

REQUEST FOR PROPOSALS

ADDENDUM #1

ISSUED: 7/25/12

**RFP NUMBER: CSP902213
INDEX NUMBER: EDU040**

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

Testing Ohio Educators

Attached are page(s) 2, 13 and 17 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 clarify requirements on testing for current teachers.

**PROPOSAL DUE DATE: August 3, 2012 by 1:00 p.m.
OPENING LOCATION: Department of Administrative Services
General Services Bid Desk
4200 Surface Road
Columbus, Ohio 43228-1395**

PART ONE: EXECUTIVE SUMMARY

PURPOSE. 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 Testing Ohio Educators and this RFP is the result of that request. 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 also gives the estimated dates for the various events in the submission process, selection process, and performance of the Work. While these dates are subject to change, prospective Offerors must be prepared to meet them as they currently stand.

Once awarded, the term of the Contract will be from the award date through July 31, 2017. The State may solely renew this Contract at the discretion of DAS for a period of one month. Any further 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 five (5) 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. DAS may renew all or part of this Contract subject to the satisfactory performance of the Contractor and the needs of the Agency.

Any failure to meet a deadline in the submission or evaluation phases and any objection to the dates for performance of the Project may result in DAS refusing to consider the Proposal of the Offeror.

BACKGROUND.

In accordance with Ohio statute, including ORC 3319.22, the Ohio Department of Education (ODE), acting on behalf of the State Board of Education of Ohio (SBOE), requires candidates for educator licensure to successfully complete an examination or examinations, OAC 3301-24-05. Additional legislation (HB 153 as modified by SB 316) and subsequent statute require the testing/assessment of teachers receiving an ineffective evaluation rating for two of the past three years or who teach in low performing community schools. It is the intent of ODE to solicit responses to this Request for Proposals (RFP) in accordance with the statements in the Scope of Work section contained in this document.

*The purpose of this RFP is to select a Contractor (or Contractors) able to satisfy the State's need for educator licensure tests/assessments and associated services. Tests for both initial licensure in all areas and tests for practicing teachers are requested. It is the intent of the State to select one or more vendors to provide for the development, administration, and reporting of educator licensure tests/assessments.

This RFP may result in a Multiple Award Contract. Multiple Contractors may be selected if:

1. The selected Contractor does not provide tests/assessments for all required educator licensure areas; or
2. Some of the tests/assessments provided by the selected Contractor do not meet the State's requirements.

OBJECTIVES. DAS has the following objectives that it wants this Work to fulfill, and it will be the Contractor's obligation to ensure that the personnel the Contractor provides are qualified to perform their portions of the Work.

1. Propose educator examinations appropriate for the subject matter and grade level to be tested.
2. Administer examinations to required educators.
3. Report educator licensure tests/assessments results to ODE.

*In addition to teacher tests, DAS is requesting tests appropriate for all types of educator licensure (e.g., teachers, paraprofessionals, administrators, pupil services).

CALENDAR OF EVENTS. The schedule for the Project is given below, and is subject to change. DAS may change this schedule at any time. If DAS changes the schedule before the Proposal due date, it will do so through an announcement on the State Procurement Web site area for this RFP. The Web site announcement will be followed by an addendum to this RFP, also available through the State Procurement Web site. After the Proposal due date and before the award of the Contract, DAS will make scheduled changes through the RFP addendum process. DAS will make changes in the Project schedule after the Contract award through the change order provisions located in the general terms and conditions of the Contract. It is each prospective Offeror's responsibility to check the Web site question and answer area for this RFP for current information regarding this RFP and its calendar of events through award of the Contract. No contact shall be made with agency/program staff until contract award is announced.

DATES:

Firm Dates

RFP Issued:	July 10, 2012
Inquiry Period Begins:	July 10, 2012
Inquiry Period Ends:	July 27, 2012, at 8:00 a.m.

*Indicates change 07/25/12.

The scale below (0-5) 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
---------------------------	-----------------	---------------------------	-------------------	-----------------------------	--------------------

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.

