



Department of Health

RFP # C042236

Emergency Medical Services (EMS) Provider Testing

Questions and Answers Posted October 15, 2025

Question #	Corresponding RFP Section	Question	Answer
1.	2.1 Introductory Background (p. 4)	We do not see mention of the two instructor exams: Certified Lab Instructor and Certified Instructor Coordinator. Are these part of this contract?	No.
2.	4.1.3 Item Bank (p. 7)	This requirement states that the “Department must give final approval of all newly developed items prior to placement in the item bank or in any examination”. Would this be a separate Department-led review after each ERC?	The Department is unsure of what is meant by ERC. Department reviews are made at the time of workshops for newly developed items.
3.	Printing and Mailing of Certifications (p.9) & Attachment B	Where in Attachment B - Cost Proposal should we include this fee?	Please refer to the revised Attachment B – Cost Proposal: Request for Proposals: Emergency Medical Services (EMS) Provider Testing
4.	4.1.8 Computer-Adaptive Testing Development (p.11)	If EMS’s primary goal is to ensure licensure and competence, but EMS does not want every test form to be the same, would you consider an alternative such as LOFT (linear on the fly testing), where each candidate is presented with a unique, but psychometrically equivalent test form?	The Computer-Adaptive Testing Development is an optional item for the awarded contract. If the Department chooses to exercise this option, it would consider an alternative method.
5.	4.1.8 Computer-Adaptive Testing Development (p.11)	Could the Department please clarify how much lead time a vendor would be provided to prepare for a transition to	Should the Department decide to move forward with computer-adaptive testing development, a

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		CAT, should the Department decide to move forward with it?	lead time of not less than 18 months would be provided to the Contractor.
6.	4.2.1 Project Management (p.12)	<p>Could the Department please clarify:</p> <ul style="list-style-type: none"> • Whether the Department would consider alternative arrangements, such as a Solution PM who resides out of state but is committed to the program, can be on-site in Albany as frequently as required, and is available for regular in-person collaboration, while also providing full remote coverage during all required hours? • If flexibility is possible, what factors would the Department weigh when evaluating such an arrangement (e.g., demonstrated responsiveness, travel availability, prior experience working successfully with Department staff)? 	<p>The Department expects the Solution PM to be physically located in the State of New York within 90 days of contract signing unless otherwise agreed upon by the department.</p> <p>The Department would consider such things as travel availability (at the Contractor's expense) for in-person meetings, prior remote project management work, and reference checks.</p>
7.	4.10 M/WBE Requirements (p. 17 – 18) & Attachment 5	In 4.10 of the RFP, it states that the M/WBE participation goal for this contract is 0% and that Attachment 5 should be submitted prior to award (not necessarily with the proposal submission). However, Attachment A Checklist lists Attachment 5 as being a part of the Administrative Proposal. Please confirm whether Attachment 5 needs to be submitted with the proposal.	Bidders should follow the guidance provided in Attachment A – Proposal Document Checklist. Attachment 5 contains 5 forms in total, two of which should be completed by bidders and included with their Administrative Proposal Submission.
8.	Attachment A. Checklist (p. 34)	Is it a requirement to submit this Checklist with the Proposal submission? If so, should it be included as part of the Technical or Administrative Proposal?	No, Attachment A – Proposal Document Checklist is not a mandatory submission.
9.	Attachment B. Cost Proposal	<p>In the Section called “Computer Adaptive Testing” (Row 25), what is the difference between the following line items? Would vendors just be responding to the ‘computer adaptive testing’ line, as this section is clearly labeled to address CAT?</p> <ul style="list-style-type: none"> • Computer-based testing • Computer-adaptive testing 	Please refer to the revised Attachment B – Cost Proposal: Request for Proposals: Emergency Medical Services (EMS) Provider Testing