



## Request for Information

## Certification Examination Support Services

Closing Date & Time: July 26, 2021, 8:00 AM Pacific time

### Key Dates

<b>Events</b>	<b>Date</b>
Release of Request for Information (RFI)	June 24, 2021
Due date for responses to RFI deadline	July 26, 2021 (8:00 a.m. Pacific Time)
Anticipated date for release of Request for Proposal (RFP)	September 10, 2021
Anticipate due date for receipt of responses to RFP	October 8, 2021

American Institute of Hydrology Contact for Questions Regarding Submittals:

[admin@aihydrology.org](mailto:admin@aihydrology.org) (Please use subject line "AIH – Certification Exam Support")

# 1. Contents

1.	Contents .....	ii
2.	BACKGROUND .....	1
	Certification Requirements for Hydrologists, Hydrologists-in-Training, and Hydrologic Technicians .....	2
	Examinations .....	2
	Leadership .....	2
3.	Anticipated Scope of Services .....	3
	Task 1. Development of and Annual Updates to Certification Examination Questions Database .....	3
	Task 2. Compilation of Recommended Training Materials to Support Examination Preparation .....	3
	Optional Task 3: Develop Training Materials for Examination Preparation .....	3
4.	ANTICIPATED EVALUATION CRITERIA .....	3
5.	INSTRUCTIONS FOR SUBMITTING RESPONSES .....	4
	Contents of the response .....	4
	Format of response .....	4
	Deadline .....	4
	References .....	4
	How to submit .....	4
	Questions .....	5
6.	RESPONDENT INFORMATION EVALUATION .....	5
7.	CONTRACT TERMS AND CONDITIONS .....	5

The American Institute of Hydrology (hereinafter 'AIH') is issuing this Request for Information (hereinafter 'RFI') as an invitation for entities, that have specialized experience in hydrology and qualifications related to the development of certification examinations, to submit a brief statement of interest in receipt of a formal Request for Proposals (hereinafter 'RFP'). AIH intends to issue an RFP after receiving and evaluating responses from entities for contractor support services related to the development and administration of certification examinations for AIH. Responses to the RFI will assist AIH in developing the scope of services for an RFP that will be issued.

AIH intends to enter a multi-year contract with a single entity to provide certification examination support services. Note that the single contracted entity may enter into agreements with other entities or individuals to propose on services in response to the RFP and for performance of services.

## 2. BACKGROUND

The American Institute of Hydrology (AIH) was founded in 1981 as a non-profit scientific and educational organization dedicated to the certification and registration of professionals in all fields of hydrology. AIH is the only nationwide organization that offers certification to qualified hydrologic professionals. AIH's goal is to promote hydrology as a science and profession and to help protect public interest from non-professional practices.

In addition to certifying professionals in the field of hydrology, AIH also strives to improve the professional skills and abilities of its members, the professional community, and the public at large. It does so by disseminating hydrology-related information and connecting members through the AIH Bulletin, the AIH website, and various social media platforms.

Below sections briefly describe AIH's purpose, membership benefits and composition, certification requirements for professional members, and AIH leadership. Respondents are encouraged to learn more about AIH by visiting its website at <https://www.aihydrology.org/>.

The purpose of AIH is to enhance and strengthen the standing of hydrology as a science and profession by:

- Establishing standards and procedures to certify individuals qualified to practice hydrology
- Establishing and maintaining ethical standards to protect the public from irresponsible work
- Providing education, public advice, and training in hydrology

The benefits of being a member of AIH include:

- Peer and employer recognition of professional competence in hydrology for career advancement
- Certification to perform duties specified by certain agencies
- Association to a nationwide network of hydrologists
- Access to and opportunities for contributing to AIH Bulletin
- Access to career development and continuing education resources
- Eligibility for annual awards

Membership in AIH consists of more than 500 professional hydrologists, hydrologic technicians, hydrologists-in-training, students, and water resource businesses – both in the United States and abroad. Certified members, also referred to as 'professional members', are individuals holding valid certification from AIH as either: Professional Hydrologist (PH), Hydrologist in Training (HIT), or Hydrologic Technician (HT). Affiliated members are individuals or organizations who are affiliated with but not certified by AIH. All AIH members must pledge to uphold the Code of Ethics and Constitution of the institute.

