



## REQUEST FOR PROPOSAL

RFP NUMBER: CSP901816  
INDEX NUMBER: EDU074  
UNSPSC CATEGORY: 86000000

The state of Ohio, through the Department of Administrative Services, Office of Procurement Services, on behalf of the Ohio Department of Education, is requesting Proposals for a:

### Nationally Standardized Assessment (NSA) for College Readiness for Ohio High School 11<sup>th</sup> Grade Students

OBJECTIVE: Ohio Revised Code 3301.0712(B)(1) requires the selection of a system of college and career readiness assessments that measure the student academic performance and may serve as a determinant of student eligibility for a high school diploma. The college and career readiness assessments shall be both a nationally standardized assessment and an assessment used for purposes of college admission. The assessments shall be initially administered no later than the spring of 2016.

RFP ISSUED:	August 18, 2015
INQUIRY PERIOD BEGINS:	August 18, 2015
INQUIRY PERIOD ENDS:	September 9, 2015 at 8:00 AM
PROPOSAL DUE DATE:	September 16, 2015 by 1:00 PM

Proposals received after the due date and time will not be evaluated.

Submit Sealed Proposals to:

Department of Administrative Services  
Office of Procurement Services  
Attn: Bid Desk  
4200 Surface Road  
Columbus, OH 43228-1395

Note: Please review the [Proposal Instructions](#) on our Web site.

The Offeror must submit this cover page (signed) with its Technical Proposal.

<b>Offeror Name and Address:</b>  _____  _____  _____  _____  E-Mail Address: _____  Phone Number: (        ) _____ - _____, Ext. _____	<b>Name/Title:</b>  _____  _____    Signature: _____  By submitting a response to this RFP, and signing above, Offeror acknowledges, understands and agrees to comply with the RFP requirements and confirms all the instructions and links have been read and understood.
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#### RFP GLOSSARY OF TERMS

AA:	Affirmative Action
Contractor:	Vendor after Award
CSP:	Competitive Sealed Proposal
DAS:	Department of Administrative Services
EOD:	Equal Opportunity Division
FEI:	Federal Employer Identification
Mandatory:	Must, Will, Shall
NSA:	Nationally Standardized Assessment
OAC:	Ohio Administrative Code
OAKS:	Ohio Administrative Knowledge System (Ohio's Accounting System)
OBG:	Ohio Business Gateway
OBR:	Ohio Board of Regents
ODE:	Ohio Department of Education
Offeror:	Vendor Submitting Proposal
OPS:	Office of Procurement Services
ORC:	Ohio Revised Code
RFP:	Request for Proposal
SOS:	Secretary of State
UNSPSC:	The United Nations Standard Products and Services Code

1.0 EXECUTIVE SUMMARY

1.1 INTRODUCTION This is a Request for Competitive Sealed Proposals (RFP) under Section 125.071 of the Ohio Revised Code (ORC) and Section 123:5-1-08 of the Ohio Administrative Code (OAC). The Department of Administrative Services (DAS), Office of Procurement Services, on behalf of the Ohio Department of Education (the Agency), is soliciting competitive sealed proposals (Proposals) for a Nationally Standardized Assessment (NSA) for College Readiness for Ohio High School 11<sup>th</sup> Grade Students. If a suitable offer is made in response to this RFP, the state of Ohio (State), through DAS, may enter into a contract (the Contract) to have the selected Offeror (the Contractor) perform all or part of the Project (the Work). This RFP provides details on what is required to submit a Proposal for the Work, how the State will evaluate the Proposals, and what will be required of the Contractor in performing the Work.

This RFP gives the dates on page 1 for the various events in the submission process. While these dates are subject to change, prospective Offerors must be prepared to meet them as they currently stand.

1.2 CONTRACT PERIOD Once awarded, the term of the Contract will be from the award date through June 30, 2017. The State may solely renew all or part of this Contract at the discretion of DAS for a period of one month and subject to the satisfactory performance of the Contractor and the needs of the Agency. Any other renewals will be by mutual agreement between the Contractor and DAS for any number of times and for any period of time. The cumulative time of all mutual renewals may not exceed two (2) years and are subject to and contingent upon the discretionary decision of the Ohio General Assembly to appropriate funds for this Contract in each new biennium.

1.3 BACKGROUND Ohio Revised Code 3301.0712(B)(1) requires the selection of a system of college and career readiness assessments that measure the student academic performance and may serve as a determinant of student eligibility for a high school diploma.

The college and career readiness assessments shall be both a Nationally Standardized Assessment (NSA) and an assessment used for purposes of college admission. The nationally standardized assessments will be selected through the Request for Proposal (RFP) evaluation process which will be facilitated by a joint committee comprised of representatives from the Ohio Department of Education (ODE), the Ohio Board of Regents (OBR), and the Department of Administrative Services (DAS). Multiple proposals and multiple assessments may be selected.

The nationally standardized assessment will be administered no later than the spring of 2016, provided the State has provided sufficient budgetary resources. The results of the assessment will be used as a possible alternative route for access to an Ohio High School Diploma and may be used for admission decisions for individual students/examinees. Aggregate results will be reported to the public through an Ohio system for school accountability.

Students will be offered the opportunity to take the nationally standardized assessment in the spring of their 11<sup>th</sup> grade year. The population of students includes the general education population, students who require accommodations, students with disabilities, and Limited English Proficient (LEP) students. The table below shows projections on the number of school districts expected to participate in the testing program.

