

**A Request for Proposal for
Assistance with Administration of New York's
Nurse Aide Testing and Certification Program**

Bureau of Professional Credentialing
Office of Long Term Care
RFP # 0704190747
OFFICIAL RFP AMENDMENTS
April 15, 2009

The following are official modifications, which are hereby incorporated into the above referenced RFP, issued February 13, 2009. In the event of any conflict between the RFP and these amendments, the information contained in these amendments will prevail.

Cover Page

The Schedule of Key Events has been modified. The old Schedule of Key Events is:

RFP Release Date	February 13, 2009
Registration for Bidders Conference Requested by	February 20, 2009
Bidders Conference	February 27, 2009
Written Questions Due	March 4, 2009
Response to Written Questions and Questions Received at Bidders Conference (anticipated)	March 20, 2009
Letter of Intent to Submit Proposal (optional)	March 27, 2009
Proposal Due Date	April 10, 2009

The new Schedule of Key Events is:

RFP Release Date	February 13, 2009
Registration for Bidders Conference Requested by	February 20, 2009
Bidders Conference	February 27, 2009
Written Questions Due	March 4, 2009
Response to Written Questions and Questions Received at Bidders Conference (anticipated)	April 17, 2009
Letter of Intent to Submit Proposal (optional)	March 27, 2009
Proposal Due Date	May 8, 2009

Section and Paragraph	Page #	Current Text	Amended Text (additions in bold; deleted text does not appear)
C.1.16.	9	The contractor will be required to develop and implement a plan to ensure the smooth and orderly transfer of all historical and current information, records, databases, etc., excluding any social security numbers (SSN) that may be in the information, regardless of format (e.g., hardcopy or electronic files, records and data) from the current contractor to itself. This plan must be submitted to DOH for approval no later than August 7, 2009. The contractor must also develop, subject to the Department's approval, and implement a plan as	The contractor will be required to develop and implement a plan to ensure the smooth and orderly transfer of all historical and current information, records, databases, etc., regardless of format (e.g., hardcopy or electronic files, records and data) from the current contractor to itself. This plan must be submitted to DOH for approval no later than August 7, 2009. The contractor must also develop, subject to the Department's approval, and implement a plan as necessary to ensure the smooth and orderly transition to any

		necessary to ensure the smooth and orderly transition to any subsequent winning bidder following the expiration of the subject contract. This plan must be submitted to the Department no later than three months prior to the expiration of the contractor's contract. The contractor must ensure that the ongoing testing of new nurse aides, recertification of existing nurse aides, and the operation of the nurse aide registry is not disrupted during either transition period. The contractor must document and ensure that the registry continues to contain all of the information in the current NYS registry for every currently certified and lapsed nurse aide without loss of current and historic data on individual nurse aides excluding any SSNs that may be in the information.	subsequent winning bidder following the expiration of the subject contract. This plan must be submitted to the Department no later than three months prior to the expiration of the contractor's contract. The contractor must ensure that the ongoing testing of new nurse aides, recertification of existing nurse aides, and the operation of the nurse aide registry is not disrupted during either transition period. The contractor must document and ensure that the registry continues to contain all of the information in the current NYS registry for every currently certified and lapsed nurse aide without loss of current and historic data on individual nurse aides.
C.1.17.	9	The contractor is required to maintain the original copy of all New York State Nursing Home Nurse Aide Registry Applications, the New York State Nursing Home Nurse Aide Service Request Form, and test forms completed by those taking the test, including those that it "inherits" from the previous contractor through the entire term of its contract. The contractor is required to securely transfer these records intact to the next contractor upon expiration of its contract. It shall have a system for easy and prompt identification and retrieval of the original application and all test forms for each person who submits one or for whom such form is submitted. It shall transfer this system and all documentation for the system to the next contractor upon expiration of its contract. It shall provide the next contractor with written instructions sufficient to enable the next contractor to use the system to identify and retrieve applications and test forms for specific individuals.	The contractor is required to maintain the original copy, or a PDF version of the original copy , of all New York State Nursing Home Nurse Aide Registry Applications, the New York State Nursing Home Nurse Aide Service Request Form, and test sheets completed by those taking the test, including those that it "inherits" from the previous contractor, until its contract with the Department of Health expires . The contractor is required to securely transfer these records intact to the next contractor upon expiration of its contract. It shall have a system for easy and prompt identification and accessing such records . It shall transfer this system and all documentation for the system to the next contractor upon expiration of its contract. It shall provide the next contractor with written instructions sufficient to enable the next contractor to use the system to identify and retrieve or access applications and test sheets and other documents for specific individuals.
C.1.20.	none	This is a new paragraph.	The contractor must collect and store the Social Security Number (SSN) of each tested candidate but is prohibited from using SSNs or any portion of SSNs for any purpose whatsoever, including use as identifiers. The contractor must be able to

