

# REQUEST FOR PROPOSALS

## ADDENDUM # 1

**ISSUED: 06/21/2013**

RFP NUMBER: CSP902814  
INDEX NUMBER: EDU060

The State of Ohio, through the Department of Administrative Services, Office of Procurement Services, for the Ohio Department of Education is requesting proposals for:

### QUALITY ASSURANCE OF THE OHIO STATEWIDE TESTS

Attached is page 4 to this Request for Proposal (RFP). Remove the corresponding page from the existing RFP and replace with the attached.

Reason for Addendum. This addendum is issued to add "Alignment Studies" to the Scope of Work as Item #9 in the Scope of Work (1.4); and, to clarify that only the key (primary) personnel need to be identified and included in the References, Education, Training and Experience forms ( forms 5.2.5 and 5.2.6).

PROPOSAL DUE DATE:  
OPENING LOCATION:

July 10, 2013  
Department of Administrative Services  
General Services Bid Desk  
4200 Surface Road  
Columbus, OH 43228-1395

1.3.2 Certification of contractual independence. Offeror shall certify that the Offeror is not presently under contract to perform work for a testing vendor on an Ohio contract and also that Offeror will not enter into such contracts for the duration of a contract awarded through this RFP.

1.4 SCOPE OF WORK The Contractor will be responsible for independent quality assurance on the technical quality and proper procedure in all aspects of state assessments.

A. The processes involved in this RFP for quality assurance will include the following:

1. Participate in meetings with ODE, contractors and selected on-going committees;
2. Monitor item and test development;
3. Monitor development and maintenance of item bank;
4. Monitor standard setting activities;
5. Check accuracy of test equatings;
6. Review reports and state summaries for accuracy;
7. Respond to psychometric challenges and inquiries
8. Advise the State on matters related to;
  - a) the development of items,
  - b) the development of online tests,
  - c) scoring,
  - d) score reporting,
  - e) transition to the new Common Core State Standards,
  - f) transition to new assessments developed by the multi-state consortium (PARCC),
  - g) transition of test delivery from paper-pencil mode to computer-based mode,
  - h) handover from one state testing vendor to another,
  - i) And other matters that arise in the conduct of the previously described assessments.
9. The Offeror shall propose a method for the conduct of alignment studies, Tasks 1, 2, and 3.

1.4.1 CONTRACTOR QUALIFICATIONS AND PRIOR WORK EXPERIENCES The Offeror must demonstrate and provide proof of experience, education and references to meet these minimum qualifications:

- A. The Offeror shall describe three or more prior work experiences of similar scope to the services being procured under this RFP and submit that data on Forms 5.2.4
- B. The Offeror shall provide three references for projects of similar scope and scale. A short description of the services provided to each reference shall be included.
- C. Familiarity and significant work experience (minimum of five years) with large scale assessments. Offeror shall describe the work experience and services provided in more detail than required for compliance to forms 5.2.4.
- D. Specific experience with Ohio or working with other state departments to independently review the work of other vendors. Subparagraph 1.4.1. C does not specifically elicit experiences with state agencies; Subparagraph 1.4.1. D is for reporting of specific work experiences with state agencies.
- E. Specific experience with Ohio or working with at least one other State to adjust item banks, test specifications, etc., after initial item development has occurred.
- F. Psychometric expertise, i.e., experience with the following:
  1. Bookmark or other standard-setting procedure as the leader of standard setting sessions and/or as observer of standard setting sessions.
  2. Item Response Theory / Rasch modeling including Partial Credit Model (PCM) (Masters, 1982) used with open-ended items.
  3. Reporting (presentation and reports) to a technical advisory committee.
  4. Software programs such as WINSTEPS® (Rasch Analysis and Rasch Measurement Software).
  5. Guiding committees and agencies to understand the difficulties of groups of individual items and the ramifications for building item banks and operational forms of the tests.

Offeror is encouraged to provide descriptions of services for Subparagraph 1.4.1 F, items 1 through 5.

1.4.2 CONTRACTOR STAFFING PLAN

A. Contractor shall provide a list of personnel that would be responsible for the conduct of a contract awarded under this RFP and include for each listed person. The key (primary) personnel designated to work on the project must be named, and include forms 5.2.5 and 5.2.6 for their References, Education, Training and Experience.

1. Person's name
2. Person's function in the performance of a contract issued as a result of this RFP
3. The person's relevant years of experience in the capacity for this contract as well as person's educational background and professional publication accomplishments

B. For each person listed, the Offeror shall indicate the proportion of time the staff will be committed to the performance of a contract that might results from this RFP.

\* To indicate changes to the Scope of Work; adding Item #9 in 1.4; and to clarify the key personnel in Section 1.4.2.