

## REQUEST FOR PROPOSALS

**RFP NUMBER: EDUD201106200**

**DATE ISSUED: April 6, 2011**

**ELIGIBILITY: Open to All Providers**

**The State of Ohio Department of Education is requesting Price Quotes for:**

**TITLE: G E D Test Essay Scoring (English And Spanish)**

**INQUIRY PERIOD BEGINS: Apr 8, 2011**

**INQUIRY PERIOD ENDS: Apr 22, 2011**

**PROPOSAL DUE DATE: May 6, 2011 5:00 PM**

**PROPOSAL OPENING DATE: May 9, 2011**

**ESTIMATED AWARD DATE: May 31, 2011**

### **Section 1: Background**

The Department of Education (ODE) estimates that the use rate for the contract term is not expected to exceed 35,000 essay in both English and Spanish annually. The weekly volume is expected to be between 300 and 600 with an average of 400 essays per week.

The scoring site must be able to provide a 24 hour (1 Business Day) turn around for processing essays. Invoices may be subject to a mandatory discount of 2% for all late essays received or returned to the State of Ohio GED Office.

As part of this bid, all bidders must answer and be able to affirm the following three (3) questions and provide documentation from previous projects with supporting data for each. Failure to do so may deem the bidder as non-responsive.

1. The scoring site has achieved at least, 90% score agreement (equal to or within 1 point) of site and General Educational Development Testing Services (GEDTS) Writing Advisory Committee essay scores. Yes \_\_\_ or No \_\_\_

2. The scoring site has achieved an annual intraclass correlation of 0.80 or high between site and GEDTS Writing Advisory Committee essay scores. Yes \_\_\_ or No \_\_\_

3. Each reader has at least 50% of his/her essay scores in perfect agreement with GEDTS Writing Advisory Committee essay scores. Yes \_\_\_ or No \_\_\_

4. Each reader must have 5% or fewer of his/her total essay scores that differ by more an 1 point from the GEDTS Writing Advisory Committee essay scores. Yes \_\_\_ or No \_\_\_

## Section 2: Objectives

State of Ohio GED Office will send both English and Spanish essays electronically to the scoring service, and the scoring service will send the scored essay files electronically via file transfer protocol (FTP) back to Ohio for completion of scoring process. The contracted essay scoring service must meet all standards as detailed in Sections 7.4 through 7.5-3 of the 2005 GEDTS Examiners Manual and must have experience with large scale writing assessment with a documented minimum scoring capacity of 30,000 essays per year.

How to Bill the State of Ohio GED Office: Submit a monthly Invoice to the Ohio Department of Education, State of Ohio GED Office, Attn: Sandra Phipps, 25 S. Front Street, MS 106, Columbus, OH 43215-4104, and must include the following:

1. Invoice Number and Date
2. Number (Quantity) of essays scored
3. Price per essay
4. Total Amount of Invoice
5. Invoices may be submitted electronically or mailed along with backup documentation

## Section 3: Overview of the Scope of Work

The GEDTS contractor will be able to score the essay portion of the Ohio GED Test for two fiscal years; beginning July 1, 2011 through June 30, 2012 and July 1, 2012 through June 30, 2013.

Unit costs must be determined to the nearest 1/1000 of a penny, or no more than three (3) decimal places.

SERVICE	ESTIMATED ANNUAL ESSAYS	SCORING PERIOD AND PRICE PER ESSAY
GED Essay Scoring	35,000 Tests	7/1/11 through 6/30/12 - \$ _____
GED Essay Scoring	35,000 Tests	7/1/12 through 6/30/13 - \$ _____

## Section 4: Contractor Qualifications

### TECHNOLOGY REQUIREMENTS:

- A. Due Reader Scanner - (ex. OpScan INSIGHT 4 by NCS Pearson - now Scantron - or comparable)
- B. Support ScanTools Plus version 7.1
- C. Data files created by OpScan INSIGHT 4 scanner, in the format defined by the GED application. ASCII test files (DAT files) and TIF images files
- D. Send and receive data files electronically via FTP
- E. Successfully complete scoring of a SAMPLE test essay file before a contract is awarded

### **Section 5: Special Work Information**

The contractor will be responsible for all traveling expenses and/or transportation charges incurred in the delivery of materials and/or services specified.