			retrieve the SSN of any candidate or any CNA upon demand by the Department of Health or other authorized government entity. The contractor must maintain all SSNs in a secure facility with access restricted to the minimum possible number of employees.
C.2.1.	10	The nursing home nurse aide competency evaluation program (CEP) is comprised of the clinical skills examination (CSE) and the written examination (WE) which may be administered orally as the oral examination (OE). The bidder must include in its bid proposal copies of all forms of both the CSE and the WE that it proposes to use in New York if it is awarded the contract. The points assigned to each item and the cut score for each test form for both the written and the clinical test must be provided. Bidders must also include a written sample of the OE and describe how it is administered. (Pass/Fail)	The nursing home nurse aide competency evaluation program (CEP) is comprised of the clinical skills examination (CSE) and the written examination (WE) which may be administered orally as the oral examination (OE). The bidder must include in its bid proposal at least one of the test forms for the CSE and the WE that it proposes to use in New York if it is awarded the contract. The points assigned to each item and the cut score for each test form for both the written and the clinical test must be provided. Bidders must also include a written sample of the OE and describe how it is administered. (Pass/Fail)
C.3.7.	14	The contractor will maintain and make available to DOH by name, address, and NAE identification number, the roster of approved, qualified NAEs. The roster will include the information required for securing the services of an approved NAE. The roster will be updated within 10 business days of the completion of each subsequent NAE training and/or reorientation program.	The contractor will maintain and make available to DOH by name, county in which the NAE lives, and NAE identification number, the roster of approved, qualified NAEs. The roster will include the information required for securing the services of an approved NAE. The roster will be updated within 10 business days of the completion of each subsequent NAE training and/or reorientation program.
C.3.21.	16	The bidder should submit a plan in its bid proposal to ensure that no individual will wait more than ten business days following request for a test administration at a nursing home or approved NATP, or more than 20 business days following a request for test administration at a regional test site. The Department reserves the right to require the contractor to reduce the ten business day limit to 5, 6, 7, 8 or 9 business days at no additional cost to the public or to the Department. The plan must consider the following (Point(s) deducted if not submitted with bid proposal):	The bidder should submit a plan in its bid proposal to ensure that no individual will wait more than ten business days following request for a test administration at a nursing home or approved NATP, or more than 20 business days following a request for test administration at a regional test site. The plan must consider the following (Point(s) deducted if not submitted with bid proposal):
C.4.4.	18	The DOH may assess a penalty not to exceed \$1,000 per day for	The DOH may assess a penalty not to exceed \$1,000 per day for each

