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Introduction

Preparing for a certification exam can feel overwhelming, but with the right tools, it becomes an opportunity to build confidence, sharpen your skills, and move one step closer to your goals. At Examzify, we believe that effective exam preparation isn't just about memorization, it's about understanding the material, identifying knowledge gaps, and building the test-taking strategies that lead to success.

This guide was designed to help you do exactly that.

Whether you're preparing for a licensing exam, professional certification, or entry-level qualification, this book offers structured practice to reinforce key concepts. You'll find a wide range of multiple-choice questions, each followed by clear explanations to help you understand not just the right answer, but why it's correct.

The content in this guide is based on real-world exam objectives and aligned with the types of questions and topics commonly found on official tests. It's ideal for learners who want to:

- Practice answering questions under realistic conditions,
- Improve accuracy and speed,
- Review explanations to strengthen weak areas, and
- Approach the exam with greater confidence.

We recommend using this book not as a stand-alone study tool, but alongside other resources like flashcards, textbooks, or hands-on training. For best results, we recommend working through each question, reflecting on the explanation provided, and revisiting the topics that challenge you most.

Remember: successful test preparation isn't about getting every question right the first time, it's about learning from your mistakes and improving over time. Stay focused, trust the process, and know that every page you turn brings you closer to success.

Let's begin.

How to Use This Guide

This guide is designed to help you study more effectively and approach your exam with confidence. Whether you're reviewing for the first time or doing a final refresh, here's how to get the most out of your Examzify study guide:

1. Start with a Diagnostic Review

Skim through the questions to get a sense of what you know and what you need to focus on. Your goal is to identify knowledge gaps early.

2. Study in Short, Focused Sessions

Break your study time into manageable blocks (e.g. 30 – 45 minutes). Review a handful of questions, reflect on the explanations.

3. Learn from the Explanations

After answering a question, always read the explanation, even if you got it right. It reinforces key points, corrects misunderstandings, and teaches subtle distinctions between similar answers.

4. Track Your Progress

Use bookmarks or notes (if reading digitally) to mark difficult questions. Revisit these regularly and track improvements over time.

5. Simulate the Real Exam

Once you're comfortable, try taking a full set of questions without pausing. Set a timer and simulate test-day conditions to build confidence and time management skills.

6. Repeat and Review

Don't just study once, repetition builds retention. Re-attempt questions after a few days and revisit explanations to reinforce learning. Pair this guide with other Examzify tools like flashcards, and digital practice tests to strengthen your preparation across formats.

There's no single right way to study, but consistent, thoughtful effort always wins. Use this guide flexibly, adapt the tips above to fit your pace and learning style. You've got this!

Questions

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1. Which employee types impact benefits eligibility?

- A. Full-time
- B. Part-time, Seasonal, Temporary, Union
- C. Contractors
- D. Interns

2. What is the maximum Active COBRA Enrollment allowed?

- A. 5%
- B. 10%
- C. 15%
- D. 20%

3. What is a change management plan in project proposals?

- A. A plan describing how changes will be requested, reviewed, approved, and implemented to manage scope, schedule, and cost.
- B. A plan for changing the project sponsor.
- C. A plan for changing the contract's currency.
- D. A plan for changing goals without approval.

4. The standard minimum group size is what?

- A. 5 FT WSE
- B. Enter \$1 wages as placeholder to avoid error
- C. 100+ Eligible WSE
- D. 25%

5. The OMS minimum group size is defined as how many full-time WSEs?

- A. 5 FT WSE
- B. Enter \$1 wages as placeholder to avoid error
- C. 2 FT WSE
- D. 100+ Eligible WSE

- 6. When is it appropriate to negotiate after award?**
- A. Negotiations should never occur after award.
 - B. Only the winning vendor can negotiate after award.
 - C. When the contract allows post-award negotiations to finalize terms within defined boundaries.
 - D. Negotiations are only allowed if the price is too high.
- 7. Once CBA is received what do you do?**
- A. Create a Sales Support Case
 - B. Notify compliance
 - C. Schedule a call
 - D. Update the client file
- 8. For pricing medical benefits, what minimum participation rate is typically required?**
- A. 30%
 - B. 40%
 - C. 50%
 - D. 60%
- 9. The document used to verify workforce size and payroll figures is called what?**
- A. Employee Roster
 - B. Payroll Report
 - C. Labor Budget
 - D. WSE Ledger
- 10. What is the purpose of RFP addenda?**
- A. To authorize budget increases for the project.
 - B. To modify, clarify, or correct the RFP after release so all bidders have access to the same information.
 - C. To publish the final contract terms.
 - D. To select the winning vendor automatically.

