

# **REQUEST FOR PROPOSALS**

## **ADDENDUM #2**

**ISSUED: 10/16/13**

**RFP NUMBER: CSP906614**

**INDEX NUMBER: EDU082**

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

### **OHIO ALTERNATE ASSESSMENT FOR STUDENTS WITH SIGNIFICANT COGNITIVE DISABILITIES**

Attached are page(s) 1, 6, 9, 14 and 22 to this Request for Proposal (RFP). Remove the corresponding page(s) from the existing RFP and replace with the attached.

Reason for Addendum. This addendum is issued to correct the honorarium for committee members and to delete all references to the Technical Advisory Committee. In addition, the Proposal Due Date is extended until October 30, 2013.

**PROPOSAL DUE DATE:  
OPENING LOCATION:**

**October 30, 2013 by 1:00 PM  
Department of Administrative Services  
General Services Bid Desk  
4200 Surface Road  
Columbus, Ohio 43228-1395**

**REQUEST FOR PROPOSAL**

RFP NUMBER: CSP906614  
INDEX NUMBER: EDU082  
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:

**OHIO ALTERNATE ASSESSMENT FOR STUDENTS WITH SIGNIFICANT COGNITIVE DISABILITIES**

**OBJECTIVE:** The state of Ohio is seeking test development, administration and analysis of performance-based adaptive alternate assessment subject tests for English Language Arts, Mathematics, Science and Social Studies, aligned to Ohio’s Academic Content Standards – Extended.

RFP ISSUED: September 24, 2013  
INQUIRY PERIOD BEGINS: September 24, 2013  
INQUIRY PERIOD ENDS: October 15, 2013 at 8:00 AM  
PROPOSAL DUE DATE: \* October 30, 2013 by 1:00 PM

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 the respective RFP Number and due date on each. Offeror must submit this signed cover page with its technical Proposal.

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.

<p><b>Offeror Name and Address:</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>E-Mail Address: _____</p> <p>Phone Number: (        ) _____ - _____, Ext. _____</p>	<p><b>Name/Title:</b></p> <p>_____</p> <p>Signature: _____</p> <p>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.</p>
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\*Indicates change 10/16/13.

\*Committees include Alternate Advisory Committee, Fairness and Sensitivity Review Committees; Content Advisory Committees, and Standard Setting Committees. See Supplement A for more information about the committees.

1.3.1 Milestone, Completion and Delivery Dates

1. Contractor selection and award notification: November 15, 2013
2. Work to begin. December 15, 2013
3. \*Acceptance of a detailed design for the EOY and EOC: January, 2014
4. Acceptance of drafts of the tests date: September 1, 2014
5. Implementation by: July 1, 2014
6. Teacher resources and professional development for science and social studies assessments designed and implemented: no later than Spring 2014

1.3.2 Services

Services to be provided by the Contractor include, but are not limited to:

1. Design, develop, administer/operate, provide scoring, and reporting of an articulated, coordinated, and coherent assessment system aligned to OACS-E;
2. Maintain and extend the existing item bank for each assessment, including replenishing of items. Items will become and remain the property of the ODE;
3. House all relevant item banks;
4. Ensure and document the technical quality of the assessments and scores;
5. Provide qualified staff to monitor project, conduct meetings and provide deliverables;
6. Develop and provide resources and materials to promote public understanding of the assessment program;
7. Develop and disseminate resources and materials to promote educator ability to utilize the assessment results to inform instructional decisions;
8. Provide all other materials required for assessment system; and,
9. Document program development and implementation.

The table below shows projections on the number of school districts expected to participate in the testing program.

	# of Districts	# of Schools
Public	613	3760
Nonpublic	16	870
Community	N/A	400
Total	629	5030

Concurrent with the development and administration of assessments, the Contractor is responsible for developing, producing, and disseminating written, social media, and web-based presence and/or video materials that inform students, parents, educators, and others about the purpose, use, content, and format of the Alternate Assessment. In addition, the Contractor is responsible for developing and disseminating the written, social media, and web-based presence and/or video teacher resource materials that help test administrators navigate unique testing situations as needed, and help teachers to understand the relationships among the OACS-E, Ohio's academic content standards, local curriculum, and instructional practices.