## **Certification Requirements for Hydrologists, Hydrologists-in-Training, and Hydrologic Technicians**

A panel of nationally recognized and respected hydrologists evaluates the applicant's education, professional experience, professional conduct, references, and certification exam results.

Applications from professionals interested in being certified are evaluated by the AIH Board of Registration, which consists of nationally recognized and respected scientists and professionals. Examinations are administered by AIH for candidates to demonstrate their competency. Unlike certification examinations for other organizations, AIH examinations focus solely on knowledge and understanding of hydrology.

Recertification of professional members is required every five years. Certified members recertify through providing evidence of continuing education (with minimum professional development hours) and providing a current resume with requested qualifications and achievements over the previous five (5) years.

### **Examinations**

Examinations are administered by AIH for Hydrologist-in-Training (HIT), Professional Hydrologist (PH), and Hydrologic Technician (HT) certification. Examinations are either administered in-person (paper examination) or online. Under current practices, in-person examinations are proctored by a volunteer PH at volunteer's office location near applicant, and online examinations are proctored through the use of webcams.

There are two certification examination categories administered by AIH: Professional Hydrologist certification examinations and Hydrologic Technician certification examinations.

The Professional Hydrologist Examination consists of two parts:

- The Fundamentals Exam tests the applicant's understanding of surface water and groundwater hydrology, including the principles of mathematics, physics, chemistry, geology, meteorology and engineering. Passing this examination qualifies candidates for certification as a HIT. This examination must be passed to be eligible to take the Principles and Practice Exam.
- The Principles and Practice Exam tests the applicant's ability to apply hydrological analysis to practical problems of engineering design, water resource management, planning, or research. Passing this examination qualifies candidates for certification as an PH.

The Hydrologic Technician Examination tests the applicant's practical knowledge of Surface Water, Water Quality or Groundwater, at three levels of proficiency: General (Level I), Intermediate (Level II), or Advanced (Level III). Passing this examination qualifies candidates for certification as either Level I, Level II, or Level III HT.

### **Leadership**

Leadership to AIH is provided by its all-volunteer Executive Committee (hereinafter 'EC') which is constituted of individuals elected by AIH's general membership. The day-to-day, administrative functions of AIH are performed entirely by an association management company under an existing contract which expires in April of 2020. The current EC includes: President, President-Elect, Past-President, Secretary, Treasurer, Vice President (VP) of Academic Affairs, VP of Communications, VP of Institute Development, VP of International Affairs, and Chair of the Board of Registration (BOR), and Secretary of the BOR. All EC members, except Chair and Secretary of the BOR, are elected by professional members of AIH. Most EC members have four-year term limits except for President, President-Elect and Past-President which are two-year terms.

### 3. Anticipated Scope of Services

AIH is currently developing a Scope of Services to be issued with an RFP for Certification exam Support Services. Anticipated tasks under the scope of services include:

#### Task 1. Development of and Annual Updates to Certification Examination Questions Database

Contractor will develop a database or repository for questions and their respective answers that may be utilized by AIH for AIH's certification examinations. Examination questions should be classified by their level of difficulty and applicable AIH certification examination:

- Hydrologist-in-Training
- Professional Hydrologist
  - Groundwater
  - Surface Water
  - Water Quality
- Hydrologic Technician
  - Levels I,
  - Level II, and
  - Level III

#### Task 2. Compilation of Recommended Training Materials to Support Examination Preparation

Contractor will compile lists of suggested references and training materials to support applicant preparation for AIH's certification examinations. Recommended references and training materials should be based on certification examinations questions databased developed and/or updated under Subtask 1.

#### Optional Task 3: Develop Training Materials for Examination Preparation

Under this optional task, Contractor may be requested to develop AIH training materials to support applicant preparation for AIH's certification examinations. Training materials developed under this optional task should be based on certification examinations questions databased developed and/or updated under Subtask 1.

