May 31, 2017

To: All Potential Respondents

From: Kathy Harper, Purchasing Agent

Subject: RFP0617217143

**Addendum Two**

**Please amend the subject RFP to include answers to the following timely received questions:**

Q1. The RFP states, a launch date of July 1, 2017. It is not possible for bidders other than the incumbent to meet this requirement. As an industry best practice, a program of this magnitude would take a minimum of 90 days to implement following contract award. Can the Commission extend the program launch date 90 days from contract award in order to ensure a fair and competitive bidding process?

A1. The Commission intends to have a July 1, 2017 contract date and is willing to accommodate an implementation date of October 1, 2017.

Q2. Does the Commission currently own or license any Iowa Real Estate 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 Broker? for Salesperson?
* 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?
* Do the tests have cut scores?

A2. No.

Q3. Please provide the total number of examinations administered in each of the past two years, broken down by exam type (Salesperson, Broker, Iowa Portion Only – Salesperson, Iowa Portion Only – Broker).

A3.

|  |  |  |
| --- | --- | --- |
| **Total Tested** | | |
|  | **2015** | **2016** |
| IA Broker - State | 265 | 259 |
| IA Broker - National | 208 | 180 |
| IA Salesperson - State | 1366 | 1389 |
| IA Salesperson - National | 1369 | 1527 |

Q4. Could the Commission provide an Excel file containing the zip codes of the testing candidates for 2016 and 2015? Specifically, this Excel file would contain records that reflect the year of testing and the corresponding home address zip code of each candidate that tested (2011, 04333, etc.; 2012, 04333, etc.). If this information is not available, could the Commission provide candidate volume by test center location, city, metro area, county, or other geographical category? In lieu of this information, can the Commission provide the total number of exams that were administered at each of their current testing locations in 2016?

A4.

|  |  |
| --- | --- |
| **2016 Testing By Site** | |
| Cedar Rapids | 679 |
| Des Moines | 1090 |
| Council Bluffs | 180 |
| Out of State | 40 |

Q5. What is the total number of existing Iowa real estate licensees?

A5. As of April 30, 2017, there are a total of 10,997 Iowa real estate licensees (brokers and salespersons).

Q6. Is the Commission amenable to an online-only candidate handbook that would be accessible on-demand via the selected vendor’s website, and could be printed at that point-of-use by the candidate, in lieu of the selected vendor printing, storing, and distributing hard copies?

A6. The candidate handbook should be accessible via print and online.

Q7. Please confirm that sections 3.3.1, 3.3.2, and 3.3.3 are not applicable to this contract, because this is a no-cost contract for the State, with all fees collected from candidates.

A7. Sections 3.3.1, 3.3.2, and 3.3.3 are not applicable.

Q8. Requirement 4.1.1.7 appears to be missing a word. Please define the requirement.

A8. Requirement 4.1.1.7 should read: Contractor is responsible for electronically administering salesperson and broker examinations daily, excluding Sundays and official holidays.

Q9. The RFP references application processes in three places (5.2.6, 5.2.7, and 5.3.1). Please confirm that this refers to the examination registration/scheduling process (and not an application process that would occur before or separate from the examination scheduling/registration process).

A9. As the license application process is performed by Commission staff, the vendor will not have a role in the license application process; and therefore any reference to the licensing application process is not applicable to this RFP. Storage for processed registrations, examinee records, to include any student “applications for examination” that may be utilized by a vendor should be addressed in the response.

Q10. Please confirm if social security numbers must be required as part of the candidate exam registration process.

A10. Yes.

Q11. 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 and the state will not disclose or provide any such Contractor Intellectual Property to another person not a party to this agreement; is our presumption correct?

A11. Yes, the Contractor and its licensors will retain all Intellectual Property. The State’s use and disclosure of any Intellectual Property will be governed by the contract.

**Please acknowledge receipt of this addendum by signing in the space provided below, and return this letter with your offer (do not send back separately).**

I hereby acknowledge receipt of this addendum.

Signature Date

Typed or Printed Name