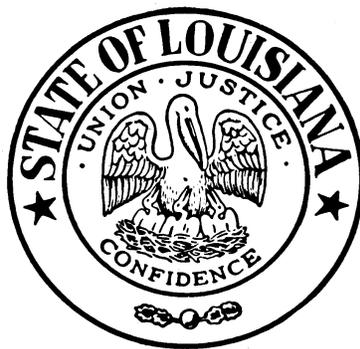


REQUEST FOR PROPOSAL

**Louisiana Department of Education LEAP 2025 English
Language Arts and Mathematics Assessment System
Kindergarten through High School**



**RFP #: 678PUR—LEAP 2025 ENGLISH LANGUAGE ARTS
AND MATHEMATICS ASSESSMENT SYSTEM**

PROPOSAL DUE DATE/TIME: JULY 22, 2016, 2:00 PM

**State of Louisiana
Department of Education**

June 8, 2016

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REQUEST FOR PROPOSAL FOR

Louisiana Department of Education LEAP 2025 English Language Arts and Mathematics Assessment System—Kindergarten through High School

PART I: ADMINISTRATIVE AND GENERAL INFORMATION

(REV. 11/10/2014)

1.1 Background

The Louisiana State Board of Elementary and Secondary Education (BESE) and the Louisiana Department of Education (LDOE) are committed to ensuring every student is on track to be successful in post-secondary education and the workforce through their comprehensive plan – *Louisiana Believes*.

Louisiana Believes is a plan focused on high standards for students; empowered, accountable educators; and family choice in educational options. In accordance with federal laws 20 USCS § 6311 et seq., the Louisiana Constitution, Art. VIII, § 3, and Louisiana laws, including but not limited to, Louisiana Revised Statutes 17:10.1 et seq., 17:24 et seq., 17:3902 et seq., R.S. 17:3981 et seq., R.S. 17:7 et seq., and R.S. 17:4015 et seq., and BESE’s directives, the LDOE must deliver high-quality, Louisiana-specific standards-based assessments across K-12 public schools.

Since 1999, Louisiana has administered statewide [summative assessments](#) to measure student performance and for accountability purposes. In 2010, the State of Louisiana began working to raise the expectations of education in Louisiana through the adoption of more rigorous academic standards for English language arts/literacy (ELA) and mathematics. Transitional ELA and mathematics assessments were administered from 2012-2014 allowing districts and educators time to fully implement the new academic standards. In 2015, Louisiana administered the PARCC tests to students in grades 3-8 and Louisiana-created End of Course (EOC) assessments (Algebra I, English II, Geometry, and English III) to students in high school.

The [2016 LEAP assessments](#) for grades 3-8 continued to measure Louisiana’s 2010 academic standards and were legislatively mandated by [Act 342](#), for one year only, so that not more than 49.9% of the questions included in the assessments be based upon a blueprint or intellectual property developed by the Partnership for Assessment of Readiness for College and Careers consortium, or any other federally funded consortium of states. The remaining percentage of questions for the 2016 grades 3 through 8 assessments were procured from a vendor’s existing item bank. High school ELA and mathematics assessments continued the administration of Louisiana-created EOC tests. When compared to the 2015 assessments, the 2016 summative assessments for grades 3 through 8 reduced the amount of testing time.

Louisiana law (R.S. 17:24.4) charges the Louisiana's constitutionally established Board of Elementary and Secondary Education (BESE) to develop state content standards for required subjects to be taught in Louisiana public elementary and secondary schools. BESE is also required to develop assessments aligned to such standards. During the 2015-2016 academic year, Louisiana's [English language arts/literacy](#) and [mathematics](#) standards underwent a review pursuant to state law to ensure that they continue to maintain strong expectations for teaching and learning aligned with college and workplace demands. BESE has approved these proposed new standards, which starts the formal adoption process pursuant to the Administrative Procedures Act. Unless vetoed by the Governor, they will be effective for the 2016-2017 school year. If vetoed by the Governor, the standards currently in effect (those adopted by BESE in 2010) will remain in place.

Per federal and state laws, the LDOE (herein referred to as the State) will continue to administer summative English language arts/literacy (ELA) and mathematics assessments in grades 3 through high school aligned to Louisiana ELA and mathematics academic standards. BESE called on the LDOE to secure uniquely-Louisiana assessments developed with Louisiana educator input while maintaining comparability across states and previous Louisiana assessments, consistency for educators, and strong accountability.

This Request for Proposals (RFP) is to receive, from proposers, competitive proposals for activities related to the development of statewide summative and non-summative assessments in both English language arts/literacy (ELA) and mathematics for grades kindergarten through high school that are aligned to the Louisiana Student Standards (Louisiana's academic content standards). The assessments shall include:

- Uniquely-Louisiana summative assessments in grades 3 through 8, English I, Algebra I, English II, and Geometry to be administered beginning in winter 2016 for high school and spring 2017 for grades 3 through 8 (through a separate contract) that include performance components (e.g., writing in response to text and requiring students to provide textual evidence in support of their response, modeling and making mathematical arguments, etc.); and
- Additional supports including:
 - formative assessment tasks for grades K through 2, which will be made available for all Louisiana ELA and mathematics educators to access and use at the discretion of each district;
 - beginning-of-year diagnostic assessments for grades 3 through 8, English I, Algebra I, English II, and Geometry for Louisiana educators to access and use at the discretion of each district; and
 - interim assessments aligned to the diagnostic and summative assessments for grades 3 through 8, English I, Algebra I, English II, and Geometry for Louisiana educators to access and use at the discretion of each district.

The uniquely-Louisiana assessments shall be:

- aligned to the ELA and mathematics Louisiana Student Standards;
- designed to be accessible for use by the widest possible range of students, including but not limited to students with disabilities and students with limited English proficiency;
- constructed to yield valid and reliable test results;

- constructed to report student performance using achievement level policy definitions and reporting categories which are comparable to a significant number of other states and, for grades 3 through 8 assessments, to Louisiana's 2015 and 2016 assessments;
- constructed to use Louisiana's 2016 grades 3 through 8 ELA and mathematics assessments as the baseline scale to report test results for grades 3 through 8 students;
- developed to limit the amount of testing time required and to be in compliance with all state law regarding testing time;
- developed and reviewed with Louisiana educator involvement;
- non-computer adaptive;
- used in assessing students' readiness to successfully transition to postsecondary education and the workplace; and
- administered, scored, and reported through a separate administration contract in both paper- and computer-based formats.

The assessments secured through this RFP will continue to hold high expectations for students, provide educators and parents information about students' readiness for college and career, and provide for comparisons of Louisiana students to students in other states as mandated by state law.

1.1.1 Purpose

The purpose of this Request for Proposal (RFP) is to obtain competitive proposals from bona fide, qualified proposers who are interested in providing services to acquire and develop items and forms for Louisiana's English language arts/literacy (ELA) and mathematics comprehensive assessment system (LEAP 2025) with summative assessments to be administered in 2016-2017 and beyond. Through a separate contract, the LDOE has partnered with an assessment vendor, referenced as the Assessment Delivery Platform (ADP) vendor, to administer, score, and report on all of the summative assessments developed through this RFP.

