

Question Number	Vendor Name	RFP Section No.	RFP Page Number	Question	Answer
1.	Quality Staffing	4.1.1	11	What is the current size of the Board headquarters (square feet)? And is this size appropriate for the Board's needs?	The Board is currently housed within a law office with 630 square feet of office space (not including restroom facilities) At least half of this space is available to and/or used by the Board. While this appears to meet the needs of the Board, however, it should be noted that the current administrator has independently contracted for a 10 by 10 storage unit to house Board documents.
2.	Quality Staffing	4.1.2	11	Approximately how much space/square feet is required to house/store paper files. How many files?	The Board estimates that there are approximately 80 document boxes and one five drawer filing cabinet of paper records in the Board's current custody.  The current administrator has independently contracted for a 10 by 10 storage unit to house Board documents.
3.	Quality Staffing	4.1.3	12	Besides the Board Administrator/Executive Secretary, what other personnel (in terms of Full Time Equivalents) currently support the Board?	At present, and to the best of the Board's knowledge, the Board receives no other regular support personnel services.
4.	Quality Staffing	4.1.3	12	Is the Board Administrator (Key Personnel) a full time equivalent position of 40 hours per week, or less?	It is the opinion of the Board, as represented by the current administrator, that the Scope of Work here described requires at least the equivalent of one full time personnel.
5.	Quality Staffing	4.1.7	13	Are hearings and other proceedings held in the conference room of the	At present Board hearings and meetings are held in the Rules Review Commission

				HQ, or in another location?	Council room at the Office of Administrative Hearings
6.	Quality Staffing	7.2	15	Please provide the current annual budget of the Board, including the current management contract monthly cost?	The current annual budget is available as a public record. Management services are currently contracted at a monthly cost of \$4,500. The Board also contracts for rulemaking coordinator services on an as needed basis at an hourly rate of \$50.00.
7.	Quality Staffing			Has the Board been involved in establishing compensation levels for the Board Administrator and staff in the past?	No. The Board has no staff, instead contracting with independent agencies for the required services.
8.	Quality Staffing			What is the percentage escalation of monthly fees over the past three years?	There has been no increase to the current Administrative Services contract in the past three years.
9.	Quality Staffing			Is the Board currently involved in any law suits?	The Board is not currently the defendant in any litigation. In the course of the Board's duties enforcing professional standards and the scope of practice, the Board is regularly involved in various disciplinary administrative action and injunctive actions. Most recently the Board conducted an administrative hearing denying an applicant licensure.
10.	JARS	4.1.3	11 – 12	The "processing" referenced in the RFP is more than just organizing and filing documents or organizing applications for Board review and action. It is my understanding the Executive Secretary/Board Administrator needs to understand and apply relevant laws and rules to review and evaluate any and all	It is correct that processing of application requires evaluation of the materials received for individual completeness, applicability and the identification of any issues that would prevent approval or renewal. Where an applicant identifies prior criminal history, this includes review of the applicants criminal records. Where the application is not deemed abandoned

				types of applications of renewals received, including background checks, for accuracy and compliance, and approve said applications and renewals or identify and refer issues to the Board that need additional review. Is this correct?	(which is defined by the Board's administrative rules) the Administrator is responsible for referring any such identified issues to the Problem Application Committee for review and approval or denial.
11.	JARS	4.1.3	11-12	When the apprenticeship rules changed, the Board started administering the licensing exam quarterly (instead of one or two times per year). Is it the Board's intent to continue to offer the Board licensing exam quarterly? How has offering the exam quarterly during the past fiscal year changed the administrative workload for processing exam application, test results, and exam reviews, and apprentice renewal applications?	The Board does not have any quantitative data on the additional burden imposed by the institution of quarterly exams. At present the Board intends to continue to offer the exam on a quarterly basis. In 2014 there were 165 applications to take the exam.
12.	JARS	4.1.3.8	12	Are there guidelines in place defining the responsibilities between the exam administrator, the exam coordinator, executive secretary, and the Board, as these responsibilities relate to the licensing exam? If so, what are they?	Each of these roles is currently contracted separately and governed by the individual contracts. Copies of these contracts are available as a public record at request.
13.	JARS	4.1.4	12	Does an automated response to an electronic application satisfy the Board's requirement for acknowledgment of a licensure application.	Yes. The Administrator is still responsible for the evaluation of the application and confirmation of completeness (or lack thereof) as part of his or her performance under this