Answers

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1. B
2. B
3. A
4. A
5. C
6. C
7. A
8. C
9. B
10. B

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Explanations

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1. Which employee types impact benefits eligibility?

- A. Full-time
- B. Part-time, Seasonal, Temporary, Union**
- C. Contractors
- D. Interns

Benefits eligibility depends on the type of employment relationship and the terms that come with it. Part-time, seasonal, and temporary workers often fall under different rules than full-time staff, with eligibility sometimes limited, prorated, or subject to waiting periods. Union status adds another layer because benefits can be negotiated through the union or covered by a union contract, which may set different eligibility criteria than non-union roles. Contractors aren't considered employees, so they typically don't receive employer-provided benefits, and interns usually have limited or no benefits. Therefore, the employee types that most commonly impact eligibility are part-time, seasonal, temporary, and union.

2. What is the maximum Active COBRA Enrollment allowed?

- A. 5%
- B. 10%**
- C. 15%
- D. 20%

COBRA enrollment management requires a cap on how many enrollees you can actively support at once. When an RFP asks for the maximum Active COBRA Enrollment allowed, it's about setting a realistic limit on the number of people who can be enrolled simultaneously in COBRA while your team can still administer notices, eligibility, premium collection, and deadlines accurately. A figure around 10 percent of the eligible population is a practical, commonly used cap. It reflects typical COBRA uptake—most people don't stay on COBRA long enough to swell enrollment dramatically—and it aligns with the capacity of benefits teams, software systems, and service levels to handle routine spikes without compromising compliance or response times. Setting the limit much lower, like 5 percent, can become constraining during normal fluctuations and temporary increases in enrollment. Pushing the cap higher, such as 15 or 20 percent, often requires substantially more resources and cost unless there's a proven pattern of higher COBRA activity with your client base. So, the 10 percent figure represents a balanced, sustainable target that supports reliable administration while remaining cost- and resource-conscious.

3. What is a change management plan in project proposals?

- A. A plan describing how changes will be requested, reviewed, approved, and implemented to manage scope, schedule, and cost.**
- B. A plan for changing the project sponsor.
- C. A plan for changing the contract's currency.
- D. A plan for changing goals without approval.

A change management plan defines how any deviation to scope, schedule, or cost will be handled. It lays out the process for requesting changes, who reviews and approves them, how the impacts are assessed, and how approved changes are implemented and baselined. This plan helps prevent uncontrolled scope creep by providing formal control over changes and ensuring everyone knows who can approve changes, what information is needed, how long decisions take, and how changes affect timelines, budgets, quality, and risks. In project proposals, presenting a clear change management plan shows you can maintain control over the project even when things evolve, keeping the work aligned with objectives and stakeholder expectations. The other options don't fit because changing the sponsor falls under stakeholder management or governance, not change control; changing the contract's currency is a financial/contracts issue rather than change control; and changing goals without approval would violate governance and undermine control mechanisms.

4. The standard minimum group size is what?

- A. 5 FT WSE**
- B. Enter \$1 wages as placeholder to avoid error
- C. 100+ Eligible WSE
- D. 25%

The standard minimum group size is defined using full-time equivalents, which ensures there are enough data points for a reliable evaluation. Five full-time equivalents means the group must total at least five FTE, whether that's five people each working full-time or a mix of part-time workers whose combined hours add up to five full-time equivalents. This threshold helps keep results stable and representative without being too large to manage. For example, three workers at 0.5 FTE each plus two at 1.0 FTE would also meet the minimum. The other options don't fit because a placeholder wage entry is a data input instruction, not a group size; 100+ eligible WSE is a much higher threshold; and a percentage is not a count of people.

5. The OMS minimum group size is defined as how many full-time WSEs?

- A. 5 FT WSE
- B. Enter \$1 wages as placeholder to avoid error
- C. 2 FT WSE**
- D. 100+ Eligible WSE

Two full-time WSEs is the defined minimum to form an OMS group. This threshold ensures there's enough personnel to share responsibilities, provide coverage, and yield stable data for governance and planning. A singleton would not meet the intended grouping standard, since one person cannot offer the same level of continuity or cross-checking as two. Options with five or 100+ exceed the minimum and aren't the stated threshold. The idea of entering a \$1 wage as a placeholder is a data-entry workaround and does not establish the required group size.

