Complete this Attachment as set forth in Section 7.2 of the RFP.

**Part I – Cost/Fee Proposal**

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| --- | --- | --- | --- |
| **Deliverable #** | **Deliverable** | **Tasks** | **Proposed Amount** |
| EA-1 | Webpage | Develop Exam information content including but not limited to Exam dates, exam preparatory materials, registration process, and transparency of rater selection and appeals process. | **$\_\_\_\_\_\_\_\_\_\_\_**  One-time Firm Fixed Fee. |
| EA-2 | Written Exam  Conversion | Convert two Written Exams from a digital form intended for hard copy printing to computer-based exams, including but not limited to: SME review of Written Exam content, correction of typographical errors, and final analysis of electronic format. | **$\_\_\_\_\_\_\_\_\_\_\_**  One-time Firm Fixed Fee |
| EA-3 | Rater Selection | Identify and secure the services of a sufficient cadre of both in state and out of state academics and interpreter Raters to properly evaluate the results of the Oral Exams. | **$\_\_\_\_\_\_\_\_\_\_\_**  Firm Fixed Fee Per Rater Recruited |
| EA-4 | English-only Written Exam Administration | Obtain and coordinate Examination facilities, process Exam candidate registration information, collect filing fees as necessary, mail admission (scheduling) letters to candidates; and, distribute all necessary Examination materials on Exam dates (throughout contract period), including Examination administration instructions including instructions for Exam security and safeguarding to avoid Exam compromise; and, score the Written Exam battery and report the results to examinees; and, administer appeals process to address examinee complaints concerning the Exam. | **$\_\_\_\_\_\_\_\_\_\_\_**  Firm Fixed Fee Per Candidate Application for Year 1 of the Agreement.  Years 2 – 5 are subject to adjustment per Attachment 2, Exhibit B, Payment Provisions |
| EA-5 | Proctor Training | Provide initial and refresher training to a sufficient cadre of Oral Exam Proctors to properly administer the Exams. | **$\_\_\_\_\_\_\_\_\_\_\_**  Firm Fixed Fee Per Training Session |
| EA-6 | Rater Training | Provide initial and refresher training to a sufficient cadre of Oral Exam Raters to properly evaluate the results of the Oral Exam. | **$\_\_\_\_\_\_\_\_\_\_\_**  Firm Fixed Fee Per Training Session |
| EA-7 | Report on examinee statistical data | Provide quarterly report on data for all English-only Written Examinations administered from TBD as outlined in section 2.2.7 of Exhibit A, Attachment 2. | **$\_\_\_\_\_\_\_\_\_\_\_**  Firm Fixed Fee Per Quarterly Report |
| EA-8 (A) | Oral Exam Administration for Certified Court Interpreter Exams (Bilingual Oral Interpreting Exams) in Languages Determined by the State. | Obtain and coordinate Examination facilities, process Exam candidate registration information, collect filing fees as necessary, mail admission (scheduling) letters to candidates; and, distribute all necessary Examination materials on Exam dates TBD and administer the results of the oral Exams; and provide oversight of the raters in their evaluations of the Exams to ensure quality control of the rating process and verify the raters’ accuracy; and, report results to examinees; and, administer appeals process to address examinee complaints concerning the Exam. | **$\_\_\_\_\_\_\_\_\_\_\_**  Firm Fixed Fee Per Candidate Application for Year 1 of the Agreement.  Years 2 – 5 are subject to adjustment per Attachment 2, Exhibit B, Payment Provisions |
