



**Department of
Taxation and Finance**
Bureau of Fiscal Services
Procurement Unit

March 27, 2025

**Request for Quote (RFQ) 24-438
R-Series Courses**

Department Response to Bidder Questions

To All Potential Bidders:

Attached are the Department's responses to bidder questions for the above referenced RFQ. Bidder responses to this RFQ are due April 3, 2025 by 2:00 PM ET.

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#	RFQ Section	RFQ Page	Question	Response
1	2	5	Re: Scheduling: since Basic Appraisal Principles is foundational for the next 3 courses, if DTF requires exams, would it be possible to schedule courses to allow time for studying and a retest?	Yes, the exams could take place the week after the course instruction and the Department could coordinate with the contractor to add an optional extra exam date. If students who had taken an exam the first time decided to retake an exam, the exam retake must be provided at no extra cost.
2	2	5	Re: Class hours per day: Since [potential bidder] has found that, when delivered virtually, presenting (for example) 4-day courses on a half-day basis (8 half-days) is a preferable educational/learning experience, would it be possible to deliver these courses over half-days rather than full days?	No, the Department does not anticipate students would have the availability to attend 8 half-day courses.
3	2	5	May [potential bidder] provide downloadable materials to students in lieu of shipping hard copies?	No, Requirement 2.6 states that the Bidder must provide printed textbooks for use and retention by students.
4	2	5	To avoid printing/shipping fees, may [potential bidder] provide a .pdf of student materials to each regional office to print for students onsite?	See Response to Question #3.
5	2	5	Confirming that term "NYS Exam" refers to the exam associated with the course, with the course being submitted by [potential bidder] (as provider) and approved by the State of New York.	Yes, the Department requires that the contractor is approved to administer the exam through NYS Department of State for these licensing courses.
6	2	5	Since a financial calculator is required for these classes, should we assume that DTF students will have one and be familiar with the calculator operation when the program begins? [potential bidder] education programs that require a financial calculator are developed with HP-12C keystrokes; using this model is highly recommended.	Students will have access to HP-12C calculators for the duration of these courses. Students will require instruction on the uses of the calculator by the contractor during each course for the relevant calculations needed for each course.
7	2.4	5	Will you allow specific test dates and time to be built into the schedule for each class?	Yes, when the Department collaborates with the contractor to build the course schedule, the exam dates and times will be decided for each course.
8	2.6	5	If the state allows specific test dates and times to be built into the schedule, can we also build in a retake test date for anyone who does not pass on the first attempt?	Yes, this can be decided upon during the collaborative process between the Department and the contractor. See Response to Question #1 for additional information.

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9	2.6	5	Can the exam for each class be taken through our online monitoring service?	Yes, if this has been approved with NYS Department of State and meets the guidelines for the licensing exams.
10	2.6	5	In 2024, per request of DTF staff contact, exams were ultimately eliminated. Should we assume exams will not be administered in 2025?	Students were given the option to opt-out of taking exams in 2024 and will be given the same option for this cycle. The Department anticipates that some students will opt-out at their discretion. The contractor will not charge any exam costs for the students who opt-out of taking an exam.
11	2.6	5	To avoid exam fees charged by the testing center, if exams are mandatory, may students take exams (which are mailed back to [potential bidder] for grading) administered by a supervisor in their office(s)?	Yes, the Department would be open to having locational staff proctor exams in-person in this manner.