District/School Participation Projections

Type	# of Districts	# of Schools
Traditional Public (minus community schools)	649	793
Nonpublic	68	174
Community	172	172
Total	889	1,139

Ohio has approximately 140,000 11<sup>th</sup> grade students expected to participate each year. Each student will be offered the opportunity to test but test participation is not compulsory. Test participation rates are best estimates and should be used for proposal purposes only. The awarded Contractor will invoice the actual number of students tested. In accordance with Ohio law, it is anticipated that more than one Offeror will be selected; districts will choose between/among awarded Contractors resulting in fewer tests for any particular Contractor.

Ohio anticipates testing all students including students with access limitations or cognitive disabilities. For 2015, approximately 1.6% of the examinees had a severe cognitive disability and 1.3% were Limited English Proficient. In total, approximately 10% of the examinees received some accommodation.

1.3.1 Purpose and Use of the Test. The Nationally Standardized Assessment:

1. Will provide a measure of college readiness that will be reported to the student and the student's family
2. May be used to gain admission to a college;

3. May serve as a vehicle for presenting the student to colleges for purposes of marketing including suggestion of possible financial awards a college might make to a student. Participating in marketing activities shall be a family choice;
4. May be used as an option to fulfill graduation testing requirements, and
5. Will be included on the district or school local report card for accountability purposes.

College readiness is defined as being ready for college without the need for remediation in either ELA (Reading and/or English composition) or Mathematics as defined in Ohio's "UNIFORM STATEWIDE STANDARDS for REMEDIATION-FREE STATUS" (December 2012) available from the Ohio Board of Regents (See Additional Resources, Section 5.4). It is the intent of the State to select an extant testing instrument and testing program that is widely and actively used to make college admission inferences.

#### 1.4 SCOPE OF WORK

Ohio will require school districts to administer the NSA. The Contractor will supply or otherwise arrange for the services essential to the test including test registration, test distribution, test proctoring, test scoring, and the reporting of test results. The assessment shall be offered in both "paper and pencil" and computer-based formats. District and community school personnel will receive sufficient training and necessary materials to ensure effective administration of the assessment including, as reasonable, registration for the assessment, processing requirements related to handling test materials, site requirements and preparation (but not capital improvements), the return of test materials, and the processing of post-test reports. Results of the assessment will be available for use by families and students in selecting colleges and for submitting test results to colleges. Test results will also be used for district accountability reporting and may be used to qualify individual students as eligible for an Ohio high school diploma.

The awarded Contractor shall:

- A. Produce tests and test preparation materials for the NSA administration. Contractor shall be responsible for printing, delivery, and retrieval of all paper and pencil tests as well as supporting materials including manuals and notices.
- B. Produce tests in special version formats (e.g., Braille, audio, large print, foreign language translations, etc.) as agreed between the State and Contractor;
- C. Coordinate the administration of the NSA in every public, community, and chartered non-public high school in Ohio that instructs at the 11<sup>th</sup> grade level.
- D. Score and report the NSA results to the Department of Education, Ohio School Districts, and chartered non-public high schools.
- E. Provide technical services and reports required to ensure fairness, reliability, validity of inferences, and comparability of test results from various forms of the NSA.
- F. Develop a statewide plan to ensure effective administration of the NSA within all school districts, community schools and chartered non-public high schools.
- G. Implement a process for providing training, administration, scoring, data analysis, and reporting for the NSA.
- H. Accommodate observation of the training, administration, scoring, data analysis, and reporting as requested by the State.
- I. Ensure school districts, community schools, non-public schools, and ODE receive technical assistance to ensure effective administration and communication of information.
- J. Provide school districts with district level, school level, and student level reports and data as required by ODE.
- K. Support the ODE with the collection of evidence to support the validity of inferences to be made from the NSA.
- L. Inform ODE of the status of Contractor's compliance with Ohio law in matters of timeline for all established deliverables.
- M. Perform services in accordance with the timeline.
- N. Provide technical assistance and resources to ODE, educators, and administrators in Ohio on the assessments.
- O. Submit reports at the end of each annual assessment for the duration of the contract.
- P. Meet and communicate with ODE identified leadership on every aspect of the development and implementation of the Nationally Standardized Assessment as the need arises.

Proposals that combine the expertise and capacity of subcontractors are welcome.

- 1.4.1 Nationally Standardized Assessment The Offeror shall provide evidence that the proposed instrument and scoring (1) has sufficient subscription to support claims of a nationally standardized assessment and (2) has widespread acceptance for use as a college admission instrument at Ohio public four-year colleges. Supporting evidence for the claim as a nationally standardized instrument shall include subscription rates of at least 15% of the total graduating United States high school student population having taken the test at any time as a high school student within the past five years. Supporting evidence for the claim of use as a college admission instrument shall include policy statements from the majority of Ohio public four-year colleges that the results from the proposed instrument at least partially fulfil the testing requirements for successful submission of application for undergraduate admission.

