REQUEST FOR PROPOSAL

DEVELOP AND INSTRUCT A NEW ASHRAE LEARNING INSTITUTE (ALI) COURSE ON CERTIFIED DECARBONIZATION PROFESSIONAL (CDP) EXAM PREPARATION

ASHRAE is a professional engineering association with more than 50,000 members from over 130 nations dedicated to advancing the arts and sciences of heating, ventilation, air conditioning, refrigeration, and building systems to serve humanity and promote a sustainable world. To expand professional education opportunities and support credentialing efforts, ASHRAE is seeking proposals from qualified individuals to develop and deliver a multi-day ASHRAE Learning Institute (ALI) course that will prepare participants for the Certified Decarbonization Professional (CDP) exam.

Course: Certified Decarbonization Professional (CDP): What You Should Know to prepare for the Exam

Proposal Due Date: February 23, 2026 (5:00 PM Eastern Time)

Anticipated Selection Date: March 9, 2026

All proposals must be received in electronic format prior to 5:00 PM (Eastern Time) on the due date.

Electronic copies must be submitted to **kmurray@ashrae.org**.

Questions should be directed to **edu@ashrae.org**.

ASHRAE reserves the right to reject any or all proposals or to not proceed if circumstances dictate.

STATEMENT OF WORK

Background and Vision

The Certified Decarbonization Professional (CDP) credential establishes an internationally recognized benchmark of competence for professionals engaged in building decarbonization. However, many potential candidates are unfamiliar with the structure of the exam, the domains it covers, and the breadth of resources available for study. This course will bridge that gap by providing a structured, instructor-led learning experience that aligns directly with the CDP Exam Blueprint and Exam Tasks.

By equipping participants with a deeper understanding of exam domains, recommended resources, and real-world application, this course will expand the pool of qualified professionals prepared to successfully achieve CDP certification and contribute to ASHRAE's broader decarbonization mission.

Objective

The goal is to develop a **1.5–2 day multi-instructor course** that reviews CDP exam requirements and provides guided instruction through all exam domains. Participants will learn to:

- Understand the qualifications, application, and testing process for the CDP exam.
- Become familiar with the eight CDP exam domains and corresponding Exam Tasks.
- Evaluate recommended publications and resources for exam preparation.
- Assess their personal strengths and weaknesses relative to the exam blueprint and design an individual study plan.

Scope

Targeted Audience

- Design engineers, consulting engineers, architects, facility managers, and other building professionals pursuing CDP certification.

Course Length

1.5–2 days, taught by multiple instructors, with modular coverage of all eight exam domains.

Content Level

Intermediate to Advanced

Content Focus

The course will provide a structured, practice-oriented pathway for professionals preparing for the CDP exam. Emphasis will be on:

1. Exam Orientation and Process
    - Eligibility, application, and testing requirements
    - Overview of the exam blueprint and scoring methods
2. Domain Deep Dives
    - In-depth review of all eight domains from the CDP Exam Tasks
    - Exploration of recommended resources and their relevance
    - Connections to real-world decarbonization practices
3. Application of Knowledge

    - Instructor- and peer-led discussions of case examples
    - Strategies for translating technical expertise into exam success
4. Self-Assessment and Study Planning
    - Tools for participants to identify strengths and gaps
    - Guidance on prioritizing study resources and domains

By integrating exam mechanics with technical learning, the course will ensure that participants not only understand the exam criteria but also feel confident in their ability to prepare effectively.

Content Outline

Content of the course should include but not be limited to the following elements:

1. Introduction to the CDP Exam
    - Qualifications, application process, testing structure
2. Resources for Exam Preparation
    - Overview of ASHRAE standards, guides, and other publications
3. Domain 1–8 Deep Dives
    - Topic reviews, recommended resources, real-world examples
    - Interactive dialogue with instructors and peers
4. Study Strategies and Self-Assessment
    - Identifying strengths and weaknesses
    - Building a personalized study blueprint
5. Closing and Next Steps
    - Review of continuing resources and support for candidates

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CONTENT DEVELOPER/INSTRUCTOR QUALIFICATIONS

The selected course developer/instructor must demonstrate:

- Expertise in building decarbonization, professional credentialing, and adult learning.
- Familiarity with ASHRAE standards
- Experience preparing candidates for professional certifications is strongly preferred.
- The ability to coordinate multiple instructors, deliver interactive domain-based modules, and design effective assessment questions.

PROPOSAL REQUIREMENTS

Proposals must include:

- Resume with company/consultant profile and relevant experience
- Examples of similar course development projects (exam-prep or credentialing)
- Sample course materials (e.g., slides, practice questions, or exercises)
- Proposed approach and methodology
- Draft timeline with milestones and review cycles
- Summary of project costs

PROPOSAL EVALUATION CRITERIA

- Understanding of the Statement of Work and proposed approach (25%)
- Past performance in developing user-oriented training and/or credential preparation (20%)
- Experience with design and engineering audiences (35%)
- Qualifications and expertise of proposed personnel (20%)

In addition to these technical criteria, cost will be a factor. Selection will be based on best value for ASHRAE.

ADDITIONAL INFORMATION

- This project is considered **"Work for Hire."** ASHRAE will market and hold the exclusive copyright and intellectual property rights to the training, including any associated software and source code.
- As a 1.5–2-day course, development compensation may be negotiated. Instructors will also receive an honorarium each time they deliver the course..
- Only ASHRAE may license use of the training to third parties.
- All course materials must comply with ASHRAE's commercialism policy: https://www.ashrae.org/about/governance/ashrae-commercialism-policy-and-guidelines
- Developers must obtain permission to reprint any third-party images or content; ASHRAE will not secure permissions on their behalf.