### **Section 6: Inquiry**

All questions regarding this RFP/RFQ should be submitted online only. Accordingly, the Department will post responses online so that interested vendors may access and share the same information.

### **Section 7: Submission Information**

Proposals must reference the RFP/RFQ number above and should be submitted:  
Either by email to:

**Name:** Sandra Phipps

**Email Address:** [sandra.phipps@ode.state.oh.us](mailto:sandra.phipps@ode.state.oh.us)

**Please also email a copy to:**

**Name:** Amadu Sankoh, Agency Procurement Officer

**Email Address:** [Amadu.sankoh@ode.state.oh.us](mailto:Amadu.sankoh@ode.state.oh.us)

**OR by Regular mail to:**

**Name:** Sandra Phipps

**Address:** Ohio Department of Education  
Office of Assessment - GED Office  
25 South Front Street, Mail Stop 106  
Columbus, Ohio 43215

**Please also mail a copy to:**  
Amadu Sankoh, Agency Procurement Officer  
25 South Front Street, Mail Stop G  
Columbus, OH 43215

**Do Not Write Below this Line – Vendor Guidance Only**

---

### **Proposal Format (For Vendor Response)**

**Signed Cover Letter** (Required – as acceptance of all the terms of this RFP/RFQ)

**Work Plan** (Required – Must Reference RFP/RFQ Number on cover page)

**Cost Summary** (Required – Specify pricing for each deliverable per Work Plan)

**Offeror Profile:** (Optional, unless specifically required)

**Staffing Plan for Work Plan in 3(A):** (Optional, unless specifically required)

**Standard Affirmation and Disclosure Form (Required)**

By the signature affixed to this response, the Bidder/Offeror affirms, understands and will abide by the requirements of **Executive Order 2010-09S** issued by Ohio Governor Ted Strickland. If awarded a contract, the Bidder/Offeror becomes the Contractor and affirms that both the Contractor and any of its subcontractors shall perform no services requested under this Contract outside of the United States. The Executive Order is attached and is available at the following website:

<http://www.governor.ohio.gov/Default.aspx?tabid=1495>.

The Bidder/Offeror shall provide all the name(s) and location(s) where services under this Contract will be performed in the spaces provided below or by attachment. Failure to provide this information as part of the response will deem the Bidder/Offeror not responsive and no further consideration will be given to the response. Bidder/Offeror's offering will not be considered. If the Bidder/Offeror will not be using subcontractors, indicate "Not Applicable" in the appropriate spaces.

1. Principal location of business of Contractor:

\_\_\_\_\_  
(Address) (City, State, Zip)

Name/Principal location of business of subcontractor(s):

\_\_\_\_\_  
(Name) (Address, City, State, Zip)

\_\_\_\_\_  
(Name) (Address, City, State, Zip)

2. Location where services will be performed by Contractor:

\_\_\_\_\_  
(Address) (City, State, Zip)

Name/Location where services will be performed by subcontractor(s):

\_\_\_\_\_  
(Name) (Address, City, State, Zip)

\_\_\_\_\_  
(Name) (Address, City, State, Zip)

3. Location where state data will be stored, accessed, tested, maintained or backed-up, by Contractor:

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Address, City, State, Zip)

Name/Location(s) where state data will be stored, accessed, tested, maintained or backed-up by Sub-contractor(s):

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address, City, State, Zip)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address, City, State, Zip)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address, City, State, Zip)

4. Location where services to be performed will be changed or shifted by Contractor:

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Address, City, State, Zip)

Name/Location(s) where services will be changed or shifted to be performed by subcontractor(s):

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address, City, State, Zip)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address, City, State, Zip)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address, City, State, Zip)

---

**OTHER IMPORTANT INFORMATION FOR VENDORS:**

The State may reject any Proposals or unsolicited Proposal amendments that are received after the deadline. An offeror that mails its Proposal must allow for adequate mailing time to ensure its timely receipt. Offerors must also allow for potential delays due to increased security. The State may reject late Proposals regardless of the cause for the delay.

