Entomologist (ACE) – <https://entocert.org/ace>
- Board Certified Entomologist (BCE) – <https://entocert.org/bce>
- Public Health Entomology (PHE) Certificate – <https://entocert.org/phe>
- Certified IPM Technician (CIT) – <https://entocert.org/cit>

Combined, these credentials represent approximately 2,000 dedicated professionals supporting entomology. The exams associated with the credentials offered are divided into knowledge areas called domains. Each exam is designed to assess applicant competency in all domains. All knowledge domains are publicly accessible at the URLs listed above.

About the consultant(s):

To be eligible for consideration, at least one consultant on the project must hold the BCE credential with the Urban/Industrial Entomology specialization and be current with ESA on all required paperwork and fees.

The consultant will be expected to work with and lead one or more panels of subject matter experts (SME) to support the required tasks. It is highly likely that each exam will require its own panel of SMEs. Therefore, the consultant must showcase a superb ability to simultaneously lead groups of peers on complicated tasks. Applicants should supply a portfolio demonstrating prior work and expertise that is relevant to the tasks outlined below.

While a single consultant is preferred, proposals which utilize the skills of more than one individual will be considered.

Projects are to include the following:

- Review, update, and revise the ACE exam content, ensuring scientific accuracy, professional relevancy, clarity of questions, and fairness. Revisions should also produce a sufficient volume of questions for each domain to ensure randomization of delivered exams. As a benchmark, it is estimated that the SME panel will author no fewer than 150 new qualified questions for the ACE exam.
- Review, and if deemed necessary, draft updates to *IPM for the Urban Professional* to coincide with the updates to the ACE exam.

- Review and update the Urban/Industrial BCE specialty exam, ensuring scientific accuracy, professional relevancy, clarity of questions, and fairness. Revisions should also ensure a sufficient volume of questions for each knowledge domain to ensure randomization of delivered exams. It is estimated that no fewer than 100 new qualified questions will be needed for the BCE Urban exam.
- Develop digital study resources for the CIT credential. To date no study materials have been produced to support the CIT credential, so the consultant and their SME panel will work with ESA staff to design a study program based around the CIT domains.
- Develop a process by which the exam questions for all credentials are regularly updated.

Confidentiality and Copyright:

Due to the nature of the work, all applicants will be required to sign strict Non-Disclosure Agreement and will be barred from proctoring any of the above listed exams for no fewer than three years. All works created as part of this agreement will remain the property of ESA.

Society Resources:

ESA and the ESACC shall support the Consultant in this endeavor. The Consultant will work closely with the ESA Certification Manager and the Certification and Special Projects Coordinator. To lesser extents, the Consultant may periodically consult with either the Executive Director or the Director of Strategic Initiatives.

It is expected that the Consultant will have access to current research and ESA will provide the Consultant with up to 30 copies of *IPM for the Urban Professional* to distribute to partnering SMEs as needed. At the successful conclusion of the project, the books may be retained by the SMEs and the Consultant.

ESA staff will assist as needed on the identification of SMEs, coordination of SME meetings, providing historical resources, etc. However, the Consultant is expected to exhibit considerable autonomy in the fulfillment of these projects, relying on ESA staff as little as possible. If the Consultant is not currently an ESA member, ESA will provide a complimentary membership for the duration of the project so that they can access the online Society journals.

ESA seeks to conclude this project by year’s end, culminating in a near-final manuscript for the study resources and approved questions for the exams.

Application:

To respond to this RFP, applicants should provide the following:

- CV or resume showcasing relevant experience and a documented history of professional achievements in structural pest management.
- No fewer than 10 sample questions for any of the certification programs. If the applicant is not successful in their application for this project, submitted questions to which the Applicant holds copyright will remain the copyright of the Consultant.
- A writing sample of five to ten pages on any topic related to the certification program domains.

- No fewer than two letters of reference which address the Applicant's ability to perform the requested work.
- A draft budget for the project to include the Applicant's expenses and remuneration.
- A timeline for the work to be accomplished.

Interested applicants should submit all materials to bce@entsoc.org by May 1, 2023.