



District School Board of Pasco County

20430 Gator Lane • Land O' Lakes, Florida 34638 • 813/794-2221

Heather Fiorentino, Superintendent


www.pasco.k12.fl.us

Department of Purchasing
Kendra Goodman, CPPO, CPPB, Purchasing Agent
813/794-2221 Fax: 813/794-2111
727/774-2221 TDD: 813/794-2484
352/524-2221 e-mail: kgoodman@pasco.k12.fl.us

April 20, 2010

MEMORANDUM

TO: Honorable School Board Members

FROM: Kendra Goodman, CPPO, CPPB, Purchasing Agent 

SUBJECT: Approval of CNA Test Center Agreement with Prometric, Inc.

Attached are In-Facility Test Center Agreements with Prometric, Inc. for the purpose of utilizing facility space at Zephyrhills High School and Marchman Technical Education Center. Examinations will be offered to students from each school that are enrolled in High School Allied Health Assisting Programs. Fees will be paid by students to register and take the Florida Certified Nursing Assistant competency evaluation examination.

The services covered under this contract are exempt from the competitive pricing requirements as outlined in DOE Section 6A-1.012(11)(b) the requesting of bids from three (3) or more sources is waived when purchasing testing material.

At this time, we are requesting that the Board approve the above-referenced agreement which will cover the period of April 20, 2010 through April 19, 2011.

Should you have any questions regarding this matter, please contact me at your earliest convenience.

KDG/sn
Attachments



District School Board of Pasco County

7227 Land O' Lakes Boulevard • Land O' Lakes, Florida 34638 • 813/794-2000

Heather Fiorentino, Superintendent

www.pasco.k12.fl.us

Department of Community, Career and Technical Education
Robert J. Aguis, Director
(813) 794-2204 Fax: (813) 794-2794
(727) 774-2204 TDD: (813) 794-2484
(352) 524-2204 E-mail: raguis@pasco.k12.fl.us

MEMORANDUM

CCTE-208-09/10

April 20, 2010

To: Kendra Goodman, Purchasing Agent

From: Rob Aguis, Director of Community, Career & Technical Education *RA*

Subject: **In-Facility Test Center Agreements with Prometric Inc.**

Description:

Approval is requested for an In-Facility Test Center Agreement with Prometric Inc. and Zephyrhills High School and Marchman Technical Education Center for the purpose of utilizing facility space for the Florida Certified Nursing Assistant competency evaluation examination. The examination will be offered annually in April and May to students in high school Allied Health Assisting programs only.

Action Requested:

School Board approval of the In-Facility Test Center Agreements on April 20, 2010.

Recommendations:

The staff respectfully requests approval of the In-Facility Test Center Agreements with Prometric Inc. and Zephyrhills High School and Marchman Technical Education Center.

RA:rmh

Attachment(s)

received
3/17/10 ef

PROMETRIC

IN-FACILITY TEST CENTER AGREEMENT

This IN FACILITY Test Center Agreement ("Agreement") is entered into this 20th day of April, 2010, between Prometric Inc located at 1501 South Clinton Street, Baltimore, Maryland 21224 (hereinafter referred to as "Prometric") with at Zephyrhills High School for the purpose of utilizing facility space for the Florida Certified Nursing Assistant competency evaluation examination.

DEFINITIONS

For the purposes of this Agreement, the following terms shall have the meaning indicated below:

Candidate: Any individual who receives or takes the Florida Certified Nursing Assistant competency evaluation examination at the IN-FACILITY Test Center.

Candidate Data: Any data provided to IN-FACILITY Test Center by Prometric or its client or collected by Facility from a Candidate in connection with this Agreement, including, but is not limited to, personal identification data, test results, test registrations, and any other data about or provided by a Candidate.

Candidate Testing Fee: Fee paid by Candidate to IN-FACILITY Test Center for the opportunity for Candidate to register to test at the IN-FACILITY Test Center and take the Florida Certified Nursing Assistant competency evaluation examination.

Examination: The Florida Certified Nursing Assistant competency evaluation examination comprised of the written/oral (knowledge) test and the skills demonstration.

Item: A single question or problem that may appear on the Florida Certified Nursing Assistant competency evaluation examination.

Item Bank: A pool or group of Items, any one or more of which in combination comprise the Florida Certified Nursing Assistant competency evaluation examination.

