



# **New Jersey Motor Vehicle**

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STATE OF NEW JERSEY

**Chris Christie**  
Governor

**Kim Guadagno**  
Lt. Governor

**Raymond P. Martinez**  
Chairman and Chief Administrator

October 25, 2017

To: All Interested Bidders

**Re: RFQ # 1247099S**  
**Commercial Driver License (CDL) Third Party Testing Service-Pilot Program**

Proposal Submission Due Date: October 30, 2017 (2:00 p.m.)

## **ADDENDUM #1**

The following constitutes Addendum #1 to the above referenced solicitation.

It is the bidder's responsibility to ensure that all changes are incorporated into the original RFQ.

All other instructions, terms and conditions of the RFQ shall remain the same.

**Commercial Driver License (CDL) Third Party Testing Service-Pilot Program**

**RFQ 1247099S**

**Answers to Questions**

Note: Some of the questions have been paraphrased in the interest of readability and clarity. Each question is referenced by the appropriate RFP page number(s) and section where applicable.

#	Page #	RFQ Section	Question	Answer
1	16	13	<p>Question Submitted :</p> <p><i>What is the minimum size of space required for CDL road test?</i></p>	<p>There are no space requirements defined within the RFQ for the CDL road test. The NJMVC follows FMCSA/AAMVA regulations.</p> <p>Bidders are instructed to review RFQ Section 13, Technical Proposal Preparation “<b>TEST SITE(S)</b>” on page 16</p>
2	1	Cover Page	<p>“Period of Performance: November 1, 2017 until October 31, 2018, Proposal Due Date: October 30, 2017”</p> <p><i>Please explain the proposal due date of 10/30/17 and the period of performance (implementation) of 11/1/17. Is it expected that the successful bidders will be required to begin testing on 11/1/17?</i></p>	<p>Bidder proposals must be submitted on October 30<sup>th</sup>, per RFQ instructions.</p> <p>No. The Period of Performance will begin on or about November 1<sup>st</sup> following TPT appointment. Actual testing must follow TPT appointment, training and certification per RFQ Section 12, Scope of Work pages 11 and 12.</p>
3	3	1	<p>“The Pilot Program will consist of the appointment of three (3) private third-party vendors to administer the skills tests for CDLs and endorsements, with one third-party vendor each to be located in the northern, central, and southern regions of the state.”</p> <p>○ <i>Can a Third-Party tester apply for multiple testing regions?</i></p>	<p>Yes. Bidders may apply for multiple testing regions. However, a TPT shall be permitted to test in only one (1) region during this pilot phase.</p>

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4	11	12	<ul style="list-style-type: none"> <li>• “Separate any skills testing program operations from any driver training.”</li> </ul> <p><i>Does this require separate addresses or can the testing site and driver training site be at one location, but separated from one another?</i></p>	<p>Training/Testing may be at the same site location address. However, training and testing areas must be established and remain physically separate locations. No cross-location influence or interference is permitted between driver training and testing sites.</p>
5	13&14	12	<p>10a “No school owner, agent, instructor, or employee shall: Instruct on or near the skills examination route used by the Commission”</p> <ul style="list-style-type: none"> <li>○ <i>Does this pertain to NJ Motor Vehicle state run locations?</i></li> </ul> <p>10eiii “A record of all instruction provided to driver applicant, including the instructor(s) who facilitated training”</p> <ul style="list-style-type: none"> <li>○ <i>Is it expected that all TPT’s have a training program?</i></li> <li>○ <i>What if the applicant did not receive training by the same institution that will be performing the CDL examination?</i></li> <li>○ <i>Will it be expected that the training records will be transferred prior to examination?</i></li> </ul> <p>10h “Submit a daily testing report to the State, which also includes driver applicants who have</p>	<p>Yes.</p> <p>No.</p> <p>Yes, The TPT may test any individual in possession of an MVC validated Commercial Learner Permit (CLP).</p> <p>No.</p>