		each day the candidate handbook is overdue.	calendar day the candidate handbook is overdue.
C.4.7.	18	<p>Information to be collected on the certification registration form shall include but not be limited to:</p> <ol style="list-style-type: none"> 1. Candidate's full name as it appears on at least two of the following, one of which must include a photo of the candidate's face: birth certificate, driver's license, passport or other government-issued documentation of identity to be agreed upon by the contractor and the DOH (see Attachment 14: Documents That Establish Identity and Employment Eligibility). The DOH may also require that the identification number on the documents used to establish identity be included on the registration form. In this regard, bidders should be aware of the requirements of the NYS Information Security Breach and Notification Act, described in review Section G 12 of this RFP. 2. Source documents for name; 3. Previous or other names known by, including maiden name; 4. Source document for each previous or other name known by; 5. Current complete home address; 6. Date of birth; 7. Source document for date of birth; 8. Name of nurse aide training program, date of completion and the NY state-issued nurse aide training program seven digit identification number; 9. Method of certification requested; 10. Current nursing home employment (if applicable) including nursing home name (as it appears on the nursing home's operating 	<p>Information to be collected on the certification registration form shall include but not be limited to:</p> <ol style="list-style-type: none"> 1. Candidate's full name as it appears on at least two of the following, one of which must include a photo of the candidate's face: birth certificate, driver's license, passport or other government-issued documentation of identity to be agreed upon by the contractor and the DOH (see Attachment 14: Documents That Establish Identity and Employment Eligibility). The DOH may also require that the identification number on the documents used to establish identity be included on the registration form. In this regard, bidders should be aware of the requirements of the NYS Information Security Breach and Notification Act, described in review Section G 12 of this RFP. 2. Source documents for name; 3. Previous or other names known by, including maiden name; 4. Source document for each previous or other name known by; 5. Current complete home address; 6. Date of birth; 7. Source document for date of birth; 8. Name of nurse aide training program, date of completion and the NY state-issued nurse aide training program seven digit identification number; 9. Method of certification requested; 10. Current nursing home employment (if applicable) including nursing home name (as it appears on the nursing

		<p>certificate) and identification code number (if available);</p> <p>11. All previous New York State nurse aide certification numbers (if applicable);</p> <p>12. All current or previous states(s) in which the candidate has received nurse aide certification consistent with federal (OBRA) requirements;</p> <p>13. Gender, educational status, primary language spoken; and</p> <p>14. Other demographic information as determined by DOH.</p>	<p>home's operating certificate) and identification code number (if available);</p> <p>11. All previous New York State nurse aide certification numbers (if applicable);</p> <p>12. All current or previous states(s) in which the candidate has received nurse aide certification consistent with federal (OBRA) requirements;</p> <p>13. Gender, educational status, primary language spoken;</p> <p>14. Other demographic information as determined by DOH; and</p> <p>15. Social Security Number.</p>
C.4.10.	19	<p>The bidder in its bid proposal should provide a detailed description of how it will ensure that the nurse aide certification registration form is completed with true and accurate information, with special attention paid to the accuracy of candidate identifying information such as name(s), date of birth, Social Security Number and photograph. The contractor may allow candidates to document their true names with their Social Security cards. However, under no circumstances may the contractor maintain any record of the candidate's Social Security Number. The DOH reserves the right to require the contractor to modify its procedure to ensure that only true and accurate information is recorded on this form, at no additional cost to nurse aide employers, NATPs, test candidates or the DOH. (Point(s) deducted if not submitted with bid proposal.)</p>	<p>The bidder in its bid proposal should provide a detailed description of how it will ensure that the nurse aide certification registration form is completed with true and accurate information, with special attention paid to the accuracy of candidate identifying information such as name(s), date of birth, Social Security Number and photograph. The contractor may allow candidates to document their true names with their Social Security cards. The DOH reserves the right to require the contractor to modify its procedure to ensure that only true and accurate information is recorded on this form, at no additional cost to nurse aide employers, NATPs, test candidates or the DOH. (Point(s) deducted if not submitted with bid proposal.)</p>
C.4.12.	19	<p>The contractor will prepare, print and distribute the information manuals containing the requirements, policies and procedures for the NYS nursing home nurse aide CEP and nurse aide registry to nursing homes, NATPs and others approved by DOH. The mechanisms for printing and distribution will assure that all NATPs, nursing homes and other nurse aide employers will have access to the materials. The materials must be error free, approved by the DOH and</p>	<p>The contractor will prepare, print and distribute the information manuals containing the requirements, policies and procedures for the NYS nursing home nurse aide CEP and nurse aide registry to nursing homes, NATPs and others approved by DOH. The mechanisms for printing and distribution will assure that all NATPs, nursing homes and other nurse aide employers will have access to the materials. The materials must be error free, approved by the DOH and</p>

