

WAQTC EXECUTIVE BOARD

2022 EXAM MEETING MINUTES

MEETING CALLED BY: L. SCOTT NUSSBAUM,
TREASURER

RECORDER: DESNA BERGOLD, COORDINATOR

DATE: JAN. 12, 2022

TIME: 1:00 PM MST

LOCATION: TEAMS

ATTENDEES

BOARD MEMBERS:

LARRY ILG, CHAIR, ODOT

MIKE SAN ANGELO, VICE CHAIR. AKDOT & PF

L. SCOTT NUSSBAUM, TREASURER, UDOT

CRAIG WIEDEN, CDOT

OAK METCALFE, MDT

GARRETT WEBSTER, WSDOT

CHAD CLAWSON, ITD

INVITED GUESTS (QAC MEMBERS):

MISTY MINER, MDOT, VICE CHAIR

JEANETTE DIRKS, AKDOT & PF

LORI COPELAND, ITD

GILBERT ARREDONDO, UDOT

KEVIN BURNS, WSDOT

RANDY MAWDSLEY, WSDOT

GARTH NEWMAN, WSDOT

ABSENT:

MICHAEL VOTH, CFLHD

BRIAN IKEHARA, HDOT

MATT LINNEMAN, NDDOT

SEAN PARKER, ODOT, CHAIR

AGENDA ITEMS / OBJECTIVES:

1. Randy Mawdsley
 - a. Review vetting process
 - b. Outline the proposal
 - c. Current direction
 - d. Anticipated WAQTC and individual member agency costs
2. Approval to contract with Kryterion
3. Preferred service provider letter
4. Approval to modify consultant contract to administer Kryterion contract
5. Contract modification Scoping details (time permitting)
6. Other items

Topic	Discussion / <i>Decision</i>	Action Required by:
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WELCOME	<p>Larry Ilg, ODOT and Executive Board Chair, welcomed everyone to the meeting. He then turned the time over to Randy Mawdsley, WSDOT.</p>	
REVIEW	<p>Randy and the Exam Task Force have been researching the options to deliver WAQTC Written Exams remotely. Originally the Task Force explored working with Prometric but found that the yearly updates and maintenance of the exams would be prohibitively expensive. Randy then contacted Kryterion, who has a higher initial and yearly subscription costs, but updates and maintenance are included.</p> <p>Scott Nussbaum, UDOT and WAQTC Treasurer, presented the ‘Kryterion Investment Summary’ (attached), and Randy reviewed the costs per exam that would be paid by the examinee. If an exam is taken at the Kryterion facilities, it would cost \$85 for a session lasting up to 2 hours, if the exam is taken online and proctored by Kryterion, it would cost \$50.</p> <p>Larry asked how many member agencies intend to use this delivery method. WSDOT, AKDOT, and ITD will use it as soon as possible, UDOT expects to use it in the future and NDDOT is considering it.</p> <p>Scott indicated that due to the reduced travel in the last two years, WAQTC has more funds than usual which means there will be no increase in member agency contributions to cover initial costs.</p> <p>As MDT uses their own program to deliver exams, Oak Metcalfe, MDT, wants to ensure that there are further discussions if there is a related increase in contributions in the future. The Board agreed that approval to contract with Kryterion does not imply approval for future increases in contributions.</p> <p><i>Discussion item.</i></p>	
APPROVAL TO CONTRACT WITH KRYTERION	<p>Garrett Webster, WSDOT, moved to approve that WAQTC pursue a contract with Kryterion, Mike San Angelo, AKDOT and WAQTC Vice Chair, seconded.</p> <p>Craig Wieden, CDOT, asked if there had been any discussions about member agencies being required to use Kryterion to administer the exams. All agreed use of Kryterion will remain optional.</p> <p>There were no negatives, motioned passed.</p> <p><i>Randy Mawdsley and the Exam Task Force will pursue contracting with Kryterion to deliver the WAQTC written exams.</i></p>	<p>RANDY MAWDSLEY</p> <p>EXAM TASK FORCE</p>