| EA- 8 (B) | Oral Exam Administration for Registered Court Interpreter (English Oral Proficiency) Exams | Obtain and coordinate Examination facilities, process Exam candidate registration information, collect filing fees as necessary, mail admission (scheduling) letters to candidates; and, distribute all necessary Examination materials on Exam dates TBD and administer the results of the oral Exams; and provide oversight of the raters in their evaluations of the Exams to ensure quality control of the rating process and verify the raters’ accuracy; and, report results to examinees; and, administer appeals process to address examinee complaints concerning the Exam. | **$\_\_\_\_\_\_\_\_\_\_\_**  Firm Fixed Fee Per Candidate Application for Year 1 of the Agreement.  Years 2 – 5 are subject to adjustment per Attachment 2, Exhibit B, Payment Provisions |
| EA-9 | Annual Summary of Examination Activities | Report of final activities for all Written and Oral Examinations administered during contracts, as outlined in section 2.2.8 of Exhibit A, Attachment 2. | **$\_\_\_\_\_\_\_\_\_\_\_**  Firm Fixed Fee Per Annual Report |
| EA-10 | Final disposition of Written and Oral Exam Appeals | Review and respond to all appeals associated with Written and Oral Examinations, as outlined in section 2.2.4 of Exhibit A, Attachment 2. | **$\_\_\_\_\_\_\_\_\_\_\_**  Firm Fixed Fee Per Annual Report |
| EA 11 | Administration of Bilingual Oral Proficiency Exams | Obtain and coordinate Examination facilities, process Exam candidate registration information, collect filing fees as necessary, mail admission (scheduling) letters to candidates; and, distribute all necessary Examination materials on Exam dates TBD and administer the results of the bilingual oral proficiency exams; and ensure quality control of the rating process; and, report results to examinees; and, administer appeals process to address examinee complaints concerning the bilingual oral proficiency exams as outlined in sections 2.6 – 2.6.2.5 of Exhibit A, Attachment 2. | **$\_\_\_\_\_\_\_\_\_\_\_**  Firm Fixed Fee Per Candidate Application for Year 1 of the Agreement.  Years 2 – 5 are subject to adjustment per Attachment 2, Exhibit B, Payment Provisions |
| EA 12 | Development of Court Interpreter Video Material | Develop a minimum of one video related to the court interpreter certification process as outlined in sections 2.7-2.7.6.4 of Exhibit A, Attachment 2. | **$\_\_\_\_\_\_\_\_\_\_\_**  Firm Fixed Fee per Video Developed and Delivered |
| EA 13 | Implementation of Internet Learning Platform | Implement online learning platform for prospective court interpreters as outlined in sections 2.8- 2.8.9 of Exhibit A, Attachment 2. | **$\_\_\_\_\_\_\_\_\_\_\_**  Firm Fixed Fee Upon Completion of Implementation |
| ED-1 | Maintenance on Up to 3 Oral Interpreting Exams or Oral English Proficiency Exams; | * Consult with AOC and Consortium experts and prepare Exam maintenance activities * Establish guidelines for maintenance work ; * Facilitate and monitor maintenance activities; * Revise scoring units as appropriate; * Coordinate and facilitate the recording of the Exam content and the editing of Exam content * Submit completed materials to the Consortium for review and approval. | **$\_\_\_\_\_\_\_\_\_\_\_**  Firm Fixed Fee per Exam completed and delivered to the Consortium for review and approval. |

**Part II – Firm Fixed Rate Per Exam Candidate**

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| **Exam Type** | **Firm Fixed Fee Per Candidate  for the period  TBD through March 31, 2013 (Year 1)**  **Years 2 – 5 are subject to adjustment per Attachment 2, Exhibit B, Payment Provisions** |
| English-Only Written Exam | **$\_\_\_\_\_\_\_\_\_\_\_** |
| Certified Court Interpreter Exam (Bilingual Oral Interpreting Exam) | **$\_\_\_\_\_\_\_\_\_\_\_** |
| Registered Court Interpreter Exam  (English Proficiency Exam) | **$\_\_\_\_\_\_\_\_\_\_\_** |
| Bilingual Oral Proficiency Screening Exam (Per Language) | **$\_\_\_\_\_\_\_\_\_\_\_** |
| Rescheduled Exam | **$\_\_\_\_\_\_\_\_\_\_\_** |

**Part III – Budget Detail & Justification**