The purpose of this RFP is to obtain a Contractor for activities related to the development of statewide summative and non-summative assessments in ELA and mathematics for grades kindergarten through high school that are aligned to Louisiana Student Standards. The tests will include performance components (e.g., writing in response to text and requiring students to provide textual evidence in support of their response, modeling and making mathematical arguments, etc.) and provide results comparable with a significant number of states and, for grades 3 through 8 assessments, to Louisiana's 2015 and 2016 assessments. The summative assessments developed through this contract will use Louisiana's 2016 grades 3 through 8 ELA and mathematics assessments as a baseline for results in grades 3 through 8.

Through this contract, the high school EOC tests will transition by

- adding an English I EOC test reporting student performance at five achievement levels (i.e., Advanced, Mastery, Basic, Approaching Basic, and Unsatisfactory),
- reporting student performance at five achievement levels (i.e., Advanced, Mastery, Basic, Approaching Basic, and Unsatisfactory) for Algebra I, Geometry, and English II, rather than the four achievement levels (i.e., Excellent, Good, Fair, Needs Improvement) used in previous years, and
- phasing out the existing English III EOC test.

The high school EOC tests will use the same achievement level policy definitions as the grades 3 through 8 ELA and mathematics assessments and provide results comparable with a significant number of other states.

The tests will

- hold high expectations for students,
- give parents and teachers information on the academic achievement of their students compared to their peers in Louisiana and other states, and
- produce student achievement data required to comply with state and federal laws and regulations.

Specifically, this data will be used to provide valid information regarding:

- school accountability and improvement;
- individual principal and teacher effectiveness for purposes of evaluation and identification of professional development and support needs; and
- individual student gains and performance.

The assessments developed through this RFP will end duplicative testing and seamlessly align grades 3 through high school assessments with formative tools, to be used by districts at their discretion. The comprehensive assessment package (K through high school) results in a cohesive assessment system that holds high expectations for students, provides educators and parents information about students' readiness for college and career, and provides for comparisons of Louisiana students to students in other states as mandated by state law.

Proposers may propose a customized assessment, or products and services derived from existing products developed and published by the contractor, or developed as part of other initiatives. It is understood that by the time the contract is executed for the services requested in this RFP, test items may have already been developed for assessments that will be administered in 2016-2017. However, the LDOE has the right to refuse the use of items that are not acceptable to the LDOE. The LDOE expects to be closely involved in the development and review of test items in subsequent years.

The LDOE requires error-free assessment items and forms, ongoing item and form development, and quality assurance of all materials associated with building a high-stakes assessment program based on state law and policies. The LDOE requires services that ensure the development of valid, reliable, generalizable, equitable (by ethnicity, gender, and all other applicable criteria), free from bias, and legally defensible assessments for Louisiana.

1.1.2 Goals and Objectives

The agency (LDOE) aims to deliver mathematics and English language arts/literacy assessments per state and federal law.

1.2 Definitions

A. Shall and Will –The terms “shall” and “will” denote mandatory requirements.

- B. Must – The term “must” denotes mandatory requirements.
- C. May and Can – The terms “may” and “can” denote an advisory or permissible action.
- D. Should – The term “should” denotes a desirable action.
- E. Administrative Error Retests – Retests made available on behalf of students whose tests are voided due to administrative errors in order to provide valid test results for high-stakes decisions.
- F. ADP (Assessment Delivery Platform) – An online testing platform that is used to administer, score, and report student achievement on summative and non-summative assessments in Louisiana.
- G. Agency – Any department, commission, council, board, office, bureau, committee, institution, agency, government, corporation, or other establishment of the executive branch of this state authorized to participate in any contract resulting from this solicitation.
- H. Contractor – Any person having a contract with a governmental body; the selected proposer.
- I. Diagnostic Assessment – An assessment that provides data to identify how well students have learned or are prepared to learn concepts and skills
- J. Discussions – For the purposes of this RFP, a formal, structured means of conducting written or oral communications/presentations with responsible Proposers who submit proposals in response to this RFP.
- K. DOA – Division of Administration
- L. Extended-Response Item – Item that includes a performance task(s) such as writing in response to text, or completion of a task requiring justification, etc.
- M. Formative Assessment – A process used by teachers and students during instruction that provides feedback to adjust ongoing teaching and learning
- N. Interactive Item – Item that requires specialized interaction(s) (e.g., drop-down menu, drag-and-drop capability, fill-in-the-blank, hotspot, or an equation/text editor) to provide a response
- O. Interim Assessment – An assessment that is given periodically throughout the school year that provides data used to evaluate students’ knowledge and skills relative to academic goals or ongoing educational programs
- P. LDOE – Louisiana Department of Education, herein referred to as the State
- Q. Louisiana Student Standards – Louisiana’s academic content standards. Academic content standards are typically reviewed and revised by committees of Louisiana educators every 7 years. BESE reserves the right to modify academic standards each year.
- R. Non-Summative Assessment – For the purposes of this RFP, non-summative assessments are diagnostic, formative, and interim assessments.

S. OSP – Office of State Procurement

T. Proposer – A firm or individual who responds to this RFP

U. RFP – Request for Proposal

V. Selected-Response Item – Item that requires students to select, rather than write, their answers (includes both multiple-choice, multiple-select, and two-part Evidence Based Selected Response (EBSR) items)

W. State – The State of Louisiana.

X. Summative Assessment – An assessment designed to measure a student’s knowledge and skills at the end of an instructional period, such as an entire school year or at the conclusion of a course

1.3 Schedule of Events

<u>Event</u>	<u>Date</u>
Advertise RFP and mail public announcements	June 8, 2016
Pre-proposal Conference (if applicable)	June 17, 2016, 11:00 am
Deadline for receipt of Written inquiries	June 24, 2016, 2:00 pm
Issue responses to written inquiries	July 1, 2016
Deadline for receipt of proposals	July 22, 2016, 2:00 pm
Announce award of contractor selection	August 12, 2016
Contract execution	August 26, 2016

NOTE: The State of Louisiana reserves the right to revise this schedule. Revisions, if any, before the Proposal Submission Deadline will be formalized by the issuance of an addendum to the RFP.

1.4 Proposal Submission

Firms/individuals who are interested in providing services requested under this RFP must submit a proposal containing the mandatory information specified in this section. The proposal must be received in hard copy (printed) version by the RFP Coordinator on or before **2:00 p.m.** Central Daylight Time on the date specified in the Schedule of Events. FAX or e-mail submissions shall not be acceptable. Proposers mailing their proposals should allow sufficient mail delivery time to ensure receipt of their proposal by the time specified. The proposal package must be delivered at the proposer’s expense to:

Karen Evans, Procurement Manager

Louisiana Department of Education
Office of Management and Finance

P.O. Box 94064
Baton Rouge, LA 70804-9064
Phone: (225) 342-3828
E-mail: RFP_LDE@la.gov

For courier delivery, the street address is Louisiana Department of Education, Purchasing and Contracts Section, 1201 North 3rd Street, 5th Floor, Room 5-242, Baton Rouge, LA 70802, and the telephone number is 225-342-3828. It shall be solely the responsibility of each proposer to ensure that its proposal is delivered at the specified place and prior to the deadline for submission. Proposals received after the deadline will not be considered.

