**STATE OF MAINE**

**REQUEST FOR PROPOSALS**

**RFP SUBMITTED QUESTIONS & ANSWERS SUMMARY**

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| **RFP NUMBER AND TITLE:** | RFP 202312247 High School Equivalency Assessment |
| **RFP ISSUED BY:** | Department of Education, Workforce Development & Innovative Pathways |
| **SUBMITTED QUESTIONS DUE DATE:** | January 31, 2024 |
| **QUESTION & ANSWER SUMMARY ISSUED:** | February 15, 2024 |
| **PROPOSAL DUE DATE:** | February 28, 2024, no later than 11:59 p.m. local time |
| **PROPOSALS DUE TO:** | Proposals@maine.gov |

**Provided below are submitted written questions received and the Department’s answer.**

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| **1** | **RFP Section & Page Number** | **Question** |
| N/A | We offer an award-winning, online research-based personalized learning platform with English (standard writing conventions and ability to revise and edit texts), Math (content from Algebra I through Trigonometry), Reading (ability to read closely, synthesize information from multiple sources, and logically reason about texts), Writing (ability to evaluate multiple perspectives and craft an essay response), and Science (ability to interpret, analyze, evaluate, reason, and problem solve from texts, figures, tables, and diagrams) curriculum and platform features that emphasize the skills and content knowledge needed for college and career readiness (CCR) and 16 full-length ACT and SAT practice exams testing CCR content knowledge. Do we qualify for this bid? |
| **Answer** |
| There are no eligibility requirements as part of this RFP. All providers who can meet the scope of services as described in Part II of the RFP are invited to submit a proposal. |

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| **2** | **RFP Section & Page Number** | **Question** |
| RFP p. 5, Part 1.A | Could the Department please provide a list of the test centers where the vendor will be expected to deliver the HSE test? |
| **Answer** |
| HSE testing takes place at over [70 adult education programs](https://www.maine.gov/doe/sites/maine.gov.doe/files/inline-files/10.31.23%20Maine%20Adult%20Education%20Directory%20-%20WORD.pdf) throughout Maine including correctional facilities. Some adult education programs offer testing at multiple satellite locations as well.  |

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| **3** | **RFP Section & Page Number** | **Question** |
| RFP p. 5, Part 1.A | Could the Department please provide paper-based testing volume for each of the last two calendar years? |
| **Answer** |
| In the past two years an average of 4,500 tests were administered annually with approximately 10% paper-based. |

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| **4** | **RFP Section & Page Number** | **Question** |
| RFP p. 5, Part 1.A | Are paper-based tests delivered on demand at all testing sites across the state? |
| **Answer** |
| All test sites in Maine should have the ability to administer paper-based tests. |

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| **5** | **RFP Section & Page Number** | **Question** |
| N/A | At how many Correctional sites and non-Correctional sites is the vendor expected to deliver paper-based tests? |
| **Answer** |
| There are 6 Department of Corrections facilities and 16 county Correctional facilities in Maine. Correctional facilities offer paper-based testing or computer and paper-based testing. |

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| **6** | **RFP Section & Page Number** | **Question** |
| N/A | Does the Maine Department of Corrections offer only paper based HSE testing? |
| **Answer** |
| The Maine Department of Corrections offers paper-based only or a combination of paper-based and computer-based testing depending on the MDOC facility. |

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| **7** | **RFP Section & Page Number** | **Question** |
| N/A | Do county-run jails deliver HSE testing? |
| **Answer** |
| Yes. |

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| **8** | **RFP Section & Page Number** | **Question** |
| N/A | If county-run jails deliver HSE testing, is testing done via paper or computer? |
| **Answer** |
| County run jails deliver HSE testing through either paper-based tests only or a combination of paper-based and computer-based testing depending on the facility. |

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| **9** | **RFP Section & Page Number** | **Question** |
| Appendix E, Cost Proposal Form | Are test centers compensated for HSE test delivery via test center compensation built into HSE test pricing, or is compensation provided to test centers independent of the HSE vendor? |
| **Answer** |
| Independent of the HSE vendor. The Department provides HSE programming, services, and testing free of charge to qualified Maine residents at least 17 years old or older.  |

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| **10** | **RFP Section & Page Number** | **Question** |
| N/A | Is the state or the vendor responsible for paying the test center compensation? |
| **Answer** |
| The State of Maine is responsible for all costs associated with HSE testing. |

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| **11** | **RFP Section & Page Number** | **Question** |
| N/A | Is the vendor responsible for collecting HSE test fees from nonresidents? |
| **Answer** |
| No. |

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| **12** | **RFP Section & Page Number** | **Question** |
| RFP p. 9, Section C.2.A | How does the Department determine the residency of test takers? |
| **Answer** |
| Residency is determined by the local test site. |

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| **13** | **RFP Section & Page Number** | **Question** |
| RFP p. 9, Section C.2.A | Is the state or the vendor responsible for determining test taker residency? |
| **Answer** |
| The State. |

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| **14** | **RFP Section & Page Number** | **Question** |
| Appendix E, Cost Proposal Form, line 26 | What is meant by “error correction” on Appendix E, Cost Proposal Form, line 26? |
| **Answer** |
| Are there any costs associated with reviewing/rescoring a test to check for errors. |