INTRODUCTION
The American Industrial Hygiene Association (AIHA) is seeking assistance in developing the Bodies of Knowledge (BoK) for two focused areas of industrial hygiene practice:

- Respiratory Protection: specifically Respiratory Protection Program Administrators / Managers and Respiratory Protection Fit Test Administrators
- Field Use of Direct-Reading Instruments: specifically, multigas and photoionization detectors used in emergency response situations, on environmental field locations and for confined space entry operations.

This is a short-term, fast-tracked initiative that is to be completed by 31 December 2014.

Founded in 1939, AIHA is the premier association of occupational and environmental health and safety professionals. AIHA’s 10,000 members play a crucial role on the front line of worker health and safety every day. Members represent a cross-section of industry, private business, labor, government and academia. AIHA celebrates 75 years of protecting worker health and serving the industrial hygiene community this year. Additional information on AIHA can be found on our website, www.aiha.org.

BACKGROUND
While many BoK are developed specifically with the end point being a certification program, AIHA’s initiative is focused on developing BoKs which:

- Establish the framework for entry-level education or training to prepare professionals to enter the workforce
- Establish the framework for continuing education or training programs
- Establish the content basis for self-assessment instruments or competency profiles, to help professionals determine learning gaps and develop learning plans
- Improve the state of professional knowledge and practice

AIHA has completed several BoK projects using a less formal methodology with subject matter expert (SME) volunteers. These projects differ in that the timeline for delivery of the final BoK products is compressed and external stakeholders and industry partners are being engaged in the process in addition to volunteer SMEs.

SCOPE
It is expected that the final BoK document will include the full body of knowledge of the area of practice not only what is generally accepted as traditional practice but also innovative and/or advanced practices that may not be generally acceptable; not only knowledge but also include skills and abilities; and only empirical knowledge, knowledge that is verifiable and can be described and delineated.

The BoK is expected to include the full scope of what individuals in the field know and do -- including knowledge, skills, and abilities -- and be used to:

- Advance the field for the benefit of all members
- Enhance the professional status of the field
- Guide the association in continuing education programming for members
- Provide a framework for members to develop their own learning plans
- Guide college curricula/programs

AIHA intends to provide the selected contractor with access to a technical SME throughout the project to assist the contractor in understanding the scientific aspects of the areas of industrial hygiene practice relevant to this
work. Additionally, AIHA and its technical SME will work to provide the selected contractor with readily available existing information in each of these subject areas such as:

- Job descriptions of target audience
- Table of content/subject index of professional / industry journals
- Table of content/subject index of books or textbooks on the field
- Test content outline of any existing, relevant certification or credentialing programs
- Training program outlines and materials
- Standards or guidelines
- AIHA and related associations conference or symposia curricula

It is anticipated that the contractor will facilitate an in-person meeting of internal and external stakeholders at AIHA’s office as part of the BoK development process. One in-person meeting is expected for each BoK, a total of two in-person meetings. These meetings can be scheduled back-to-back to minimize travel expenses. It is anticipated that the meetings will be 2 – 2 ½ days in length.

AIHA will work with the contractor to identify the appropriate persons to participate in the in-person meeting. The stakeholders and subject matter experts will be different for the Respiratory Protection and Field Use of Direct-Reading Instruments BoKs.

It is expected that the contractor will utilize an accepted methodology, or combination of methodologies, in the development of the BoKs such as interviews, focus groups, questionnaires / surveys, expert panel, DACUM, Delphi, and/or nominal group.

While an approach is proposed by AIHA in this RFP, we are open to alternative approaches and we invite respondents to include in their proposal the optimal approach and methodology and the rationale behind the proposed alternative approach.

## PROPOSED PROJECT TIMELINE AND DELIVERABLES

<table>
<thead>
<tr>
<th>Date</th>
<th>Deliverable / Action</th>
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<tbody>
<tr>
<td>20 JUN 2014</td>
<td>Release of RFP</td>
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<tr>
<td>15 JUL 2014</td>
<td>Deadline for Proposals to be received by AIHA</td>
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<tr>
<td>24 JUL 2014</td>
<td>Expected dated of award of contract(s)</td>
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<tr>
<td>25 AUG 2014</td>
<td>Preliminary draft / strawman BoK(s) received by AIHA</td>
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<tr>
<td>Week of 08 and /  or 15 SEP 2014</td>
<td>In-person working meeting(s) with subject matter experts (SMEs) held at AIHA offices in Fall Church VA</td>
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<tr>
<td>15 OCT 2014</td>
<td>Revised draft of BoK(s) due</td>
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<td>03 NOV 2014</td>
<td>Comments due from SMEs and AIHA staff</td>
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<tr>
<td>05 DEC 2014</td>
<td>Final draft of BoK(s) due</td>
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<tr>
<td>15 DEC 2014</td>
<td>Editorial comments from AIHA staff</td>
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<tr>
<td>22 DEC 2014</td>
<td>Final BoK(s) due</td>
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Note: For the purposes of effort and cost estimates, AIHA anticipates that each final BoK document will be no longer than 5 pages.
REQUEST FOR PROPOSAL

AIHA invites appropriately qualified and experienced respondents to submit proposals to prepare the requested Body(-ies) of Knowledge. Respondents may submit proposals for either Body of Knowledge or for both.

Proposals must include at least the following sections:

- Statement of qualifications, including resumes of the principal authors. This section should indicate how the background, education and experience of the principal authors and the resources of the firm/entity responding relate to their qualifications to undertake this work. Specifically, proposers should indicate their qualifications and expertise in the areas of Body of Knowledge development and verification, including facilitation of subject matter expert teams. This section of the proposal should include a list of relevant work, publications and applications conducted.
- The proposed methodologies to obtain and synthesize the background development / literature review and the content development / subject matter expert input, with the understanding that this may be modified as the project progresses. This section of the proposal should include a description of the firms’ and principal authors’ experience with the methodologies proposed.
- Total cost, including estimated travel expenses and resource materials.
- Statement of agreement to sign a non-disclosure agreement with AIHA, if selected.
- Contact information.
- Payment terms and conditions.

In order to be considered, all proposals must be submitted in Microsoft Word or Adobe PDF format via email to Mary Ann Latko no later than 4 PM ET on 15 JUL 2014. Receipt of all proposals will be acknowledged.

Mary Ann Latko, CAE CIH CSP QEP
Managing Director, Scientific and Technical Initiatives
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If proposers have questions before submission of the proposals, the questions should be sent electronically to Mary Ann Latko (mlatko@aiha.org). All efforts will be made to provide a prompt response.

Note that AIHA reserves the right to select multiple contractors to fulfill the needs of this initiative. AIHA also reserves the right not select any of the respondents to fulfill the needs of this initiative.