1.4.1 Mandatory (or Desirable) Qualification for Proposer

The work tasks described in the RFP constitute a large, complex, and challenging project that requires year round activity and close attention. The proposer shall provide a sufficient number of qualified personnel to work closely with the State to manage the contract. Proposers must carefully consider the human resources necessary to complete the work activities of the RFP and will demonstrate in their proposals that they have sufficient human resources to complete project work in a timely manner. Companies should consider submitting a proposal only if they are committed to assigning the necessary resources to complete a project of this magnitude.

- The proposer must have three (3) years experience, prior to the deadline for proposal submittal, in working on projects similar in size, scope, technical requirements, and function to the proposed contract.
- Names, titles, addresses, e-mails, and telephone numbers of at least three references for whom similar large-scale projects have been developed and implemented shall be supplied. Brief descriptions of these projects in terms of work performed should include the development and implementation of customized summative assessments from other states in which more than 100,000 students are tested at grade levels or subjects per year, as well as, the development and implementation of non-summative assessments. The proposal review process will include a survey of these references.

The proposer must show evidence, with resumes, that staff members assigned to this project possess the credentials and experience required below.

- The program management staff has credentials in management with experience in managing similar large-scale assessment programs.
- The content development staff has credentials in the content area for which they will be developing item and forms and/or has teaching experience in the content area, plus experience in item development and test construction.
- The research staff has credentials in measurement and assessment with experience in item development, test construction, and psychometric services.
- The psychometric staff has credentials and experience in equating, scaling, and psychometric research and analysis.

1.5 Proposal Format

A. **Cover Letter**: A cover letter should be submitted on the proposer's official business letterhead explaining the intent of the proposer.

B. **Table of Contents**: The proposal should be organized in the order contained herein.

C. **Executive Summary**: This section should serve to introduce the purpose and scope of the proposal. It should include administrative information including, at a minimum, response date, proposer contact name and phone number, and the stipulation that the proposal is valid for a time period of at least 180 calendar days from the date of submission. This section should also include a summary of the Proposer's qualifications and ability to meet the State agency's overall requirements in the timeframes set by the agency.

It should include a positive statement of compliance with the contract terms. If the proposer cannot comply with any of the contract terms, an explanation of each exception should be supplied. The proposer should address the specific language in Attachment II, Sample Contract, and submit whatever exceptions or exact contract modifications that its firm may seek. While final wording will be resolved during contract negotiations, the intent of the provisions will not be substantially altered.

D. **Corporate Qualifications and Management Support**: The proposer should give a brief description of their company including a brief history, corporate structure and organization, number of years in business, and copies of its latest financial statement, preferably audited.

The proposer should provide detailed information regarding its ability to perform the work requested in this RFP. The proposer should discuss its resources that will be available to work on this project in order to meet time restraints and desired performance levels. The proposer should describe the qualifications and experience of the professional persons who will be assigned to this project.

Resumes of professional personnel assigned to the project shall be included in the proposal. The proposal should explain the administrative commitment to the Louisiana project in terms of approximate work hours for each person assigned to the project through each phase of the contract. A chart with each name, number of hours per contract year, position title, and main job responsibilities should be included in the proposal. This should also specifically include the role and responsibilities of each person on this project, their planned level of effort, their anticipated duration of involvement, and their on-site availability. Proposers should clearly describe their ability to meet or exceed the qualifications described in Section 1.4.1.

E. **Experience**: This section should provide a detailed discussion of the proposer's prior experience in working on projects similar in size, scope, and function to the proposed contract. Proposers should describe their experience in other states or in corporate/governmental entities of comparable size and diversity with references from entities, including names and telephone numbers of those references. The proposer should provide detailed information about its experience with at least one similar assessment program that has been successfully completed by the proposer.

Customer references (name, title, company name, address, and telephone number) shall be provided for the cited projects.

The proposer should submit information about all current and pending contracts, a schedule of due dates of critical activities related to each contractual agreement, and the names and work hours of key staff members assigned to pending contracts.

Proposers should clearly describe their ability to meet or exceed the minimum or desired staff qualifications described in Section 1.4.1.

Additionally, the proposal shall include a narrative of the proposer's prior experience in transmitting assessment items according to the specifications described in Attachment III (Item Import Guidelines).

F. Compliance with the Functional Requirements of the RFP/Approach and Methodology:

This section of the proposal should include detailed information regarding the methodology for providing all services described in this RFP. The functional proposal section of the successful proposer's proposal becomes the statement of work for which the proposer will be contractually responsible. A proposal consisting of repetition of the RFP will not be a satisfactory indicator of the proposer's grasp of the complexity of the project. The proposer should develop a plan that provides all of the services requested within the timeline of the RFP. Proposers should provide plans that include detailed procedures, timelines, personnel, and cost for each of the activities. The proposer shall identify personnel to be assigned to perform contract responsibilities, describe their similar previous work experience, and specify the portions of the contract for which each staff member will be responsible. The inclusion of flowcharts or diagrams that can help the LDOE understand the material quality, technical processes, and quality control procedures are encouraged in the proposal.

The following information should be stated clearly in the proposal:

- An understanding of the nature of the project and how the proposal will best meet the needs of the state agency;
- The proposer's functional approach (see section [2.6.1](#)) that meets the State requirements and timeline in providing the services and products in the RFP;
- The proposer's approach to project management, quality assurance, and editorial quality;
- A proposed project work plan that reflects the approach and methodology, tasks and services to be performed, deliverables, timetables, and staffing. The timetable should show completion dates that reflect the proposer's ability to meet critical deadlines.
- Propose an approach that reflects the most cost-effective and efficient means of accomplishing the services and tasks in the RFP;
- A plan describing how the proposer will annually develop assessment frameworks;
 - The proposer shall provide evidence that the frameworks can be used to develop psychometrically equivalent, unique-to-Louisiana test forms across multiple modalities providing results comparable with a significant number of other states and, for grades 3 through 8 assessments, to Louisiana's 2015 and 2016 assessments. Louisiana's grades 3 through 8 ELA and mathematics assessments in 2016 shall be used as the baseline for grades 3 through 8, while high school EOC 5-level tests (English I, English II, Algebra I, and Geometry) shall be designed and developed to yield comparable scores and performance levels with a significant