- 1.4.2 Psychometric Requirements Offeror shall provide extant evidence pertinent to the validity of inferences made using the instrument and showing general conformance to the requirements of the “Standards for educational and psychological testing” (AERA, APA, & NCME, 2014).
- 1.4.3 Project Management/Coordination The Offeror shall propose the processes for monitoring of the implementation status of the project and for coordination of the work of the Contractor, the ODE, and the subcontractors (if applicable).
- 1.4.3.1 Offeror shall propose the processes for the timeline of deliverables of the NSA including details such as the window for registering students, the window for distribution of test materials and collection of test materials, the window for administering the test, and the dates for various reporting of results to ODE, districts, and families.
- 1.4.3.2 Offeror shall propose, and provide a location for a start-up meeting of the Offeror’s staff, the ODE’s staff, representatives from OBR, and subcontractors (if applicable). The meeting shall be held in Columbus, Ohio. ODE shall approve the location for the meeting. The meeting is expected to last a full day and will have an estimated 10 individuals from the State attending. Cost for the meeting must not include any costs for food or beverages.
- 1.4.3.3 Offeror shall propose meetings for each year of the contract to review the NSA from both technical and administrative perspectives. Meetings may be of both/either an Ohio scale (Ohio only) and/or a national scale.
- 1.4.3.4 Offeror shall propose the method for ongoing communication directly with district and school test coordinators during each year of the Contract. The system must include the ability to contact district and school test coordinators via mail, phone, fax, and e-mail and the contact database must be updated quarterly. Offeror shall also propose the method used to communicate with schools and districts regarding the status of the testing program, and changes in testing policies and procedures each year of the Contract.
- 1.4.3.5 Offeror shall propose the method for a system of ongoing communication directly between the Offeror’s Program Manager and the ODE Program Manager. Offeror shall provide assurance that the Program Manager will be proactive at informing the ODE Program Manager of problems that may affect either the delivery of Offeror’s services or the validity of inferences made from the Contractor’s reported results.
- 1.4.3.6 Offeror shall propose a detailed plan for ensuring the security of all test materials (including student responses) while these secure materials are under the control of the Contractor and any subcontractors (including shippers and printers) each year of the contract.
- 1.4.3.7 Offeror shall propose a detailed plan for quality assurance, both in terms of products (e.g., test booklets and scoring keys) and services (e.g., scoring and reporting scores). Offeror shall describe the flexibility Offeror has for ODE to review and approve quality assurance plans.
- 1.4.3.8 Offeror shall propose a schedule for payments and approval of payment, at least yearly, for services rendered during each year of the contract. The basis for payment shall be the number of scored student tests.
- 1.4.4 Test Registration
- 1.4.4.1 Pre-registration. The Offeror shall propose a method for administrative bulk registration of students by the local school district. The registration process shall accommodate a field for each student’s SSID (a string of two alpha characters followed by seven numeric characters), a field for the state assigned District IRN (a string of six numeric characters including leading zeros) and a field for the Building IRN (a string of six numeric characters including leading zeros). The pre-registration process shall include a timeline.
- Pre-registration shall not collect names or codes of colleges designated by the student or district for transmittal of score results. Pre-registration shall also inhibit the ability of schools to enroll students in any marketing program to block the distribution of both score data and to inhibit the distribution of directory information.
- 1.4.4.2 Offeror shall propose a method for late registration and test day registration so that students that were not pre-registered can access the benefits of taking the NSA. Offeror shall also propose a process for a “make-up” test registration. All proposed registration process shall include timelines.

#### 1.4.5 Test Operations in the Field

- 1.4.5.1 The awarded Contractor(s) shall offer at least two dates for testing. Testing shall be offered in both March and April of 2016 and 2017. Testing shall occur during the regular school day. The Contractor(s) shall offer at least one day for “make-up” testing
- 1.4.5.2 Offeror shall propose access solutions that may include tests in Braille, large print, English language audio, audio versions in other languages, the use of scribes, the use of translators, and any other approaches that allow every Ohio student to access the NSA. Offeror shall also include in the proposal a description of those students that the Offeror cannot assess using the NSA (it is expected that every student will have a result from this assessment but it is not required that every student have a score above the threshold of scores). Offeror may detail any additional charges for access solutions, should they exist, in its cost proposal.
- 1.4.5.3 Offeror shall propose a plan to ensure that all 11<sup>th</sup> grade students are given the opportunity for testing in each Contract year. Students retained in 11<sup>th</sup> grade shall be tested (and “re-tested”) annually until no longer attending school in the 11<sup>th</sup> grade.
- 1.4.5.4 Offeror shall propose formats for test administration including “paper and pencil” along with computer-based formats. Offeror’s proposal for electronic test administration shall describe technology requirements for implementation at the testing site including requirements for test security if site uses electronic testing.
- 1.4.5.6 Offeror shall propose the selection or qualification (e.g. certification) of test proctors, use of proctors during test administration, training of proctors (including method of training), and compensation of proctors and other local/test site personnel.
- 1.4.5.7 Offeror shall propose site requirements for testing including duration of testing, any restrictions on days and hours of test operation (i.e. the testing window), physical requirements for testing such as examinee table size and examinee separation, etc. Offeror shall also propose site requirements for testing associated with accessibility options.
- 1.4.5.8 Offeror shall propose a timeline of tasks performed by the local test administrator including tasks that are required for test security purposes
- 1.4.5.9 Offeror shall propose the mechanism used to collect data from local test administrators and schools regarding the receipt and administration of the materials and reports for the proposed testing program. Offeror shall propose the method for packing and distributing test materials and the method for packing and returning test materials, including use of carriers and use of prepaid shipping. Offeror shall propose a method to verify receipt by the districts of all materials shipped by the Offeror and to establish when the district and building test coordinator returned materials to the Offeror or subcontractor.
- 1.4.5.10 Offeror shall provide ODE-approved notices of voluntary participation. A family notice of voluntary participation shall be delivered to districts 20 calendar days prior to test administration. The family notice may be as much as eight pages in length. A student notice of voluntary participation shall be provided on the day of testing, prior to testing and may be two pages in length. Offeror shall acknowledge that student participation is voluntary and that both family notices and student notices will be provided.

