

NYSED RFP 23-004b
Questions and Responses
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- 1. I am getting ready to submit a proposal in response to RFP23-004b and have one question. Under the Submission Documents, page 1, bullet 1, it mentions a "cost proposal." I have not found any details in the RFP defining what is supposed to go into the cost proposal and where it would go in the submission. Can you please clarify?**

There is no Cost Proposal to submit with this RFP. The reference in the Submission Documents should have been removed. A corrected version of the Submission Documents will be posted with this Q&A.

- 2. Is my test center eligible to submit a proposal in response to RFP23-004b? We are an approved High School Equivalency (HSE) test center but haven't been able to give the GED exam yet due to delays in implementation. We anticipate being able to deliver testing soon.**

All HSE test centers which are approved by the NYSED HSE Office to offer testing and are located within the five designated Test Service Areas (TSA) for which no test centers were funded under RFP23-004 or RFP23-004a are eligible to apply for funding under RFP 23-004b. *Chart 1* on page 7 of RFP 23-004b specifies the TSAs for which funding is available. Test centers located in the designated TSAs which are both operational and not yet delivering the GED Test may apply.

- 3. We currently have an approved test center that is private. Do we have to submit a proposal for this test center?**

Proposals funded under RFP 23-004b will reimburse test centers offering HSE testing in sites open to the public, as described in the RFP narrative. All test centers which meet the criteria for funding must submit a proposal by the due date of 5/31/23 at 3:00 p.m. to be considered for funding. Funding is for 10/1/2023 to 12/31/2025.

- 4. What specific costs can be covered with the reimbursements we receive? Is it only for staffing, or can it be used to cover the purchase of equipment, furniture, a safe, etc.?**

The reimbursement issued for test administration may be used for any expenses incurred by the agency/test center.

- 5. If my test center can deliver more testing than anticipated (in other words, an increase in the number of subtests that we specified in our proposal) is there an option for receiving increased contract funding?**

No. The amount of a test center's reimbursement contract will be calculated based on the number of subtests that were specified in the proposal submitted for funding.

- 6. Our agency currently operates two HSE test centers. We would like to submit a single application that identifies one site as the principal location and the other as an addendum site. Both test centers would be fully staffed, administer computer-based testing (CBT) in accordance**

with RFP 23-004b, and would meet all other qualifications and performance standards identified in RFP 23-004b. May we submit one application for the principal test center and another for the addendum site?

RFP 23-004b permits submitting a single proposal for more than one test center within the same TSA, with additional test centers serving as addendum sites. Please refer specifically to the language in the RFP which addresses including addendum sites. Information can be found on page 6 of the RFP under *Project Description*.

7. Is our second test center a public addendum site if it is a public-school location?

A public test center and/or public addendum site is a site which enables additional public testing. Therefore, the second test center should be considered an addendum site if testing serves the public.

8. Will our test center stay the same 3 digit # or do we use the Pearson 5 digit # ?

You will use the Pearson 5-digit code. We are tying together your prior 3-digit code, with the new 5-digit code, in the NYSED HSE database.

9. Our test center is approved to deliver a limited amount of paper-based testing (PBT) through the end of 2023. Can we continue to offer PBT in future years?

Except for incarcerated settings, the GED Test delivered through PBT is extremely limited and will become even more limited in future years. Test centers that do not deliver testing to incarcerated individuals, or other unique populations, will need to convert from PBT to CBT as conveyed when they applied to the NYSED HSE Office to administer PBT. Test centers granted permission to deliver PBT were required to submit a plan for how they intended to convert to CBT. PBT will remain an option for those approved for PBT through an accommodation.

10. What are the formatting guidelines for writing the technical proposal? Are there guidelines for length, number of pages, margins, font size, etc.?

Please use standard formatting guidelines, including standard one-inch margins and 12-point type. There is no pre-designated length for the proposal; rather its length should represent a fully developed proposal that is responsive to the criteria presented in the RFP.

11. Can our proposal for RFP-23-004b be printed when it's complete and then signed in ink and submitted electronically? This would be in place of an e-signature.

Yes, that is the method most applicants are using to submit applications via email.

12. How will our organization submit for and receive reimbursement for administering the GED Test?

The directions and forms required to submit for reimbursement can be found on the NYSED HSE Office website at: [Test Center Forms – Including Information for Reimbursement for Test Administration](#).