



**State of Rhode Island
Department of Administration / Division of Purchases
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December 8, 2015

ADDENDUM # 1

RFP: 7549984

**Title: Administration of Rhode Island Department of Health's Nursing
Assistant Examinations**

Bid Closing Date & Time: December 18, 2015 at 10:00 AM ET

Notice to Vendors

**ATTACHED ARE VENDOR QUESTIONS WITH STATE
RESPONSES. NO FURTHER QUESTIONS WILL BE ANSWERED.**

**David J. Francis
Interdepartmental Project Manager**

Interested parties should monitor this website, on a regular basis, for any additional information that may be posted.

Vendor Questions for RFP #7549984 Administration of Rhode Island Department of Health's Nursing Assistant Examinations

Question 1: RFP p. 3. Section 1: Introduction. What is the anticipated contract award date?

Answer to question 1: The contract has expired. The anticipated contract award date is February 1, 2016.

Question 2: RFP p. 3. Section 1: Introduction. When will the first examination administrations begin (the implementation date) under the new contract?

Answer to question 2: As soon as the contract is awarded.

Question 3: RFP p. 3. Section 1: Introduction. When will the Division of Purchases (Division) respond to bidder questions?

Answer to question 3: The Division of Purchases will post an addendum contacting state responses at least six (6) days prior to the submission deadline. Please monitor the website for future addenda, here: <http://www.purchasing.ri.gov/bidding/BidSearch.aspx> .

Question 4: RFP p. 6, Project Management Deliverables. The RFP states that the skills examination shall not be timed. Would the Department of Health (Department) be amenable to a timed skills examination, as it has currently, provided the selected vendor allows a reasonable amount of time for applicants to complete the exam to provide for a reliable and valid psychometric evaluation?

Answer to question 4: Yes

Question 5: RFP p. 6, Project Management Deliverables. The content areas listed for the skills exam appear to be the content areas that are covered by the Department's current written examination. Except for the infection control area, all other content areas listed are **not** covered in the Department's current skills examination. Did the Department intend for the content areas listed to be requirements of the written examination instead?

Answer to question 5: Both the written and skills exams must adhere to the curriculum listed in Appendix II of the Rules and Regulations for Licensure.

Question 6: RFP p. 8, Additional Information and Assurances. Regarding the last bullet point on page 8 – What does the Department expect the “final report” to include to be submitted 45 days after the contract is fully executed?

Answer to question 6: This may be boiler plate language from an older RFP, however, the board would require quarterly and annual program utilization reports.

Question 7: **RFP p. 8, Additional Information and Assurances.** In performance of the services under any resulting contract, contractors will utilize significant existing proprietary computer programs, source code, materials, exams, exams items and questions, and intellectual property that have been previously developed by the contractor or its 3rd party licensor (“Contractor Intellectual Property”), some of which may be trade secret, copyright, patent and trademark protected. We presume the state understands contractor or its licensors will retain all Intellectual Property rights to Contractor’s Intellectual Property including derivative or customized works; is our presumption correct?

Answer to question 7: Yes.

Question 8: **RFP p. 12, Response Contents, 3).** Given that Section 3: Scope of Work, pages 5-9, to which vendors must respond, is five pages, would the Division be amenable to increasing or eliminating the six-page limit of the Technical Proposal? The current page limit makes it challenging for vendors to fully respond to all of the requirements in the Scope of Work, while also addressing the required sections listed in Section 4: Technical Proposal, on pages 9-10.

Answer to question 8: Yes

Question 9: **RFP p. 13, Response Contents, 5).** Can technical and cost proposals be submitted on the same single CD, or must the electronic copies be separated in the same manner as the hard copy submittals?

Answer to question 9: Separate CDs for each proposal (technical and cost). The cost must be sealed along with the cost proposal.