



Oregon

John Kitzhaber, Governor

Board of Massage Therapists

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REQUEST FOR PROPOSAL OBMT 14-001 ORPIN# 968-1007-14

Return to: Kate Coffey by 3:30 PM PST on Friday, March 14, 2014 via mail or fax to 503-385-4465.

Description: Proctor Services for Oregon Board of Massage Therapists Licensing Practical Examination

Estimated Contract State Date: July 1, 2014

Contract End Date: June 30, 2015

Contact: Kate Coffey, Executive Director

RFP CLOSE DATE AND TIME: March 14, 2014 at 3:30 p.m. PST

1. INTRODUCTION

The Oregon Board of Massage Therapists (the board) invites interested parties to submit their qualifications, experience and rates for consideration. The board will contract for services to proctor the Oregon Massage Therapists Licensing Practical Examination. The examinations will be conducted pursuant to Oregon Revised Statute 687.051 (1) (e) and Oregon Administrative Rule 334-010-0010.

The board intends to award multiple contracts under this RFP. The board will award contracts based on the criteria and process described in Section 7 of this Request for Quote (RFP). The total budget for the RFP is \$50,000.

This RFP contains instructions governing the requirements for Proposals to be submitted by interested parties. Respondents must carefully read the complete RFP, ask questions and submit materials by the required time and date, and follow all instructions and requirements of the RFP.

2. Background

The Oregon Board of Massage Therapists requires that all applicants applying for a massage license must pass a practical examination prior to being granted a license to practice massage in the State of Oregon. The practical examination consists of Communication and Assessment of your client; Massage Technique Demonstration; and Kinesiology.

Exams will be conducted in three locations, in Salem, Central Oregon and Southern Oregon. These exams occur between the hours of 8:00 a.m. and 5:00 p.m. Examiners are expected to arrive for the exam prior to the applicant's arrival and be prepared to begin the examination precisely at 8:00 a.m.

3. Scope of Work

The contractor shall proctor the Oregon Board of Massage Therapists practical examination at a facility and time that is directed by the board office. The contractor must ensure that each exam they proctor has a total of three Oregon licensed massage therapists that meet the minimum qualifications set by the board. The locations considered are Salem, Central Oregon and Southern Oregon.

Duties of the Contractor:

The Oregon Board of Massage Therapists, as part of the licensing criteria, requires successful completion of a 50 minute scripted practical exam. The exam is scored in three areas of content: Communication and Assessment, Massage and Bodywork, and Kinesiology. The exam is audio and video taped for integrity. It is not meant to represent a one hour massage and bodywork session. The practical exam is primarily given in our Salem, Oregon office.

The contracting organization shall provide proctor services for the Oregon Board of Massage Therapist's practical exam. Proctoring includes reading a scripted exam and indicating if the applicant performed correctly based on the criteria provided during a mandatory training session which must be completed at cost to each contractor, prior to proctoring any exam. The successful bidder shall provide a three person proctoring team to proctor the examinee's performance during the state required practical exam.

Proctoring includes a minimum 3 person team, comprised of the following functions:

Reading examiner: The purpose of this examiner is to read the exam script verbatim. This person leads the exam and should be the only person in the room speaking unless another examiner is directly asked a question. This examiner should be conscience of the safety of the client examiner and instruct the candidate to maintain this if the need arises.

Observing examiner: The purpose of this examiner is to silently read along with the reading examiner to maintain the integrity of the exam. This examiner should only interject if there are any gross errors, or to maintain the client's safety if an issue is not addressed.

Client examiner: This examiner will read a provided script verbatim to the exam candidate and assist the candidate in dressing the massage table. This examiner will act as the client during the practical exam and will be expected to undress fully for a portion of the exam. This examiner will also properly dispose of soiled linens and clean the massage table at the end of the exam. This examiner may answer questions directly asked by the candidate during the exam but will not interject in the exam process unless they feel that their safety is at risk and is not being addressed by other examiners.

The organization shall provide a proposed quote for services to be considered by the OBMT. Please indicate the cost for each location if there is a difference in costs.

The successful organization shall invoice the OBMT monthly for services rendered. The payment shall be net 15 days.

The organization will frequently be provided feedback from the OBMT regarding the performance of their examiners. It is the responsibility of the organization to ensure the examiners perform the proctoring services in accordance to board standards. All disciplinary actions are the responsibility of the organization.

Each examiner within the organization must show proof of liability insurance of at least 3.4 million, prior to proctoring any exams.

The organization will provide clean linens such as towels, sheets, blankets and face cradle covers for all the exam days

A list of exam proctors to be used by the organization must be provided to the OBMT and each proctor will be approved by the OBMT prior to proctoring any exams.

4. Qualifications

Each examiner utilized by the organization must have a current Oregon LMT license and have practiced in Oregon for a minimum of five years.

Each examiner within the organization must have no disciplinary actions on file.

Each examiner within the organization must be willing to proctor a minimum of 12 times per calendar year. There is no maximum.

LMTs utilized by the organization must not be affiliated with or employed by a school that contains a massage program.

Each examiner within the organization must sign a non-disclosure agreement prior to proctoring any exams.

Once chosen, all examiners must complete an examiner training provided by the board at cost to the contractor, to become certified as an examiner, prior to proctoring any exams.

5. Single Point of Contact & Questions

All questions, whether about the technical requirements, contractual requirements, the procurement process, or any other aspect of the project or needed services, shall be directed to only the person listed on the first page of this Request for Proposals. All questions are due by March 14, 2014 by 3:30 pm PST.

6. Quote Content

The quote shall contain the following information:

- a. A signed copy of the Proposal Cover Sheet (see Attachment A)
- b. Three professional references for the Organization who may be contacted.
- c. The organization's list of examiners (see Attachment B). A copy must be completed and signed by each potential contracting examiner within the organization.
- d. A proposed cost quote for daily proctoring services of a three person team for each location in Salem, Central Oregon, Southern Oregon in which the organization is bidding on.

7. Evaluation Criteria

The OBMT will evaluate and score Proposals based upon the following criteria:

- a. Experience and expertise of contractors in massage. (20 pts)
- b. Previous experience as an examiner for the OBMT. Performance and length of time served are considerations (20 pts)
- c. Response of references regarding reliability & attendance, working with others, professionalism. (20 pts)
- d. Cost Quote. (25 pts)
- e. Board Opinion. Disciplinary actions, exam scores and dealings with the board are considerations. (15 pts)

Following evaluation of the written Proposals, the top ranking respondents may be required to attend an interview. The OBMT will initiate and schedule any interviews that may be required.

8. RFP Conditions

- a. Cost of developing a quote or any other such costs are entirely the responsibility of the Respondent and shall not be reimbursed in any manner by the State of Oregon.
- b. The OBMT reserves the right to cancel this RFP or to postpone or cancel the award of contracts.
- c. The OBMT reserves the right to reject any and all Proposals, if such rejection would be in the best interest of the OBMT and the public,
- d. Incomplete Proposals or Proposals not complying with the requirements of the RFP may be rejected.
- e. The OBMT reserves the right to extend or amend contracts resulting from the RFP. Amendments may be, but are not limited to: extensions for time, amendments to change the dollar value and amendments to change the statement of work so long as the changes are consistent with the scope of work in the RFP.