

Q: We understand that the estimated # of exam applications to be 60,000 per year. A) Is there an approximation of how many applications per month? For example, one of the attachments included exam dates in 2008-2009 – nine dates. B) If the assumption is that the exam applications are more likely to come in prior to these nine dates throughout the year, given your history of receiving these, about how long before the exam date do *most (or a majority)* of them arrive? Two to three weeks prior? 3-4 weeks prior?

A: **1A. There is no approximate estimate per month and this is due to the fact that our test size varies.**

**1B. The applications arrive normally 3 months prior to the exam. We are not able to be more specific.**

Q: Exactly what data elements or information is required to be keyed?

A: **These are the fields that would need to be keyed (please also refer to Exhibit A):**

**Cycle #**

**Exam Type - will either be 45 or 55**

**Exam #**

**Sabbath**

**Special**

**Test Center**

**Special Veterans**

**Social Security #**

**Last Name**

**First Name**

**Middle Initial**

**Street Address**

**City**

**State**

**Zip Code**

**Fee**

**Batch**

Q: What is the standard, or anticipated turn-around time during the peak volume periods of receiving the exam applications, to when the information is scanned/keyed? Another words, (for example), in a given 24 hour period, how many applications would you expect should be processed?

**A: 3-weeks turn-around time**

Q: Just to confirm: Is the only information that you require to be scanned the one-page exam application? The second side of this document appears to be informational, to the exam applicant. Kindly confirm.

**A: Yes. Plus occasional attachments (such as resumes or explanation of loss of job, etc.)**

Q: How will you be accessing the scanned images? Can we assume that you will want them directly transmitted to you?

**A: Through secured internet website.**

Q: Just to confirm exactly what information/data elements that you require to be transmitted to you: we are assuming that you are requiring all of the fields on the exam application that an applicant must fill out. Please confirm it is only that information.

**A: Please refer to question # 4. Yes, plus occasional attachments.**

Q: Please clarify what appears to be a conflict of statements: In the “General Specifications” document, Page #4, the section on Subcontracting – it says that no subcontracting is allowed. Then, on Attachment I, it asks the vendor to list the Subcontractor name and address. If no subcontracting is allowed in this RFP, then is it not necessary to complete Attachment I? Attachment I also seems to cover a second request, having to do with recycled paper. Given the requirements of this RFP, it is our understanding that you will not be receiving any paper from the vendor(everything is to be sent electronically, or via the Web). If that assumption is correct, can you please confirm that the responding vendors do not have to include Attachment I in their RFP response? If it is required, kindly help us to understand why it is required,

since it doesn't appear to be relevant to the services being requested by the UCS.

**A: No subcontracting is allowed. Bidder must complete Attachment I pages 3 and 4 of 10 only. Any forms having to do with recycled paper and printing do not apply to this bid.**

Q: Is it a strict requirement to send a weekly file?

**A: Yes.**

Q: Is it a strict requirement that we pick up mail from their facility?

**A: No, we could use one of bidder's PO Boxes.**

Q: Are there restrictions on using off shore keying for the applications?

**A: Yes. All operations must remain within the continental US.**