- number of states and to use the same achievement level policy definitions as used in grades 3 through 8.
- Frameworks to include test, item, and scoring specifications for ELA and math assessments will be used as evidence in evaluating the proposer's ability to understand the scope of work.
 - The following information shall be included with the proposal:
 - test blueprints for each grade/course and content area;
 - information showing the range of the Louisiana Student Standards covered, reporting categories, and percentage of assessment items and score points by testing session and reporting category;
 - testing time by session for each grade/course and content area;
 - number of forms available, including number of versions resulting from randomization of items as well as response options, by grade/course and content area; and
 - a signed Certification Statement, Attachment I.
 - A plan describing how the proposer will annually develop assessment guides that include samples and scoring information for all item types;
 - The following information shall be included with the proposal:
 - draft outline of the content of the guides;
 - the timeline for development of the guides;
 - the timeline and plan for the refreshment of the guides in future years;
 - A plan describing how the proposer will develop and annually refresh practice tests (including accommodated/accessibility versions and ancillary materials) with scoring information and authentic annotated student work that mirror the length and blueprint of operational forms;
 - The following information shall be included with the proposal:
 - the timeline for the development of the practice tests, to include paper, online, Spanish math, and accommodated/accessibility (e.g., large print, braille, Kurzweil, human reader, mp3) versions;
 - the timeline and plan for the development of the authentic annotated student work;
 - the timeline and plan for the refreshment of the practice tests in future years;
 - A plan and timeline to develop and acquire the use of necessary items and/or forms (including permissions) indicating the criteria, procedures, and requirements to be used in developing high-quality and error-free items and forms for the grades/courses required in the RFP/contract in order to execute the assessment design constructed in the assessment frameworks.
 - The items developed and acquired must provide accessibility to all students, including English language learners and students with disabilities, and be aligned to Louisiana's ELA and mathematics Student Standards.
 - A Letter of Intent agreement must be included for proposals using existing products that are not the property of the proposer. The agreement must also include a timeline for all deliverables associated with the existing product(s).
 - The proposal is to include descriptions of the development process used to reduce construct irrelevance in forms used across multiple modalities and include examples illustrating principles of universal design.
 - The term *item* refers, at a minimum, to selected-response (including multiple-choice, multiple-select, and two-part Evidence Based Selected Response (EBSR) items), interactive, and extended-response test questions with scoring rubrics.

- The proposal should include at least one sample item and rubric of each item type for each grade/course and content area to illustrate the quality of developed items, annotations, and answer rationales. Information about standards alignment, text complexity, text sources, the range of textual evidence the item requires, the level of inference and cognitive demand required, the connection of mathematical practices and processes with mathematical content and a rationale for using the item type should be included.
- For proposals including the use of an existing item bank, the proposer may be required to demonstrate the item bank and associated statistical data to the RFP evaluation committee during an oral presentation (see [section 1.18](#)). The existing item bank must be available for demonstration at the time of proposal submission. If the proposer is required to demonstrate the item bank and associated statistical data during an oral presentation, the RFP evaluation committee shall sign a non-disclosure agreement provided by the proposer.
- Include a statement that all materials newly developed for this project will be the property of the State.
- Provide evidence that the State may use, for the purposes of the assessments built from these items, all materials acquired from other sources.
- Include procedures for ensuring high-quality editorial review and proofing, including descriptions of tasks and review cycles and provision of a final copy of materials to the LDOE for approval. The proposer should describe the proofing process in detail and demonstrate that the editorial staff has satisfactory knowledge, skills, and experience;
- A plan describing how the proposer will conduct annual reviews of developed and acquired test items and their scoring rubrics with particular emphasis on the congruency of items with readability requirements, content and technical quality, and content-standard match with LDOE assessment staff and Louisiana educator committees.
- A plan describing how the proposer will annually construct the summative assessments. The plan must describe how the proposer will develop operational forms, conduct quality control over all development activities and procedures, provide high-quality editorial review and proofing, and include LDOE assessment staff in the approval process.
- A plan describing how the proposer will develop a quality control process to include extensive reviews of all form development pieces by the contractor's staff and LDOE assessment staff at different stages of the development cycle.
- A plan describing the proposer's methods and procedures to conduct item-, standard/subclaim-, subtest-, and form-level analyses for both field and operational tests. These analyses include but are not limited to the following:
 - classical statistics and IRT statistics for each item
 - correlational analyses between standards and subtests
 - form completion rates
 - summary of IRT parameter estimates including means, standard deviations of each test form
 - number correct test level summary statistics that include the number of items, total score points, mean p value, number correct mean, standard deviation and SEM of the total score, and the stratified and Cronbach reliability coefficients
 - raw to scale score conversion tables
- A plan describing the measurement model that the proposer will use so that the scale of each Louisiana assessment is meaningful, accurate, valid, and reliable to evaluate student performance. Evidence to be included in the proposal includes:
 - For grades 3 through 8, a narrative that the procedures used to transform raw scores to scale scores are coherent with the test design, and the scale is the same as that used in the Louisiana 2016 grades 3 through 8 ELA and mathematics assessments

- Proof that the procedures used will yield results that are comparable with a significant number of other states and have the same achievement level policy definitions as used in 2015 and 2016 grades 3 through 8 Louisiana ELA and mathematics assessments
- A plan describing the proposer's equating methods and procedures that will be used to ensure the test forms are comparable within the same year if multiple forms are administered and across years for grades 3 through 8 and high school, and all forms yield comparable scale scores and achievement levels to a number of other states.
 - For grades 3-8, post equating procedures are the preferred method to ensure scale stability and adequate adjustment where needed. Additionally, the proposal is to include a description of the equating method to be used to achieve comparability of assessment results for grades 3 through 8 with spring 2015 and 2016 across groups and with a significant number of other states.
 - For high school, the proposal shall include a detailed plan and a description of the equating method used to ensure the release of valid and reliable test results as soon as possible after test completion, and no later than ten days post-testing particularly for graduating students. Pre-equating procedures may be considered, but post-equating procedures are preferred. Additionally, the proposal shall include procedures to be used in linking the new five-level tests with the four-level tests in order to inform policy makers in adjusting graduation requirements, and provide accurate and valid data to assist the policy transition.
- A plan describing the standards validation rationale, processes, and procedures the successful proposer will use to validate the performance standards as needed. Evidence to be submitted with the proposal is to include:
 - a description of intended studies that will be conducted to evaluate the validity of performance standards, and provide evidence of comparability of performance standards to the grades 3 through 8 ELA and mathematics tests in 2015 and 2016, and to a significant number of other states;
 - external evidence to be used to inform the validation of performance standards and rationales for why certain forms of evidence are included and others are not;
 - evidence and rationale that the method(s) used for including external benchmarks are valid for determining college and career readiness and other intended purposes; and
 - a description of standards validation studies to provide evidence of establishing a new high school graduation requirement on the five-level tests according to a new high school graduation policy.
- A plan describing the studies and the methods the proposer intends to use to show the reliability and validity of the tests. The proposal will include evidence demonstrating or a plan for providing evidence of:
 - the reliability of scores for the intended purposes for all students, as indicated by the standard error of measurement across the score continuum;
 - the precision of the assessments at cut scores, and consistency of student level classification;
 - how the content of the assessments reflect Louisiana's ELA and mathematics Student Standards;
 - how the data indicate post-secondary education readiness, or "on track" for college and career;
 - how data produced from the assessments can provide valid information to school effectiveness and improvement; individual principal and teacher effectiveness; and individual student gains and performance.