Manual: Any manual supplied to the IN-FACILITY Test Center by Prometric (which is either developed by Prometric or a Prometric client) that addresses the IN-FACILITY Test Center operations, testing policies and procedures, security requirements, or similar information.

Testing Room: A room in the IN-FACILITY Test Center convenient for access by Candidates and suitable for administering the type of Examinations described herein.

Prometric Client: An organization that is engaged in the promulgation of standardized or occupation-related tests and who has agreed to offer one or more of its tests through the IN-FACILITY Test Center. For the purposes of this Agreement, client shall include the Florida Department of Public Health.

1.0 SERVICES TO BE PERFORMED BY

The IN-FACILITY Test Center agrees to provide the testing facility and additional services required to successfully administer the Florida Certified Nursing Assistant competency evaluation examination, including the written/oral (knowledge) test to be delivered via Internet Based Testing ("IBT"), and the skills demonstration.

The IN-FACILITY Test Center shall provide the testing facility, local score reporting and such additional services as are described below:

1.1 IN-FACILITY Test Center's Responsibilities

1.1.1 Designate a primary contact responsible for ensuring that:

- the computer resource area is available on scheduled testing dates and during the time period arranged for the written/oral (knowledge) test administration,
- the computer resource area will be used exclusively for the purpose of the Examination administration during the scheduled testing period,
- the computers in the resource area are connected to an operational printer that is supplied with paper to allow for the printing of Candidate score reports (approximately one page per Candidate),
- a computer station is available to the nurse aide evaluator ("NAE") administering the skills demonstration, near or in the nursing lab area, and that the station is connected to an operational printer that is supplied with paper to provide for the printing of tests and Candidate score reports (approximately four (4) pages per Candidate), and
- equipment and supplies required for the administration of the skills demonstration are available on the scheduled testing date and that equipment is in working order.

1.1.2 Provide availability for testing as requested by Prometric, adding additional testing dates as needed to respond to increased demands for testing.

1.2 Requirements for IBT Written/Oral (Knowledge) Test

1.2.1 Provide for the administration of the written (knowledge) test in an area of the IN-FACILITY Test Center that:

- is conducive to testing in a quiet area with appropriate lighting (sufficient overhead fluorescent or incandescent lighting positioned so that screen glare is minimized; fluorescent light must be warm white or soft white),
- maintains room temperature during testing that is generally considered comfortable in the region, through a temperature and ventilation control system,
- provides for a separate computer station for each Candidate with Internet access that has unrestricted access to a Prometric internet-based testing website as identified by Prometric,
- provides for a minimum of eight (8) internet-enabled computer stations,
- provides computers that meet the following minimal system requirements:
 - Pentium 166+ computer with at least 32 Megs of RAM.
 - Windows 95/98 or Windows NT.
 - Microsoft Internet Explorer v5.0 or later.

- 56K/v90 or higher speed modem (T-1 or cable connection preferred).
- 100MB free disk space (hard drive).
- provides a minimum of two computer stations equipped with sound cards and audio headsets that will be utilized by Candidates requesting to take an oral test,
- provides a room layout that allows for testing stations to be seen by the test administrator but with desks placed or adequate separation of stations to preclude Candidates having a direct view of any screen other than his/her own,
- provides testing workstations that are desks without drawers with minimum width of 4 feet and a depth of 2.5 feet,
- provides chairs that are supportive and comfortable for adults, and
- provides sufficient overhead fluorescent or incandescent lighting positioned so that screen glare is minimized. Fluorescent light must be warm white or soft white.

1.2.2 Provide at least one (1) of the following methods for use at all times by the proctor(s) during the testing event:

- direct viewing of testing area, or
- video monitoring, with or without audio, or
- other method sufficient to visually insure testing area security.

1.2.3 Identify and designate areas where Candidates can wait between test administrations, including areas where Candidates can eat (since testing day may be long), and restroom areas.

1.3 Requirements for Skills Demonstration

1.3.1 Provide for the administration of the skills demonstration in an area of the IN-FACILITY Test Center that:

- is set up to simulate a resident's room with a hospital bed, overbed table and bedside cabinet,
- provides for in room access to a working sink with hand controls and a toilet or commode chair,
- provides for a computer station in the testing room or nearby with Internet access and printer and paper supplies to allow for the launching and printing of the skills demonstration and results, and the computer entry of a Candidate's performance data by the Prometric NAE upon completion of the Candidate's evaluation, and
- is utilized exclusively for the purpose of testing during a scheduled administration.