Topic	Discussion / <i>Decision</i>	Action Required by:
PREFERRED SERVICE PROVIDER LETTER	<p>Scott suggested that a letter be drafted to indicate that Kryterion is the preferred provider to administer the written exams. The letter should include that the Written Exam Task Force has evaluated Kryterion's security and fee schedule and recommended Kryterion to the WAQTC Executive Board. Scott also indicated that a sole source letter would help with procurement.</p> <p>Scott moved to draft a letter stating that Kryterion is the preferred provider for online testing services, Garrett seconded.</p> <p>There was no further discussion.</p> <p>No were no negatives, motioned passed.</p> <p>Larry recommended that the letter be shared with the rest of the Executive Board. All agreed.</p> <p><i>Desna Bergold, D B Consulting and WAQTC Coordinator, will draft a letter for Larry Ilg to sign. Desna will then distribute the letter to the Board.</i></p>	DESNA BERGOLD
APPROVAL TO MODIFY CONSULTANT CONTRACT	<p>Scott said that to use the pooled fund to pay Kryterion, WAQTC's contract with D B Consulting would need to be modified. There will also be labor costs associated with administering the contract with Kryterion.</p> <p>Larry suggested that information on the contract with Kryterion be shared with Desna so that she may review it to understand its impact with the consultant contract. Randy agreed to provide that information.</p> <p><i>Randy Mawdsley and Desna Bergold will work together to contract with Kryterion.</i></p> <p><i>Desna Bergold and Scott Nussbaum will work on the D B Consulting contract modification.</i></p>	RANDY MAWDSLEY SCOTT NUSSBAUM DESNA BERGOLD
OTHER ITEMS	<p><i>AASHTO Region 4 Representative</i></p> <p>Oak asked if Moe Jamshidi or Casey Soneira, AASHTO, contacted anyone on the Board to become the AASHTO Region 4 representative. No one on the Board has been contacted.</p> <p><i>Discussion item.</i></p>	

Kryterion Investment Summary

Implementation & Setup	\$20,000.00
(Includes 1st year's Maintenance & 10 Support Hours per Month)	
Custom Branding	
Logo and Style Matching	Included
Candidate Landing Page	Customized
System-Generated E-mail	Customized
Avalaratax	3% + fees
Kryterion will collect and remit general sales tax and VAT	
Annual Maintenance	\$10,000.00

Kryterion Testing Network: Test Time

Up to 120 minutes	\$85.00
121 to 180 minutes	\$95.00
181 to 240 minutes	\$110.00
241 to 300 minutes	\$125.00
301 to 360 minutes	\$140.00
International Center Fee	\$10.00

Kryterion Online Proctored: Test Time

Up to 120 minutes	\$50.00
121 to 180 minutes	\$55.00
181 to 240 minutes	\$60.00
241 to 300 minutes	\$65.00
301 to 360 minutes	\$70.00

Client Proctored	\$35.00
Unproctored	\$9.00

Exam Publishing Fee	No Charge
Test Form Creation – Client	No Charge
Item Import Fee (per hour)	\$165.00
E-Commerce (per transaction)	4% + \$0.58
Customized PDF Certificate (per custom template)	\$2,000.00
Web Services Integration Implementation Fee	\$5,000.00
Web Services Integration Annual Maintenance	\$2,500.00
OAuth2 Single Sign-On Implementation Fee (Includes Web Services)	\$6,000.00
OAuth2 Single Sign-On Annual Maintenance	\$2,500.00
Badging/Certificates with Accredible	
Kryterion Setup Fee	\$1,500.00
Kryterion Annual Maintenance (Separate contract with Accredible required)	\$1,500.00
Badging/Certificates with Credly	
Kryterion Setup Fee	\$1,500.00
Kryterion Annual Maintenance (Separate contract with Credly required)	\$1,500.00
Each Additional Branded Instance (not common)	\$10,000.00
Annual Maintenance	\$5,000.00