The State may reject any Proposal if the offeror takes exception to the terms and conditions of this RFP/RFQ, fails to comply with the procedure for participating in the RFP/RFQ process, or the offeror's Proposal fails to meet any requirement of this RFP/RFQ. The State may also reject any Proposal that it believes is not in its interests to accept and may decide not to do business with any of the offerors responding to this RFP/RFQ.

By submitting a Proposal, the offeror acknowledges that it has read this RFP, understands it, and agrees to be bound by its requirements. The State is not responsible for the accuracy of any information regarding this RFP/RFQ that was gathered through a source different from the inquiry process described in this RFP/RFQ.

The State will not be liable for any costs incurred by any offeror in responding to this RFP/RFQ, even if the State does not award a contract through this process. The State may decide not to

award a contract for the work. The State may also cancel this RFP/RFQ and contract for the work through some other process or by issuing another RFP/RFQ.

Ohio Revised Code (ORC) Section 9.24 prohibits the State from awarding a contract to any offeror(s) against whom the Auditor of State of Ohio has issued a finding for recovery if the finding for recovery is "unresolved" at the time of award. By submitting a proposal, the offeror warrants that it is not now, and will not become subject to an "unresolved" finding for recovery under ORC 9.24, prior to the award of any contract arising out of this RFP/RFQ, without notifying the Agency of such finding.

The successful offeror(s) will be required to enter into a contract with the Ohio Department of Education upon reaching agreement on terms and conditions for such contract prior to providing any services to the Department. The provisions of such contract are not valid and enforceable until the availability of funds is certified by and approved by the Office of Budget and Management, in accordance with Chapters 126.07 and 131.33 of the Ohio Revised Code. The Department is not obligated to pay for services performed prior to such OBM certification.

All proposals and other materials submitted will become the property of the State and may be returned only at the option of the State. Proprietary information should not be included in a proposal or supporting materials because the State will have the right to use any materials or ideas submitted in any proposal without compensation to the offeror. Additionally, all proposals will be open to the public after a contract has been awarded. The State will retain all proposals, or copies of the proposals, as part of the contract file for at least three years. After the retention period, the State may return, destroy, or otherwise dispose of the proposals or copies of the same.

**Phipps, Sandra**

---

**From:** Paul Hughey [paul@okscoring.com]  
**Sent:** Wednesday, May 13, 2009 4:58 PM  
**To:** Phipps, Sandra  
**Cc:** 'Kathy Crooks'  
**Subject:** Oklahoma Scoring Service Proposal  
**Attachments:** Ohio Proposal 2009.docx; French Essay Scoring Site Certificate.pdf; French Essay Scoring Site Report.pdf; Spanish Essay Scoring Site Certificate.pdf; Spanish Essay Scoring Site Report.pdf; English Essay Scoring Site Certificate.pdf; English Essay Scoring Site Report.pdf

Sandra: good afternoon. Please find our proposal.  
I have also attached 3 certifications and 3 monitoring reports (one each for English, French, and Spanish).

Thank you,  
Paul



Powered by WebEx

Avail Monday through Friday  
7 to 7

**Oklahoma Scoring Service, Inc.**  
**Proposal to the Ohio Department of Education, Center for Curriculum & Assessment,**  
**Office of GED**

