

# **RFP for Subject Matter Expert to Write Questions for the RESNET National Home Energy Rater Test**

September 11, 2013

Proposals are due on October 11, 2013

The Residential Energy Services Network (RESNET) is accepting proposals from home energy rater subject matter experts with proficiency in test question writing to draft new test questions for the RESNET National Home Energy Rater Test.

## **Background of RESNET**

The Residential Energy Services Network (RESNET) was founded in 1995 as an independent, non-profit organization to help homeowners reduce the cost of their utility bills by making their homes more energy efficient.

RESNET sets the national standards for rating the energy performance of homes and has created the HERS Index. The RESNET HERS Index is the industry standard by which a home's energy efficiency is measured. The HERS or Home Energy Rating System was developed by RESNET and is the nationally recognized system for inspecting and calculating a home's energy performance. Certified RESNET Home Energy Raters conduct inspections to verify a home's energy performance and determine what improvements can be made to increase it.

These certified RESNET Home Energy Raters must pass an online written test administered by RESNET as part of the certification process.

To date over 3000 certified RESNET Home Energy Raters have rated over 1.3 million homes in the U.S.

For information on the RESNET Home Energy Rater Test go to [http://www.resnet.us/professional/rater/hers\\_rater\\_test](http://www.resnet.us/professional/rater/hers_rater_test)

For more information on RESNET go to [www.resnet.us](http://www.resnet.us).

## **Expected Approach to this Effort**

RESNET is seeking professional services to undertake writing new test questions on the National Home Energy Rater Test.

In 2011 the RESNET Training and Education Committee completed a new Job Task Analysis of a certified Home Energy Rater. From this analysis the RESNET National Standard for Training and Certification was revised to include new Rater Capabilities as described in Section 206. The amendment was adopted by the RESNET Board of Directors after a yearlong public review and comment process.

The RESNET Training and Education Committee appointed a group of Subject Matter Experts to revise the current RESNET test to comply with the new standard.

This process includes:

- The Subject Matter Experts completed a Rater Essential Knowledge analysis to weigh each capability on the importance of knowing and the negative effects of not knowing. This exercise determined how many test questions are needed for each capability
- Based on this information, all existing questions will be reviewed for placement into correct categories. Also, questions will be identified that could be eliminated from the written test because the subject matter would be better suited to the Practical Test.
- RESNET staff will then determine the number of new questions needed per category. A Request for Proposals (RFP) will be released for a consultant to draft the new questions needed.
- Another Request for Proposals (RFP) will be released for a psychometrician to facilitate a face to face meeting of the Subject Matter Experts to review and adopt the new test questions.
- The test then will be put online and the Subject Matter Experts will conduct an alpha test.
- Upon successful completion of the alpha test, Rater Training Providers will conduct a beta test.
- Upon success beta testing the test will be put online.

### **Services to be Performed**

Your proposal is expected to cover the following services:

- Review existing test questions to determine correct placement per category.
- Based upon the Rater Essential Knowledge Analysis, draft required new test questions per category. Because the Subject Matter Experts have not yet completed the analysis of the existing test questions it is not know how many new test questions will need to be drafted. It is expected that between 25 to 50 new test questions will need to be drafted.

## **Information to be Contained in Response to RFP**

The proposal shall contain the following information:

- Document experience in writing certification test questions
- Document knowledge and experience with home energy ratings
- Listing and bios of key staff to be involved in project
- Proposed hourly rate to be charged

## **Summiting Proposals**

Proposals shall be submitted electronically to Kathy Spigarelli, RESNET Deputy Director at [kspig@resnet.us](mailto:kspig@resnet.us)

**Proposals shall be submitted by Friday, October 11, 2013.**

## **Proposal Evaluation**

RESNET will evaluate proposals on a qualitative basis.

At its discretion, RESNET may decide not issue a contract for the services called for in the RFP.