



STATE OF OHIO
DEPARTMENT OF ADMINISTRATIVE SERVICES
GENERAL SERVICES DIVISION
OFFICE OF PROCUREMENT SERVICES
4200 SURFACE ROAD, COLUMBUS, OH 43228-1395

MANDATORY USE CONTRACT FOR: ADMINISTRATION OF THE INSURANCE AGENT LICENSE EXAMINATION PROGRAM

CONTRACT NUMBER: CSP900712

EFFECTIVE DATES: 04/15/11 TO 06/30/13
*Renewal through 06/30/17

The Department of Administrative Services has accepted Proposals submitted in response to Request for Proposal (RFP) No. CSP900712 that opened on March 18, 2011. The evaluation of the Proposal responses has been completed. The Offeror listed herein has been determined to be the highest ranking Offeror and has been awarded a Contract for the services listed. The respective Proposal response including, Contract Terms & Conditions, any Proposal amendment, special Contract Terms & Conditions, specifications, pricing schedules and any attachments incorporated by reference and accepted by DAS become a part of this Services Contract.

The agency listed herein is eligible to make purchases of the contracted services in any amount and at any time as determined by the agency. The State makes no representation or guarantee that department will purchase the volume of services as advertised in the Request for Proposal.

This Requirements Contract is effective beginning and ending on the dates noted above unless, prior to the expiration date, the Contract is renewed, terminated, or cancelled in accordance with the Contract Terms and Conditions.

This Requirements Contract is available to the Ohio Department of Insurance as applicable.

Questions regarding this and/or the Services Contract may be directed to:

Therese Gallego, CPPB
therese.gallego@das.state.oh.us

This Requirements Contract and any Amendments thereto are available from the DAS Web site at the following address:

<http://www.ohio.gov/procure>

*Indicates renewal effective 07/01/16.

CSP900712 - RFP Title - ADMINISTRATION OF THE INSURANCE AGENT LICENSE EXAMINATION PROGRAM

UNSPSC CATEGORY CODE: 86000000

DESCRIPTION	UNIT OF MEASURE	PRICE PER CANDIDATE
Examination Fee (English)	EA	\$ 49.50
Examination Fee (Language other than English)	EA	No charge*
Fee to provide language interpreter to assist with Examination	EA	\$ 300.00
Photo-bearing license card fee for surety bail bond agents. This fee shall not exceed \$25.00.	EA	\$ 25.00
Criminal Background Checks. This fee shall not exceed \$25.00.	EA	\$ 25.00

All costs must be in U.S. Dollars.

The State will not be responsible for any costs for the performance of this Contract. All fees will be paid by the test applicants directly to the Contractor.

There will be no additional reimbursement for travel, training or other related expenses.

Prometric will allow up to 10 examinations per year to utilize a language interpreter. If candidate demand exceeds this level, we will discuss the need to introduce examination titles in languages other than English or the need to add an additional fee for this service.

The following policies and options detail the approach and fees for exceptions and optional test administration services.

REINSTATEMENT/RESCHEDULING FEES

Cancellation Penalty

There is no cost to a candidate who schedules and cancels or reschedules an appointment, provided the three-day notice, as published, is given.

Late Cancellation or Missed Appointment

Candidates who fail to keep a scheduled appointment or fail to give three full working days' notice of cancellation will forfeit their exam fee. This fee is waived in the case of bad weather, documented illness or emergency.

Retake Fees

A candidate who does not pass their examination will be charged the original exam price for each subsequent attempt.

GENERAL POLICIES AND PROCEDURES/OPTIONAL FEES

Candidate Information Bulletins

Candidate Information Bulletins are distributed by Prometric at no extra charge to the candidates, schools, companies and/or the Agency.

Testing Nationally

Candidates may test anywhere throughout the Prometric computer-based testing (CBT) network. There will be no extra charge to the candidate to test outside of Ohio.

Credit Card Payment

A candidate may register for a test using a valid Visa, MasterCard or American Express. No additional fee is charged for this service.

Candidates with Special Needs and Disabilities

No additional fee is charged for special arrangements required for candidates with an approved accommodation.

Internet Registration and Scheduling

This service is offered at no additional charge to Ohio computer-based testing candidates.

CONTRACTOR INDEX

CONTRACTOR AND TERMS:

*BID CONTRACT NO.: CSP900712

166938
Prometric Inc.
1501 South Clinton Street
Baltimore, MD 21224

*CONTRACTOR'S CONTACT:

Holly Dance
Prometric Inc.
1501 South Clinton Street
Baltimore, MD 21224

Office: (443) 455-6123
Fax: (443) 455-8047

E-Mail: holly.dance@prometric.com

*Indicates change 07/01/15.

SUMMARY OF AMENDMENTS

Amendment Number	Effective Date	Description
4	07/01/15	To extend contract for an additional twelve (12) months.
3	07/01/15	To extend contract for an additional twelve (12) months and to update Contractor's Contact information.
2	07/01/14	To extend contract for an additional twelve (12) months and to update Contractor's Contact information.
1	07/01/13	To extend contract for an additional twelve (12) months and to update Contractor's Contact information.