**Qualifications and Experience:**

OSS offers toll free in-person customer service 7 am to 7 pm central time

- A. Oklahoma Scoring Service, Inc (OSS) meets all the standards as detailed in Sections 9.2 through 9.5-3 of the 2005 GEDTS Manual.
- B. OSS is certified by GEDTS for scoring all language versions of the GED essay portion of the test.
- C. OSS participates in the annual monitoring, all expenses paid by OSS.
- D. OSS has 34 GEDTS certified English essay readers, 8 GEDTS certified Spanish essay readers and 3 GEDTS certified French essay readers.
- E. OSS certified scoring site with American Council on Education since 1981 (Certification Attached)
- F. OSS reads and scores approximately 300,000 essays per year.
- G. OSS provides 1 business day turn around for processing essays.
- H. Oklahoma Scoring Service, Inc. affirms results of annual essay-scoring site monitoring by GEDTS:
  - 1. Agreement for English Spanish and French exceeds: Score 90%
  - 2. correlation for English Spanish and French exceeds: Interclass 90%
  - 3. agreement for English Spanish and French exceeds: Exact 80%
  - 4. Discrepant by more than 1 point for English Spanish and French less than: Score 5%

**Required/Preferred Qualifications:**

- A. OSS accepts English, Spanish, and French essays electronically
- B. OSS transmits English, Spanish, and French essay scores electronically via FTP
- C. OSS scores 7 days a week 52 weeks per year except for holidays. All sessions are held in accordance with GEDTS policy
- D. OSS submits weekly essay scoring volume to include reporting the sequence of litho numbers and reader scores

**Site Certification, Procedures, Reader, Chief Reader, and Alternate Chief Reader Qualifications:**

- OSS meets and or exceeds the five (5) categories of required qualifications listed above.

**Scanner, Software, Data Files, and FTP Technology Requirements:**

- OSS meets and or exceeds all of the technology requirements.

**Unit Cost:**

Service	Estimated Annual Usage	Date Price per Essay
GED Essay Scoring	45,000 Tests	7/1/2009 through 6/30/2010 \$ 1.60
Service	Estimated Annual Usage	Date Price per Essay
GED Essay Scoring	45,000 Tests	7/1/2010 through 6/30/2011 \$ 1.60

# The General Educational Development Testing Service

American Council on Education

## Essay Scoring Site Certificate

Given on this 10th day of April 2009 to

*Oklahoma Scoring Service*

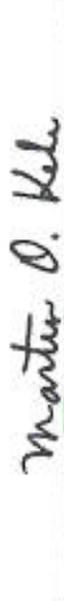
who has successfully completed the requirements established by the General Educational Development Testing Service to be certified as an Essay Scoring Site for the Spanish Language Editions of the GED Tests, Four-Point Scale. This certification is for the duration of 2009 contract year unit the next Essay Scoring Site certification of March 2010.



Bruce Briggs  
Vice President for Administration, American Council on Education



John M. Reier  
Language Arts Test Specialist, GED Testing Service



Martin Kche  
Test Development Director, GED Testing Service



GENERAL EDUCATIONAL DEVELOPMENT TESTING SERVICE  
2009 Spanish Essay Scoring Site Monitoring Report  
for  
Oklahoma Scoring Service, Oklahoma

CONGRATULATIONS!  
Your site has  
**PASSED**  
the 2009 Spanish Essay Scoring Site Monitoring

**PASSED:** The site may score Spanish GED essays.

**FAILED:** The site failed to meet either Criteria 1 or Criteria 4. The site is closed and may not score Spanish GED essays pending a re-monitoring session. See the Criteria for Conditional Passes and Site Closings document for re-monitoring procedures.

**CONDITIONALLY PASSED:** The site passed Criteria 1 and 4; however, one or more readers have failed to meet Criteria 2 and 3. The site may score Spanish GED essays. However, the Chief Reader needs to take steps to bring the readers who failed to meet Criteria 2 and 3 into compliance with the GEDTS scoring guide. Readers who fail Criteria 2 and 3 may be required to pass a re-monitoring set if the Chief Reader feels that, after retraining, readers are still not applying the GEDTS scoring guide.

