



STATE OF NEW HAMPSHIRE
OFFICE OF PROFESSIONAL LICENSURE AND CERTIFICATION
OFFICE OF THE EXECUTIVE DIRECTOR

Lindsey B. Courtney, J.D.
 Executive Director

Heather A. Kelley
 Director

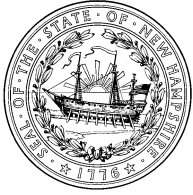
7 EAGLE SQUARE, CONCORD, NH 03301-4980
 Telephone: 603-271-2152
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RFA Addendum
Questions and Answers

RFA NUMBER AND TITLE:	RFP 2024-ADMIN-01 Testing Services
AMENDMENT DATE:	September 5, 2023
PROPOSAL DUE DATE:	September 22, 2023
RFA ISSUED BY:	The Office of Professional Licensure and Certification (OPLC)
Unless specifically addressed below, all other provisions and clauses of the RFP remain unchanged.	

Provided below are submitted written questions received and the OPLC’s answers:

Question #	Question	Answer
1.	<p>Would you consider separating contracts based on ability to deliver such as all construction related, cosmetology related, real estate related, jurisprudence etc.? If not, are contract awards determined based on all proposals received taking into consideration any exam discipline exclusions?</p> <p>In reference to “...vendors that can develop content for and/or administer examinations”, will OPLC accept proposals for portions of the scope of work? For example, could a vendor submit a proposal for only exam administration, or the development and administration of only a select portion of the exams?</p>	<p>Yes, we would consider selecting multiple vendors based on all proposals received taking into consideration exclusions. Vendors will be considered for the content sections that they have submitted a proposal for as OPLC is considering separating contracts based on ability to deliver. Vendors should indicate in their proposal what they are excluding.</p>



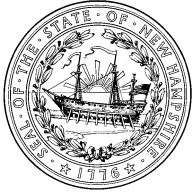
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2.	Our understanding is OPLC’s real estate contract with its current vendor does not expire until June 2025. Does OPLC have a contractual mechanism to allow for another vendor to provide testing services sooner than that date?	Yes.
3.	If OPLC is agreeable to a separate bid award for its real estate program, would it further consider extending the proposal due date by two weeks to Friday, October 6, to allow bidders ample time to create a thorough and accurate response?	Yes. OPLC will issue an addendum extending the close date for the RFP for all content to October 6.
4.	Could OPLC provide the total number of Salesperson and Broker examinations, broken down by National/General and State-Specific, administered in each of the past three fiscal years?	6,318
5.	Section 1.2 Overview, p. 3. Will the OPLC provide content outlines/blueprints for each of the examination titles?	Yes, it will be provided to the selected vendor(s) following award.
6.	Section 1.2 Overview, p. 3. For the Cosmetology related exams, the RFP require the vendor to deliver: National Interstate Council of State Boards of Cosmetology (NIC) Cosmetology, Nail Technology, Esthetics, Barber Styling, Electrology, Barber 1, Instructor, Permanent Cosmetics/Micropigmentation examinations. However, there are other nationally recognized exam (theory and practical) that could be considered. These exams have been developed to current national barber and cosmetology standards and have been adopted by a number of states. Will OPLC accept submissions that propose the use of other national barber/cosmetology exams?	The boards current rules required the NIC exam.



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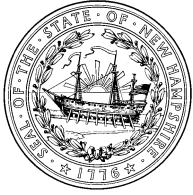
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7.	Section 1.2 Overview, p. 3. Is OPLC open to remote proctoring as an exam delivery option, in addition to exams at test centers?	Yes.
8.	Section 1.2 Overview, p. 3. Will the state provide state-owned items for the theory exams? How many items will be provided per exam?	No.
9.	Section 1.2 Overview, p. 3. Is OPLC open to virtual proctoring as a practical exam delivery option for its candidates, in addition to evaluations at practical test centers?	Yes.
10.	Section 1.2 Overview, p. 3. For the Real Estate exams, is an ARELLO-accredited exam a requirement?	No.
11.	Section 1.2 Overview, p. 3. Please provide exam volume by test center for 2022, including how many exams were delivered remotely (if any).	OPLC does not have this data.
12.	Section 1.2 Overview, p. 3. Please provide candidate volumes by each exam type for 2022.	OPLC does not have this data.
13.	Section 1.2 Overview, p. 3. Please provide the current exam fees for each exam type.	This varies by Contractor.
14.	Section 1.2 Overview, p. 3. Please provide the current exam duration for each exam type.	This varies by exam and will be provided to the awarded Vendor(s).
15.	Section 2.1.2, p. 5. For which program/exams will the selected vendor need to perform application processing services?	There will be no need to perform licensing application processing services.
16.	Section 5.2 Procurement Timetable, p. 8. What is the anticipated award date?	Negotiable based on vendor responses.
17.	Section 5.2 Procurement Timetable, p. 8. What is the anticipated first day for exam delivery to begin? Are there different	Yes, there are different expected start dates for each of the exam.



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	expected start dates for each of the exam types?	
18.	Section 1.2 Overview, p. 3. In what locations are the current vendor's Cosmetology-related practical exams offered?	Exams are currently administered by Prometric using the accepted NIC national examinations.
19.	Section 1.2 Overview, p. 3. How often are Cosmetology-related practical exams delivered?	Monthly.
20.	Section 1.2 Overview, p. 3. In what locations are the current vendor's Soil Scientist and Wetland Scientist practical exams offered?	Bear Brook State Park.
21.	Section 1.2 Overview, p. 3. How often are the Soil Scientist and Wetland Scientist practical exams delivered?	One (1) to two (2) times a year.
24.	Section 4.2 Cost Proposal, p. 7. Is there a specific format in which the vendor should submit their Cost proposal?	Cost proposal requirements are outlined in Section 4.2
25.	For the Soil and Wetland Scientist Practical, do you have examiners we would contract with or hire?	No.
26.	Section 4.2 Cost Proposal, p. 7. Are there any statutory caps for exam fees?	No.
27.	Section 4.2 Cost Proposal, p. 7. Will any fees be remitted to the OPLC?	No.
28.	Page 8, 4.3 Vendor Selection 4.3.1. Technical Proposal Score 4.1.2.12. Will points be awarded for this question and if so, what are the points assigned to this question?	No.