#### 1.4.6 TEST SCORING.

- 1.4.6.1 Offeror shall propose a quality assurance plan, a document and data processing plan, a missing data elements reconciliation plan, and a security plan for the handling of the test materials upon arrival at the processing center. The plan shall include, but is not limited to, the number of test materials reconciliations; logistics of preparing documents for scanning; handling of documents that appear to pose potential scanning problems, batch determinations, documents for scanning; and handling of documents that appear to have potential scanning problems. Offeror shall provide the address of its data processing center(s).
- 1.4.6.2 Offeror shall propose a policy on test materials that are returned late for scoring.
- 1.4.6.3 Offeror shall propose a policy on the appeal of reported test results including appeals of student identifiable scores and appeals that are the result of insufficiently identifiable test answer documents (e.g. what happens when a test document is returned without sufficient student identification)

1.4.7 Score Reporting.

1.4.7.1 The awarded Contractor(s) shall deliver score reports to districts in electronic format that include scores, sub-scores, students SSID and student names. Offeror's proposal shall specify data fields and interpretation of data fields on reports and include sample reports.

1.4.7.2 Offeror shall propose format and delivery of reports and data (including electronic data) to ODE including data fields and interpretation of data fields. Data supplied to ODE shall not include student names but test records for students shall be identifiable by Ohio SSID and by the student's District IRN and Building IRN. Offeror shall submit samples of proposed ODE reports in its proposal.

1.4.7.3 Offeror shall propose a family report design and a mechanism for creating or reproducing individual student family reports at the local level (or an explanation of a policy that prohibits local production of paper family reports). Offeror shall submit sample of proposed family report in its proposal.

1.4.7.4 Offeror shall propose periodic technical reports to ODE as well as support levels for technical reports including, but not limited to, support for preparing and discussion reports with Ohio's Technical Advisory Committee (TAC), if requested. Offeror's proposal shall describe technical reports available and include samples of reports.

1.4.7.5 Offeror shall propose a delivery schedule for all reports and data deliveries.

1.4.8 Scope of Testing with Constructed Writing Offeror shall provide the college admission test in a format that is for (1) a basic test including the scoring of an examinee constructed writing sample and (2) a basic test that does not include the scoring of the writing sample. Offeror shall provide a summary on the effects that inclusion or exclusion of a scored writing sample has on the interpretation of the family score report.

1.4.9 Inducements Should more than one Contractor be selected through this solicitation, the local school district shall choose one (and only one) of the Contractors to deliver the testing services for each school year. The Offeror shall certify that no inducements will be offered to the districts or to district personnel including Board Members, Superintendents, Fiscal Officers or any other district personnel. An inducement is anything of personal or institutional value that could be construed as an incentive to stimulate selection by a district. Offeror shall include an affirmative statement that no inducements will be offered with its Technical Proposal.

1.4.10 Confidentiality

1.4.10.1 The awarded Contractor(s) shall agree (a) to not disclose a student's SSID on any document sent to a student's family or on the student's test booklet or any other material that the student and the student's family can access, (b) to protect the association of the student's name with the same student's SSID when used inside the Contractor's operations, and (c) to not disclose the names of any student to the State of Ohio except if the disclosure of the name is required as a matter of safety to the student or others OR if the disclosure of the name is a necessity in matters of test security.

1.4.10.2 The awarded Contractor(s) shall agree to not disclose test scores, score ranges data or directory information acquired during the registration process except to the districts, families and the State as previously described unless authorized during testing.

Offeror shall include an affirmative statement confirming this confidentiality with its Technical Proposal.

1.4.11 Work Plan Offeror's Work Plan must describe, in detail, how it will meet all items listed in the Scope of Work. In addition, Offeror shall discuss any anticipated difficulties and proposed solutions for these difficulties.

1.5 CONFIDENTIAL, PROPRIETARY OR TRADE SECRET INFORMATION DAS procures goods and services through a RFP in a transparent manner and in accordance with the laws of the state of Ohio. All proposals provided to DAS in response to this RFP become records of DAS and as such, will be open to inspection by the public after award unless exempt from disclosure under the Ohio Revised Code or another provision of law. Refer to section 5.1.6 in the Instructions.

1.6 REGISTRY OF OFFERORS DAS will prepare a registry of Proposals containing the name and address of each Offeror. The registry will be on the Office of Procurement Services Web site and available for public inspection after the Proposals are received.

1.7 PROPOSAL SUBMITTAL Offeror must submit both a "Technical Proposal" and a "Cost Proposal" as a part of its Proposal package. These are two separate components which shall be submitted in separate sealed envelopes/packages, clearly identified on the exterior as either "Technical Proposal" or "Cost Proposal" with

CSP901816 and due date on each. Offeror must submit this signed cover page with its technical Proposal. Offeror shall mark the correct CSP number on all envelopes/packages. Refer to sections 5.1.10 and 5.1.12 in the Instructions for further detail.

- 1.8 **NUMBER OF PROPOSALS TO SUBMIT** Offeror must submit one (1) original, completed and signed in blue ink, and seven (7) copies for a total of eight (8) Proposal packages.

## 2.0 **EVALUATION OF PROPOSALS**

- 2.1 **MANDATORY REQUIREMENTS** The following table contains items that are Mandatory Requirements for this RFP.