- A plan describing the psychometric services the proposer will provide in every phase of the test development.
- A plan describing the psychometric support the proposer will provide when issues arise in every phase of the assessment program that may involve ADP's processing in test administration, scoring, and reporting.
- A plan describing the proposer's development of reports that provide documentation of all technical work for all assessments.
- A plan describing how to work jointly with the psychometric team of the ADP vendor to complete the technical report annually.
- A plan for the development and maintenance of grades K through 2 formative assessment tasks to be made available in October 2016 in both Word and PDF formats for Louisiana teachers to use at the discretion of their district.
 - The following information shall be included in the proposal:
 - Information showing the range of Louisiana Students Standards covered
 - The number of tasks available, by grade and content area
 - A sample task for each content area
 - Annual refreshment rate
- A plan for the development and maintenance of grades 3 through high school (i.e., English I, Algebra I, English II, and Geometry) diagnostic assessments to be made available for Louisiana teachers to use at the discretion of their district through the ADP vendor's platform in July 2017.
 - The following information shall be included in the proposal:
 - Test blueprints;
 - Information showing the range of Louisiana Student Standards covered, reporting categories, and percentage of assessment items and score points by testing session and reporting category;
 - A timeline for the development of the diagnostic assessments
 - Annual refreshment rate
 - Number of forms
- A plan for the development and maintenance of the grades 3 through high school (i.e., English I, Algebra I, English II, and Geometry) interim assessment forms for Louisiana teachers to use at the discretion of their district to be made available through the ADP vendor's platform in October 2016 for grades 3 through 8 and in May 2017 for EOC courses. The interim assessments shall be predictive of student performance on the end-of-year/end-of-course (5-level) summative assessments. The plan should allow for at least two (2) complete interim assessments for grades 3 through 8 and three (3) complete interim assessments for each EOC course in year 1 of the contract. Additional interim tests will be added over the life of the contract, providing at least four (4) available assessments in grades 3 through 8 in year 2 of the contract.
 - The following information shall be included in the proposal:
 - Information showing the range of Louisiana Student Standards covered, reporting categories, and percentage of assessment items and score points by reporting category;
 - Test blueprints;
 - Number of forms available per grade/course and content area;
 - A timeline for the development of the interim assessments
 - Annual refreshment rate
- A plan describing how the proposer will work closely with the LDOE, the ADP vendor, and any of its external sources/partners to develop the necessary timelines and project work

plan(s) to ensure that all content required for delivering all summative and non-summative assessments mentioned in this RFP are successfully transferred to the ADP vendor, rendered, and implemented according to the timelines and schedules outlined by the State.

Supplemental and Optional Resources:

NOTE: The scope of services and functional requirements related to all supplemental resources (i.e., Supplements A, B, C, and D) outlined in this RFP require a response from all proposers and will result in a single award.

For the purpose of this RFP, non-summative assessments are referenced as Supplements A, B, and C and shall be itemized on individual cost sheets outlined in Attachment V: Cost Template.

The State may contract for all or a partial list of the supplemental resources and reserves the right to implement all or part of the supplemental resources at the onset of the contract or through a phased approach over the contract period as deemed appropriate by funding availability and development timelines.

The following lists the non-summative assessments referenced in this RFP:

- **Supplement A:** K–2 formative assessments
- **Supplement B:** Beginning-of-the-year diagnostic assessments for grades 3 – high school
- **Supplement C:** Interim assessments predictive of end-of-year performance for grades 3 – high school

- **Supplement D:** Released Test Items – (Part A) full blueprint and (Part B) annual released item sets.
The proposer shall include a plan for releasing a blueprint set of operational items following the first operational administration for each grade/course and content area with annotated, authentic, student work samples.
The proposer shall include a plan for annually releasing item sets (10-15 items per set) for each grade/course and content area with annotated, authentic, student work samples.
- **Option E:** Additional Native Language Forms – The proposer may include a plan for creating additional native language test forms (e.g., Vietnamese), to include all accommodated/accessibility features.
- **Option F:** Additional Native Language Practice Tests – The proposer may include a plan for creating additional native language practice tests (e.g., Vietnamese), to include all accommodated/accessibility features.

G. **Cost Proposal:** The proposer shall provide the total cost (inclusive of all project expenses) for providing all services described in the RFP. Cost information shall demonstrate that the proposer will provide all services requested in the RFP. For information purposes, the proposer shall provide the total estimated number of hours, by classification, for the proposer's project staff, the billing rate by classification, and an estimated percentage of the effort that will be completed by a subcontractor (if applicable).

The proposer must submit, under **separate cover** from the technical proposal, an itemized cost for each task by completing the cost sheet in Attachment V. The total cost will include all costs

for the required tasks listed in the chart, such as meeting expenses, development of forms, etc. that the proposer expects to be paid in order to provide all services in the tasks as described in this RFP. For information purposes, the proposer may provide costs for the native language forms and practice tests labeled "Option E" and "Option F". These costs will not be evaluated.

H. Veteran-Owned and Service-Connected Disabled Veteran-Owned Small Entrepreneurships (Veteran Initiative) and Louisiana Initiative for Small Entrepreneurships (Hudson Initiative) Programs Participation

The State of Louisiana Veteran and Hudson Initiatives are designed to provide additional opportunities for Louisiana-based small entrepreneurships (sometimes referred to as LaVet's and SE's respectively) to participate in contracting and procurement with the state. A certified Veteran-Owned and Service-Connected Disabled Veteran-Owned small entrepreneurship (LaVet) and a Louisiana Initiative for Small Entrepreneurships (Hudson Initiative) small entrepreneurship are businesses that have been certified by the Louisiana Department of Economic Development. All eligible vendors are encouraged to become certified. Qualification requirements and online certification are available at <http://smallbiz.louisianaeconomicdevelopment.com>

Ten percent (10%) of the total evaluation points on this RFP shall be reserved for proposers who are themselves a certified Veteran or Hudson Initiative small entrepreneurship or who will engage the participation of one or more certified Veteran or Hudson Initiatives small entrepreneurships as subcontractors.

Reserved points shall be added to the applicable proposer's evaluation score as follows:

Proposer Status and Reserved Points

- Proposer is a certified small entrepreneurship: Full amount of the reserved points
- Proposer is not a certified small entrepreneurship but has engaged one or more certified small entrepreneurships to participate as subcontractors or distributors.

Points will be allocated based on the following criteria:

- the number of certified small entrepreneurships to be utilized
- the experience and qualifications of the certified small entrepreneurship(s)
- the anticipated earnings to accrue to the certified small entrepreneurship(s)

If a proposer is not a certified small entrepreneurship as described herein, but plans to use certified small entrepreneurship(s), proposer shall include in its proposal the names of their certified Veteran Initiative or Hudson Initiative small entrepreneurship subcontractor(s), a description of the work each will perform, and the dollar value of each subcontract.

During the term of the contract and at expiration, the Contractor will also be required to report Veteran-Owned and Service-Connected Disabled Veteran-Owned and Hudson Initiative small entrepreneurship subcontractor or distributor participation and the dollar amount of each.

The statutes (R.S 39:2171 et. seq.) concerning the Veteran Initiative may be viewed at

<http://legis.la.gov/lss/lss.asp?doc=671504>; and the statutes (R.S 39:2001 et. seq.) concerning the Hudson Initiative may be viewed <http://legis.la.gov/lss/lss.asp?doc=96265>. The rules for the Veteran Initiative (LAC 19:VII. Chapters 11 and 15) and for the Hudson Initiative (LAC 19:VIII Chapters 11 and 13) may be viewed at <http://www.doa.louisiana.gov/osp/se/se.htm>.

