

ADDENDUM ONE, QUESTIONS and ANSWERS

Date: July 7, 2022

To: All Bidders

From: Kevin Schlautman, Buyer
Department of Insurance

RE: Addendum for Request for Proposal Number 112104 O3
to be opened July 21, 2022, at 2:00 p.m. Central Time

Questions and Answers

Following are the questions submitted and answers provided for the above-mentioned Request for Proposal. The questions and answers are to be considered as part of the Request for Proposal. It is the Bidder's responsibility to check the State Purchasing Bureau website for all addenda or amendments.

<u>Question Number</u>	<u>RFP Section Reference</u>	<u>RFP Page Number</u>	<u>Question</u>	<u>State Response</u>
1.	1.H	Page 3	Page 3, Section H, indicates that proposals are expected to be submitted via hard copy. However, with many employees still working remotely due to the pandemic, particularly in areas where numbers are rising, please confirm that proposals can be submitted via email?	Electronic proposals can be submitted via Nebraska's ShareFile system. Separate file links will be sent to each bidder.
2.	1.M Number 4	Page 5	Page 5, Section M Number 4 states vendors must submit "Completed Sections II through VI." Submission of Sections II through IV is understood as these sections are to be initialed and returned with comments. Sections V and VI are the Project Description and Scope of Work and Proposal Instructions. Please affirm the Department does not wish the bidder to include a photocopy of these sections. The vendor is to address Sections V and VI in their written response in the technical proposal.	Correct, sections II through IV should include Accept/Reject initials and comments. Sections V and VI include the project description, scope of work, and proposal instructions.

3.	1. Deliverables - Preparation of Examinations	Page 26	<p>Does the Department currently own any Nebraska-specific test questions that will be shared with the selected vendor? If so, please provide the following information:</p> <p>a) How many items are available per license line?</p> <p>b) Item statistics:</p> <ul style="list-style-type: none"> ▪ Are statistics available for current items? ▪ If yes, are the statistics based on classical test theory or the Rasch model? Are the item banks currently linked to test outline specifications, blueprints, or domains? <p>c) Will the item banks be provided in an electronic format? Please specify the format.</p> <p>d) Do any of the items use graphics?</p> <p>e) Do any of the items use audio files?</p>	<p>Nebraska owns 243 unique items that are used across 15 exams.</p> <p>3a.</p> <table border="1" data-bbox="1063 300 1511 777"> <tr> <td>Life & Ann</td> <td>3</td> <td>Motor Club</td> <td>44</td> </tr> <tr> <td>Accident, Sickness & Health</td> <td>17</td> <td>Title</td> <td>6</td> </tr> <tr> <td>Life, Accident, Sickness & Health</td> <td>20</td> <td>Personal Lines</td> <td>19</td> </tr> <tr> <td>Property & Casualty</td> <td>25</td> <td>Property</td> <td>10</td> </tr> <tr> <td>Consultant – Life</td> <td>28</td> <td>Casualty</td> <td>21</td> </tr> <tr> <td>Consultant – P&C</td> <td>18</td> <td>Funeral</td> <td>3</td> </tr> <tr> <td>Crop</td> <td>28</td> <td>Viatical Life Settlement</td> <td>21</td> </tr> <tr> <td>Public Adjuster</td> <td>39</td> <td></td> <td></td> </tr> </table> <p>3b. Yes, most Nebraska owned items have been tested and have statistics. All items are linked to the content outlines at the domain level and will have CTT statistics where applicable.</p> <p>3c. Items will be provided as Excel files containing all relevant data.</p> <p>3d. There are currently no graphics.</p> <p>3e. There are currently no audio files.</p>	Life & Ann	3	Motor Club	44	Accident, Sickness & Health	17	Title	6	Life, Accident, Sickness & Health	20	Personal Lines	19	Property & Casualty	25	Property	10	Consultant – Life	28	Casualty	21	Consultant – P&C	18	Funeral	3	Crop	28	Viatical Life Settlement	21	Public Adjuster	39		
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4.	H. Submission of Proposals - The Request for Proposal form must be manually signed in an indelible manner	Page 4	We received the link for proposals to be submitted electronically via the state's ShareFile program, thank you. We presume that e-signatures are acceptable. Is this correct? Respectfully, e-signatures are a more feasible option in a COVID-19 environment than hand drawn "wet" signatures.	E-signatures are acceptable.																																
5.	g) Examination Costs & Fees	Page 29	Are any portion(s) of any examination fees remitted back to the Department? Or does the vendor retain the full fee amounts?	No insurance licensing examination fees are remitted back to the Department.																																
6.	b) Examination Results	Page 27	Regarding b) Examination Results, please provide the relevant layout(s) that the vendor would be required to conform to in order to, "operate within the parameters of the electronic data management system utilized by the Department."	See "NE License Exam Layout" file at https://doi.nebraska.gov/about/active-rfps																																

