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| **BUREAU OF FISCAL SERVICES**  **Procurement Unit** |  |  |

**June 4, 2024**

**Request for Quote (RFQ) 24-304**

**R-Series Courses**

**Department Response to Bidder Questions**

To All Potential Bidders:

Attached are the Department’s Responses to Bidder Questions received for the above referenced RFQ.

| **#** | **RFQ Section** | **Page #** | **Question** | **Answer** |
| --- | --- | --- | --- | --- |
| 1 | 2 | 5 | To avoid printing/shipping fees, may AI provide a print ready file for distribution to students? | **No, DTF requires printed textbooks.** |
| 2 | 2.3 | 4 | Does NYS DTF want these courses exclusively for their staff only, or can other non-NYS DTF students attend the offerings? | **These courses are for DTF staff only.** |
| 3 | 2.5 | 5 | AI provides synchronous training through the GoToTraining platform https://www.goto.com/training. We currently use Zoom only for hour-long webinars. Would NYS DTF be amenable to using GoToTraining for this training, or do you prefer Zoom? If so, we would, of course adapt to your needs. | **The class must be livestream, instructor led, on WebEx or Zoom.** |
| 4 | 2.6 | 5 | To avoid exam fees charged by the Pearson Vue testing center, may students take exams (which are mailed back to AI for grading) administered by their supervisors in their office(s)? | **DTF requires the testing be provided or facilitated by the Bidder. The testing cost must be included in the response. The exam must satisfy the NYS licensing requirement. If the Bidder has been approved to give the exam and it is recognized by NYS Department of State Licensing, DTF would be okay with the Bidder administering the exam.** |
| 5 | 2.6 | 5 | Confirming that term “NYS Exam” refers to the exam associated with the course, with the course being submitted by AI (as provider) and approved by the State of New York. | **Yes, “NYS Exam” refers to the exam associated with each course that satisfies the NYS licensing requirement.** |
| 6 | 2.7 | 5 | Can any narrative be provided with the Bid? | **No. All clarifications and exceptions, including those relating to the terms and conditions of this solicitation, are to be resolved prior to the submission of a bid by utilizing the Question and Answer period. Any Bidder-submitted information that conflicts with the RFQ requirements will be disregarded as extraneous.** |