A current list of certified Veteran-Owned and Service-Connected Disabled Veteran-Owned and Hudson Initiative small entrepreneurship may be obtained from the Louisiana Economic Development Certification System at <http://smallbiz.louisianaeconomicdevelopment.com>. Additionally, a list of Hudson and Veteran Initiative small entrepreneurship, which have been certified by the Louisiana Department of Economic Development and who have opted to register in the State of Louisiana LaGov Supplier Portal https://lagoverpvendor.doa.louisiana.gov/irj/portal/anonymouse?quest_user=self_req may be accessed from the State of Louisiana Procurement and Contract (LaPAC) Network <http://wwwprd1.doa.louisiana.gov/OSP/LaPac/Vendor/VndPubMain.cfm?tab=2sp>. When using this site, determine the search criteria (i.e. alphabetized list of all certified vendors, by commodities, etc.) and select Smalle, VSE, or DVSE.

I. Certification Statement:

The Proposer must sign and submit the Certification Statement shown in Attachment I.

1.5.1 Number of Copies of Proposals

The State requests that nine (9) copies of the proposal be submitted in **both** hard copy and electronic versions and one (1) electronic copy with confidential information, trade secrets, and proprietary information redacted to the RFP Coordinator at the address specified. At least one of the nine copies of the proposal shall contain original signatures of those company officials or agents duly authorized to sign proposals or contracts on behalf of the organization. A certified copy of a board resolution granting such authority should be submitted if proposer is a corporation. The copy of the proposal with original signatures will be retained for incorporation in any contract resulting from this RFP.

1.5.2 Legibility/Clarity

Responses to the requirements of this RFP in the formats requested are desirable with all questions answered in as much detail as practicable. The proposer's response should demonstrate an understanding of the requirements. Proposals prepared simply and economically, providing a straightforward, concise description of the proposer's ability to meet the requirements of the RFP are also desired. Each proposer shall be solely responsible for the accuracy and completeness of its proposal.

1.6 Confidential Information, Trade Secrets, and Proprietary Information

All financial, statistical, personal, technical and other data and information relating to the State's operation which are designated confidential by the State and made available to the contractor in order to carry out this contract, or which become available to the contractor in carrying out this contract, shall be protected by the contractor from unauthorized use and disclosure through the

observance of the same or more effective procedural requirements as are applicable to the State. The identification of all such confidential data and information as well as the State's procedural requirements for protection of such data and information from unauthorized use and disclosure shall be provided by the State in writing to the contractor. If the methods and procedures employed by the contractor for the protection of the contractor's data and information are deemed by the State to be adequate for the protection of the State's confidential information, such methods and procedures may be used, with the written consent of the State, to carry out the intent of this paragraph. The contractor shall not be required under the provisions of the paragraph to keep confidential any data or information which is or becomes publicly available, is already rightfully in the contractor's possession, is independently developed by the contractor outside the scope of the contract, or is rightfully obtained from third parties.

Under no circumstance shall the contractor discuss and/or release information to the media concerning this project without prior express written approval of the (*state agency*).

Only information which is in the nature of legitimate trade secrets or non-published financial data shall be deemed proprietary or confidential. Any material within a proposal identified as such must be clearly marked in the proposal and will be handled in accordance with the Louisiana Public Records Act, R.S. 44: 1-44 and applicable rules and regulations. Any proposal marked as confidential or proprietary in its entirety shall be rejected without further consideration or recourse.

1.7 Proposal Clarifications Prior to Submittal

1.7.1 Pre-proposal Conference

A non-mandatory pre-proposal conference will be held at 11:00 a.m., June 17, 2016 at the Claiborne Building, Baton Rouge, LA. The purpose of the conference shall be for proposers to obtain clarification of the requirements of the RFP and to receive answers to relevant questions. Any firm or joint venture intending to submit a proposal should have at least one duly authorized representative attend the pre-proposal conference.

Although impromptu questions will be permitted and spontaneous answers will be provided during the conference, the only official answer or position of the State will be stated in writing in response to written questions. Therefore, potential proposers should submit all questions in writing even if an answer has already been given to an oral question. After the conference, questions will be researched and the official response will be distributed in writing and/or posted on the Internet.

1.7.2 Proposer Inquiries

Written questions regarding RFP requirements or Scope of Services must be submitted to the RFP Coordinator. as listed in Section 1.4

Email: RFP_LDE@la.gov

The State will consider written inquiries and requests for clarification of the content of this RFP received from potential proposers. Written inquiries must be received by 2:00 p.m. CST on the

date specified in the Schedule of Events. The State shall reserve the right to modify the RFP should a change be identified that is in the best interest of the State.

Official responses to all questions submitted by potential proposers will be posted by July 1, 2016 at <https://wwwcfprd.doa.louisiana.gov/osp/lapac/pubMain.cfm>

Only the RFP Coordinator has the authority to officially respond to a proposer's questions on behalf of the State. Any communications from any other individuals shall be not binding to the State.

1.7.3 Blackout Period

The Blackout Period is a specified period of time during a competitive sealed procurement process in which any proposer, bidder, or its agent or representative, is prohibited from communicating with any state employee or contractor of the State involved in any step in the procurement process about the affected procurement. The Blackout Period applies not only to state employees, but also to any contractor of the State. "Involvement" in the procurement process includes but may not be limited to project management, design, development, implementation, procurement management, development of specifications, and evaluation of proposals for a particular procurement. All solicitations for competitive sealed procurements will identify a designated contact person, as per Section 1.7.2 of this RFP. All communications to and from potential proposers, bidders, vendors and/or their representatives during the Blackout Period must be in accordance with this solicitation's defined method of communication with the designated contact person. The Blackout Period will begin upon posting of the solicitation. The Blackout Period will end when the contract is awarded.

In those instances in which a prospective proposer is also an incumbent contractor, the State and the incumbent contractor may contact each other with respect to the existing contract only. Under no circumstances may the State and the incumbent contractor and/or its representative(s) discuss the blacked-out procurement.

Any bidder, proposer, or state contractor who violates the Blackout Period may be liable to the State in damages and/or subject to any other remedy allowed by law.

Any costs associated with cancellation or termination will be the responsibility of the proposer or bidder.

Notwithstanding the foregoing, the Blackout Period shall not apply to:

1. A protest to a solicitation submitted pursuant to La. R.S. 39:1671;
2. Duly noticed site visits and/or conferences for bidders or proposers;
3. Oral presentations during the evaluation process
4. Communications regarding a particular solicitation between any person and staff of the procuring agency provided the communication is limited strictly to matters of procedure. Procedural matters include deadlines for decisions or submission of proposals and the proper means of communicating regarding the procurement, but shall not include any substantive matter related to the particular procurement or requirements of the RFP.

1.8 Errors and Omissions in Proposal

The State reserves the right to seek clarification of any proposal for the purpose of identifying and eliminating minor irregularities or informalities.