					Contract.
14.	JARS	4.1.1	11,13	If awarded this contract, would the Vendor be precluded from lobbying as defined in NCGS § 120C-100(a)(9), or otherwise?	Lobbying is outside the Scope of Work for this Contract. Vendors must seek individual counsel in regards to any concerns regarding their ability to otherwise serve as a lobbyist.
15.	JARS	4.1.1	11-13	Is there a potential for a conflict of interest that may preclude Vendor from using funds obtained from the Board under this contract to oppose or promote passage of any legislation before the NC General Assembly, under NCGS § 93B-6, or otherwise?	Lobbying is outside the Scope of Work for this Contract. Vendors must seek individual counsel in regards to any concerns regarding their ability to otherwise serve as a lobbyist.
16.	JARS	4.1.1.3	1	How many computers with a suite of software applications and laser printers does the Board provide as standard office equipment to perform office functions under this contract?	The Board has one computer and one printer.
17.	JARS	4.1.1.3	11	Will the Vendor be responsible for costs associated with networking Board office equipment, including computers and printers or will the Board cover any such costs?	As the Board currently has only one computer and one printer, no networking has been required. In the event that the Board approves the purchase of additional computers to aid processing times, the Board will bear the cost of making the network operational.
18.	JARS	4.1.4.6; 4.2(b)	12; 14	Will the Vendor of the Board bear the cost of stationery, pre-printed forms, envelopes. Labels, toner, paper, or other supplies to perform administrative functions?	Reasonable office expenses, including the cost of toner, paper and reasonable incidental office supplies shall be met by the Board. Regular maintenance of the Board's office equipment shall be at the Board's

					expense.
19.	JARS	4.2(b)	14	Will the Vendor or the Board be responsible for the costs of using third party vendor for printing when the Board's printer is not used due to large volume print jobs?	The Board will bear the expense of approved third party printing for large volume print jobs.
20.	JARS	4.1.1.4	11	In addition to the phone and internet lines, does the Board have a PO Box? If so, will the Vendor or the Board pay the annual renewal fee?	The Board has a PO Box. The annual renewal fee will be met by the Board directly.
21.	JARS	4.1.1.1	11	Is the Vendor or the Board responsible for maintaining off-site storage and paying storage fees, if any?	The Board does not currently maintain off-site storage. The Vendor is responsible for the storage of Board documents and is thus responsible for paying any storage fees if the Vendor is not able to house documents at his/her facility. Recently, the current Administrator independently secured a 10 x 10 storage space for the housing of Board documents.
22.	JARS	2.23; 4.1.3.1 4	8-9; 12	Will managing Board records received and stored prior to the execution of this contract fall under "unexpected or unusual work volume" (see 4.1.3.14, p. 12) subject to additional staff at the Board's expense to archive records with the Office of Cultural Resources, and or scan and destroy records in accordance with the Records Retention Schedule?	Management of all records falls under day-to-day function of the Administrator; however, the Board acknowledges that there is currently a backlog of old records that need to be archived and/or destroyed in accordance with the State's Record Retention policy and that of the Board. This current backlog would fall under the "unexpected or unusual work volume" described in the RFP.
23.	JARS	4.1.2	11	If applications or forms need to be updated to meet the Board's needs,	The creation and maintenance of forms

				will the Vendor's responsibilities include contracting and paying third-parties for such services, including the creation of new web-based forms?	and applications are the responsibility of the Administrator/Vendor. The Board will continue, however, to contract with third parties to transfer any such forms/applications into an electronic / web based application – as needed.
24.	JARS	4.1.3.1 0	12	Are rulemaking services part of the existing Administrative Contract or does the Board contract for these services separately?	At present the Board has a separate contract for rulemaking services.
25.	JARS	4.1.3.1 0	12	Will the Rulemaking Coordinator responsibilities under this contract include complying with the Periodic Review and Expiration of Existing Rules to compile all public comments or coordinate the Board's response to the Rules Review Commission in compliance with NCGS § 150B-21.3(A), including submitting rules for amendment or re-adoption as needed?	Yes.
26.	JARS	4.1.2	11	Is the Vendor or Board responsible for the costs to obtain and maintain a domain name, email address(es), website, and domain hosting contract for offsite storage of the Board's database?	The Board will meet this expense directly.
27.	JARS	4.1.2	11	Are domain and web-hosting services to be in the name of the Board or the Vendor under this contract?	Domain and web-hosting services will be in the name of the Board.
28.	Access	2.8(3)	6	Will said Vendor be granted a	No.