Determining the Offeror's ability to meet the Mandatory Requirements is the first step of the DAS evaluation process. The Offeror's response must be clearly labeled "Mandatory Requirements" and collectively contained in Tab 2 of the Offeror's Proposal in the "Offeror Required Information and Certification" section.

DAS will evaluate Tab 2 alone to determine whether the Proposal meets all Mandatory Requirements (accept/reject). If the information contained in Tab 2 does not clearly meet every Mandatory Requirement, the Proposal may be disqualified by DAS from further consideration.

**TABLE 1 - MANDATORY PROPOSAL REQUIREMENTS**

Mandatory Requirements (synopsis)	Accept	Reject
The Offeror shall provide evidence that the proposed instrument and scoring (1) has sufficient subscription to support claims of a nationally standardized assessment and (2) has widespread acceptance for use as a college admission instrument at Ohio public four-year colleges. Supporting evidence for the claim as a nationally standardized instrument shall include subscription rates of at least 15% of the total graduating United States high school student population having taken the test at any time as a high school student within the past five years. Supporting evidence for the claim of use as a college admission instrument shall include policy statements from the majority of Ohio public four-year colleges that the results from the proposed instrument at least partially fulfil the testing requirements for successful submission of application for undergraduate admission.		
Offeror provides a statement which certifies that no inducements will be offered at the local level		
Offeror provides a statement confirming that confidentiality requirements of SSID and student names will be met, along with non-disclosure of registration information.		

If the State receives no Proposals meeting all of the mandatory requirements, the State may elect to cancel this RFP.

- 2.2 **PROPOSAL EVALUATION CRITERIA** If the Offeror provides sufficient information to DAS in its Proposal, demonstrating it meets the Mandatory Requirements, the Offeror's Proposal will be included in the next step of the evaluation process which involves the scoring of the Proposal Technical Requirements (Table 3), followed by the scoring of the Cost Proposals. In the Proposal evaluation step, DAS rates the Proposals based on the following listed criteria and the weight assigned to each criterion. The possible points allowed in this RFP are distributed as indicated in the Table 2 - Scoring Breakdown.

### 2.3 **TABLE 2 - SCORING BREAKDOWN**

Criteria	Maximum Allowable Points
Proposal Technical Requirements	2000 Points
Proposal Cost	350 Points

Total	2350 Points
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2.4 SCORE RATINGS The scale below (0-25) will be used to rate each proposal on the criteria listed in the Technical Proposal Evaluation table.

DOES NOT MEET 0 POINTS	WEAK 1 POINT	WEAK TO MEETS 2 POINTS	MEETS 3 POINTS	MEETS TO STRONG 4 POINTS	STRONG 5 POINTS
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DAS will score the Proposals by multiplying the score received in each category by its assigned weight and adding all categories together for the Offeror's Total Technical Score in Table 3. Representative numerical values are defined as follows:

DOES NOT MEET (0 pts.): Response does not comply substantially with requirements or is not provided.

WEAK (1 pt.): Response was poor related to meeting the objectives.

WEAK TO MEETS (2 pts.): Response indicates the objectives will not be completely met or at a level that will be below average.

MEETS (3 pts.): Response generally meets the objectives (or expectations).

MEETS TO STRONG (4 pts.): Response indicates the objectives will be exceeded.

STRONG (5 pts.): Response significantly exceeds objectives (or expectations) in ways that provide tangible benefits or meets objectives (or expectations) and contains at least one enhancing feature that provides significant benefits.

2.5 TABLE 3 - TECHNICAL PROPOSAL EVALUATION

Criterion	Weight	Rating (0 to 5)	Extended Score
<b>Offeror Profile</b>			
Each Proposal must include a profile of the Offeror's history, capability, capacity, and relevant experience working on projects similar to this Work. (Complete Form 5.2.3).	10		
<b>Offeror Prior Projects</b>			
The Offeror provides, at a minimum, three (3) previous references for jobs similar to this Project within the last five (5) years and provides details of similarities. All references provided must be willing to be contacted and to answer questions and provide details of the projects performed by the Offeror. (Complete Form 5.2.4). Offeror shall also provide a listing of states/entities for which they are currently using the proposed test.	15		
<b>Staffing Plan</b>			
Offeror shall provide a name, title, and description of the scope of responsibilities for the Offeror's proposed Program Manager. Offeror shall complete Forms 5.2.5 and 5.2.6 for the proposed Program Manager.	15		
<b>Scope of Work. Offeror's Work Plan shall clearly describe how it will meet the following requirements:</b>			
1. Psychometric Requirements	10		

2. Timeline for Deliverables	10		
3. Plan for Startup Meeting	10		
4. Plan for Annual Meetings	10		
5. Communication Plan for communications with District and School Test Coordinators	20		

Criterion	Weight	Rating (0 to 5)	Extended Score
6. Communications Plan for communications with ODE	10		
7. Detailed Security Plan	10		
8. Quality Assurance Plan	20		
9. Bulk Pre-registration and Limitations	20		
10. Late registrations, Test-Day Registrations and "Make Up" Test Registrations	10		
11. Access Solutions	10		
12. Enrollment Opportunity	10		
13. Test Formats	10		
14. Required Qualifications for Test Proctors	10		
15. Testing Site Requirements	10		
16. Local Test Administrator Timeline	10		
17. Distribution and Collection of Test Materials	20		
18. Notices of Voluntary Participation	10		
19. Pre-Scoring Security Plan	10		
20. Policy on Late Return Material	10		
21. Appeals Policy	20		
22. District Score Reports	10		
23. ODE Score Reports	10		
24. Family Reports	10		
25. Technical Reports	20		
26. Report Delivery Schedule	20		
27. Scored Writing Sample	10		
28. Description of any anticipated difficulties in performing the specified Project requirements and proposed solutions to those difficulties.	20		

