



STATE OF ARKANSAS

OFFICE OF STATE PROCUREMENT

1509 West 7th Street, Room 300

Little Rock, Arkansas 72201-4222

TECHNICAL PROPOSAL PACKET

SP-16-0088 ELPA21 Summative Assessment

Development and Administration

CAUTION TO VENDOR

Vendor's failure to submit required items and/or information as specified in the *Bid Solicitation Document* **shall** result in disqualification.



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PROPOSAL SIGNATURE PAGE

Type or Print the following information.

| RESPONDENT'S INFORMATION | | | |
|--|--|---|---|
| Company: | | | |
| Address: | | | |
| City: | State: | Zip Code: | |
| Business Designation: | <input type="checkbox"/> Individual <input type="checkbox"/> Partnership | <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Corporation | <input type="checkbox"/> Public Service Corp <input type="checkbox"/> Nonprofit |
| Minority Designation: <i>See Minority Business Policy</i> | <input type="checkbox"/> Not Applicable <input type="checkbox"/> African American <input type="checkbox"/> American Indian | <input type="checkbox"/> Hispanic American <input type="checkbox"/> Asian American | <input type="checkbox"/> Pacific Islander American <input type="checkbox"/> Service Disabled Veteran |
| | AR Minority Certification #: | Service Disabled Veteran Certification #: | |

| VENDOR CONTACT INFORMATION | |
|---|------------------|
| <i>Provide contact information to be used for bid solicitation related matters.</i> | |
| Contact Person: | Title: |
| Phone: | Alternate Phone: |
| Email: | |

| CONFIRMATION OF REDACTED COPY |
|--|
| <input type="checkbox"/> YES, a redacted copy of submission documents is enclosed. <input type="checkbox"/> NO, a redacted copy of submission documents is <u>not</u> enclosed. I understand a full copy of non-redacted submission documents will be released if requested. |
| <p><i>Note: If a redacted copy of the submission documents is not provided with vendor's response packet, and neither box is checked, a copy of the non-redacted documents, with the exception of financial data (other than pricing), shall be released in response to any request made under the Arkansas Freedom of Information Act (FOIA). See Bid Solicitation for additional information.</i></p> |

An official authorized to bind the vendor to a resultant contract must sign below.

The signature below signifies agreement that either of the following **shall cause the vendor's proposal to be disqualified:**

- Additional terms or conditions submitted in their proposal, whether submitted intentionally or inadvertently.
- Any exception that conflicts with a Requirement of this *Bid Solicitation*.

Authorized Signature: _____ Title: _____
Use Ink Only.

Printed/Typed Name: _____ Date: _____

SECTION 1 - VENDOR AGREEMENT AND COMPLIANCE

- Any requested exceptions to items in this section which are NON-mandatory **must** be declared below or as an attachment to this page. Vendor **must** clearly explain the requested exception, and should label the request to reference the specific solicitation item number to which the exception applies.
- Exceptions to Requirements **shall** cause the vendor's proposal to be disqualified.

By signature below, vendor agrees to and **shall** fully comply with all Requirements as shown in this section of the bid solicitation.

Authorized Signature: _____
Use Ink Only.

Printed/Typed Name: _____ Date: _____

SECTION 2 - VENDOR AGREEMENT AND COMPLIANCE

- Any requested exceptions to items in this section which are NON-mandatory **must** be declared below or as an attachment to this page. Vendor **must** clearly explain the requested exception, and should label the request to reference the specific solicitation item number to which the exception applies.
- Exceptions to Requirements **shall** cause the vendor's proposal to be disqualified.

By signature below, vendor agrees to and **shall** fully comply with all Requirements as shown in this section of the bid solicitation.

Authorized Signature: _____
Use Ink Only.

Printed/Typed Name: _____ Date: _____

SECTIONS 3, 4, 5 - VENDOR AGREEMENT AND COMPLIANCE

- Exceptions to Requirements **shall** cause the vendor's proposal to be disqualified.

By signature below, vendor agrees to and **shall** fully comply with all Requirements as shown in this section of the bid solicitation.