		distributed to all parties no later than September 1, 2009. The DOH may assess a penalty not to exceed \$500 per day per manual for each day a manual is overdue. These materials must also be provided to each new nursing facility, nurse aide employer and NATP within five business days of receipt of written notification by mail, fax or e-mail from DOH or State Education Department (SED).	distributed to all parties no later than September 1, 2009. The DOH may assess a penalty not to exceed \$500 per day per manual for each calendar day a manual is overdue. These materials must also be provided to each new nursing facility, nurse aide employer and NATP within five business days of receipt of written notification by mail, fax or e-mail from DOH or State Education Department (SED).
C.4.15.	19	The contractor will issue to each candidate who passes both the CSE and the WE a certificate that states that the candidate has successfully completed the New York State nursing home nurse aide competency evaluation program and is a certified nurse aide. The contractor will also issue two pocket cards to each successful candidate that contain information regarding the individual's status as a certified nurse aide, certificate number, and other information that can be used to identify the individual on the nurse aide registry. The DOH will approve samples or mock-ups of these materials before they are reproduced for distribution to certified nurse aides.	The contractor will issue to each candidate who passes both the CSE and the WE a certificate that states that the candidate has successfully completed the New York State nursing home nurse aide competency evaluation program and is a certified nurse aide. The contractor will also issue one pocket card to each successful candidate that contains information regarding the individual's status as a certified nurse aide, certificate number, and other information that can be used to identify the individual on the nurse aide registry. The DOH will approve samples or mock-ups of these materials before they are reproduced for distribution to certified nurse aides.
C.5.4.	20	The contractor must also establish and maintain regional test sites in accordance with Attachment 3 that are available to test candidates regardless of the qualifying training program location. Failure to maintain the inventory of mandated regional sites may result in the imposition of fines of \$100 per day beyond a two-week period in which a regional test site is not in operation. All regional sites must meet or exceed the criteria for suitable testing accommodations for both the CSE and the WE/OE as specified in Section C 5.5. Multiple regional test sites are to be established in the more populated areas of NYS to ensure sufficient space is available to meet the volume of test takers and the requirements of this RFP. In no case should a test candidate be required to wait for more than 20 business days between the request for regional test site testing and the actual test administration at the candidate's first or second chosen	The contractor must also establish and maintain regional test sites in accordance with Attachment 3 that are available to test candidates regardless of the qualifying training program location. Failure to maintain the inventory of mandated regional sites may result in the imposition of fines of \$100 per calendar day beyond a two-week period in which a regional test site is not in operation. All regional sites must meet or exceed the criteria for suitable testing accommodations for both the CSE and the WE/OE as specified in Section C 5.5. Multiple regional test sites are to be established in the more populated areas of NYS to ensure sufficient space is available to meet the volume of test takers and the requirements of this RFP. In no case should a test candidate be required to wait for more than 20 business days between the request for regional test site testing and the actual test administration at the candidate's

		test location.	first or second chosen test location.
C.5.8.	20	The contractor will, within ten business days of a request by the nurse aide training program or employing facility (or within 5, 6, 7, 8 or 9 business days if the Department so decides), or within 20 business days for a request for test at a regional test center, arrange for an NAE to administer the CSE and WE/OE to each qualified candidate.	The contractor will, within ten business days of a request by the nurse aide training program or employing facility, or within 20 business days for a request for test at a regional test center, arrange for an NAE to administer the CSE and WE/OE to each qualified candidate.
C.7.1.2.	22	For NAEs, the full name and address of the NAE, date of NAE orientation and subsequent re-orientations, the date the NAE was eligible to administer the CEP, the unique NAE identification number, and, if appropriate, the 7 -digit NATP and/or nurse aide employer identification number(s) of any conflict(s) of interest, and the date the evaluator left or was denied the ability to administer the CEP.	For NAEs, the full name and county of residence of the NAE, date of NAE orientation and subsequent re-orientations, the date the NAE was eligible to administer the CEP, the unique NAE identification number, and, if appropriate, the 7-digit NATP and/or nurse aide employer identification number(s) of any conflict(s) of interest, and the date the evaluator left or was denied the ability to administer the CEP.
C.7.1.4.	22	For nurse aide candidates, the individual's full name and address, all personal, training, employment and demographic information collected on the registry certification form and the sources of identifying information, the date(s) when the candidate passed the tests, and the ID of the NAE administering the tests. Upon certification, this information will be duplicated on the nurse aide registry.	For nurse aide candidates, the individual's full name and address, all personal, training, employment and demographic information collected on the registry certification form and the sources of identifying information, the date(s) when the candidate passed the tests, and the ID of the NAE administering the tests. Upon certification, this information will be duplicated on the nurse aide registry. Social Security Numbers may not be maintained in the examination database but must be maintained in a separate database fully protected from unauthorized access.
C.7.3.1.	23	The bidder should as part of its bid proposal include a plan to ensure that the information for all previous and current CEP candidates contained and maintained in the current contractor's examination database is transferred seamlessly and securely to its examination database in its entirety, and that constituent data is complete without omission, revision or alteration excluding any SSNs that may be in the information. The bidder must ensure and document that there will be no loss of historical data on individual nurse aide candidates, certified nurse aides, NATPs, nurse aide employers and NAEs. (This	The bidder should as part of its bid proposal include a plan to ensure that the information for all previous and current CEP candidates contained and maintained in the current contractor's examination and SSN databases is transferred seamlessly and securely to its examination and SSN databases in their entirety, and that constituent data is complete without omission, revision or alteration. The bidder must ensure and document that there will be no loss of historical data on individual nurse aide candidates, certified nurse aides, NATPs, nurse aide employers and NAEs. (This section will be scored.)