1.9 Changes, Addenda, Withdrawals

State shall reserve the right to change the schedule of events or revise any part of the RFP by issuing an addendum to the RFP at any time. Addenda, if any, will be posted at <https://www.cfprd.doa.louisiana.gov/osp/lapac/pubMain.cfm>. It shall be the responsibility of the proposer to check the website for addenda to the RFP, if any.

1.10 Withdrawal of Proposal

A proposer may withdraw a proposal that has been submitted at any time up to the date and time the proposal is due. To accomplish this, a written request signed by the authorized representative of the proposer must be submitted to the RFP Coordinator.

1.11 Waiver of Administrative Informalities

The State shall reserve the right, at its sole discretion, to waive minor administrative informalities contained in any proposal.

1.12 Proposal Rejection/RFP Cancellation

Issuance of this RFP in no way shall constitute a commitment by the State to award a contract. The State shall reserve the right to accept or reject, in whole or part, all proposals submitted and/or cancel this RFP if it is determined to be in the State's best interest.

1.13 Ownership of Proposal

All materials submitted in response to this RFP shall become the property of the State. Selection or rejection of a proposal shall not affect this right.

1.14 Cost of Offer Preparation

The State shall not be liable for any costs incurred by proposers prior to issuance of or entering into a contract. Costs associated with developing the proposal, preparing for oral presentations, and any other expenses incurred by the proposer in responding to this RFP shall be entirely the responsibility of the proposer and shall not be reimbursed in any manner by the State.

1.15 Taxes

Contractor shall be responsible for payment of all applicable taxes from the funds to be received under this contract. Contractor's federal tax identification number is _____.

1.16 Determination of Responsibility

Determination of the proposer's responsibility relating to this RFP shall be made according to the standards set forth in LAC 34:2536. The State must find that the selected proposer:

- Has adequate financial resources for performance, or has the ability to obtain such resources as required during performance. The State shall review the Contractor solvency and financial condition during the contractor procurement process, annually (upon submission of annual audited financial statements), and upon any suspicion or findings of possible financial inadequacy for performance of the contract. The proposer's ability to demonstrate adequate financial resources for performance of the contract or the ability to obtain such resources as required during performance under the contract shall be given special emphasis.
- Has the necessary experience, organization, technical qualifications, skills, and facilities, or has the ability to obtain them;
- Is able to comply with the proposed or required time of delivery or performance schedule;
- Has a satisfactory record of integrity, judgment, and performance; and
- Is otherwise qualified and eligible to receive an award under applicable laws and regulations.

Proposers should ensure that their proposals contain sufficient information for the State to make its determination by presenting acceptable evidence of the above to perform the contracted services.

1.17 Use of Subcontractors

The State shall have a single prime contractor as the result of any contract negotiation, and that prime contractor shall be responsible for all deliverables specified in the RFP and proposal. This general requirement notwithstanding, proposers may enter into subcontractor arrangements, however, should acknowledge in their proposals total responsibility for the entire contract.

If the proposer intends to subcontract for portions of the work, the proposer shall identify any subcontractor relationships and include specific designations of the tasks to be performed by the subcontractor. Information required of the proposer under the terms of this RFP shall also be required for each subcontractor. The prime contractor shall be the single point of contact for all subcontract work.

Unless provided for in the contract with the State, the prime contractor shall not contract with any other party for any of the services herein contracted without the express prior written approval of the State.

1.18 Written or Oral Discussions/Presentations

The State, at its sole discretion, may require all proposers reasonably susceptible of being selected for the award to provide an oral presentation of how they propose to meet the agency's program objectives. Any and all expenses incurred by the proposer for this presentation shall be borne by the proposer. Commitments made by the proposer at the oral presentation, if any, will be considered binding. Due to time constraints, the oral presentations may be delivered virtually rather than in-person and proposers should tentatively reserve the week of August 8, 2016 to

provide a virtual presentation on their proposal. The State may adjust technical scoring as a result of clarifications provided during the oral presentations.

1.18.1 Best and Final Offers (BAFO)

The State reserves the right to conduct a BAFO with one or more proposers determined by the committee to be reasonably susceptible of being selected for award. If conducted, the proposers selected will receive written notification of their selection, with a list of specific items to be addressed in the BAFO along with instructions for submittal. The BAFO negotiation may be used to assist the state in clarifying the scope of work or to obtain the most cost effective pricing available from the proposers.

The written invitation to participate in BAFO will not obligate the state to a commitment to enter into a contract.

1.19 Acceptance of Proposal Content

All proposals will be reviewed to determine compliance with administrative and mandatory requirements as specified in the RFP. Proposals that are not in compliance will be rejected from further consideration.

1.20 Evaluation and Selection

The evaluation of proposals will be accomplished by an evaluation team, to be designated by the State, which will determine the proposal most advantageous to the state, taking into consideration price and the other evaluation factors set forth in the RFP.

1.21 Contract Award and Execution

The State shall reserve the right to enter into a contract without further discussion of the proposal submitted based on the initial offers received.

The State shall reserve the right to contract for all or a partial list of services offered in the proposal.

The RFP and proposal of the selected proposer shall become part of any contract initiated by the State.

The selected proposer shall be expected to enter into a contract that is substantially the same as the sample contract included in Attachment II. In no event shall a proposer submit its own standard contract terms and conditions as a response to this RFP. The proposer should submit with its proposal any exceptions or exact contract deviations that its firm wishes to negotiate. Negotiations may begin with the announcement of the selected proposer.

If the contract negotiation period exceeds 14 business days or if the selected proposer fails to sign the final contract within 7 business days of delivery, the State may elect to cancel the award and award the contract to the next-highest-ranked proposer.

1.22 Notice of Intent to Award

The Evaluation Team will compile the scores and make a recommendation to the head of the agency on the basis of the responsive and responsible proposer with the highest score.

The State will notify the successful proposer and proceed to negotiate terms for final contract. Unsuccessful proposers will be notified in writing accordingly.

The proposals received (except for that information appropriately designated as confidential in accordance with R.S. 44.1 et seq), selection memorandum, list of criteria used with the weight assigned each criteria, scores of each proposal considered along with a summary of scores, and a narrative justifying selection shall be made available, upon request, to all interested parties after the "Notice of Intent to Award" letter has been issued.

Any proposer aggrieved by the proposed award has the right to submit a protest in writing to the head of the agency issuing the proposal within 14 calendar days after the award has been announced by the agency.

The award of a contract shall be subject to the approval of the Division of Administration, Office of State Procurement.

1.23 Right to Prohibit Award

In accordance with the provisions of R.S. 39:2192, in awarding contracts after August 15, 2010, any public entity shall be authorized to reject a proposal from, or not award the contract to, a business in which any individual with an ownership interest of five percent or more, has been convicted of, or has entered a plea of guilty or nolo contendere to any state felony or equivalent federal felony crime committed in the solicitation or execution of a contract or RFP awarded under the laws governing public contracts under the provisions of Chapter 10 of Title 38 of the Louisiana Revised Statutes of 1950, professional, personal, consulting, and social services procurement under the provisions of Chapter 16 of this Title, or the Louisiana Procurement Code under the provisions of Chapter 17 of this Title.

1.24 Insurance Requirements

Insurance shall be placed with insurers with an A.M. Best's rating of no less than A-: VI.

