

Request for Documentation (RFD) from College Admissions Assessment Vendors in Texas

Issued by: Texas Higher Education Coordinating Board (THECB)

Facilitated by: Public Policy Research Institute (PPRI), Texas A&M University

Issue Date: Feb 20, 2026

Response Deadline: April 1, 2026 5 pm (CT)

Submission Method: Vendor responses must be submitted through the electronic submission information outlined in Appendix A.

1. Purpose of the RFD

The Texas Higher Education Coordinating Board (THECB) issues this Request for Documentation (RFD) to solicit documentation and descriptive information from vendors that develop and administer college admissions assessments. This RFD is issued pursuant to Senate Bill 1241 (89th Texas Legislature), which requires THECB to conduct a comprehensive study of college entrance examinations used for admissions and related decisions at Texas public institutions of higher education. Related statutes and rules include the following:

- Uniform Admission Policy ([19TAC, Chapter 5, Subchapter A, §5.5](#))
- Automatic Admission: All Institutions ([TEC §51.803](#))
- Other Admissions ([TEC §51.805](#))
- Study on College Entrance Examination Study Scores ([TEC §51.8031](#))

The purpose of this RFD is **early-stage screening**. Vendor submissions will be used to assess technical readiness, psychometric defensibility, and alignment with Texas statutory, policy, and institutional requirements. This RFD is **not** a Request for Proposals (RFP), does not commit THECB to procurement, and does not involve pricing negotiations, vendor selection, or score threshold determinations.

2. Roles and Scope

- **THECB** retains full authority over admissions policy decisions.
- **PPRI** serves as an independent facilitator responsible for administering the RFD process, collecting vendor submissions, and synthesizing information for THECB.
- **Vendors** are asked to submit **existing documentation and summaries of evidence**; the RFD does not require the generation of new analyses unless explicitly stated.

3. Instructions to Vendors

Electronic Submission Portal: All responses to this Request for Documentation (RFD), including narrative responses and required attachments, must be submitted through the Electronic Submission Information outlined in Appendix A. Submissions received through email, mail, or any other means will not be accepted. Vendors are responsible for ensuring timely and complete submission in accordance with the requirements described in this document.

Narrative Responses: Narrative responses should be concise, clearly written, and explicitly labeled by criterion number and title. Vendors are responsible for ensuring that all required questions are addressed.

Confidential Information: Vendors must clearly identify any proprietary or confidential information included in their submissions. Such designations should be limited to information that is legitimately confidential and necessary for review.

Page Limits and Attachments: Page limits apply where specified. Materials exceeding stated page limits should not be included in narrative responses and must instead be submitted as separate attachments where permitted.

Completeness of Submission: Failure to address required criteria, submit required documentation, or complete required fields in the submission portal may result in exclusion from further consideration.

4. Evaluation Framework Overview

RFD criteria fall into two categories:

4.1 Threshold (Minimum) Requirements

Failure to meet these criteria may result in exclusion from further review:

- Criterion 1: Psychometric Validity & Reliability
- Criterion 2: Alignment & Coverage
- Criterion 3: Norming, Equating & Representativeness
- Criterion 4: Predictive Validity for Admissions / College Success
- Criterion 5: Data Reporting, Privacy & Governance
- Criterion 6: Scoring, Reporting & Interpretability
- Criterion 7: Required Deliverables

4.2 Differentiating Criteria

The following criteria will be used to compare vendors that meet all threshold requirements:

- Criterion 8: Accessibility, Accommodations & Fairness
- Criterion 9: Security, Administration & Delivery
- Criterion 10: Legal & Policy Compliance
- Criterion 11: Vendor Qualifications & Experience
- Criterion 12: Contracts, Pricing & Intellectual Property

5. RFD Criteria and Submission Requirements

Criterion 1: Psychometric Validity & Reliability (Threshold)

Vendors must submit:

- Current technical manual documenting test development, scoring, test theory/methodology (e.g., CTT, IRT, G-Theory), reliability, validity, and limitations.
- Reliability evidence (e.g., internal consistency, test–retest, alternate-form reliability, standard errors of measurement).
- Validity evidence (e.g., content, construct, concurrent, and predictive validity), including methods, sample sizes, statistical models, and effect sizes.
- Standard-setting and cut-score justification documentation.

Criterion 2: Alignment & Coverage (Threshold)

Vendors must submit:

- Content alignment mapping to Texas College and Career Readiness Standards and applicable statewide benchmarks (including benchmarks defined under 19TAC, Rule 4.57(a)).
- Content blueprint and representative sample items by competency and item type.
- Description of sub-scores and guidance on interpretation for admissions.

