

REQUEST FOR PROPOSAL (RFP) ROADMAP PRACTICE TEST (SAMPLE)

STUDY GUIDE



**SAMPLE STUDY GUIDE
WITH LIMITED QUESTIONS**

**VISIT US ONLINE FOR
THE FULL VERSION STUDY GUIDE**

<https://rfproadmap.examzify.com>



Copyright © 2026 by Examzify - A Kaluba Technologies Inc. product.

ALL RIGHTS RESERVED.

No part of this book may be reproduced or transferred in any form or by any means, graphic, electronic, or mechanical, including photocopying, recording, web distribution, taping, or by any information storage retrieval system, without the written permission of the author.

Notice: Examzify makes every reasonable effort to obtain accurate, complete, and timely information about this product from reliable sources.

SAMPLE

Table of Contents

Copyright	1
Table of Contents	2
Introduction	3
How to Use This Guide	4
Questions	5
Answers	8
Explanations	10
Next Steps	16

SAMPLE

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

SAMPLE

- 1. Active COBRA threshold is defined as what maximum percentage?**
 - A. 10% or less.
 - B. 5% or less.
 - C. 15% or less.
 - D. 20% or less.
- 2. Which frameworks are commonly cited for data security in RFPs?**
 - A. PCI-DSS
 - B. HIPAA
 - C. GDPR
 - D. ISO 27001 or SOC 2
- 3. When is a Rapid Quote used?**
 - A. When WC details are missing or incomplete, primarily for broker-referred deals.
 - B. When full information is available.
 - C. For renewals only.
 - D. When there is no Health Info required.
- 4. What is a key outcome of using structured evaluation guidelines?**
 - A. They provide consistent scoring and reduce bias.
 - B. They delay decision.
 - C. They confuse bidders.
 - D. They are optional.
- 5. What is the primary objective of an RFP roadmap in a procurement project?**
 - A. To align stakeholders, define scope and timeline, establish evaluation criteria, manage risks, and govern the process from planning through award.
 - B. To select the lowest-priced vendor regardless of solution.
 - C. To finalize vendor contracts before market analysis.
 - D. To replace the procurement team with external consultants.

- 6. Which approach best structures requirements so they are testable during acceptance and testing?**
- A. Focus only on high-level goals.
 - B. Use verifiable acceptance criteria, measurable metrics, test scenarios, and pass/fail criteria linked to requirements.
 - C. Rely on subjective judgment.
 - D. Skip acceptance criteria.
- 7. Which of the following best describes what an SBC must include?**
- A. Prescriptions and diagnostics only
 - B. Network logos and provider directories
 - C. Deductibles and co-pays only
 - D. Deductibles, OOP max, coinsurance, PCP, specialist, inpatient, outpatient, ER, prescriptions, and diagnostics
- 8. What is the primary purpose of a requirement traceability matrix (RTM) in an RFP?**
- A. They ensure every requirement is addressed, tested, and verifiable, enabling clear alignment between needs and evaluation.
 - B. To track vendor salaries.
 - C. To store confidential data.
 - D. To replace test plans.
- 9. What are common reasons an RFP may fail and how can you mitigate them?**
- A. Excellent requirements and clear evaluation; mitigations unnecessary
 - B. Too many vendors; reduce outreach
 - C. Overly detailed budgets; simplify
 - D. Poor requirements, unclear evaluation, unrealistic timelines, inadequate vendor outreach; mitigate with thorough planning and governance
- 10. Which Minnesota rule applies to open market groups regarding enrollment size and claims data?**
- A. Open market groups with 25+ enrolled require 6 months of claims data.
 - B. Open market groups with 50+ enrolled require 12 months of claims data.
 - C. Open market groups with 100+ enrolled require 24 months.
 - D. Open market groups with 75+ enrolled require 12 months.

Answers

SAMPLE

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

SAMPLE

Explanations

SAMPLE

1. Active COBRA threshold is defined as what maximum percentage?

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

Active COBRA threshold refers to the cap on how much of the continuation coverage cost a COBRA participant must pay. A threshold of 15% or less sets a manageable cap on the employee's premium contribution, keeping the cost of continuing coverage affordable while still allowing the plan to recover some costs. This level is commonly used as the affordability benchmark in policy guidelines and RFP evaluations, which is why it is considered the best fit. Values like 10% or 5% would be more restrictive and could threaten enrollment, while 20% would exceed the typical affordability threshold and may not align with standard COBRA cost-sharing practices.

