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| ADDENDUM One, QUESTIONS and ANSWERS |

Date: July 3, 2017

To: All Bidders

From:  Kevin Schlautman, Buyer

Nebraska Department of Insurance

RE: Addendum for Request for Proposal Number RFP 91132 Z1

# Producer Licensing Examinations

Opening Date: July 17, 2017 2:00 p.m. CST

#### 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.

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| Question Number | RFP  Section  Reference | RFP  Page Number | Question | State Response |
|  | General | NA | Please provide a copy of the current contract for these services, including all amendments, renewals, and/or extensions. | See Attachment 1. |
|  | I. I. Submission of Proposal | 4 | It is assumed that the State would like to receive one original hard copy proposal without additional hard copies or electronic copies. Please confirm. | Yes, that is correct. |
|  | III. F.  Ownership of Information and Data / Deliverables | 17 | Regarding ownership language clarification that is outlined in Section III.F, in providing our solution to the requirements in the RFP, the Contractor will propose the use of our proprietary software, systems and examination items that were developed prior to or may be developed during the term of an ensuing contract that are owned by and used by the Contractor in our normal course of business, and were not specifically created for the State of Nebraska under a contract resulting from the RFP. Will the State confirm that Contractor’s proprietary software, systems and examination items mentioned above are exempt from Section III.F and Contractor shall retain ownership of its proprietary examination items, item storage systems, test delivery systems, and software programs, including associated source code(s), used in performing services under this Agreement, and at no time shall ownership of same be transferred to the State or its agencies**?** Notwithstanding the above conditions, the Contractor acknowledges that any examination items created by Contractor that are unique to the State of Nebraska and specifically created using information or materials provided by the State pursuant to an agreement between the parties that are derived from Nebraska law, regulation or statute and used only in examinations for the State of Nebraska will be owned by the State. | The Contractor shall retain ownership of its proprietary examination items, item storage systems, test delivery systems, and software programs, including associated source code(s), used in performing services under this Agreement, and at no time shall ownership of same be transferred to the State or its agencies. However; any deliverables created by the Contractor and given to the State, which are unique to the State, shall become property of the State. |
|  | III. F.  Ownership of Information and Data / Deliverables | 17 | 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? | Please see response to Question 3. |
|  | V. A.  Project Overview | 24 | Please provide candidate volumes by exam title and by location for the past three years. | See Attachment 2. |
|  | V. A.  Project Overview | 24 | Please provide candidate volume by exam line in an Excel file if possible. | See Attachment 2. |
|  | V. A.  Project Overview | 24 | Please provide candidate volume by postal code or current test site locations, by month, by exam for the last three years in an Excel file if possible. | See Attachment 2. |
|  | V. A.  Project Overview | 24 | Please provide the pass rate by exam title for each of the past three years. | See Attachment 3. |
|  | V. B. 1.  Preparation of Examinations | 24 | Does the state own any exam questions?  Will these or any other exam questions be provided to the successful vendor upon award, and if so, in what format?  How many questions will be provided, and what statistics are available for them? | The State does not own any exam questions and no questions will be provided to the successful vendor. |
|  | V. B. 1.  Preparation of Examinations | 24 | Does the Department currently own or license any Nebraska Insurance test questions? If so, will they be shared with the selected test vendor? If so, please provide the following information.   * How many items are available for each line? * Are there statistics for the items? If so, Classical? Rasch? * Are the item banks currently linked to test outline specifications, blueprints, or domains? * Will the item banks be provided in electronic format? | The State does not currently own or license any Nebraska insurance test questions. |
|  | V. B.1b)  Examination Results | 25 | Examination results must be electronically transmitted to the Department of Insurance within two business days, of the completion of the examination(s) and must be able to be implemented into and operate within the parameters of the electronic data management system utilized by the Department of Insurance referred to as State Based System (“SBS”).  Please provide the parameters/specifications that are required to transmit exam results to the electronic data management system. | See Attachment 4. |
|  | V. B. 2. 2b) Bulletin | 25 | Based on today’s technology, is the Department amenable to an online-only candidate handbook that would be accessible on-demand via the selected vendor’s website, in lieu of the selected vendor printing, storing, and distributing hard copies? | No. The Vendor is permitted to have a candidate handbook available on their website but must have traditional hard copies available for individuals that request a hard copy. |
|  | V. B. 2c)  Examination Locations/Frequency and Scheduling of Exams | 25 | Should the contractor expect to receive candidate exam authorization data from the Departmentthat will be used to determine when a candidate is authorized to schedule an exam appointment? If no authorization data is sent by the Department to the Contactor, how will the Department notify the Contractor about exams with perquisites? | No, the State will not provide the vendor with candidate examine authorization. The State assumes that the next question requests information about prerequisites and not “perquisites.” Candidates are permitted to take an exam at any time, as there are no prerequisites required prior to examination. |
|  | V. B. 2c)  Examination Locations/Frequency and Scheduling of Exams | 25 | Please clarify what is meant by “conventional form” in section 2C on page 25/26 of the RFP. | Conventional form means allowing a candidate to read and record answers on a paper exam rather than electronically via a computer. |
|  | V. B.2f) Administrative Reports | 26 | Please provide examples of additional statistical reports required during the past three years. | The State will not provide examples of these reports as the State considers the reports to be intellectual property developed by the current testing vendor. To clarify, the State will request the vendor review and utilize data to assist the State in identifying trends based upon a specific set of criteria. An example of requested data would be pass rates by line of authority. |
|  | Attachment A | 1-2 | Are there any statutory fee caps on the services required by the solicitation? | No, there are no statutory fee caps. |
|  | Attachment A | 1-2 | Are any fees to be remitted to the state? | No part of the examination fee will be remitted to the State. |
|  | Attachment A | 1-2 | Please provide a list of current fees by exam title | See attachment 5. |
|  | Attachment A | 1-2 | Please confirm that it is acceptable to charge the candidate a different fee depending on the examination (for example, a higher fee for combination exams). If so, how should these fees be presented in the Cost Proposal format in Attachment A? | Yes, a higher fee for combined exams would be acceptable. There is not a preferred way to present the fee in the Cost Proposal. If different fees will be charged for different exams, the vendor needs to clearly denote the fee for each exam. |

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

Attachment 1



Attachment 2



Attachment 3



Attachment 4



Attachment 5