#### INTERPRETING INDIVIDUAL READER REPORTS

Individual reports for each reader are provided in this report. The individual reader reports tabulate the number of essays the reader scored the same as, minus 1 and 2 points, and plus 1 and 2 points from the score assigned by the GEDTS Writing Advisory Committee. A reader should strive to have all his/her essay scores be the same as the essay scores assigned by the GEDTS Writing Advisory Committee.

If a reader assigned essay scores that are plus or minus 2 points from the GEDTS score, this is an indication that the reader is not consistently applying the GEDTS scoring guide. In addition, some readers may exhibit scoring biases (such as consistently scoring too leniently or too harshly). For example, if a reader has a significant number of essays that were scored minus 1 point from the GEDTS score, and very few or no essays that were scored plus 1 point from the GEDTS score, this is an indication of harsh scoring. On the other hand, if a reader has a significant number of essays that were scored plus 1 point from the GEDTS score and very few or no essays that were scored minus 1 point from the GEDTS score, this is an indication of lenient scoring.

Readers with scores of plus or minus 2 points from the GEDTS scores and readers exhibiting scoring biases should be retrained by the Chief Reader.



GENERAL EDUCATIONAL DEVELOPMENT TESTING SERVICE  
2009 Spanish Essay Scoring Site Monitoring Report  
for  
Oklahoma Scoring Service, Oklahoma

Systematic site monitoring ensures that each scoring site is consistent with the scoring standards established by the General Educational Development Testing Service (GEDTS) Writing Advisory Committee. Site monitoring requires readers at a scoring site to score essays that have also been scored by the GEDTS Writing Advisory Committee.

Score stability refers to the similarity between scores given to an essay by readers at a scoring site (site essay scores) and scores given to an essay by the GEDTS Writing Advisory Committee (GEDTS essay scores). This report provides results of the site's performance on four score stability criteria and the performance of individual readers at the site.

In order to be certified to score Spanish GED essays, a site must meet Certification Criteria 1 and 4. In addition, each reader at the site must meet Certification Criteria 2 and 3.

#### SCORE STABILITY CRITERIA

**CERTIFICATION CRITERION 1: Percent agreement with GEDTS essay scores**

This criterion indicates the percent of site essay scores equal to or within 1 point of the GEDTS essay scores. A site must have at least 90% agreement with GEDTS essay scores.

Site Result: 100.00%

**CERTIFICATION CRITERION 2: Percent of site essay scores equal to GEDTS essay scores**

A site should have at least 50% of its essay scores equal to the GEDTS essay scores.

Site Result: 85.00%

**CERTIFICATION CRITERION 3: Percent of discrepant scores**

Discrepant scores are defined as essay scores that differ by more than 1 point from the GEDTS essay score. The percent of discrepant scores at a site should be 5% or less.

Site Result: 0.00%

**CERTIFICATION CRITERION 4: Intraclass correlation between GEDTS and scoring site**

The intraclass correlation reflects the strength of agreement between site essay scores and the GEDTS essay scores. A site must have an intraclass correlation of 0.80 or higher.

Site Result: 0.96

# The General Educational Development Testing Service

American Council on Education

## Essay Scoring Site Certificate

Given on this 1st day of July 2008 to

*Oklahoma Scoring Service*

who has successfully completed the requirements established by the General Educational Development Testing Service to be certified as an Essay Scoring Site for the GED Tests, Four-Point Scale.

This certification is for the duration of 2008 contract year unit the next Essay Scoring Site certification of June 2009.



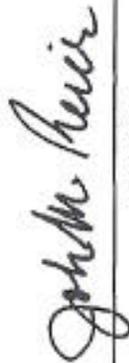
Benjamin F. Quilban  
Senior Vice President, Business and Operations



Sylvia E. Robinson  
Executive Director, GED Testing Service



Lyn Schaeff  
Test Development Director, GED Testing Service



John M. Reter  
Language Arts Test Specialist, GED Testing Service



GENERAL EDUCATIONAL DEVELOPMENT TESTING SERVICE  
2008 English Essay Scoring Site Monitoring Report  
for  
Oklahoma Scoring Service, Oklahoma

CONGRATULATIONS!  
Your site has  
PASSED  
the 2008 English Essay Scoring Site Monitoring

**PASSED:** The site may score English GED essays.

**FAILED:** The site failed to meet either Criteria 1 or Criteria 4. The site is closed and may not score English GED essays pending a re-monitoring session. See the Criteria for Conditional Passes and Site Closings document for re-monitoring procedures.