2. Which frameworks are commonly cited for data security in RFPs?

- A. PCI-DSS
- B. HIPAA
- C. GDPR
- D. ISO 27001 or SOC 2**

RFPs look for verifiable security baselines that demonstrate how a vendor protects information. ISO 27001 is an international standard for building and maintaining an information security management system, providing a structured, auditable approach to managing risk. SOC 2 is a reporting framework that offers an independent assessment of a service organization's controls related to security, availability, confidentiality, processing integrity, and privacy. Together, they give clients concrete assurance that a comprehensive security program is in place and functioning, which is why they're commonly cited across industries. The other options are more domain-specific: PCI-DSS centers on payment card data security, HIPAA on healthcare privacy and security, and GDPR on data protection within the EU. While those may be required in certain contexts, ISO 27001 or SOC 2 are the broadly applicable frameworks most often requested in RFPs for general data security.

3. When is a Rapid Quote used?

- A. When WC details are missing or incomplete, primarily for broker-referred deals.**
- B. When full information is available.
- C. For renewals only.
- D. When there is no Health Info required.

rapid Quote is used when essential workers' compensation details are missing or incomplete, so you can produce a quick price to keep the process moving. It's especially common for broker-referred deals, where the broker provides enough context to start a quote but not the full application. This approach lets you engage the client, set expectations, and capture momentum while you gather the remaining information for a full submission. When full information is available, you switch to the standard quote path; renewals follow their own process based on existing policy data, and whether health information is required doesn't define the rapid quote—the defining factor is incomplete data.

4. What is a key outcome of using structured evaluation guidelines?

- A. They provide consistent scoring and reduce bias.
- B. They delay decision.
- C. They confuse bidders.
- D. They are optional.

Structured evaluation guidelines establish a predefined scoring rubric and criteria that evaluators apply consistently to every proposal. This alignment ensures proposals are compared on the same measures, so judgments come from objective standards rather than personal impressions, which reduces bias. It also creates a transparent, auditable trail showing how each score was earned, helping with defensible decisions and evaluator calibration. Additionally, by spelling out what matters, these guidelines lessen bidder confusion about how awards will be determined. In well-run procurement, these guidelines aren't optional; they promote fairness, clarity, and repeatable results.

5. What is the primary objective of an RFP roadmap in a procurement project?

- A. To align stakeholders, define scope and timeline, establish evaluation criteria, manage risks, and govern the process from planning through award.
- B. To select the lowest-priced vendor regardless of solution.
- C. To finalize vendor contracts before market analysis.
- D. To replace the procurement team with external consultants.

The main idea is to create a structured, shared plan for the procurement process that guides everyone from start to finish. An RFP roadmap brings together stakeholders from business, IT, legal, and finance to agree on what problem we're solving, what success looks like, and what constraints we must work within. It lays out the scope, defines deliverables, maps the timeline, and identifies milestones and decision points that govern the process from planning through award. By defining evaluation criteria up front, it ensures the vendor selection is objective, transparent, and auditable, which helps prevent scope creep and last-minute changes. It also codifies how risks will be managed and who has authority at each stage, providing governance and controls to keep the process compliant and smooth. In short, the roadmap acts as the master guide for the RFP, aligning everyone, clarifying expectations, and giving the procurement team a clear framework to run the process efficiently and fairly.

6. Which approach best structures requirements so they are testable during acceptance and testing?

- A. Focus only on high-level goals.
- B. Use verifiable acceptance criteria, measurable metrics, test scenarios, and pass/fail criteria linked to requirements.**
- C. Rely on subjective judgment.
- D. Skip acceptance criteria.

Testing and acceptance hinge on turning vague needs into verifiable, observable criteria. The best approach is to specify verifiable acceptance criteria, measurable metrics, concrete test scenarios, and explicit pass/fail criteria that tie directly to each requirement. This creates a clear line from what the system must do to how you will prove it does it. With measurable metrics, you can quantify success, so testers have objective targets rather than opinions. Test scenarios lay out realistic conditions under which the system will be evaluated, and pass/fail criteria give a definitive decision rule—if the system meets all criteria under the defined scenarios, it passes; if not, it fails. This approach also supports traceability: each requirement maps to tests and criteria, making it easier to see coverage and to manage changes during development and procurement. For example, instead of a vague requirement like “the system should be fast,” you would establish a metric such as “response time ≤ 2 seconds for 95% of transactions under a specified load,” describe a test scenario like “simulate 1,000 concurrent users performing typical transactions for 30 minutes,” and declare a pass if the observed results meet the metric in the test environment. By anchoring requirements to objective tests, everyone shares a common understanding of what success looks like, which is essential for reliable acceptance decisions.

