

Addendum 1

RFP - Test Prep Services

Contract Number DSU20040711-TEST

Questions and Answers

The work/ clarification/ answers listed in this addenda shall be considered part of the Bid/ RFP document for the referenced project/ product/ services, etc.

Below are questions and answers regarding subject RFP. All questions are written in black color font and the **answers are provided in red color font.**

1. **Question:**

Section number: Appendix A

Paragraph number: 4-5

Page number: 38

Text of passage being questioned:

Vendors may bid on offering test prep for one or more examinations. All test prep courses should include:

- Extensive classroom instruction
- Experienced, expert instructors
- Comprehensive preparation materials, including actual questions and practice tests from the test-makers
- Thorough presentations and explanations
- Convenient access to a team of experts
- Flexible face-to-face and online schedule options
- Access to online support resources

Question:

Is live instruction (classroom or virtual) from instructors a mandatory requirement, or can we propose

an online-only learning solution? We offer a comprehensive, subscription-based online learning module that features company-created test preparation based on real tests, including those listed by the university. The subscription does not include live trainers/test experts, but is available 24/7 from any device.

Would this be something the University would be interested in?

Answer: The University requests the flexibility to offer instruction in multiple modalities, including virtual or live face to face, hybrid, or online depending on the student needs. Online-only proposals will be considered but proposals offering multiple modalities will be weighed more heavily when being evaluated for services proposed.

Section number: Appendix A

Paragraph number: 2

Page number: 38

Text of passage being questioned (below):

Whether University students plan on attending graduate school, business school, law school, medical school, or other post-secondary programs performing well on standardized tests is a key determinant. To help students achieve their academic goals, **University would like to collaborate with Educational Testing Consultants to offer test prep courses for the SAT**, PRAXIS II, GRE, GMAT, LSAT, MCAT, PCAT, and DAT.

Question:

The RFP mentioned that the University would like to collaborate with Educational Testing Consultants to offer test prep courses...

- What is the primary role of Educational Testing Consultants?
- What will be the role of the vendor in supporting Educational Testing Consultants?

Answer: In the RFP the term “Educational Testing Consultants” refers to the representatives from the vendor selected to offer the test prep courses. The responsibilities of the vendor are outlined in the RFP, and the Consultants will serve as the University’s primary point of contact for the selected vendor for the delivery and coordination of services.

Section number: Appendix A

Paragraph number: 3

Page number: 38

Text of passage being questioned (below):

These test prep courses can be offered in a variety of formats, including face to face, online and hybrid.

Question:

Is it requirement that the vendor offer all three of the listed formats for test prep or can a vendor offer just one or two of the listed formats?

Answer: The University requests the flexibility to offer instruction in multiple modalities, including virtual or live face to face, hybrid, or online depending on the student needs. Proposals offering one or two modalities will be considered but proposals offering multiple modalities (more than one) will be weighed more heavily when being evaluated for services proposed.

Additional question

- How many students and/or classes do you anticipate for each test?

Answer: The number of students will vary based on the test; however, we expect that the enrollment will range from 15 – 25 students per course.

Section Number: I (Purpose and Background)

Paragraph 4: Schedule of Events

Page Number: 3

Anticipated Contract Start June 01, 2020

QUESTION: Does the tentative start date apply to all test types?

Answer: Yes, it applies to all test types. There may be some flexibility with the start of specific test prep courses dependent upon the test upon which that course is based.

QUESTION: Are there tentative completion dates for the courses?

Answer: Our courses are organized within 8 or 15-week blocks. The expectation is that the test prep courses would be aligned with that schedule.

Section Number: Appendix A (Scope of work and technical requirements)

Paragraph 4.a Vendor Experience

Page Number: 39

The vendor must have experience using a collaborative model of co-teaching with the host institution, including providing regularly sequenced evaluative feedback to the university instructor of record.

QUESTION: How is “co-teaching” defined?

Answer: “Co teaching” means that responsibility for the course would be shared between the faculty person assigned by the university and the instructor assigned by the vendor; however, each would have specific tasks. The instructor assigned by the vendor would teach the class, providing all content, handouts, assessments and the scoring of the assessments. The University instructor would not be teaching the class but merely monitoring student progress and helping as needed. In addition, the University instructor would provide administrative management of the course (monitoring attendance, inputting grades into the university’s learning management system, and assist with communication with the students.

Section Number: Attachment 6 (Bid/ Pricing Sheet/ Bid Quotation)

Paragraph 1: Price Summary

Page Number: 37

Describe in detail how much you will charge the University based upon per student or group of students in each category of the test listed below

QUESTION: Is there a maximum number of students per class per test type? For example, if there are 60 students in the DSU MCAT preparation program, will there need to be multiple classes or will a single class suffice?

Answer: Yes, 24 students maximum, with multiple sections of a class scheduled if needed.