2.6 **PRESENTATIONS AND INTERVIEWS** DAS may require top Offerors to be interviewed. Such interviews will provide an Offeror with an opportunity to present its Proposal and to ensure a mutual understanding of the Proposal's content. This will also allow DAS and the Agency an opportunity to test or probe the professionalism, qualifications, skills, and

work knowledge of the proposed candidates. The interviews will be scheduled at the convenience and discretion of DAS and the Agency. DAS or the Agency may record any presentations and interviews. The one (1) to three (3) highest scoring Offerors; but no more than the top three (3) may be required to participate. Interviews will be scheduled to be held in Columbus, Ohio at the vendor's expense, if applicable.

In this RFP, DAS asks for responses and submissions from Offerors, most of which represent components of the above criteria. While each criterion represents only a part of the total basis for a decision to award the Contract to an Offeror, a failure by an Offeror to make a required submission or meet a mandatory requirement will normally result in a rejection of that Offeror's Proposal. The value assigned above to each criterion is only a value used to determine which Proposal is the most advantageous to the State in relation to the other Proposals that DAS received.

Once the technical merits of a Proposal are evaluated, the costs of that Proposal will be considered. It is within DAS' discretion to wait to factor in a Proposal's cost until after the conclusion of any interviews, presentations, demonstrations or discussions. Also, before evaluating the technical merits of the Proposals, DAS may do an initial review of costs to determine if any Proposals should be rejected because of excessive cost. DAS may reconsider the excessiveness of any Proposal's cost at any time in the evaluation process.

- 2.7 COST PROPOSAL POINTS DAS will use the information the Offeror submits on the Cost Summary Form to calculate Cost Proposal Points. DAS will calculate the Offeror's Cost Proposal points after the Offeror's total technical points are determined, using the following method:

Cost points = (lowest Offeror's cost/Offeror's cost) x Maximum Allowable Cost Points as indicated in the "Scoring Breakdown" table. "Cost" = Fixed Unit Cost as identified in the Cost Summary section of Offeror's Proposal. In this method, the lowest cost proposed will receive the maximum allowable points.

The number of points assigned to the cost evaluation will be prorated, with the lowest accepted Cost Proposal given the maximum number of points possible for this criterion. Other acceptable Cost Proposals will be scored as the ratio of the lowest Cost Proposal to the Proposal being scored, multiplied by the maximum number of points possible for this criterion.

An example for calculating cost points, where Maximum Allowable Cost Points Value = 60 points, is the scenario where Offeror X has proposed a cost of \$100.00. Offeror Y has proposed a cost of \$110.00 and Offeror Z has proposed a cost of \$120.00. Offeror X, having the lowest cost, would get the maximum 60 cost points. Offeror Y's cost points would be calculated as \$100.00 (Offeror X's cost) divided by \$110.00 (Offeror Y's cost) equals 0.909 times 60 maximum points, or a total of 54.5 points. Offeror Z's cost points would be calculated as \$100.00 (Offeror X's cost) divided by \$120.00 (Offeror Z's cost) equals 0.833 times 60 maximum points, or a total of 50 points.

Cost Score: \_\_\_\_\_

- 2.8 FINAL STAGES OF EVALUATION The Offeror with the highest point total from all phases of the evaluation (Technical Points + Cost Points) will be recommended for the next phase of the evaluation.

Technical Score: \_\_\_\_\_ + Cost Score: \_\_\_\_\_ = Total Score: \_\_\_\_\_

If DAS finds that one or more Proposals should be given further consideration, DAS may select one or more of the highest-ranking Proposals to move to the next phase. DAS may alternatively choose to bypass any or all subsequent phases and make an award based solely on the Proposal evaluation phase.

- 2.9 REJECTION OF PROPOSALS DAS may reject any Proposal that is not in the required format, does not address all the requirements of this RFP, or that DAS believes is excessive in price or otherwise not in the interest of the State to consider or to accept. In addition, DAS may cancel this RFP, reject all the Proposals, and seek to do the Work through a new RFP or by other means.

3.0 COST SUMMARY

3.1 SUBMISSION The Cost Summary shall be submitted with the Proposal (under separate cover labeled as the Cost Proposal). All prices, costs, and conditions outlined in the Proposal shall remain fixed and valid for acceptance for 120 days, starting on the due date for Proposals. No price change shall be effective without prior written consent from DAS, Office of Procurement Services.

The Offeror's total cost for the entire Work must be represented as the Fixed Unit Cost. All costs for furnishing the services must be included in the Cost Proposal.

3.2 THE OFFEROR'S FEE STRUCTURE The Contractor will be paid as proposed on the Cost Summary after the Agency approves the receipt of product(s)/services and continued completion of all deliverables. All costs must be in U.S. Dollars.

3.3 REIMBURSABLE EXPENSES None; there will be no additional reimbursement for travel or other related expenses. The State will not be responsible for any costs not identified.