7. Which of the following best describes what an SBC must include?

- A. Prescriptions and diagnostics only
- B. Network logos and provider directories
- C. Deductibles and co-pays only
- D. Deductibles, OOP max, coinsurance, PCP, specialist, inpatient, outpatient, ER, prescriptions, and diagnostics**

The main idea here is understanding what a Summary of Benefits and Coverage (SBC) must convey to help someone compare plans. An SBC should lay out both how you pay and what is covered across the whole plan, so you can estimate costs and know what services are available. The most complete option includes deductibles, the maximum you have to pay out of pocket, and how coinsurance works, plus details about who you can see (primary care physician vs. specialist) and the full range of services covered (inpatient and outpatient care, emergency room, prescriptions, and diagnostics). This combination gives a clear picture of financial responsibility and the services the plan covers, which is exactly what the SBC is meant to communicate. The other options miss important pieces: they focus only on one aspect like prescriptions and diagnostics, or only on networks, or only on a subset of cost-sharing elements, and thus wouldn't provide the full, apples-to-apples comparison consumers need.

8. What is the primary purpose of a requirement traceability matrix (RTM) in an RFP?

A. They ensure every requirement is addressed, tested, and verifiable, enabling clear alignment between needs and evaluation.

B. To track vendor salaries.

C. To store confidential data.

D. To replace test plans.

The main idea is to create a traceability link between every requirement and the way it will be verified, so you can prove that nothing was left out and the evaluation covers all needs. In an RFP, this means mapping each requirement to specific evaluation criteria and the tests or evidence that will confirm it. This makes sure every need is addressed, tested, and verifiable, and it keeps the evaluation process transparent and defensible because you can show exactly how a proposal demonstrates compliance with each requirement. It also helps catch gaps early if a requirement lacks a test method or evaluation criterion. The RTM is not about tracking salaries, storing confidential data, or replacing test plans; instead, it serves as the bridge between what is asked for and how you will prove it during evaluation.

9. What are common reasons an RFP may fail and how can you mitigate them?

A. Excellent requirements and clear evaluation; mitigations unnecessary

B. Too many vendors; reduce outreach

C. Overly detailed budgets; simplify

D. Poor requirements, unclear evaluation, unrealistic timelines, inadequate vendor outreach; mitigate with thorough planning and governance

The main idea is that RFPs fail most often when there's a mismatch or gaps across planning, requirements, evaluation, timelines, and outreach, and the remedy is thorough planning and governance that keeps all parts aligned. Poor or incomplete requirements lead to bids that don't reflect real needs or that rely on assumptions that later cause scope changes. Clear requirements, validated with stakeholders and captured in a structured requirements matrix, prevent mission and ensure vendors bid against the right problem. Unclear evaluation criteria create ambiguity in how proposals will be scored, which can lead to disputes and rushed, inconsistent judgments. Establishing an explicit evaluation framework with defined scoring, weights, and decision rights from the outset makes the process fair and repeatable. Unrealistic timelines pressure teams and vendors, compromising proposal quality and forcing corners to be cut. Setting realistic milestones, building in review gates, and attaching governance oversight helps maintain quality and enable timely decisions. Inadequate vendor outreach reduces competition and can miss qualified bidders, limiting solution options and potentially driving higher costs or poorer fit. A well-planned outreach strategy, including pre-bid conferences, transparent posting, and an up-to-date vendor list, broadens the field and improves quality of bids. Mitigation comes from thorough planning and governance: a formal procurement plan, vetted requirements, a transparent evaluation rubric, achievable timelines with review points, and a structured outreach approach guided by a cross-functional governance body. This cohesive approach tackles the root causes and keeps the RFP process on track. Even when requirements and evaluation are solid, neglecting planning, governance, or outreach can let timing, risk, or competition gaps derail the effort, which is why the comprehensive option best captures what typically fails and how to prevent it.

10. Which Minnesota rule applies to open market groups regarding enrollment size and claims data?

- A. Open market groups with 25+ enrolled require 6 months of claims data.**
- B. Open market groups with 50+ enrolled require 12 months of claims data.
- C. Open market groups with 100+ enrolled require 24 months.
- D. Open market groups with 75+ enrolled require 12 months.

In this Minnesota requirement, how many people are enrolled determines how much claims data must be provided. The rule in question uses a relatively low enrollment threshold coupled with a short period of claims data. This exact pairing—an open market group that crosses a modest enrollment threshold and a brief claims-data window—matches what the rule requires, so it is the correct choice. The other options propose higher enrollment thresholds or longer data histories, which are not what this rule specifies.

SAMPLE

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://rfproadmap.examzify.com>

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

SAMPLE