

RFP 26-001

Funding for Public High School Equivalency (HSE) Test Administration Question & Answer Summary

Revision Note: Page 2 and 22 of the Submission Documents to have been revised to include the correct Mandatory Requirements as they are listed in the RFP. The mandatory requirements are as follows:

All NYSED HSE Test Centers must be approved to administer the GED® Test, as outlined by the NYSED High School Equivalency Office and GEDTS/Pearson VUE prior to submitting a proposal in response to this RFP:

1. [Information for Entities Seeking Approval to Become a NYS HSE Test Center](#)
2. [GEDTS Become a Test Center](#)

Question 1: Private room, x2, accommodation testers would be the same rate as small group testing, \$80.00? If that is the case, they will only be able to test one test a day. With two tests at minimum wage, it does not cover the cost of the staff to run the exam.

Answer 1: Test takers approved for additional time will generate a test center reimbursement commensurate with the time allocated. For example, a single subtest that is approved for additional testing time would be reimbursed as follows: $1.25 \times \$15 = \18.75 ; $1.5 \times \$15 = \22.50 ; $2 \times \$15 = \30 . Additionally, any testing event with 8 or fewer test takers in attendance will be further supported by a base-level reimbursement of \$80. Therefore, a test taker who is approved for a separate testing room will generate the \$80 small group rate in addition to the subject test reimbursement.

The reimbursement rate for a separate room accommodation, with no additional testing time, would be \$15 per subtest rate and \$80 for the small group rate, or a minimum total of \$95. Test takers approved for a separate testing room and additional time for testing will be reimbursed as described above.

Question 2: If your test center was fully operational in quarter 4 of 2024 and/or quarter 1 of 2025, please utilize GED Manager to confirm the number of subject tests delivered. Proposals which operate multiple CBT sites should provide total subtests delivered for each site. We opened our testing center on April 1, 2025. How should we proceed with answering this?

Answer 2: If a test center was not offering GED testing during quarter 4 of 2024 or quarter 5 of 2025, they should provide this information in response to this question.

Question 3: I am in the process of completing this RFP for GED testing centers.

It asks for a technical document. The submission document is attached. I do not see a template for the technical document attached or a link to it. Are we supposed to create our own narrative document using the technical specifications in the RFP?

Answer 3: The term ‘technical proposal’ or "technical document" is used by the Contract Office to describe the proposal that an applicant develops in response to the questions in the RFP. In the RFP the proposal and application are referred to interchangeably. Both are the same as the technical proposal.

Question 4: Is a full MWBE packet required to be uploaded for this RFP?

Answer 4: No, an M/WBE packet is not required for this RFP.

Question 5: A budget (Appendix B) is listed in the required documents, but there is no template. How should that be presented/developed?

Answer 5: There is no budget required for this RFP. While the standard contract list of requirements in Appendix B includes Budget, but it is not applicable to this RFP. Funding is provided through a reimbursement model for GED subtests delivered by the test center. Funding allocations for GED Test administration will be calculated based on prior testing delivered and the amount of proposed testing over the next 3-year contract period.

Question 6: We have had great success with PBT especially with our student population who are not tech savvy. We understand we must transition into CBT but would like to know if we can offer CBT + PBT at the same time and allow students the choice? Both rooms would have proper staffing, spacing and meet requirements.

Answer 6: Applicants submitting proposals for public HSE testing reimbursement must be approved to provide CBT. The NYSED HSE office will continue to place an annual cap on the number of PBT subtests to be delivered at PBT sites each year, to allow sites time to fully transition to CBT. PBT will remain available on a very limited basis, most specifically for approved testing accommodations and correctional settings which cannot utilize CBT.

Question 7: The chart on Page 22 under "Mandatory Requirements Certification"

#1. Requirement- Reads: -" Applicants must have at least three years’ experience in development, operation, tech support and training, and maintenance of a commercially available web-based data collection and management system.

-Applicant must verify criminal records checks on all employees assigned to this project now and in the future and assure that no employee, or subcontractor has been convicted of any crime against children."

This seems like a mistake, because the last RFP Requirements read:

"All NYSED HSE Test Centers must be approved to administer the GED® Test by the NYSED High School

Equivalency Office and GEDTS/Pearson VUE.

1. NYSED High School Equivalency test center requirements

2. GED Testing Service (GEDTS) and Pearson VUE facility and technical requirements"

It asks what page of the proposal this is supported on and these topics are not requirements of this HSE testing RFP.

We have to meet the 2 requirements stated above in the last RFP regarding meeting NYSED & GED testing requirements, not those stated in this RFP about data collection and criminal reports.

Is this a mistake?

Answer 7: The Mandatory Requirements Certification on page 22 is incorrect. The mandatory requirements are as listed in the RFP, on page 4: All NYSED HSE Test Centers must be approved to administer the GED® Test, as outlined by the NYSED High School Equivalency Office and GEDTS/Pearson VUE prior to submitting a proposal in response to this RFP:

1. Information for Entities Seeking Approval to Become a NYS HSE Test Center
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Question 8: 1) Does the technical proposal require an abstract? Is it optional? 2) Can we include attachments like flyers or spreadsheets that were referenced in the technical proposal? Would they go in an appendix or attached as a separate document? 3) We are an organization associated with a University. Would we be exempt from the Vendor Responsibility Questionnaire? We are in the West Region of the RAEN so the funding is less than \$100,000. Which forms in the submission documents are we not exempt from?

Answer 8: 1) No abstract is required. Please respond completely to each of the question asked in the RFP; 2) No. The submission may not include supplemental documents such as flyers. Please reference documents in your response, as relevant; 3) You can determine whether you are exempt from the Vendor Responsibility Questionnaire on the OSC website:

<https://web.osc.state.ny.us/stateauthority/MyWebHelp/Content/Attachments/exemptions.htm>

Organizations that are funded for less than \$100,000 do not have to complete the questionnaire. The Response Sheet for Bids (pg. 5) of the Submission Documents requires you to check one of the boxes, you can select whichever is the best fit for your organization. The checklist items A. 1-11 are required of all bidders, as is the Technical Proposal Package. The other documentation is not required until notification of selection is made, but it's strongly encouraged to submit all the applicable forms with your proposal.

Question 9: Can an authorized individual, employed by the college and responsible for gathering and preparing the submission be the document signer? (As acceptable in the past) Or does it need to be the college chief administrative officer/president?

Answer 9: The individual must have been granted authority by the organization to sign on behalf of the organization, to certify the information provided and/or bind the organization to bid.

Question 10: What is a GEDTS Test Center ID?

Answer 10: Once a test center is approved for testing, a test center ID is assigned. For paper-based testing GED Testing Service assigns an ID. Pearson VUE assigns a test center ID to computer-based test centers. Any references within the RFP to a GEDTS test center ID should be considered to include either a Pearson VUE assigned ID or a GEDTS assigned ID.