Authorized Signature: _____

Use Ink Only.

Printed/Typed Name: _____ Date: _____

PROPOSED SUBCONTRACTORS FORM

- **Do not** include additional information relating to subcontractors on this form or as an attachment to this form.

VENDOR PROPOSES TO USE THE FOLLOWING SUBCONTRACTOR(S) TO PROVIDE SERVICES.

Type or Print the following information

| Subcontractor's Company Name | Street Address | City, State, ZIP |
|------------------------------|----------------|------------------|
| | | |
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VENDOR DOES NOT PROPOSE TO USE SUBCONTRACTORS TO PERFORM SERVICES.

By signature below, vendor agrees to and **shall** fully comply with all Requirements related to subcontractors as shown in the bid solicitation.

Authorized Signature: _____
Use Ink Only.

Printed/Typed Name: _____ **Date:** _____

INFORMATION FOR EVALUATION

- Provide a response to each item/question in this section. Vendor may expand the space under each item/question to provide a complete response.
- **Do not** include additional information if not pertinent to the itemized request.

| | Maximum RAW Score Available |
|---|--|
| E.1 <u>CORPORATE BACKGROUND AND GENERAL INFORMATION</u> | |
| A. Provide a summary of your experience developing and administering an assessment program of similar scope and size as required in this solicitation, including the following information: <ul style="list-style-type: none"> 1. List of other States for whom you have performed these services 2. Brief description of the scope of work performed 3. Number of students tested | 5 |
| B. Provide an organizational chart identifying key positions within the organization that will oversee/lead the ELPA21 project. For each position, provide a brief description of the job duties/responsibilities. | 5 |
| C. Provide the number of staff, job titles, and descriptions of job duties/responsibilities, who will be assigned to the creation, maintenance and support of the online platform. | 5 |
| D. Provide a high level description of tasks related to the successful delivery, scoring and reporting of the ELPA21 test. | 5 |
| E.2 <u>CUSTOMER SUPPORT</u> | |
| A. Provide a detailed description of the communication strategy that will be used to ensure that ADE receives advance notifications of changes that may disrupt service to ADE and other systems users. | 5 |
| B. Provide a detailed plan for the Technology setup and maintenance in districts. | 5 |
| C. Provide a brief description of the Help Desk structure for all stages of the project, including the call center capacity, and qualifications of employees. | 5 |
| E.3 <u>DELIVERY OF ONLINE ASSESSMENT</u> | |
| A. Provide a description of the system that will be used for the delivery of the online assessment, including the hardware devices, operation system software, and network infrastructures on which the online assessment system will operate. | 5 |
| B. Provide a list of additional software or equipment necessary to support or augment the online assessment system. | 5 |
| C. Provide a description of the approach you will use to ensure the assessments will be accessible in both high and low bandwidth schools, as well as with both high and low device-to-student ratios. | 5 |
| D. Provide a description of the current devices, operation systems, browsers, bandwidth demands and related functionalities supported by the platform, as well as the recommended specifications communicated to clients. | 5 |

- E. Provide a description of your proctor caching capabilities. 5
- F. What is the capacity of students that can test online at the same time? 5
- G. Provide a detailed description of the procedures used to capture student responses in the event of technology disruptions during testing. 5
- H. Provide a detailed plan describing how security during online testing will be ensured. 5

E.4 TEST SCORING AND TEST REPORTING

- A. Provide a detailed description of the procedures that will be used for hand scoring constructed-response items. 5
- B. Provide a detailed description of the procedures that will be used to detect suspected plagiarism, teacher interference, and troubling content. 5
- C. Provide a summary of the method that will be used to select scorers, including a description of the minimum qualifications required for scorers. 5
- D. Provide a description of the quality assurance plan used to demonstrate the reliability of human scoring procedures. 5
- E. Provide a description of protocols that are used to ensure consistency in the training of scorers. 5
- F. Provide detailed description of the quality assurance plan that will be used to ensure the overall scoring procedures. 5
- G. Provide a description of your timeline for producing student and state reports. 5