

## RFP 25-005 - Scoring of Pilot and Field Tests

### Questions & Answers Summary

1. If vendor does not have an individual with the title "Chief Administrative Officer" at their company, can vendor just ensure that they have an individual sign who has the authority to bind the company?

Answer: Yes, an authorized individual can do so.

2. Are the machine-scannable answer sheets NYSED-developed and formatted answer sheets that will be used by NYSED?

Answer: Certain field tests (e.g., science) use NYSED-developed and formatted answer sheets. These are developed in Microsoft Word with bubble fields.

4. What format are the constructed response documents?

Answer: Constructed response documents are typically PDF documents that are machine-readable. Features to aid in scanning could be included.

Can a vendor create a scannable answer document to be used with the constructed response documents?

Answer: This is not a service that NYSED is seeking to contract for in this RFP.

What are the specifications for the machine-scannable answer documents and constructed response documents? Are they printed on 50-60 lb. paper (i.e., answer documents is very bright, most often 20-24 lb. opaque paper, occasionally 50 or 60 lb. opaque)?

Answer: The typical specifications of the test booklets and NYSED-developed answer sheets are 20-24 lb. Finch Opaque Ink Jet Digital Paper. The machine scorable answer sheet shown in Attachment 3 is 60 lb. Mark Reflex.

Are there any accessible or accommodated versions of the audit materials?

Answer: Section 5 requires a Contractor to provide SED with policies and procedures for that; NYSED does not have additional guidance. The remainder of the section refers to NYSED requiring an audit that would be done by a third party and the substitution of the results of an independent contractor's audit of the Contractor's privacy and security practices that was conducted within the 12 months prior to the request.

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aid in scanning could be added. Paper specification is not something that can be changed, as NYSED prints the materials in-house.

12. Can it be assumed that the number of rangefinding days can be negotiated upon contract award or is it the intent of NYSED to keep rangefinding for all subjects no longer than 5 days?

Answer: Bidders should use the information in Attachment 2 in developing their proposals.

13. Does NYSED have different expectations for the composition/makeup of pilot rangefinding/training materials than for field test rangefinding/training materials?

Answer: No.

14. Would NYSED please share the expectations for the composition/makeup of both pilot and field test rangefinding and training materials?

Answer: Rangefinding materials are intended to facilitate the provision of feedback to the vendor that will inform the scoring of the field tests. To prepare for the rangefinds m9.4 (e)-6et5-1. (i)-3.3 (n)-0.1

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17. Please confirm that no Education Specialists are expected to participate in range-finding meetings. And should vendors' costs assume that every committee member will receive an honorarium and travel expense reimbursement?

Answer: Bidders should assume that every committee member will receive an honorarium and travel expense reimbursement, regardless of status as an Education Specialist (i.e., educator