

REQUEST FOR PROPOSALS

ADDENDUM # 2

ISSUED: 09/02/15

**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 11th Grade Students

Attached are page(s) 1, 3 and 6 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 change the test administration date to spring 2017 and to extend the initial contract term to June 30, 2018.

**PROPOSAL DUE DATE:
OPENING LOCATION:**

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



Office of
Procurement Services
Service · Support · Solutions

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 11th 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 2017.

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.

Offeror Name and Address: _____ _____ _____ _____ E-Mail Address: _____ Phone Number: () _____ - _____, Ext. _____	Name/Title: _____ _____ 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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*Indicates change 09/02/15.

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 11th 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, 2018. 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 2017, 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 11th 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 11th 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;

*Indicates change 09/02/15.

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 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 11th grade students are given the opportunity for testing in each Contract year. Students retained in 11th grade shall be tested (and "re-tested") annually until no longer attending school in the 11th 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).