**CONDITIONALLY PASSED:** The site passed Criteria 1 and 4; however, one or more readers have failed to meet Criteria 2 and 3. The site may score English GED essays. However, the Chief Reader needs to take steps to bring the readers who failed to meet Criteria 2 and 3 into compliance with the GEDTS scoring guide. Readers who fail Criteria 2 and 3 may be required to pass a re-monitoring set if the Chief Reader feels that, after retraining, readers are still not applying the GEDTS scoring guide.

#### INTERPRETING INDIVIDUAL READER REPORTS

Individual reports for each reader are provided in this report. The individual reader reports tabulate the number of essays the reader scored the same as, minus 1 and 2 points, and plus 1 and 2 points from the score assigned by the GEDTS Writing Advisory Committee. A reader should strive to have all his/her essay scores be the same as the essay scores assigned by the GEDTS Writing Advisory Committee.

If a reader assigned essay scores that are plus or minus 2 points from the GEDTS score, this is an indication that the reader is not consistently applying the GEDTS scoring guide. In addition, some readers may exhibit scoring biases (such as consistently scoring too leniently or too harshly). For example, if a reader has a significant number of essays that were scored minus 1 point from the GEDTS score, and very few or no essays that were scored plus 1 point from the GEDTS score, this is an indication of harsh scoring. On the other hand, if a reader has a significant number of essays that were scored plus 1 point from the GEDTS score and very few or no essays that were scored minus 1 point from the GEDTS score, this is an indication of lenient scoring.

Readers with scores of plus or minus 2 points from the GEDTS scores and readers exhibiting scoring biases should be retrained by the Chief Reader.



GENERAL EDUCATIONAL DEVELOPMENT TESTING SERVICE  
2008 English Essay Scoring Site Monitoring Report  
for  
Oklahoma Scoring Service, Oklahoma

Systematic site monitoring ensures that each scoring site is consistent with the scoring standards established by the General Educational Development Testing Service (GEDTS) Writing Advisory Committee. Site monitoring requires readers at a scoring site to score essays that have also been scored by the GEDTS Writing Advisory Committee.

Score stability refers to the similarity between scores given to an essay by readers at a scoring site (site essay scores) and scores given to an essay by the GEDTS Writing Advisory Committee (GEDTS essay scores). This report provides results of the site's performance on four score stability criteria and the performance of individual readers at the site.

In order to be certified to score English GED essays, a site must meet Certification Criteria 1 and 4. In addition, each reader at the site must meet Certification Criteria 2 and 3.

#### SCORE STABILITY CRITERIA

**CERTIFICATION CRITERION 1: Percent agreement with GEDTS essay scores**

This criterion indicates the percent of site essay scores equal to or within 1 point of the GEDTS essay scores. A site must have at least 90% agreement with GEDTS essay scores.

Site Result: 100.00%

**CERTIFICATION CRITERION 2: Percent of site essay scores equal to GEDTS essay scores**

A site should have at least 50% of its essay scores equal to the GEDTS essay scores.

Site Result: 85.60%

**CERTIFICATION CRITERION 3: Percent of discrepant scores**

Discrepant scores are defined as essay scores that differ by more than 1 point from the GEDTS essay score. The percent of discrepant scores at a site should be 5% or less.

Site Result: 0.00%

**CERTIFICATION CRITERION 4: Intraclass correlation between GEDTS and scoring site**

The intraclass correlation reflects the strength of agreement between site essay scores and the GEDTS essay scores. A site must have an intraclass correlation of 0.80 or higher.

Site Result: 0.95

---