Criterion 3: Norming, Equating & Representativeness (Threshold)

Vendors must submit:

- Description of norming/standardization samples, including sample sizes, recency, and demographic breakdowns, with Texas-specific data.
- Description of equating and scaling procedures across forms, modes, or administrations.
- Differential item functioning (DIF) and subgroup analyses, including interpretation and remediation approaches.

Criterion 4: Predictive Validity for Admissions / College Success (Threshold)

Vendors must submit:

- Evidence demonstrating how assessment scores predict postsecondary outcomes relevant to Texas institutions, including gateway course*success.
- Description of outcomes used, analytic methods, and subgroup analyses.

*Gateway courses, (or their local equivalents based on the Texas Common Core Numbering System) include the following: MATH 1313/1414, MATH 1332, MATH 1342, ENGL 1301/1302, HIST 1301/1302 GOVT 2305/2306, PSYC 1301 (see [*Lower Division Academic Course Guide Manual*](#))

Criterion 5: Data Reporting, Privacy & Governance (Threshold)

Vendors must submit documentation describing their practices related to data reporting, student privacy, and data governance, including compliance with FERPA and applicable Texas state laws. At a minimum, vendors must submit documentation addressing the following areas:

- **Score reporting and data formats**
Description of score reporting formats, required metadata, and procedures for secure transmission of student-level data to institutions and state agencies.
- **FERPA and state law compliance**
Documentation of data stewardship practices, retention and deletion policies, and applicable security certifications.
- **Data ownership, access, and governance**
Description of ownership of item content and student-level data, institutional and state access rights, auditability, and governance structures.

In addition, vendors must submit documentation addressing broader student data privacy, security, and governance considerations, including but not limited to:

- Data minimization and permitted uses of student data
- Data storage locations, subcontractors, and access controls
- AI-enabled data collection, automated review, and human oversight
- Restrictions on vendor data use, monetization, and retention
- Privacy governance, risk management, and breach response procedures

Criterion 6: Scoring, Reporting & Interpretability (Threshold)

Vendors must submit:

- Description of score reports for students and institutions, including interpretive guidance and standard errors.
- Timeline from administration to score availability.
- Documentation of score comparability or linking studies where claims are made.

Criterion 7: Required Deliverables (Threshold)

Vendors must attach:

- Most recent full technical manual.
- Validation studies and supporting analyses.
- Sample items and content blueprint.
- Security and privacy certifications.
- Data reporting specifications.
- Reference list of institutions or states currently using the assessment.

Criterion 8: Accessibility, Accommodations & Fairness (Differentiating)

Vendors must submit:

- Description of accommodation policies and procedures in compliance with the Americans with Disabilities Act (ADA), Section 504, and state requirements.
- Evidence that accommodations do not alter the construct being measured.
- Documentation of accessibility standards (e.g., WCAG) and usability testing.

Criterion 9: Security, Administration & Delivery (Differentiating)

Vendors must submit:

- Description of administration modes and evidence of mode comparability where applicable.
- Description of security measures, proctoring technologies, and incident response protocols.
- Evidence of scalability and prior large-scale administrations.

Criterion 10: Legal & Policy Compliance (Differentiating)

Vendors must submit:

- Confirmation of compliance with relevant Texas statutes and THECB rules governing admissions assessments..
- Supporting documentation or narrative mapping claims to the applicable requirements.

Criterion 11: Vendor Qualifications & Experience (Differentiating)

Vendors must submit:

- Summary of prior implementations with state systems or higher education institutions.
- Qualifications of key technical staff and subject matter experts.
- Copies or citations of independent technical reviews or peer-reviewed publications.

Criterion 12: Contracts, Pricing & Intellectual Property (Differentiating)

Vendors must submit:

- Description of pricing structures and cost components.
- Description of intellectual property terms and item use rights.
- Description of remedies and liabilities related to security breaches or systemic errors.

6. Use of Submissions

Information collected through this RFD will be synthesized and reported in aggregate to inform THECB's statutory study. Individual vendor responses will not constitute selection decisions or contractual commitments.

7. Anticipated Next Steps

Following review of RFD submissions, THECB may:

- Request clarification or supplemental documentation;
- Conduct additional technical review

Appendix A

Electronic Submission Information

All vendor responses to this Request for Documentation (RFD), including narrative responses and required attachments, must be submitted through the electronic submission portal, a **Qualtrics-based online submission form** that mirrors the criteria and questions contained in this RFD and serves as the **sole method of submission**. Vendors must enter narrative responses and upload all required attachments directly within the Qualtrics form. Submissions received through email, mail, or any other means will not be accepted.

Please access the electronic submission portal here:

[College Admissions Assessment Vendors RFD](#)