1.3.3 Qualified Applicants

ODE is seeking qualified applicants able to demonstrate adequate experience in the development, delivery and scoring of tests of similar scope and complexity. Successful candidates must demonstrate their ability to work with ODE and its stakeholders throughout the development, delivery, scoring and reporting process, a sound financial ability, as well as their experience in the developing and working with Alternate Assessment tasks. ODE expects the assignment of a minimum of one full-time project manager as well as adequate coverage for all other tasks by appropriately qualified personnel as detailed below.

1. Project Manager (must be dedicated for this contract). Required qualifications:
  - A. Project management experience on a project of similar size and scope developing similar test-related materials on a large-scale alternate assessment.
  - B. Project management experience in item bank development and replenishing on a project of similar size and scope developing similar products on a large-scale assessment.
2. Information Technology Administration Manager. Required qualification:
  - A. Demonstrated ability to manage a platform of the size and scope required by this project.

\*Indicates change 10/16/13.

Deliverable 18: The Contractor shall develop the quantities of tasks for ODE review consistent with blueprints given in Supplement C. The Contractor must base tasks and items on the ODE-provided extended standards and ODE-approved blueprints, item specifications, and style guide. Tasks or items rejected due to changes in these documents will be replaced or revised at ODE's expense.

Deliverable 19: The Contractor shall maintain an Item Bank containing the following information on all Ohio AASCD items/tasks: source of item (e.g., new development), item ownership (e.g., Contractor, ODE), permissioned item, content area, psychometric properties (e.g., point biserial correlation, reliability coefficient, DIF statistics), ODE and review committee recommendations, item implementation status (e.g., active). The Contractor shall provide ODE access to the Item Bank upon request.

\*Deliverable 20: The Contractor shall conduct meetings using committees of Ohio teachers, administrators, ODE assessment and/or content experts, and other stakeholders to provide feedback to the ODE. The Contractor shall conduct meetings for each of the following: Alternate Advisory Committee, Standard Setting Committee, and committees to address content and bias prior to field testing and data review after field testing. (The Contractor shall revise or replace assessment items/tasks deemed unacceptable based on committee recommendations. Replacements shall be provided in the next development cycle.) Members of the committees shall be selected to represent the full diversity of gender, ethnicity, disability and cultural subgroups in Ohio. The Contractor shall manage logistics for review meetings including planning, registration for the meeting, hotel accommodations, and administering per diem (hotel and mileage) for participants and all necessary ODE staff, providing an Ohio Standard Rate honorarium to every district and school participant (during school breaks) or providing payment to the school to hire a substitute teacher (during school session); meeting rooms, equipment, and materials. See Supplement A for further information.

### C. ADMINISTRATIVE OPERATIONS

\*Deliverable 21: The Contractor must develop, print and deliver test-administration materials, including administration manuals, school and district test coordinator manuals, test booklets and forms necessary for administering the assessments. All non-secure materials (e.g., Directions for Administration manual, test coordinator's manual) must be web-accessible through a secure browser interface. Contractor should propose any potential use of social media distribution for these materials as well as other information of value to any and all stakeholders including students, parents, teachers, school administrators, etc. These materials must complement and coordinate in look and message such materials available from ODE so that all assessment-related material has a consistent look. There will not be any printed foreign language translation versions of the Alternate Assessment. Contractor will reimburse districts for the cost of needed oral translations.

The Assessment shall include print manipulatives. The Contractor shall produce printed manipulatives needed for test administration (e.g., manuals, test (performance task) booklets and recording forms) as described below. The Contractor shall provide one complete set of all print manipulatives, such as storybooks, response cards, maps, and other similar items, with each Test Administrator Kit. An occasional physical manipulative may be required (e.g., foam shapes).

