



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

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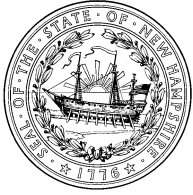
**RFP Addendum #3**

<b>RFP NUMBER AND TITLE:</b>	RFP 2024-ADMIN-01 Testing Services
<b>AMENDMENT DATE:</b>	September 27, 2023
<b>PROPOSAL DUE DATE:</b>	October 6, 2023
<b>RFA ISSUED BY:</b>	The Office of Professional Licensure and Certification (OPLC)
Unless specifically addressed below, all other provisions and clauses of the RFP remain unchanged.	

The Request for Proposal deadline is amended to include the jurisprudence exam for the Board of Auctioneers that has recently been transferred to the OPLC.

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

Question #	Question	Answer
1.	A review of New Hampshire Rules, Rea 301.03 Filing Requirement stipulates, “No notice to schedule an examination shall be mailed to any candidate unless and until a completed registration form, completed pre-licensing course affidavit if applicable, certificate of good standing if applicable, and examination fee have been received and accepted in the office of the commission.” Based on our review of OPLC's current real estate vendor’s candidate bulletin (last published) it appears the Commission has delegated the above stated responsibilities to its examination vendor.	Per recent legislation, HB 409 (2023), examination is a function of the OPLC in RSA 310:4. The OPLC will be delegating certain examination requirements to the selected vendor.
2.	RFP-2024-ADMI-01, Section 2.1.2 does not specify whether the awarded vendor will be responsible for reviewing the pre-	In regard to the pre-licensing affidavit, there are no requirements in REA 302.04(g).



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	<p>licensing course affidavit (if applicable) and/or certification of good standing (if applicable) to ensure the candidate meets the qualifications to sit for the appropriate exam. Can OPLC inform whether (a) OPLC intends to delegate this above stated responsibilities to the awarded examination vendor, or (b) that OPLC intends to manage this responsibility itself? In addition, is examination payment submitted by the candidate with the application, or at the time of examination scheduling?</p>	<p>Regarding the certification of good standing, the selected vendor shall manage this requirement to ensure the document has been submitted at the time the examination is scheduled.</p> <p>The examination payment shall be submitted payment directly to the vendor with any other necessary requirements to sit for the examination, at the time of scheduling of the examination.</p>
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