



## Notice of RFP Addendum

Date: **October 16, 2020**  
 Solicitation Name: **Online Proctoring Solutions**  
 Solicitation Number: **RFP #2020-COOP-LAV-45**  
 Subject: **Addendum #1**

To All Offerors:

In accordance with Section I-5 C. of the above referenced RFP, this Addendum #1 provides answers to all questions submitted by potential Offerors.

No other changes are being made to the RFP. Proposals must be received by the Issuing Office (via the State System's [eProcurement Exchange](#)) on or before October 26, 2020; 2:00 P.M. EDT.

### QUESTIONS/ANSWERS

#	Question	Answer
1	Is the respondent to be directly involved in the proctoring itself rather than simply providing the platform / technology for the proctoring?	The RFP requests proposals for <b>both</b> Live Online and Automated Proctoring Services.
2	Can companies from Outside USA can apply for this? (like, from India or Canada)	Yes.
3	Do we need to come over there for meetings?	No.
4	Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)	Yes.
5	Can we submit the proposals via email?	Emailed proposals will not be accepted. Please see Section I.5.1. of the RFP. Proposals must be submitted online via the State System's eProcurement Exchange.
6	Is it a requirement that vendors submitting a proposal agree to Administration Agreement with OMNIA Partners? If not, how does the respondent indicate they are opting-out?	Yes, it is a requirement of the RFP that Offerors agree to execute an Administrative Agreement with OMNIA Partners. If an Offeror cannot agree with this requirement, they should not submit a proposal.

7	Is it necessary to agree to, and comment on, both the OMNIA contract, as well as PASSHE State contract BB-3.1?	Exceptions to contract terms may be submitted, however, they may not necessarily be accepted.
8	Could an existing signed contract with PASSHE based on PASSHE State contract SPC-1.2 be used instead of all other contracts as a basis of contract under this RFP?	No.
9	Along those lines, we are wondering why PASSHE State contract BB-3.1 was included as a basis of contract in this RFP, instead of PASSHE State contract SPC-1.2?	Contract BB-3.1 allows more flexibility under this solicitation.
10	If the OMNIA contract is a mandatory requirement, does it allow us to include our own standard terms and conditions of purchase that would apply as between the purchasing entity and ourselves?	Please refer to the RFP, Section II.2.E. and Section IV.2.G. Offerors should be familiar with the terms of the OMNIA Partners Appendix C documents, specifically Exhibit A.
11	Can you please explain the contractual structure under this RFP? Would the OMNIA contract prevail if there's a conflict? Or would the State contract prevail? Would there be any other terms that we could include, and where would these rank in order of precedence?	The State System's contract will be the governing contract and will take precedence over any Offeror's terms. Per Section IV.5 of the RFP, submit any user agreements, license agreements, etc. under Folder #3 at the eProcurement Exchange.
12	Will the PASSHE System allow each of the 14 universities to implement their preferred proctoring solution, or will all 14 universities be required to use a specific solution as a result of this RFP?	Each university may select a preferred proctoring solution from one of the selected Offerors awarded a contract from this solicitation.
13	Can you provide a list of the LMS systems used among the 14 universities?	All 14 universities use Brightspace by D2L.
14	Can you provide a list of any or all 3rd party testing platforms used among the 14 universities?	This information is not available.
15	Will payment of proctoring fees be paid by the PASSHE system, each school, or the students?	Payment will be made by each university.
16	Can you provide a break-down of the use of live online proctoring compared to automated proctoring or record and review proctoring in terms of an annual percentage or actual numbers?	This information is not available.
17	Will the evaluation team be comprised of university personnel or all PASSHE System personnel?	The evaluation team is comprised of both university and Office of the Chancellor personnel.

18	Do you prefer a product that doesn't require proctor remote access to students' computers?	No preference.
19	For the Evaluation Criteria (V.2) A-F, have you assigned a percentage of the total score for scoring Technical Criteria? Technical is weighted 67% of the total score (33% to cost). However, is there a weighting for A-F in the evaluation criteria?	No additional weighting will be used.
20	Could Word versions be provided of the Commonwealth of Pennsylvania Standard Contract (PASSHE-BB-3.1) and the OMNIA Partners contract (Appendix C; Exhibit A, B, and C – OMNIA Partners Natl Contract) to provide responses and redline exceptions (if any)?	Word versions of the contracts have been made available at the Documents Tab at the eProcurement Exchange.
21	Will each individual school contract for services directly with the vendor via the PASSHE agreement or will PASSHE be executing 1 agreement and order form for the system of schools to utilize?	One Master Outline Agreement will be issued to each awarded Offeror. Universities will issue individual purchase orders for services against the Master Outline Agreement.
22	Appendix A Data Security Addendum - Is this a contract addendum that should be reviewed by all prospective vendors and exceptions, if any, submitted with proposal?	Yes.
23	What Higher Education institutions are served by Omnia partners currently and would be able to buy off of this contract? Can Omnia Partners provide a list of institutions that it currently serves in Higher Education?	Over 60,000 public agencies have accessed a contract in the OMNIA Partners' portfolio in the last 12 months. This includes, states, cities, counties, k-12 school districts, colleges and universities. A list of all participants will be provided to the awarded supplier(s).
24	Would PASSHE/OMNIA also consider a hybrid live/automated service option where a live proctor is engaged when our Automated AI detects suspicious activity?	Yes.

<p>25</p>	<p>We recognize that this is a state-wide RFP and as such an accurate answer to this question may be challenging. However, an estimate is appropriate and is useful to us in understanding current proctoring practices at the institutions.</p> <p>Would you please estimate the number of exams proctored annually for each of the proctoring modalities below? Or, you may state an estimate of the total number of exams annually proctored and estimate the percentage proctored by each modality. Thank you.</p> <p>MODALITY:</p> <p>Live, online proctoring  Automated virtual proctoring  Record &amp; Review virtual proctoring  Testing Center at your school  Testing Center at another educational institution  Professional testing center (i.e. PearsonVUE, Prometric)  Approved proctoring professional (i.e. Human Resources Director at a Corporation)  Instructor-as-Proctor  Other</p>	<p>Volume estimates are not available.</p>
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## Notice of RFP Addendum

Date: **October 20, 2020**  
Solicitation Name: **Online Proctoring Solutions**  
Solicitation Number: **RFP #2020-COOP-LAV-45**  
Subject: **Addendum #2**

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To All Offerors:

Section III.3.B. of the above referenced RFP is being amended as follows:

The requirement that the Proctoring Solution **must be** IMS Global Certified has been deleted.

### **Software/Hardware**

Proposals should specify all software and hardware requirements such as computing graphics, RAM, and storage capacity. The Proctoring Solution must be compatible with all current operating systems and must be entirely browser-based and support all current versions of popular browsers (i.e., Firefox, Chrome, and Safari). The Proctoring Solution must have been implemented in a higher education environment for more than two years, and must provide a smooth workflow process for administration, faculty and students. It must be customizable with university logos. ~~The Proctoring Solution must be IMS Global Certified.~~

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