	Management Solutions (“AMS”)			waiver for Automobile insurance as there are no company vehicles?	
29	AMS	2.10	7	Will said Vendor be held harmless for all leases, utilities and accounts acquired for the Board?	The Board declines to waive any available rights or defenses through its response to questions for this RFP or otherwise contract in violation of state rules and policy.
30.	AMS	2.13	7	When will said Vendor be notified of revised appropriation, allocation and availability of funds? Will said Vendor received payment for all services and invoices submitted prior to reallocation?	The Board approves a yearly budget. The budget is a public record and readily available upon request. In the event of termination, payment of completed and/or partially completed work shall be recompensed in accordance with Section 2.10 and 2.11 of this RFP.
31.	AMS	2.32	9	Will said Vendor be expected to travel for any reason? Is so, will a separate contract for travel cover the expenses?	At present all Board meetings and hearing are held in Raleigh. It is possible that future meetings, hearings or Board sponsored events may be held at other locations across the state, necessitating travel. In such instances, reimbursement for approved travel shall be compensated as outlined in 2.32. (See, N.C. Gen. Stat. § 138-6(a)(5) and issued State Budgeting Policy)
32.	AMS	3.1	10	Is there an existing contract for Administrative and Management Services? If so, will you provide prior cost proposal? (a) Number of applications processed (b) Number of complaints	Yes, the Board currently contracts for administrative services. A copy of this contract is available as a public record. The current monthly rate for administrative services is \$4,500. Please note that there is currently a separate contract for rulemaking services. To date

				processed	<p>the Board has contracted for rulemaking services on an as needed basis at an hourly rate of \$50.00.</p> <p>In 2014 the Board received 120 apprentice applications, 165 exam applications, 330 renewal applications, 120 Continuing Education applications and 15 complaints.</p>
33.	AMS	4.1.1	11	Will Board provide storage units (file cabinets, etc) on or off site?	The Board does not currently maintain off-site storage. The Vendor is responsible for the storage of Board documents and is thus responsible for paying any storage fees if the Vendor is not able to house documents at his/her facility. The Board owns one five drawer filing cabinet. The cost of document boxes to house documents is considered an ordinary business supply expense as referenced in Question 18 above and in section 4.1.4.6; 4.2(b) of the RFP.
34.	AMS	4.1.1	11	What will the operational budget consist of for the said Vendor and how is it governed?	The Board approves an annual budget to meet the expenses of the coming fiscal year. Said budget is proposed by the Board's Treasurer, debated, and passed by a majority of the Board.
35.	AMS	4.1.2(1)	11	What is the current data base management system being used by the Board to house member information?	NaviCat for MySQL
36.	AMS	4.1.2(5)	11	Do forms and letters exist for response to potential and existing	The Board has form letters and documents that it currently uses in the course of its

				members? Will said Vendor be require[d] to develop and publish any materials?	operations. It is expected that these forms will need to be updated, and/or new ones created in the performance of these Administrative Services.
37.	AMS	4.1.2(5)	11	Will the Board have the website access codes for said Vendor to maintenance and update?	The Vendor will have access to such website access codes, as needed.
38.	AMS	4.1.2(6)	11	Is there a current offsite storage facility used by the Board for records?	No.
39.	AMS	4.1.5	13	Clarify if you are stating said Vendor is required to open an account in the name of the Board. What is the current accounting system and procedure?	The Board has current banking accounts which the Administrator would be expected to administer. The Board uses QuickBooks for its accounting needs.
40.	AMS	4.1.7	13	Is there a select group of court reporters used by the Board?	No.
41.	AMS	4.2	13	Will the Board provide a onetime set-up fee outside of the monthly cost proposal?	No. The RFP requires that the bid reflect a monthly amount.
42.	AMS	4.15	13	What accounting system is currently being used and will said Vendor ha[ve] training with current Treasurer?	The Board adheres to standard accounting practices and utilizes Quickbooks. While the Board Treasurer or other designee will be available to answer questions and/or provide a brief overview of the Board's operating procedure, it is expected that the Administrator will have experience in accounting and bookkeeping in order to perform under this contract.
43.	AMS	5.1	14	Will there be a change in the beginning date?	The RFP does not specify an exact beginning date. As the Bids will not be opened until June 1 <sup>st</sup> 2015, the beginning date cannot precede this date.

44.	AMS	6.1	14	What would cause denial of payment?	Please refer to sections 2.10 and 2.11 of the RFP.
-----	-----	-----	----	-------------------------------------	--