		section will be scored.)	
C.7.3.2.	23	The bidder should as part of its bid proposal include a plan to ensure that the information for all previous and current CEP candidates contained and maintained in the current contractor's examination database is transferred seamlessly and securely to its examination database in its entirety, and that constituent data is complete without omission, revision or alteration excluding any SSNs that may be in the information. The bidder must ensure and document that there will be no loss of historical data on individual nurse aide candidates, certified nurse aides, NATPs, nurse aide employers and NAEs. (This section will be scored.)	The bidder should as part of its bid proposal submit a plan to ensure that the demographic information for all previous and current CEP candidates contained and maintained in its examination and SSN databases will be transferred seamlessly and securely at the expiration of the contract to the subsequent contractor's examination and SSN databases in their entirety, and that constituent data will be complete without omission, revision or alteration. The bidder must ensure and document that there will be no loss of historical data on individual nurse aide candidates, certified nurse aides, NATPs, nurse aide employers and NAEs. (This section will be scored.)
C.7.6.	23	All data contained in the examination database belongs to and remains the property of the DOH. No data from the examination database may be released by the contractor without prior written approval from DOH.	All data contained in the examination and SSN databases belongs to and remains the property of the DOH. No data from the examination or SSN databases may be released by the contractor without prior written approval from DOH.
C.7.7.	23	The contractor shall not limit DOH access to or use of the data contained in the examination database.	The contractor shall not limit DOH access to or use of the data contained in the examination or SSN databases.
C.7.8.	23	The bidder should describe how it will ensure the security of all hard copy data that is keyed into the examination database and the security of the examination database itself. (This section will be scored.)	The bidder should describe how it will ensure the security of all hard copy data that is keyed into the examination and SSN databases and the security of the examination and SSN databases themselves. (This section will be scored.)
C.8.6.23.	26	The names and records of nurse aides who have not worked in a nursing home in twenty-four consecutive months shall not be made available to the public on the Registry, although this information must remain intact in the databases. The contractor must develop and implement systems to enable it to easily identify specific individuals in the databases whose records have been "removed" from the Registry so as to restore to the Registry the name and record of any such individual who subsequently obtains certification or recertification.	The names and records of nurse aides who have not worked in a nursing home in twenty-four consecutive months shall not be made available to the public on the Registry, although this information must remain intact in the databases, except that the names and records of nurse aides subject to the provisions of Sections 8.6.21. and 8.6.22. shall continue to be available to the public on the Registry even after their certification has expired. The contractor must develop and implement systems to enable it to easily identify specific individuals in the databases whose records have been "removed" from the Registry so as to restore to the Registry the name and record of any such