3.4 BILL TO ADDRESS  
Ohio Department of Education  
25 S. Front Street  
Columbus, OH 43215

Forward invoices by email only to: Fiscal.management@education.ohio.gov

Nationally Standardized Assessment (NSA) for College Readiness for Ohio High School 11<sup>th</sup> Grade Students  
CSP901816  
UNSPSC CATEGORY CODE: 86000000

OFFEROR: \_\_\_\_\_

Description		Cost	Extended Cost
Paper and Pencil Format: Cost to produce, deliver, administer, return and score student tests.	Estimated number of students for term of contract: 140,000	\$ Per student	\$ For the term of contract
Computer-Based Format: Cost to produce, deliver, administer, return and score student tests.	Estimated number of students for term of contract: 140,000	\$ Per student	\$ For the term of contract
<p>Cost for Reports. The Contractor must produce the score reports. The Contractor must develop and deliver complete score reports and student file score report labels for the NSA and must deliver additional materials/reports for schools, districts, and parents upon request as optional services to districts/schools.</p> <p>The Contractor must provide technical reports for the NSA for the purpose of documenting statistical properties of the test, including validity and reliability evidence based on test results of all students test for all administrations.</p> <p>The Contractor must conduct and deliver reports supporting validity for the NSA with the purpose of documenting evidence that supports valid inferences based on test results of all students tested for all administrations.</p>		\$ Per year	\$ For the term of contract
<b>OFFEROR TOTAL COST</b>			\$ For the term of contract

All Offerors who seek to be considered for a contract award must submit the above information in the format specified. The Original Cost Summary must be included in a separate, sealed envelope/package labeled on the exterior as "Cost Proposal" with the RFP Number and due date.

Offerors may submit additional pricing, if any, for access solutions. This pricing will not be used in evaluation.

#### 4.0 AWARD OF THE CONTRACT

- 4.1 CONTRACT AWARD DAS intends to award the Contract based on the schedule in the RFP, if DAS decides the Work is in the best interests of the State and has not changed the award date.

DAS expects the Contractor to commence the Work upon receipt of a state issued purchase order. If DAS awards a Contract pursuant to this RFP and the Contractor is unable or unwilling to commence the Work, DAS reserves the right to cancel the Contract and return to the original RFP process and evaluate any remaining Offeror's Proposals reasonably susceptible of being selected for award of the Contract. The evaluation process will resume with the next highest ranking, viable Proposal.

- 4.2 CONTRACT If this RFP results in a Contract award, the Contract will consist of this RFP including the Terms and Conditions, all forms, written addenda to this RFP, the Contractor's accepted Proposal and written authorized addenda to the Contractor's Proposal. It will also include any materials incorporated by reference in the above documents and any purchase orders and amendments issued under the Contract. The general terms and conditions for the Contract are contained in the following link:

<S:\web\WWWroot\pdf5.3 Terms and Conditions.pdf>

If there are conflicting provisions between the documents that make up the Contract, the order of precedence for the documents is as follows:

1. The one-page Contract Signature Page, Form 5.2.2
2. The RFP, as addended, including the Terms and Conditions;
3. The documents and materials incorporated by reference in the RFP;
4. The Executive Order. EO2011-12K incorporated by reference in the RFP;
5. The Contractor's Proposal, as amended, clarified, and accepted by the State; and
6. The documents and materials incorporated by reference in the Contractor's Proposal.

Notwithstanding the order listed above, amendments issued after the Contract is executed may expressly change the provisions of the Contract. If they do so expressly, then the most recent amendment will take precedence over anything else that is part of the Contract.

- 4.3 ECONOMIC PRICE ADJUSTMENT The Contract prices(s) will remain firm throughout the initial term of the Contract. Thereafter, prior to Contract renewal, the Contractor may submit a request to adjust their price(s) to be effective on the effective date of the Contract's renewal. No price adjustment will be permitted prior to the effective date; on purchase orders that already being processed; or on purchase orders that have been filled.

Price increases must be supported by a general price increase in the cost of the materials/services rendered due to documented increases in the cost of related materials/services. Detailed documentation, to include a comparison list of the Contract items and proposed price adjustments must be submitted to support the requested adjustment. Supportive documentation should include, but is not limited to: copies of the old and the current price lists or similar documents which indicate the original base cost of the product to the Contractor and the corresponding adjustment, and/or copies of correspondence sent by the Contractor's supplier on the supplier's letterhead, which contain the above price information and explains the source of the adjusted costs in such areas as raw materials, freight, fuel or labor, etc.

Should there be a decrease in the cost of the finished product due to a general decline in the market or some other factor, the Contractor is responsible to notify DAS immediately. The price decrease adjustment will be incorporated into the Contract and will be effective on all purchase orders issued after the effective date of the decrease. If the price decrease is a temporary decrease, such should be noted on the invoice. In the event that the temporary decrease is revoked, the Contract pricing will be returned to the pricing in effect prior to the temporary decrease. Failure to comply with this provision will be considered as a default and will be subject to the Suspension and Termination section contained herein.

- 4.4 SPECIAL PROVISIONS Not applicable.