To the greatest extent possible, the Contractor shall design task and items to use physical manipulatives that are normally used in instruction and thus are readily available in the classrooms. The test administrator materials shall clearly outline the manipulatives required. These include items such as markers, pieces of paper, a book, a stapler, a newspaper, and money.

The ODE shall review, edit, and approve all materials and web-based systems prior to final production.

For each administration, the Contractor shall produce 9,800 Test Administrator Kits (inclusive of overage). A Test Administrator Kit shall include print materials required to administer the assessment to students in all subjects in a single grade band (3-5, 6-8, and HS). As part of the Test Administrator Kit, the Contractor shall produce a Directions for Administration Manual describing all necessary procedures for the valid administration of the Ohio AASCD. The Contractor shall revise the Directions for Administration Manual annually to incorporate changes in procedures and assessment content, or to incorporate improvements recommended by ODE. ODE shall review, edit, and approve the Directions for Administration Manual prior to production. The current Test Coordinator Manual and Directions for Administration Manual consist of fifteen (15) and forty (40) pages, respectively. Printing is in black only with the exception of a one-color cover for the Test Coordinator Manual. The Test Coordinator Manual is finished with a staple and the Directions for Administration Manual is saddle stitched. The Test Administrator Kit shall contain:

1. Directions for Administration Manual (one). The current manual has forty (40) pages and prints in black only. Manual is saddle stitched.
2. Test booklets: one each for ELA test booklet, ELA Reading Passages booklet, ELA printed manipulatives pack, Math test booklet, Math Printed manipulatives pack, Science test booklet, Science printed manipulatives pack, Social Studies test booklet, Social Studies printed manipulatives pack Test

\*Indicates change 10/16/13.

Criterion	Weight	Rating (0 to 5)	Extended Score
Deliverable 14: The Contractor must create, maintain, and annually deliver item banks to the ODE.	3		
Deliverable 15: The Contractor shall maintain and develop the operational Ohio AASCD based on performance items/tasks and that are based on the OACS-E.	3		
Deliverable 16: The Contractor shall develop performance items/tasks which will test a discrete skill and/or embed multiple target skills within one task. These must meet recognized professional standards for validity and reliability of student academic achievement assessments. The items/tasks shall be presented to ODE for final validation, editing, and approval on an item-by-item basis prior to production of test materials. Any items/tasks that are rejected by ODE shall be replaced with items/tasks based on the OACS-E.	3		
Deliverable 17: Under ODE's direction, the Contractor shall prepare item specifications describing the characteristics of all Ohio AASCD items/tasks developed. The content and format of item specifications shall be determined between ODE and the Contractor and shall be documented in writing and approved by ODE prior to the delivery of tasks/items for review. These item specifications shall remain in force for the length of the contract.	3		
Deliverable 18: The Contractor shall develop the quantities of tasks for ODE review consistent with blueprints attached. The Contractor must base tasks and items on the ODE-provided extended standards and ODE-approved blueprints, item specifications, and style guide. Tasks or items rejected due to changes in these documents will be replaced or revised at ODE's expense.	3		
Deliverable 19: The Contractor shall maintain an Item Bank containing the following information on all Ohio AASCD items/tasks; source of item (e.g., new development), item ownership (e.g., Contractor, ODE), permissioned item, content area, psychometric properties (e.g., point biserial correlation, reliability coefficient, DIF statistics), ODE and review committee recommendations, item implementation status (e.g., active). The Contractor shall provide ODE access to the Item Bank upon request.	3		
*Deliverable 20: The Contractor shall conduct meetings using committees of Ohio teachers, administrators, ODE assessment and/or content experts, and other stakeholders to provide feedback to the ODE. The Contractor shall conduct meetings for each of the following: Alternate Advisory Committee, Standard Setting Committee, and committees to address content and bias prior to field testing and data review after field testing. (The Contractor shall revise or replace assessment items/tasks deemed unacceptable based on committee recommendations. Replacements shall be provided in the next development cycle.) Members of the committees shall be selected to represent the full diversity of gender, ethnicity, disability and cultural subgroups in Ohio. The Contractor shall manage logistics for review meetings including planning, registration for the meeting, hotel accommodations, and administering per diem (hotel and mileage) for participants and all necessary ODE staff, providing an Ohio Standard Rate honorarium to every district and school participant (during school breaks) or providing payment to the school to hire a substitute teacher	3		
<b>C. ADMINISTRATIVE OPERATIONS</b>			
Deliverable 21: The Contractor must develop, print and deliver ancillary test-administration materials, including administration manuals, school and district test coordinator manuals, and forms necessary for accurately accessing the assessments on the test platform. All materials must be web-accessible through a secure browser interface. Contractor should propose any potential use of social media distribution for these ancillary materials as well as other information of value to any and all stakeholders including students, parents, teachers, school administrators, etc. These materials must complement and coordinate in look and message such materials available from PARCC so that all assessment-related material	3		