			individual who subsequently obtains certification or recertification.
C.8.9.	26	The contractor shall ensure that personal identifying information about each person listed in the registry is not released or accessible to the public under any circumstance unless so directed by the DOH. Such personal identifying information includes but is not limited to home address, home telephone number and date of birth. The contractor will ensure that the requirements of 42 CFR Part 483.156 are met.	The contractor shall ensure that personal identifying information about each person listed in the registry is not released or accessible to the public under any circumstance unless so directed by the DOH. Such personal identifying information includes but is not limited to Social Security Number , home address, home telephone number and date of birth. The contractor will ensure that the requirements of 42 CFR Part 483.156 are met.
C.8.13.	27	The contractor will ensure the continuous and smooth operation of the connection between DOH registry staff and the registry. If during the life of this contract, the DOH registry staff move to new locations, the contractor will be responsible for ensuring that this high speed internet connection is relocated and maintained in a manner acceptable to DOH.	This requirement has been deleted.
C.8.17.	27	The bidder should describe how it will generate and maintain a history of all changes made to the data in the database, including procedures to log any changes made to the data in the nurse aide registry system. This log will include, at a minimum, the user id of the user making the change, the date and time of the change, and the unique identifier (i.e., key) of the record that was changed. Audit requirements and Security Assessment requirements are explained in Section D. (This section will be scored.)	The bidder should describe how it will generate and maintain a history of all changes made to the data in the databases , including procedures to log any changes made to the data in the nurse aide registry system. This log will include, at a minimum, the user id of the user making the change, the date and time of the change, and the unique identifier (i.e., key) of the record that was changed. Audit requirements and Security Assessment requirements are explained in Section D. (This section will be scored.)
C.8.37.	29	The contractor will ensure that all newly certified nurse aides are entered into the registry within five days of passing the both the CSE and the WE/OE or within five days of notification of NYS nursing home nurse aide reciprocity certification or certification by the DOH.	The contractor will ensure that all newly certified nurse aides are entered into the registry within five business days of passing both the CSE and the WE/OE or within five business days of notification of NYS nursing home nurse aide reciprocity certification or certification by the DOH.
C.8.38.	29	The contractor will provide notice of the need for recertification to each nurse aide listed in the registry, in a form and manner approved by the DOH, no later than 45 days prior to the expiration of his/her nurse aide certification. For each nurse aide eligible for recertification, the contractor will	The contractor will provide notice of the need for recertification to each nurse aide listed in the registry, in a form and manner approved by the DOH, no later than 45 calendar days prior to the expiration of his/her nurse aide certification. For each nurse aide eligible for recertification, the contractor will

		process such recertification, including updating, as appropriate, information in the registry about the nurse aide and issuing a new updated certificate and two copies of the wallet card. Each nurse aide must be recertified every two years from the last date of paid nurse aide work, in accordance with State and federal regulations.	process such recertification, including updating, as appropriate, information in the registry about the nurse aide and issuing a new updated certificate and a wallet card. Each nurse aide must be recertified every two years from the last date of paid nurse aide work, in accordance with State and federal regulations.
E.1.2.1.	53	If the contractor requires payment of test fees prior to the date of the test, the following shall apply. The contractor shall refund to the payer the full test fee when the contractor is informed at least 5 business days prior to the test date that the candidate will not be tested after all. For all other “no shows”, test fees are neither refundable nor transferable to other candidates. However, the contractor shall maintain a record for two years of such fees and the identity of the person on whose behalf they were paid. The candidate may register for and take the test at any time during the two year period at no additional cost to him or herself or any other party.	If the contractor requires payment of test fees prior to the date of the test, the following shall apply. The contractor shall retain the full test fee when the contractor is informed at least 5 business days prior to the test date that the candidate will not be tested after all. The contractor shall maintain a record of such fees and the identity of the person on whose behalf they were paid. The candidate may register for and take the test at any time during the two year period following completion of the nurse aide training program at no additional cost to him or herself or any other party. For all other “no shows”, test fees are neither refundable nor transferable to other candidates. The Department reserves the right to amend this practice at any time during the contract period.
E.3.12.	56	No show (written, clinical or oral test, both first time and re-testers). The fee includes all direct and indirect expenses associated with processing and fulfilling applications for the written, clinical and/or oral test submitted by or on behalf of candidates who are “no shows”, i.e., candidates who do not reschedule within the required timeframes (to be recommended to the Department by the contractor) and who are late for the test or who fail to appear for the test at the designated time and date.	No show (written, clinical or oral test, both first time and re-testers). The fee includes all direct and indirect expenses associated with processing and fulfilling applications for the written, clinical and/or oral test submitted by or on behalf of candidates who are “no shows”, i.e., candidates who do not reschedule within the required timeframes and who are late for the test or who fail to appear for the test at the designated place , time and date.
E.5.1.	56	Bidders should be aware that there is a statutory cap (see PHL §2803-j) on the fees charged to the <u>public</u> . Note that the cap applies to the fee charged to the public rather than to the Department of Health. Note also that the Department retains a portion of the fee charged to the	Bidders should be aware that there is a statutory cap (see PHL §2803-j) on the fees charged to the <u>public</u> . Note that the cap applies to the fee charged to the public rather than to the Department of Health. Note also that the Department retains a portion of the fee charged to the

