



STATE OF TENNESSEE
DEPARTMENT OF COMMERCE AND INSURANCE

**REQUEST FOR PROPOSALS # 33501-187102
AMENDMENT # 1
FOR GOODS OR DEVELOPMENT AND
ADMINISTRATION OF EXAMINATIONS FOR THE
TENNESSEE LOCKSMITH LICENSING PROGRAM**

DATE: October 4, 2017

RFP # 33501-187102 IS AMENDED AS FOLLOWS:

1. This RFP Schedule of Events updates and confirms scheduled RFP dates. Any event, time, or date containing revised or new text is highlighted.

EVENT	TIME (central time zone)	DATE
1. RFP Issued		CONFIRMED
2. Disability Accommodation Request Deadline	2:00 p.m.	CONFIRMED
3. Notice of Intent to Respond Deadline	2:00 p.m.	CONFIRMED
4. Written "Questions & Comments" Deadline	2:00 p.m.	CONFIRMED
5. State Response to Written "Questions & Comments"		CONFIRMED
6. Response Deadline	2:00 p.m.	October 16, 2017
7. State Completion of Technical Response Evaluations		October 20, 2017
8. State Opening & Scoring of Cost Proposals	2:00 p.m.	October 23, 2017
9. State Notice of Intent to Award Released <u>and</u> RFP Files Opened for Public Inspection	2:00 p.m.	October 24, 2017
10. End of Open File Period		October 31, 2017
11. State sends contract to Contractor for signature		November 1, 2017
12. Contractor Signature Deadline	2:00 p.m.	November 8, 2017

2. State responses to questions and comments in the table below amend and clarify this RFP.

Any restatement of RFP text in the Question/Comment column shall NOT be construed as a change in the actual wording of the RFP document.

QUESTION / COMMENT	STATE RESPONSE
1 What is the estimated number of candidates testing per year?	25
2 Please provide the numbers of candidates that have tested for the last five years. Is there a trend, i.e. have the numbers increased or decreased?	2012 – 23 candidates 2013 – 13 candidates 2014 – 15 candidates 2015 – 18 candidates 2016 – 13 candidates
3 How many locksmiths are currently licensed by the State?	351
4 a. Does the State require 1 exam to be developed (A.1 – Scope of Services), with form updates throughout the contract duration (A.2.g)? b. Would the equating noted in A.2.e. occur between the updated forms of the same (1) exam developed for this contract?	a. Yes. b. Yes.
5 Will the exams currently being administered be made available to the new Contractor?	No.
6 How many forms of the exam are currently being administered?	1
7 Would the State like for the new exam to be 100% new items, or a certain percentage of overlap (e.g., for equating purposes, to ensure the new form is of equal difficulty)?	The State is seeking a new exam.
8 Is there a bank of exam questions that will be made available to the new Contractor?	No.
9 Have job analyses (JA) been conducted for the Locksmith Licensing Program?	No.
10 Is the State willing to conduct a Job Analysis, in order to provide content validity for the examination?	No.
11 How is the pass point set? For example, via Angoff method or other commonly-used method in licensure programs?	The pass point is set by the percentage of correct responses.
12 What is the pass point of the current exam?	70%
13 Other than paying for reasonable costs for travel and subsistence for up to 10 people 3 times in the contract period, would the working group noted in A.2.c be volunteers?	Yes.
14 Would the State be open to using pilot (or experimental) items on the exam to help fulfill the requirements in A.2.g?	Yes.
15 Does this RFP require computer based testing only, (as opposed to paper-and-pencil test	Yes.

QUESTION / COMMENT	STATE RESPONSE
administration)?	

- 3. RFP Amendment Effective Date.** The revisions set forth herein shall be effective upon release. All other terms and conditions of this RFP not expressly amended herein shall remain in full force and effect.