##### Optional Subtask 3a – Study Guides

Under this optional subtask, Contractor may be requested to develop AIH study guides to support applicant preparation for AIH's certification examinations.

##### Optional Subtask 3b – Webinars

Under this optional subtask, Contractor may be requested to develop and administer on-demand AIH webinars to support applicant preparation for AIH's certification examinations.

### 4. ANTICIPATED EVALUATION CRITERIA

Numeric evaluations will be used to identify strengths and weaknesses of proposals to establish a ranking based on the following criteria:

1. Experience of entity in providing similar services
2. Demonstrated staff or team member capabilities and experience in development of

3. hydrology-related examinations and/or training materials  
Proposed fees for the provision of the duties identified in the Scope of Contracted Work, including any additional anticipated costs.
4. Sound past performance of entity as demonstrated through references

## 5. INSTRUCTIONS FOR SUBMITTING RESPONSES

### Contents of the response

In order to effectively review responses from multiple entities, AIH requests responses to contain the following sections, at least. It is not necessary that the sections follow the order below.

- a) **Entity information** including legal name of Contractor, primary address and contact information, state of incorporation, and state in which doing business.
- b) **Entity qualifications** demonstrating that Contractor is qualified to provide certification examination support services to AIH
- c) **Staff qualifications** demonstrating that the Contractor employs qualified and experienced staff. For each staff member presented, the Proposal must clearly state whether the individual is an employee or a contractor of the firm.
- d) **Firm reliability and credibility**, which should be demonstrated by providing statements and/or evidence for the following:
  - i. Length of time that the proposing firm has provided similar services
  - ii. Number of staff employed by firm (provide answer in terms of Full-Time Equivalent or FTE)
  - iii. How long has firm been operating from its existing principal place of business? (While not mandatory, information volunteered about period of lease or nature of ownership will assist evaluation)
  - iv. Contact information for at least 3 references from other entities that Contractor currently or in recent past has provided similar services to.

### Format of response

- a) Responses to this RFI are requested to be contained in a single electronic file in PDF format.
- b) It is recommended that all pages of the responses to this RFI be formatted for letter-sized paper, to extent possible.
- c) There is no page limit, but respondents are encouraged to submit concise proposals.

### Deadline

Responses must be submitted no later than 8:00 a.m. Pacific Time on July 26, 2021.

### References

The AIH Review Committee will request permission to contact three existing or past clients of the Contractor and may conduct due diligence inquiries within the industry.

### How to submit

Proposals to be submitted via this form (<https://www.surveymonkey.com/r/G3ZP7LJ>) before the proposal deadline.

. Proposals submitted via email that exceed 10MB will not be received due to file size limitations. Proposals that exceed 10MB should be submitted through a functional download link (e.g. file transfer protocol (FTP) site or other) provided via email. Respondents are suggested to request receipt confirmation for submittals.

## Questions

All respondent communication concerning this RFP must be directed to AIH via [admin@aihydrology.org](mailto:admin@aihydrology.org) with subject line, "AIH-Certification Exam Support."

## 6. RESPONDENT INFORMATION EVALUATION

A Review Committee designated by the EC will evaluate the merits of the responses received for this RFI. Following the review of responses, respondents may be contacted by representatives of AIH for inquiries that may support refinement of the anticipated scope of services to be included in an RFP. The AIH reserves the right to reject any and all submitted proposals. AIH is not committed to provide RFP or enter into any contract with entities that submit responses to this RFI.

Minority-serving institutions (MSIs), including historically Black colleges and universities, tribal colleges and universities, and other MSIs, along with disadvantaged business types that are at least 51% owned and controlled by a socially and economically disadvantaged individual or individuals, are encouraged to reply.

## 7. CONTRACT TERMS AND CONDITIONS

Contract terms and conditions will be negotiated between AIH and the selected Contractor. For reference, AIH has used industry-standard terms and conditions for past contracts, and it is expected that the terms and conditions adopted for the proposed contract will not be out of the ordinary.