		<p>public. Thus the highest of the fees proposed by the bidder, when increased by the amount to be retained by the Department of Health, cannot exceed the statutory cap.</p> <p>In 1989, when PHL §2803-j was signed into law, the cap was \$165. Using the Inflation Calculator available on the U.S. Department of Labor website (http://www.bls.gov/cpi/), as of December 4, 2008, the 2008 cap is \$288.18. Bidders should use this amount as the cap on the highest fee that can be charged to the <u>public</u> for any of the services listed in Section E 3 delivered before January 1, 2012.</p> <p>The cap on the highest fee that the bidder can charge to the <u>Department</u> for any of the services listed in Section E 3 delivered before January 1, 2012, is \$230.54.</p>	<p>public. Thus the highest of the fees proposed by the bidder, when increased by the amount to be retained by the Department of Health, cannot exceed the statutory cap. The highest fee must be the fee described in Section E. 3.2. and charged to the public.</p> <p>In 1989, when PHL §2803-j was signed into law, the cap was \$165. Using the Inflation Calculator available on the U.S. Department of Labor website (http://www.bls.gov/cpi/), as of December 4, 2008, the 2008 cap is \$288.18. Bidders should use this amount as the cap on the fee described in Section E. 3.2. , charged to the public, and delivered before January 1, 2012.</p> <p>The cap on the fee that the bidder can charge to the <u>Department</u> for this service delivered before January 1, 2012, is \$230.54.</p>
F.2.0.	58	<p>Do not alter the order of the information in the technical proposal from the order specified below. Each bullet is a section or sub-section of the technical proposal and should have its own tab. Label each section and sub-section with the correct title (the text in bold type) so that it is easily differentiated from the rest of the material in the technical proposal binder. For purposes of brevity, proposal requirements are not repeated word for word:</p>	<p>Do not alter the order of the information in the technical proposal from the order specified below. With one exception, each bullet is a section or sub-section of the technical proposal and should have its own tab. The exception is Section C.9. Additional Information, in Scope of Work Requirements. Bidders may include in this section any information they wish to include, but should understand that this information will not be considered in scoring a bid proposal. Label each section and sub-section with the correct title (the text in bold type) so that it is easily differentiated from the rest of the material in the technical proposal binder. For purposes of brevity, proposal requirements are not repeated word for word:</p>
F.2.0.	59	<p>Section C 3: Administration of the CEP</p> <p>3.4: NAE statewide training and supervision.</p> <p>3.9: Retesting process.</p> <p>3.10: Consistent CEP administration.</p> <p>3.11: Maintenance of the quality of the test site environment.</p> <p>3.12: Time limit rational, if</p>	<p>Section C 3: Administration of the CEP</p> <p>3.4: NAE statewide training and supervision.</p> <p>3.9: Retesting process.</p> <p>3.10: Consistent CEP administration.</p> <p>3.11: Maintenance of the quality of the test site environment.</p> <p>3.12: Time limit rational, if</p>

