

# **REQUEST FOR PROPOSALS**

## **ADDENDUM # 1**

**ISSUED: 10/02/2013**

**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:

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

Attached are page(s) 9 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 materials to be available online in Deliverable 9 and to correct the honorarium fees.

<b>PROPOSAL DUE DATE:</b>	<b>October 23, 2013</b>
<b>OPENING LOCATION:</b>	<b>Department of Administrative Services General Services Bid Desk 4200 Surface Road Columbus, Ohio 43228-1395</b>

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, Technical 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 10/02/13.

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.

TECHNICAL ADVISORY COMMITTEE. The Technical Advisory Committee (TAC) will meet to review technical procedures and policies for the assessments. The committee will be composed of recognized experts in the assessment area. This committee consists of ten (10) members.

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.

TECHNICAL ADVISORY COMMITTEE.

One meeting per year, currently in February. This meeting could last three (3) to four (4) full days.

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 \$175 per day for attendees and \$250 per day for the individual responsible for recording the minutes of the meeting. 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 10/02/13.