7.	A. Project Overview	Page 26	Could the Department provide the total number of examinations administered in each of the past two years, broken down by exam type?	See "Examination Stats 2020_2021" file at https://doi.nebraska.gov/about/active-rfps
8.	A. Project Overview	Page 26	Could the Department provide the candidate volume for exams that were retaken during each of the past two years, broken down by exam type?	See "Exam Pass Rates 2019_2020_2021" file at https://doi.nebraska.gov/about/active-rfps
9.	A. Project Overview	Page 26	Could the Department provide an Excel file containing the zip codes of the testing candidates for 2020 and 2021? Specifically, this Excel file would contain records that reflect the year of testing and the corresponding home address zip code of each candidate that tested (2011, 04333, etc.; 2012, 04333, etc.). If this information is not available, could Department provide candidate volume by test center location, city, metro area, county., or other geographical category?	See "Examination Stats 2020_2021" file at https://doi.nebraska.gov/about/active-rfps
10.	A. Project Overview	Page 26	Could the Department provide the total number of examinations administered in each of the past two years using online proctored administration?	See "Examination Stats 2020_2021" file at https://doi.nebraska.gov/about/active-rfps
11.	A. Project Overview	Page 26	Please provide the pass rate by exam title for each of the past three years.	See "Exam Pass Rates 2019_2020_2021" file at https://doi.nebraska.gov/about/active-rfps
12.	I. Ownership of Information and Data / Deliverables	Page 19	In performance of the services under any resulting contract, Contractors will utilize significant existing proprietary computer programs, source code, materials, test items, tests 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?	Yes, that is correct.
13.	General	N/A	Please provide candidate volumes <i>by exam type</i> for 2021.	See "Examination Stats 2020_2021" file at https://doi.nebraska.gov/about/active-rfps

14.	General	N/A	Please provide candidate volumes <i>by test center location</i> for 2021.	See "Examination Stats 2020_2021" file at https://doi.nebraska.gov/about/active-rfps
15.	General	N/A	Please provide candidate volumes for <i>online remote testing</i> for 2021.	See "Examination Stats 2020_2021" file at https://doi.nebraska.gov/about/active-rfps
16.	General	N/A	Will the Department provide and transfer all state-owned exam content to the awarded vendor? If so, will the Department provide at this time the number of items per item bank for each exam?	See Question #3.
17.	2. Deliverables – Maintaining Examination Information c. Examination Locations/Frequency and Scheduling of Exams	Page 27	Would a test center in Sioux City, Iowa (five miles away) suffice for the test center requirement of a location in South Sioux City, Nebraska?	No
18.	2. Deliverables – Maintaining Examination Information c. Examination Locations/Frequency and Scheduling of Exams	Page 28	Does the current vendor provide all exams in Spanish? Will all 15 exams be required to be delivered in Spanish?	The current exam vendor does not provide all exams in Spanish. Not all 15 exams are required to be in Spanish. Please include the criteria used to select which exams will be in Spanish.
19.	Cost Proposal and Evaluation Criteria (B. Cost Proposal Submission; O., Evaluation of Proposals; Attachment A)	Page 5, 31	<ul style="list-style-type: none"> Can a vendor propose different prices by exam line or is a single price expected? If bidders are allowed to propose different prices, how will the "Cost Submitted" and "Lowest Cost Submitted" be calculated (per the Evaluation Criteria formula)? 	Exam prices can vary by line of authority. Lowest Cost Submitted will be calculated using the bidder's price/cost for the four major lines of authority that make up the greatest majority of the state's insurance testing volume.
20.	2. Deliverables – Maintaining Examination Information e. Customer Service	Page 28	Would you please clarify what is meant by "Security of records will be a special rating factor in the evaluation of any proposal submitted"? Are there particular security requirements the State will be evaluating against?	The criteria that we will be evaluating against is covered in Neb. Rev. Stat § 87-802.

This addendum will become part of the proposal and should be acknowledged with the Request for Proposal.