		<p>proposed.</p> <p>3.15: Stopping a CEP.</p> <p>3.16: Computer-based testing.</p> <p>3.16.1: Tutorial.</p> <p>3.16.2: Characteristics of the testing site.</p> <p>3.16.3: Advantages and disadvantages.</p> <p>3.16.4: Validity and reliability.</p> <p>3.18: Test order.</p> <p>3.19: Test administration plan.</p> <p>3.19.1: Testing program design.</p> <p>3.19.2: Integrity and security of the testing process.</p> <p>3.19.3: Administration of CSE and WE/OE on same vs. consecutive days.</p> <p>3.19.4: Approved training sites and approved regional test sites.</p> <p>3.22: Plan to ensure that no individual will wait more than five business days.</p>	<p>proposed.</p> <p>3.15: Stopping a CEP.</p> <p>3.16: Computer-based testing.</p> <p>3.16.1: Tutorial.</p> <p>3.16.2: Characteristics of the testing site.</p> <p>3.16.3: Advantages and disadvantages.</p> <p>3.16.4: Validity and reliability.</p> <p>3.18: Test order.</p> <p>3.18.1: Test administration plan.</p> <p>3.18.2: Testing program design.</p> <p>3.18.3: Integrity and security of the testing process.</p> <p>3.18.4: Administration of CSE and WE/OE on same vs. consecutive days.</p> <p>3.18.5: Approved training sites and approved regional test sites.</p> <p>3.21: Plan to ensure that no individual will wait more than five business days.</p>
F.2.0.	60	<p>Section C 7: Examination Data Base</p> <p>7.2: Capability and competency to develop and manage the examination database.</p> <p>7.4: Continuity plan from current contractor to bidder awarded contract under this RFP.</p> <p>7.5: Continuity plan from bidder awarded contract under this RFP to next contractor.</p> <p>7.10: Ensuring the security of all hard copy data and the examination database.</p>	<p>Section C 7: Examination Data Base</p> <p>7.2: Capability and competency to develop and manage the examination database.</p> <p>7.3.1: Continuity plan from current contractor to bidder awarded contract under this RFP.</p> <p>7.3.2: Continuity plan from bidder awarded contract under this RFP to next contractor.</p> <p>7.8: Ensuring the security of all hard copy data and the examination database.</p>
F.2.0.			Section C 9: Additional Information
I.2.	63	<p>Inquiries</p> <p>All questions concerning this solicitation must be submitted in writing by March 4, 2009 to profcred@health.state.ny.us.</p> <p>Questions and answers, as well as any RFP updates and/or modifications, will be posted on the Department of Health's website at http://www.nyhealth.gov/funding/ by (anticipated) March 20, 2009. All bidders should monitor this website page for modifications to the RFP and its requirements.</p>	<p>Inquiries</p> <p>All questions concerning this solicitation must be submitted in writing by March 4, 2009 to profcred@health.state.ny.us.</p> <p>Questions and answers, as well as any RFP updates and/or modifications, will be posted on the Department of Health's website at http://www.nyhealth.gov/funding/ by (anticipated) April 17, 2009. All bidders should monitor this website page for modifications to the RFP and its requirements.</p>
I.5.	63	<p>Submission of Proposals</p> <p>Interested vendors should submit one original and five signed copies of their Bid Proposal no later than</p>	<p>Submission of Proposals</p> <p>Interested vendors should submit one original and five signed copies of their Bid Proposal no later than</p>

		4:00 PM on April 10, 2009. Responses to this solicitation should be clearly marked as follows:	4:00 PM on May 1 , 2009. Responses to this solicitation should be clearly marked as follows:
I.17.	68	M/WBE Utilization Plan for Subcontracting and Purchasing The goal for usage of M/WBE's is at least 10% of monies used for contract activities (Minority-owned – 5%; Women-owned – 5%). In order to assure a good-faith effort to attain this goal, the DOH requires that bidders complete the M/WBE Utilization Plan (Attachment ##) and submit this Plan with their bid documents.	M/WBE Utilization Plan for Subcontracting and Purchasing The goal for usage of M/WBE's is at least 10% of monies used for contract activities (Minority-owned – 5%; Women-owned – 5%). In order to assure a good-faith effort to attain this goal, the DOH requires that bidders complete the M/WBE Utilization Plan (Attachment 17) and submit this Plan with their bid documents.
Attachment 16	91-93		Security Plan Checklist is Attachment 16 to the RFP.
Attachment 17	94-104		M/WBE Utilization Plan for Subcontracting and Purchasing is Attachment 17 to the RFP.