1.3.2 Provide the equipment and supplies required for the administration of the skills demonstration (see Exhibit B).

1.4 **ADA Requirements:** The IN-FACILITY Test Center will at all times conform in all material respects to the standards established by the Americans with Disabilities Act of 1990 ("ADA").

1.5 **Minimum Workstation Requirements:** Standard minimum equipment is a Pentium based computer with at least a 733 Mhz CPU, 128 MB RAM, 17" SVGA color Monitor,

8Mb Video RAM, Creative Sound Blaster Sound Card, and headphones (for listening to passages during an assessment). Workstation Operating System is Windows 98.

2.0 SERVICES TO BE PERFORMED BY PROMETRIC

Prometric will provide the following services to the IN-FACILITY Test Center:

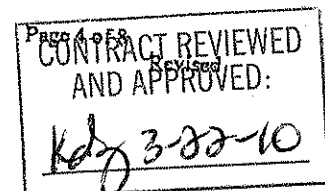
- 2.1 **IBT Proctors:** Prometric will provide trained NAEs who will be able to access, launch, and proctor the Florida written/oral Certified Nursing Assistant competency evaluation via IBT delivery at the IN-FACILITY Test Center.
- 2.2 **Manage Proctor IBT Access:** Prometric will manage proctor access to the IBT system by issuing usernames and passwords to the proctors.
- 2.3 **Contingency Tests:** Prometric will provide printed Contingency Tests to IN-FACILITY Test Center for use only during emergency situations when the IBT system is not available for use at the IN-FACILITY Test Center.
- 2.4 **Technical Assistance:** At the request of the IN-FACILITY Test Center, Prometric will provide technical assistance to the IN-FACILITY Test Center and proctors during test administrations.
- 2.5 **Manuals and Reference Guides:** Prometric will provide IN-FACILITY Test Center with printed instructions for Candidates, Proctor Manuals and reference guides for use during test administrations.

3.0 TERM

The term of this Agreement shall be as set forth in Exhibit A.

5.0 GENERAL

- 5.1 **Confidentiality.** IN-FACILITY TEST CENTER shall keep confidential all confidential information provided to it pursuant to this Agreement. IN-FACILITY TEST CENTER shall hold Prometric owned materials, all tests delivered on behalf of Prometric or a Prometric Client, testing exhibits, business information, Manuals, reference guides, and the pricing and terms of this Agreement in confidence and shall not use, disclose, copy or publish any such information without the prior written approval of Prometric, except where required by law or order of governmental authority. IN-FACILITY TEST CENTER shall safeguard such information to the same extent it safeguards its like information but in no event utilizing less than a reasonable degree of care.
- 5.2 **Warranties and Indemnity.** Each party represents and warrants that it has the right to enter into this Agreement and to perform its obligations hereunder and the performance of its obligations will not violate the rights of any third party. Each party indemnifies the other against any claims, suits or demands of any third party from the indemnifying party's breach of its warranties or obligations under this Agreement.
- 5.3 **No Guarantee.** Prometric does not guarantee or make any representations regarding the number of Candidates to be tested pursuant to this Agreement. IN-FACILITY TEST



CENTER acknowledges that Prometric may use other facilities for the purposes of testing Candidates within the State of Florida.

- 5.4 **Relationship of the Parties.** Nothing in this Agreement is intended to create an employee or agent relationship. Neither Prometric nor the IN FACILITY TEST CENTER shall have the power or authority to pledge or bind the other in any manner for any purpose to any third party.
- 5.5 **Insurance.** During the term of this Agreement, IN-FACILITY TEST CENTER will maintain a Commercial Liability Insurance policy. Such policy will provide for a combined limit of US\$1,000,000.00 for each occurrence. Upon request, IN-FACILITY TEST CENTER shall produce adequate proof and assurance of such coverages to Prometric during the term of the Agreement.
- 5.6 **Non-Discrimination.** In carrying out this Agreement, IN-FACILITY TEST CENTER agrees not to discriminate against any employee or applicant for employment because of race, color, religion, sex, age, handicap, disability, national origin, ancestry, veteran status, or any other factor pursuant to Florida general statutes.
- 5.7 **Records, Documents and Information.** Use the laws of the state of Florida to classify all information used or created under this Agreement as either public or private. When a question exists as to whether information is public or private, Prometric shall classify the information and IN-FACILITY TEST CENTER shall abide by Prometric's classification. IN-FACILITY TEST CENTER agrees not to use any information, systems, or records Prometric gives IN-FACILITY TEST CENTER for any purpose other than to fulfill the contractual duties specified herein. IN-FACILITY TEST CENTER agrees that the same standards of confidentiality that apply to the employees of Prometric bind IN-FACILITY TEST CENTER.
- 5.8 **Entire Agreement.** This Agreement is the entire agreement between the parties and supersedes all prior representations and agreements, either oral or written. The parties may modify or amend this Agreement only in writing.