TABLE 3 - TECHNICAL PROPOSAL EVALUATION

Criterion	Weight	Rating (0=Does not Meet to 5=Strong)	Extended Score
Offeror Profile			
Proposal must include a profile of the Offeror's history of working on similar projects, including their capability, capacity, and relevant experience, which details two (2) previous jobs similar to this project within the last five (5) years, (Complete all areas of Attachments Five A, B and C).	5		
Staffing Plan			
The Offeror must submit Personnel Profiles for proposed Project Manager which include candidate's education, training, qualifications and proposed work assignment (Attachments Seven A and B).	3		
Work Plan. Offeror's Work Plan must include the following:			
*1. A list of appropriate tests/assessments for all educator licensure areas for pre-service Ohio educators, <u>and</u> a list of appropriate tests/assessments grade level appropriate for Ohio teachers in all content areas.	10		
1. Evidence that the proposed tests/assessments are standardized, unbiased, fair, valid, reliable, and legally defensible.	10		
3. An implementation timeline (with dates).	5		
4. Information regarding the testing accommodations available for test takers with special needs.	5		

*Indicates change 07/25/12.

II. WORK PLAN.

Offeror's Work Plan must include the following:

1. Submit a list of appropriate tests/assessments valid for testing/assessing pre-service Ohio Educators in all licensure areas (as described in the Scope of Work above) and for Ohio teachers in all content areas and grade levels (as described in the Scope of Work above). Offeror shall clearly list which tests/assessments it proposes to administer/report.

*When reading the legislative requirements around the testing of current teachers, there may be some confusion as the law stipulates two scenarios whereby existing teachers would be tested:

- a) teachers in all public schools in all content areas and grade levels that receive an ineffective rating on two of their last three evaluations; and
- b) teachers of Core Content areas in community schools that are persistently low performing.

*While the scenario b. only speaks to "Core Content areas", scenario a. addresses all current teachers in all content areas and grade levels (thereby including the Core Content areas). For this reason, the Offeror shall provide a list of all tests available for current teachers in all content areas and grade levels.

2. Provide evidence that the proposed tests/assessments are standardized, unbiased, fair, valid, reliable, and legally defensible for the purpose for which they are being proposed to be used. Include a description of the test/assessment development process and cyclical review/updating of these tests/assessments. Describe the process for how passing scores (cut scores) for these tests/ assessments are determined.
3. Propose an implementation timeline (dates), including a developmental timeline if necessary, for the administration of the proposed tests/assessments; and the format in which the tests/ assessments will be delivered (i.e., paper/pencil, electronic). Tests/assessments must be available for all test takers by September, 2013.
4. Provide information regarding the testing accommodations available for test takers with special needs. Describe how accommodation requests would be processed, and if provided what additional costs would be assessed to test takers for these accommodations.
5. Identify where in Ohio the tests/assessments will be administered and how often they will be administered.
6. Briefly describe the Customer Services provided by the Contractor, including but not limited to the procedures for both mail-in and on-line test/assessment registration and payment procedures. Note the time period between individual registration and administration of the test/assessment.
7. Describe the Contractor's role and the subcontractor's role (if applicable) in the testing/assessing process. Describe the training provided to subcontractors administering these tests/assessments (e.g., test/assessment security). Specify any significant differences in administering these tests/assessments at low and high volume testing sites.
8. Describe the policies and procedures for monitoring, detecting, and resolving incidences of cheating including the cancellation of test/assessment results.
9. Propose an estimated cost for each test/assessment administered. This cost shall include all costs associated with preparing for, administering, and reporting tests and test results electronically. The Contractor must guarantee that testing costs will not be raised during the contract period.
10. Describe a proposed plan that would include an electronic system for reporting the testing/ assessment results to the educators, local boards of education, the state, and Title II.
11. Discuss any anticipated difficulties and proposed solutions for those difficulties.

Offerors may provide additional information as appropriate (optional).

CONTRACTOR RESPONSIBILITIES. The Contractor must meet all RFP requirements and perform Work as defined in the Scope of Work.

The Contractor must have all tests/assessments available immediately, and must have a work plan that operationalizes the test/assessment delivery program operational by September, 2013.

*Indicates change 07/25/12.