

Request for Proposal – Study Guides for CRSP and CRST exams

Deadline to submit letter of interest and proposal: September 19th

Project Overview

As part of CSSE's collaboration with the Board of Canadian Registered Safety Professionals (BCRSP), we are reaching out to CSSE membership and the professional community with a Request for Proposal to develop the CRSP and CRST examination study guides. These comprehensive study guides assist candidates to prepare to write the examinations for their CRSP and/or CRST Certifications.

Project Goals

- One overall Body of Knowledge document, separated into domain categories
- Two separate (smaller) guides to describe the level of comprehension required for each of CRST and CRSP.
- The author should be familiar with the INSPPO Capability Framework and use that as a benchmark in identifying the differences between the CRST and CRSP

Scope of Work

- Refresh the existing Study Guides (2015) and incorporate new competencies into the 2021 CRSPEX Study Guides.
- Express the level of comprehension in a separate, exam specific, document outlining how the competencies for each domain are applied for that level from the Body of Knowledge. (*How does the CRST use/apply the information contained in the body of knowledge differently than the CRSP.*)
- Bonus points for bridging document between CRST & CRSP.
- Reference the INSHPO Capability Framework as a benchmark

Barriers to Success

- Please address the schedule of milestones in terms of feasibility.

Note any potential barriers or support required to successfully complete the assignment.

Timeline

Milestone Dates	Action
September 19, 2021	Submit proposal to Admin@csse.org – Subject: 2021 RFP Study Guides
September 26, 2021	Awarding of the Contract to the successful bidder
October 25, 2021	First draft of material due for review and comment
November 8, 2021	Final version of material is due
December 15, 2021	Must be published before this date

Evaluation Criteria

- All RFP submissions will be reviewed by a Study Guide Task Force made up of CSSE Volunteers with expertise in the Body of Knowledge and Certification process. A valid CRSP or CRST designation is required to participate on this Task Force.
- Submissions will be weighted heavily on expertise, knowledge and competency on the subject matter. The quality of the product is paramount for all stakeholders to be successful.
- Price alone is not a determinant.

Budget

- Provide a list of all costs and potential costs for this engagement.
- Fees for service to be provided in a fixed (“not-to-exceed”) format, as well should include an estimate and/or description of any anticipated out-of-pocket expenses.

Submission Requirements

In order to be considered for this opportunity, please submit the following in your RFP:

1. Provide an outline of a similar project/training or resource development experience which demonstrates commitment to a successful completion of the assignment
2. Include background which clearly articulates the skills and abilities of each person involved and their related experience as a subject matter expert

3. Note all sources which are part of your final submission. For those not on the approved BCRSP Reference Text List, please add an explanation why that source is used and how it enhances the final product.

Further Details

Under the contract for this work, you are relinquishing all your rights in the copyright of the materials. The CSSE will acknowledge author(s) of the domain on the title page of the study guide(s).

The successful award of a contract will mean the project will not be considered complete until a style sheet/formatting guide is submitted along with the final product(s).

Due to difficulties with currency of hyperlinks, the domain/ Body of Knowledge should not include website links as a reference.

Please submit by September 19th a letter of interest addressed to CRSP/T EC Committee Chair, along with your proposal for consideration to: Admin@csse.org



Christl Aggus,
President, Chair of the Board
Canadian Society of Safety Engineering