PROMETRIC INC

By: Karen Olsen
(Signature)

Title: VP, Legal and Contracts

Date: 3-15-10

IN-FACILITY TEST CENTER

By: _____
(Signature)

Title: _____

Date: _____

Fed.I.D. No _____

Kdy 3-22-10

EXHIBIT A

A. Facility Address.

The physical address of the IN-FACILITY test center referred to in the IN-FACILITY Test Center Agreement between Prometric and Zephyrhills High School, 6335 12th Street, Zephyrhills, FL 33542

B. Term.

This Agreement shall commence on April 20, 2010 and continue through April 19, ~~2010~~ ²⁰¹¹ with an option to renew. Either party can terminate this Agreement without cause with sixty (60) days written notice. *Kdy*

C. Employees of Prometric must be level 2 printed or must be under the direct supervision of a Pasco County School District employee (Gail Stout or Hope Hurlburt) which on school board property.

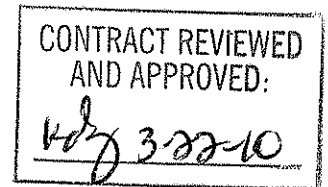


EXHIBIT B
Equipment and Supply List for Skills Demonstration

If testing more than one session per day, site must have double the supply in order to test

Basic Supplies (1 per Nurse):

Bath Basins (2) (rectangular shape preferred for footcare)
Emesis basin
Bedpans (fracture and regular)
Combs (6)
Drinking Cups—disposable (12)
Denture
Denture brush (optional)
Denture container/cup
Toothpaste(2)
Toothbrushes (6)
Gloves (non-latex, all sizes)
Lotion
Emery Boards (6)
Orange Sticks (6)
Paper Towels
Soap (2)
Toilet tissue
Underpads (incontinent pads) (6)
Water Pitcher
Napkins
Plastic spoons, forks, knives (6)
Snack containers of Jell-O, pudding or applesauce—not expired (6)
Drinkable water
Straws (optional)

Resident Room Environment (all equipment must be operational):

Working hospital bed with regular mattress (no air mattresses, etc.) –height and head of bed must be able to be raised and lowered
Side rails on bed optional
Sink with running water (both hot and cold) and hand-controlled faucets located in clinical skills room
Call bell (designated device, does not need to be operational)
Side chair (2)
Provision for privacy (curtain or screen)—partial does not need to wrap; minimum 2 feet
Soiled linen hamper
Overbed table –working controls and level surface
Bedside cabinet must have shelves or drawers (night table)
Commode chair or toilet (required)
Functional wheelchair with footrests and brakes—standard

Linens:

Bath blanket or similar item (4)
Flat sheets (6)
Fitted sheets (6) must fit mattress size
Pillowcases (8)
Pillows (minimum 5)
Patient gowns (6)



Towels (12)
Washcloths (24)
Clothing protector (bibs) (4)

Clothing:

Button or snaps shirt (extra large; 2 with long sleeves)
Sweat pants or similar item—elastic waist paint shorts (2 extra large)
Socks

Additional items:

Full size Mannequin – with female genitalia that allows for catheter insertion (not life weight mannequin, must have moveable joints)
Blood Pressure Cuff
Stethoscope with double earpiece (teaching)
Stand up scale (non-digital) or may use chair scale (non-digital)
Gait or transfer belt (2 large)
Disinfectant (2)
Clock with second hand
Indwelling catheter
Urinary drainage bag (must be able to be inserted and stay in mannequin; fit securely in mannequin with no tape) pouch)
Clear or opaque graduate container for measuring urine (not urinal; not metal and marked with cc's)
Alcohol wipes (individually wrapped)
Toothettes (optional)
Yellow food coloring

CONTRACT REVIEWED
AND APPROVED:
Kdy 3-22-10