

**REQUEST FOR PROPOSALS**

**ADDENDUM # 1**

**ISSUED: 08/26/15**

**RFP NUMBER: CSP901816  
INDEX NUMBER: EDU074**

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

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

Attached is page 6 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 correct number on page 6 of the solicitation.

**PROPOSAL DUE DATE:  
OPENING LOCATION:**

**September 16, 2015  
Department of Administrative Services  
General Services Bid Desk  
4200 Surface Road  
Columbus, Ohio 43228-1395**

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.
- \*1.4.5.5 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.
- \*1.4.5.6 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.
- \*1.4.5.7 Offeror shall propose a timeline of tasks performed by the local test administrator including tasks that are required for test security purposes
- \*1.4.5.8 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.
- \*1.4.5.9 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).

\*Denotes correction made with bid addendum 1.