5.0 LINKS To be applicable to all Proposals and subsequent award(s), including sections named below.

5.1 Instructions

- 5.1.1 General Instructions
- 5.1.2 Inquiries
- 5.1.3 Protests
- 5.1.4 Addenda to the RFP
- 5.1.5 Proposal Submittal
- 5.1.6 Confidential, Proprietary or Trade Secret Information
- 5.1.7 Waiver of Defects
- 5.1.8 Multiple or Alternate Proposals
- 5.1.9 Addenda to Proposals
- 5.1.10 Proposal Format
- 5.1.11 Evaluation of Proposals
- 5.1.12 Proposal Format and Documentation Required

5.2 Forms

- 5.2.1 Offeror Required Information
- 5.2.2 Contract Signature Page
- 5.2.3 Offeror Profile
- 5.2.4 Offeror Prior Projects
- 5.2.5 Offeror's Candidate References
- 5.2.6 Offeror's Candidate Education, Training, Experience
- 5.2.7 Offeror Performance Form
- 5.2.8 Contractor/Subcontractor Affirmation and Disclosure

5.3 Terms and Conditions

- 5.3.1 Performance and Payment
- 5.3.2 Work and Contract Administration
- 5.3.3 Ownership & Handling of Intellectual Property & Confidential Information
- 5.3.4 Representations, Warranties and Liabilities
- 5.3.5 Acceptance and Maintenance
- 5.3.6 Construction
- 5.3.7 Law & Courts

5.4 ADDITIONAL RESOURCES

EOD Reporting	<a href="http://eodreporting.oit.ohio.gov/searchEODReporting.aspx">http://eodreporting.oit.ohio.gov/searchEODReporting.aspx</a>
Office of Budget and Management	<a href="http://obm.ohio.gov/LandingPages/Vendor/default.aspx">http://obm.ohio.gov/LandingPages/Vendor/default.aspx</a>
Office of Procurement Services	<a href="http://procure.ohio.gov/proc/index.asp">http://procure.ohio.gov/proc/index.asp</a>
Ohio Shared Services	<a href="http://www.ohiosharedservices.ohio.gov/Home.aspx">http://www.ohiosharedservices.ohio.gov/Home.aspx</a>
Ohio Business Gateway	<a href="http://business.ohio.gov/">http://business.ohio.gov/</a>
Ohio Secretary of State	<a href="http://www.sos.state.oh.us/SOS/Businesses.aspx">http://www.sos.state.oh.us/SOS/Businesses.aspx</a>
Uniform Statewide Standards for Remediation-Free Status	<a href="https://www.ohiohighered.org/college-readiness">https://www.ohiohighered.org/college-readiness</a>

All links are subject to change in accordance with state of Ohio laws, Ohio Revised Code, Ohio Administrative Code, Executive Orders or any other updates issued by the state of Ohio, Department of Administrative Services, and the Office of Procurement Services. It is the Offeror's responsibility to read and be aware of any changes, corrections, updates or deletions to any information included in the link(s) above.

- 6.0 Guide for Proposal Submission This guide outlines steps for submission of a Proposal in response to the advertised Request for Proposal. This guide does not contain the complete instructions for preparing and submitting a Proposal and anything stated herein shall not be considered a term or condition of the Contract. The complete instructions can be found in section 5.1.1, Proposal Instructions.
- 6.1 \_\_\_\_\_ Read the entire document, including all Web site links. Note critical items such as: Mandatory Requirements; goods or services required, submittal date and time; number of copies to submit; contract requirements; reporting requirements; minimum qualifications; read and understand the terms and conditions.
- 6.2 \_\_\_\_\_ Take advantage of the “question and answer” period specified in the schedule of events. Questions must be submitted on-line in the Inquiry Process as explained in the Instructions. See section 5.1.1, Proposal Instructions.
- 6.3 \_\_\_\_\_ Follow the format required in the RFP Instructions when preparing the response in chronological order. Provide point-by-point responses to all sections in a clear and concise manner. See section 5.1.3, Proposal Format & Documentation Required.
- 6.4 \_\_\_\_\_ Use the forms provided; i.e. Signed RFP Cover Page, Offeror Required Information, Contract Signature Page, Offeror Profile and Prior Projects, Key Personnel forms, Disclosure Form, and Cost Summary Form, See section 5.2, Forms.
- 6.5 \_\_\_\_\_ Provide complete answers/descriptions. Do not assume the State or any evaluation committee member will know what the Offeror’s capabilities are or what items/services the Offeror can provide, even if previously contracted with the State. The Proposals are evaluated based solely on the information and materials provided in the Offeror’s response.
- 6.6 \_\_\_\_\_ Check the State’s Web site for RFP addenda. It is the responsibility of the Offeror to be aware of additional information posted on the Web.
- 6.7 \_\_\_\_\_ The following documents may be submitted with the Proposal or within five (5) business days of request from the Office of Procurement Services: Affirmative Action and proof of insurance. No award will be made without this documentation. Offeror’s Proposal may be eliminated from further consideration upon failure to submit within the specified time frame
- 6.8 \_\_\_\_\_ If not a current vendor of the state of Ohio, the Offeror will download both the W-9 and Vendor Information Form and submit to Ohio Shared Services (OSS) at [vendor@ohio.gov](mailto:vendor@ohio.gov). See section 5.4, Additional Resources.
- 6.9 \_\_\_\_\_ Review and read the RFP Document again to make sure that you have addressed all requirements. Read and understand Supplements, if applicable. Offeror’s original response and the requested copies must be identical and be complete. The copies are provided to the evaluation committee members and used to score the response.
- 6.10 \_\_\_\_\_ Offeror’s response must be submitted on time. Late Proposals are never accepted. Make sure the response is labeled on the exterior of the envelope/package with the RFP# and due date, and whether the packet is for the Technical Proposal or the Cost Proposal. Do not place the Cost Proposal in the Technical Proposal.