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			<p>successfully completed training and are pending testing”</p> <ul style="list-style-type: none"> <li>○ <i>Please clarify what is necessary considering 10H, in part, appears to repeat a portion of 10L?</i></li> <li>○ <i>In the event the applicant was not trained by the TPT, does 10L apply?</i></li> </ul>	<p>RFQ Section 12, Sub 10H pertains to TPT reports to the MVC indicating trainees eligible for testing. 10L requires TPT input through CSTIMS database.</p> <p>Yes. TPT must fulfill this Federal requirement (FMCSA/AAMVA).</p>
6	14	12	<p>“There shall be a fourteen (14) day waiting period for a test retake after a failed grade.”</p> <ul style="list-style-type: none"> <li>○ <i>Is the 14-day waiting period for a test retake at the discretion of the commissioner? Typically, most states have a 7 day or less retake period.</i></li> </ul>	<p>NJ Administrative Code: requires fourteen (14) calendar days as a waiting period. Reference N.J.A.C. 13:21 - 23.10</p>
7	15	13	<p>“Describe your ability to separate your company’s testing operations from any training operations: How will you separate skills training classes and activities from skills testing?”</p> <p><i>Please clarify the intent of the question. (See question #4 above)</i></p>	<p>Bidder must describe how it will secure the testing area from any external influence, distractions and/or interaction with driver training classes.</p>
8	16	13	<p>“Provide sample testing reports”</p> <ul style="list-style-type: none"> <li>○ <i>Please define this request?</i> <ul style="list-style-type: none"> <li>▪ <i>Internal company reports?</i></li> <li>▪ <i>State or</i></li> </ul> </li> </ul>	<p>Periodic schedule i.e. Daily/Monthly report(s)</p> <p>Refer to: page 13 section 10h and</p>

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			<i>federal reports?</i>	Section 16, Attachment 2, Pages 22, 23, Items 10 and 11 "Examination Reports" and "Medical Examiner's Report". In addition, bidders are instructed to carefully review Section 17, Attachment 3, Sub 3.0 "Third Party Tester Responsibilities" on Page 26 and 3.5 "Examination Reports" on Page 32.
9	9	Attachment 3 Page 30	<p>3.3.5 "Skills test banking is not permitted during the first year of TPT's participation in this Pilot Program, except with the prior written approval of the Chief Administrator, in the Chief Administrator's sole discretion, and based on the training program of TPT."</p> <ul style="list-style-type: none"> <li>○ <i>Please clarify skills test banking is not permitted, "except with the prior written approval of the Chief Administrator?"</i></li> <li>○ <i>and "based on the training program of TPT?"</i></li> <li>○ <i>Is it expected that all TPT's have a training program?</i></li> </ul>	<p>The MVC finds Section 3.3.5 to be self-explanatory. No further clarification is necessary.</p> <p>To clarify, this language is included in the event a TPT also provides CDL training classes.</p> <p>No</p>
10	N/A	general	<i>Will a successful bidder be expected to test applicants that they did not train?</i>	Yes, as stated in MVC answer to bidder's question 5, the TPT is required to test all applicants regardless of training.
11	N/A	general	<i>Please define the criteria that will be utilized to define the success of the Pilot program?</i>	<p>The Chief Administrator, and designees, will evaluate the level of success of the program as per legislation:</p> <p>P.L.2017, CHAPTER 10, <i>approved February 6, 2017</i> Senate, No. 2364</p> <p>d. Within nine months of the effective date of this act, the Chief Administrator shall</p>

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				<p>submit to the Governor and the Legislature pursuant to section 2 of P.L.1991, c.164 (C.52:14-19.1) an evaluation of the pilot program with recommendations that will facilitate the permanent use of third party vendors to administer knowledge and skills tests for commercial driver licenses or endorsements pursuant to section 13 of P.L.1990, c.103 (C.39:3-1 10.21).</p> <p>Within nine months of the bill's effective date, the Chief Administrator is required to submit to the Governor an evaluation of the pilot program with recommendations that will facilitate the permanent use of third party vendors.</p>
12	?	?	<i>What are NJ's size requirements for a CDL test site?</i>	<p>NJMVC does not have a test site size requirement.</p> <p>However, NJMVC test sites comply with FMCSA and AAMVA skills testing standards.</p>
13	?	?	<p><i>When and where will examiner's training courses be available to license applicants for third party testing?</i></p> <p><i>And how much will the course cost?</i></p>	<p>TPT examiners must be certified by the NJMVC. Certification will be provided to TPT's appointed as participants in this pilot program.</p> <p>Examiner training costs will be determined following NJMVC Chief Administrator TPT appointments.</p>
14	16	13	<p>Page 16 States to "Provide evidence of signage posted to inform public of test site".</p> <p><i>Are bidders expected to have signs before any decisions of awards are made?</i></p> <p><i>Or can (it) be a proposal of signs that will be made available if awarded contract?</i></p> <p><i>When and where will examiner's training courses be available to license applicants for third party testing?</i></p>	<p>No.</p> <p>Yes, Bidder's may provide digital samples of proposed signage in .pdf jpeg or similar machine-readable format within its proposal.</p> <p>Certification will be provided to TPT's appointed as participants in this pilot program.</p>
15	16	13	Page 16 under "Reports" states	

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			<p>“Provide sample testing reports”.</p> <p><i>I believe it stated that all reporting forms and test forms would be provided by the Commission??</i></p> <p><i>If the forms are provided by the Commission, what samples must bidders provide?</i></p>	<p>Skills test score sheets are property of NJ MVC, and will be provided to the TPT's.</p> <p>Bidders are instructed to review NJMVC's answer to Bidder Question #8.</p>