6. When is it appropriate to negotiate after award?

- A. Negotiations should never occur after award.
- B. Only the winning vendor can negotiate after award.
- C. When the contract allows post-award negotiations to finalize terms within defined boundaries.**
- D. Negotiations are only allowed if the price is too high.

Post-award negotiations are appropriate when the contract itself allows it and defines boundaries for finalizing terms. This enables the agency and the selected vendor to lock in particulars that weren't completely fixed during the competition, such as final pricing within an approved range, performance metrics, delivery schedules, or specific contract terms. Doing this under a documented, permitted process keeps the award fair and compliant with procurement rules while avoiding the need to reopen the entire competition. It wouldn't be appropriate if the procurement documents prohibit post-award negotiations or if the award already fixed all terms and price within defined boundaries.

7. Once CBA is received what do you do?

A. Create a Sales Support Case

B. Notify compliance

C. Schedule a call

D. Update the client file

When a CBA is received, the first step is to log it in the system and route it through the proper workflow. Creating a Sales Support Case establishes a formal record, captures key details (who sent it, what it covers, deadlines), and assigns ownership to the right team. This creates visibility, enables tracking and SLA management, and provides an audit trail for follow-up. Notifying compliance isn't the immediate action unless a compliance issue is identified in the CBA. Scheduling a call can come next, but it should be initiated from the case so the conversation is documented within the same record. Updating the client file is important, but it should follow the case creation to ensure the update reflects the established process and any next steps.

8. For pricing medical benefits, what minimum participation rate is typically required?

A. 30%

B. 40%

C. 50%

D. 60%

Participation rate is about how many eligible employees actually enroll in the medical benefits. Insurers use a minimum threshold to ensure there's enough risk pooled among enrollees so premiums can be set reliably and fairly. If participation is too low, adverse selection can drive up costs, and carriers may not price the plan or may charge higher rates or impose extra requirements. A common practical threshold is around half of eligible employees, which provides a reasonable balance between spreading risk and allowing employers flexibility. While some scenarios might use lower or higher targets, 50% is the typical standard used when pricing medical benefits in many RFPs.

9. The document used to verify workforce size and payroll figures is called what?

A. Employee Roster

B. Payroll Report

C. Labor Budget

D. WSE Ledger

The document used to verify workforce size and payroll figures is the payroll report because it directly records actual payroll data for a period and typically includes the number of active employees, hours worked, wages, and related costs. This combination lets evaluators confirm both how many people were employed (workforce size) and what was paid to them (payroll figures) in a single source. An employee roster lists who is employed but doesn't tie those names to payroll amounts. A labor budget is a planning tool reflecting estimated costs rather than actual payroll data. A WSE ledger isn't a standard, commonly used term for this purpose. So the payroll report best fulfills the need to verify both workforce size and payroll figures.

10. What is the purpose of RFP addenda?

- A. To authorize budget increases for the project.
- B. To modify, clarify, or correct the RFP after release so all bidders have access to the same information.**
- C. To publish the final contract terms.
- D. To select the winning vendor automatically.

Addenda are official updates to the RFP issued after it's released to modify, clarify, or correct information so all bidders have access to the same information. This keeps competition fair by ensuring everyone works from the same details and understands the requirements in the same way. Addenda can fix errors, tighten ambiguities, add missing details, or respond to questions from bidders, and they're distributed to all potential bidders and become part of the RFP. Proposals should incorporate the changes, and sometimes deadlines are adjusted if the addenda affect timing. They are not tools to authorize budget increases, publish final contract terms, or automatically select a winner.

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Next Steps

Congratulations on reaching the final section of this guide. You've taken a meaningful step toward passing your certification exam and advancing your career.

As you continue preparing, remember that consistent practice, review, and self-reflection are key to success. Make time to revisit difficult topics, simulate exam conditions, and track your progress along the way.

If you need help, have suggestions, or want to share feedback, we'd love to hear from you. Reach out to our team at hello@examzify.com.

Or visit your dedicated course page for more study tools and resources:

<https://rfpkc.examzify.com>

We wish you the very best on your exam journey. You've got this!

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