\*Indicates change 10/16/13.

SUPPLEMENT A  
ADVISORY COMMITTEE DESCRIPTIONS AND COMMITTEE MEETING INFORMATION

ALTERNATE ASSESSMENT ADVISORY COMMITTEE This committee will be established and meet to advise the ODE on evolving topics to include but not limited to Test Administrator Training, Administration Procedures and Quality of Materials, Test Security, Second Raters, Data Entry Interface, Online Reporting System, Receiving and Returning Materials, Communications, Content and Design, Policy Matters, Overall Evaluation and/or Fairness of the Assessment. This committee currently has twenty-one (21) members but may consist of up to twenty-four (24) members.

CONTENT ADVISORY AND FAIRNESS/SENSITIVITYCOMMITTEES. These committees are specific to a given test. The purpose of these committees is to review and evaluate test questions and related test materials to ensure that each question is a valid and appropriate measure of the academic content standards for that particular subject area and grade-level. In addition, these committees review and evaluate test questions and related test materials to ensure that test questions are fair and unbiased for all groups of Ohio students. This committee currently has twenty-two (22) members but may consist of eighteen (18) to twenty-four (24) members.

STANDARD SETTING COMMITTEES. These committees are specific to a given test (e.g., Third Grade Reading Achievement Test, Ohio Graduation Test in mathematics). Unlike other advisory committees, these committees meet only once, to recommend the performance standards (i.e., the score for basic, proficient, and advanced achievement) for a given test. Standards for the AA have been set and approved and should be immutable until ODE implements a whole new assessment. However, that doesn't mean a switch to new general assessments or feedback from peer review in the next few years wouldn't necessitate new standard setting. Also, ODE will probably have to set standards for social studies grade bands 3-5 and 6-8 in the next year or two. For the original standard setting, there was one group of six (6) committee members for each content area of each grade band. There were a total of 60 members. They met for two days. The State assumes there is no need to reset standards for the content and grade bands already done. Assuming ODE does have to set standards for grade bands 3-5 and 6-8 social studies at the end of the 2014-2015 school year when assessments are implemented, a need for a two day standard setting meeting with 12 members in Spring of 2015 may be required.

MEETING SCHEDULE

ALTERNATE ASSESSMENT ADVISORY COMMITTEE

One (1) full-day Spring meeting and one (1) full-day Fall meeting

CONTENT ADVISORY AND FAIRNESS/SENSITIVITYCOMMITTEES.

Two (2) to Four (4) sequential days in July

STANDARD SETTING COMMITTEES.

If needed, a two (2) day standard setting meeting in Spring.

MEETING INFORMATION

\*All meetings shall be held in central Ohio. The Contractor shall manage logistics for review meetings including planning, registration for the meeting, hotel accommodations, and administer per diem (hotel and mileage) for participants and all necessary ODE staff, provide an Ohio Standard Rate honorarium to every district and school participant (during school breaks) or providing payment to the school to hire a substitute teacher (during school session); meeting rooms, equipment, and materials. Current honorarium rate is \$75 per day for attendees. No food costs for the meetings shall be included per agency policy. Lodging shall be provided to participants traveling over 45 miles for a multi-day meeting.

\*Indicates change 10/16/13.