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**RFP BAE 2020-001**  
**High School Equivalency Test Center Coordination**  
**Addendum 1**

<b>Section</b>	<b>Page</b>	<b>Question</b>	<b>State Response</b>
1.1 Executive Summary	2	The RFP states that approximately 1,000 NH residents earn high school equivalency certificates each year; how many subtests are administered per year?	2016 – 5,952 2017 – 5,160 2018 – 5,058 2019 – 5,007 2020 – 2,199
1	3	Is the anticipated funding for this project all-inclusive? In other words, are the anticipated funds outlined in the RFP to be used to cover program operational costs as well as reimbursement for training new HiSET administrators, issuing payments for up to 35 centers on a monthly basis based on the number of verified subtests administered, issuing reimbursements of up to \$50/month/program for PPE and cleaning supplies, and processing payments for vouchers?	Yes. However, test center reimbursement will not be provided for correctional facilities, Job Corps or other centers where the operational costs are already provided by the sponsoring agency or school district.
3.1 Subtest Administration Support	5	Once the COVID-19 restrictions due to the pandemic expire and the rates shift from \$20.00 to \$15.00 reimbursement per administered subtest, will the \$50 per month reimbursement for required PPE and cleaning supplies expire at the same time, or will it continue?	Reimbursement for PPE and cleaning supplies will only continue if required by Executive Order or guidance from the NH Department of Health & Human Services. The Bureau will work with the contractor and test centers to access additional resources if necessary.
3.1 Subtest Administration Support	5	What training will be provided to the vendor regarding access and use of the Test Center Portal provided by ETS in order to verify the number of subtests administered at each testing center?	ETS and Bureau staff will provide training and access to the Test Center Portal.

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3.1 Subtest Administration Support	5	Will students who are considered “no shows,” “couldn’t take the exam,” or any other adverse test taker events be omitted from the Test Center Portal verified figures? If so, and a test administrator worked their shift, but no subtests were administered, will testing centers anticipate reimbursement?	Test centers will only be reimbursed for administered subtests through this contract.
3.1 Subtest Administration Support	5	Can a vendor require testing centers to submit for reimbursement on a monthly basis so that the vendor can compare the center’s documentation of the number of subtests taken with the number reported by ETS in the Test Center Portal?	A proposal may include additional requirements or procedures that increase the efficiency and accuracy of payments.
3.1 Subtest Administration Support	5	Will the vendor be allowed to collect and verify all receipts before reimbursing up to \$50/Month/testing center for PPE and cleaning supplies?	A proposal may include additional requirements or procedures that increase the efficiency and accuracy of payments.
3.2 Training Support	5	While supporting the recruitment and training of new test administrators, and following the training requirements, does the vendor have the right to limit the number of reimbursement training hours per person? For example, can the vendor limit observation/participation activities to up to 12 or 16 hours?	A proposal may include additional requirements or procedures that increase the efficiency and accuracy of payments.
3.3 Facilitation of Special Payments	5	Can you provide an estimate of the number of vouchers that will be ordered on a monthly basis?	This is a new system and therefore the number of vouchers is unknown.
3.3.2 Facilitation of 3 <sup>rd</sup> Party Payments	6	Is there a list of approved third party vendors that are eligible to request vouchers that can be shared?	The Bureau will work with the successful contractor to establish a list of approved 3 <sup>rd</sup> party vendors.
3.3.2 Facilitation of 3 <sup>rd</sup> Party Payments	6	Can you clarify what the following means, “...in the event of restricted private contributions for adult education students?” Does this phrase refer to scholarship applicants?	In the event that the Bureau or a test center receives restricted private contributions to pay for testing fees, the Bureau will work with the successful contractor to establish a procedure to distribute vouchers.
3.3 NH State Prison Inmates	5	“Inmates at the NH State Prison shall only be required to pay the ETS fees as published by the Bureau of Adult Education.” Does that mean that the NH State Prison will receive a different reimbursement rate from the vendor than the other correctional facilities and, or testing centers?	Correctional facilities will not receive test center reimbursement from this contract.

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5.5 Cost Proposal	10	What is the administrative cap for this RFP?	<b>There is not an administrative cap for this contract with the exception of indirect costs which must not exceed the Governor &amp; Council limitation of 10%.</b>