



REQUEST FOR PROPOSALS CREDENTIALING TESTING CONSULTANT

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OHIO STATE BAR ASSOCIATION
1700 Lake Shore Drive
Columbus, OH 43204
614/487-2050
www.ohiobar.org

Association Profile

The **Ohio State Bar Association** (OSBA), founded in 1880, is a voluntary professional association open to any person who has been admitted to the practice of law. In addition, law school students, paralegals and law firm administrators may join as associate members.

The OSBA represents more than 26,000 lawyers and judges, nearly 70 percent of Ohio law practitioners. Total membership is about 31,000, which includes associate members. From the date of its founding until today, the Association's objects, according to its Constitution, have been to:

- Advance the science of jurisprudence;
- Promote improvement of the law and administration of justice;
- Uphold integrity, honor and courtesy in the legal profession and encourage and enforce adherence to high standards of professional conduct;
- Take positions on matters of public interest as deemed advisable;
- Encourage thorough legal education;
- Cultivate cordial relations among members of the Bar; and
- Perpetuate the history of the profession and the Association.

Our core purpose is to advance the professional interests of members of the Ohio State Bar Association. Our core values are member satisfaction, professionalism, foresight and quality services and products. Our goal is to make membership in the Ohio State Bar Association indispensable to Ohio lawyers.

About OSBA Certification

The Supreme Court of Ohio is empowered by the state constitution to regulate the practice of law in Ohio. This includes, among other things, promulgating rules for the government of the bar and a code of professional rules. One such rule prohibits a lawyer from holding him or herself out as a specialist in any particular area of the law unless he or she has been certified as a specialist by an organization accredited to certify.

All attorneys licensed to practice law in Ohio must have graduated from an accredited law school, passed an intensive examination, and attend continuing legal education courses. Attorneys who devote a large part of their practice to a particular area of the law may choose to go beyond these requirements to earn specialty certification. To become certified as a specialist, a lawyer must:

1. demonstrate substantial and continuing involvement in a particular field of law, meaning they must devote at least 25% of their practice to that area of law;
2. submit five individual references attesting to their competency in the specialty area;
3. have earned a minimum of 36 hours of intermediate or advanced continuing legal education credits in the specialty area during the past three years as part of the continuing legal education credits required of all attorneys;
4. remain in good standing with the Supreme Court of Ohio;
5. pass a written examination; and

6. prove financial responsibility by maintaining minimum professional liability insurance coverage.

Scope of Work

The Credentialing Testing Consultant will work with the OSBA Certification Manager to prepare, administer, score and report the results of the annual written examination. The written examination in each lawyer specialty practice area consists of one hundred (100) multiple choice questions. The paralegal certification exam consists of -----multiple choice questions. The certification cycle controls the schedule for the examinations. The lawyer specialty examinations are administered in mid-November and the paralegal examination is administered in late May or early June. At present, the examination is administered by hard copy. We are open to a proposal which anticipates administration of the examination by electronic means.

The Testing Consultant will insure that the preparation, administration and results of the written exam are reliable and valid. Test questions are drafted by OSBA members and will be provided electronically to the testing consultant. The Consultant will:

- format the examination and prepare score (answer) sheets in each specialty and paralegal areas annually;
- Provide a detailed scoring process for use in doing a statistical analysis of questions to minimize appeals;
- provide reports for individuals who score below the passing level indicated questions missed.
- supplement and enhance all testing procedures for administration, scoring and result feedback reports; and
- keep all information received from the OSBA confidential.

Critical Needs

Our decision to select a consultant will be based on three primary considerations: cost of services, availability and use of technology for testing, and the ability to meet the needs of the certification program and work with staff.

Deadline for Receipt of Proposals

All Proposals should be received by 5:00 p.m. on Friday, September 30, 2011 by mail, fax or e-mail to contact below.

OSBA Contact

Certification Manager: Melissa Quick
 Ohio State Bar Association
 1700 Lake Shore Dr.
 Columbus, OH 43204
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