This rating requirement shall be waived for Worker's Compensation coverage only.

Contractor's Insurance: The Contractor shall not commence work under this contract until he has obtained all insurance required herein. Certificates of Insurance, fully executed by officers of the Insurance Company written or countersigned by an authorized Louisiana State agency, shall be filed with the State of Louisiana for approval. The Contractor shall not allow any subcontractor to commence work on his subcontract until all similar insurance required for the subcontractor has been obtained and approved. If so requested, the Contractor shall also submit copies of insurance policies for inspection and approval of the State of Louisiana before work is commenced. Said policies shall not hereafter be canceled, permitted to expire, or be changed without thirty (30) calendar days' notice in advance to the State of Louisiana and consented to by the State of Louisiana in writing and the policies shall so provide.

Compensation Insurance: Before any work is commenced, the Contractor shall maintain during the life of the contract, Workers' Compensation Insurance for all of the Contractor's employees employed at the site of the project. In case any work is sublet, the Contractor shall require the

subcontractor similarly to provide Workers' Compensation Insurance for all the latter's employees, unless such employees are covered by the protection afforded by the Contractor. In case any class of employees engaged in work under the contract at the site of the project is not protected under the Workers' Compensation Statute, the Contractor shall provide for any such employees, and shall further provide or cause any and all subcontractors to provide Employer's Liability Insurance for the protection of such employees not protected by the Workers' Compensation Statute.

Commercial General Liability Insurance: The Contractor shall maintain during the life of the contract such Commercial General Liability Insurance which shall protect him, the State, and any subcontractor during the performance of work covered by the contract from claims or damages for personal injury, including accidental death, as well as for claims for property damages, which may arise from operations under the contract, whether such operations be by himself or by a subcontractor, or by anyone directly or indirectly employed by either or them, or in such a manner as to impose liability to the State. Such insurance shall name the State as additional insured for claims arising from or as the result of the operations of the Contractor or his subcontractors. In the absence of specific regulations, the amount of coverage shall be as follows: Commercial General Liability Insurance, including bodily injury, property damage and contractual liability, with combined single limits of \$1,000,000.

Insurance Covering Special Hazards: Special hazards as determined by the State shall be covered by rider or riders in the Commercial General Liability Insurance Policy or policies herein elsewhere required to be furnished by the Contractor, or by separate policies of insurance in the amounts as defined in any Special Conditions of the contract included therewith.

Licensed and Non-Licensed Motor Vehicles: The Contractor shall maintain during the life of the contract, Automobile Liability Insurance in an amount not less than combined single limits of \$1,000,000 per occurrence for bodily injury/property damage. Such insurance shall cover the use of any non-licensed motor vehicles engaged in operations within the terms of the contract on the site of the work to be performed there under, unless such coverage is included in insurance elsewhere specified.

Subcontractor's Insurance: The Contractor shall require that any and all subcontractors, which are not protected under the Contractor's own insurance policies, take and maintain insurance of the same nature and in the same amounts as required of the Contractor.

1.25 Indemnification and Limitation of Liability

Neither party shall be liable for any delay or failure in performance beyond its control resulting from acts of God or force majeure. The parties shall use reasonable efforts to eliminate or minimize the effect of such events upon performance of their respective duties under Contract.

Contractor shall be fully liable for the actions of its agents, employees, partners or subcontractors and shall fully indemnify and hold harmless the State and its Authorized Users from suits, actions, damages and costs of every name and description relating to personal injury and damage to real or personal tangible property caused by Contractor, its agents, employees, partners or subcontractors, without limitation; provided, however, that the Contractor shall not indemnify for that portion of any claim, loss or damage arising hereunder due to the negligent act or failure to act of the State. If applicable, Contractor will indemnify, defend and hold the State and its Authorized Users harmless, without limitation, from and against any and all damages, expenses (including reasonable attorneys' fees), claims, judgments, liabilities and costs which may be finally assessed against the State in any action for infringement of a United

States Letter Patent with respect to the Products furnished, or of any copyright, trademark, trade secret or intellectual property right, provided that the State shall give the Contractor: (i) prompt written notice of any action, claim or threat of infringement suit, or other suit, (ii) the opportunity to take over, settle or defend such action, claim or suit at Contractor's sole expense, and (iii) assistance in the defense of any such action at the expense of Contractor. Where a dispute or claim arises relative to a real or anticipated infringement, the State or its Authorized Users may require Contractor, at its sole expense, to submit such information and documentation, including formal patent attorney opinions, as the Commissioner of Administration shall require.

The Contractor shall not be obligated to indemnify that portion of a claim or dispute based upon: i) Authorized User's unauthorized modification or alteration of a Product, Material or Service; ii) Authorized User's use of the Product in combination with other products not furnished by Contractor; iii) Authorized User's use in other than the specified operating conditions and environment.

In addition to the foregoing, if the use of any item(s) or part(s) thereof shall be enjoined for any reason or if Contractor believes that it may be enjoined, Contractor shall have the right, at its own expense and sole discretion as the Authorized User's exclusive remedy to take action in the following order of precedence: (i) to procure for the State the right to continue using such item(s) or part (s) thereof, as applicable; (ii) to modify the component so that it becomes non-infringing equipment of at least equal quality and performance; or (iii) to replace said item(s) or part(s) thereof, as applicable, with non-infringing components of at least equal quality and performance, or (iv) if none of the foregoing is commercially reasonable, then provide monetary compensation to the State up to the dollar amount of the Contract.

For all other claims against the Contractor where liability is not otherwise set forth in the Contract as being "without limitation", and regardless of the basis on which the claim is made, Contractor's liability for direct damages, shall be the greater of \$100,000, the dollar amount of the Contract, or two (2) times the charges rendered by the Contractor under the Contract. Unless otherwise specifically enumerated herein or in the work order mutually agreed between the parties, neither party shall be liable to the other for special, indirect or consequential damages, including lost data or records (unless the Contractor is required to back-up the data or records as part of the work plan), even if the party has been advised of the possibility of such damages. Neither party shall be liable for lost profits, lost revenue or lost institutional operating savings.

The State and Authorized User may, in addition to other remedies available to them at law or equity and upon notice to the Contractor, retain such monies from amounts due Contractor, or may proceed against the performance and payment bond, if any, as may be necessary to satisfy any claim for damages, penalties, costs and the like asserted by or against them.

1.26 Payment

Cost information is required to support the reasonableness of the proposal and demonstrate that the Proposer will provide all services requested in the RFP. Costs must be adequately explained. The Proposer will submit an itemized cost proposal for each year by completing the cost sheets (Attachment V) including a total per year and an overall total for the length of the contract. Billing and payment terms shall be negotiated with the successful Proposer. Payment will be based upon successful completion of tasks, services, and deliverables.

The State intends that ten percent (10%) of fees approved by the State Project Coordinator to be paid shall be withheld as retainage as surety for performance. On successful completion of

contract deliverables, the retainage amount may be released on an annual basis. Within ninety (90) calendar days of the termination of the contract, if the Contractor has performed the contract services to the satisfaction of the State Project Coordinator and all invoices appear to be correct, the State shall release all retained amounts to the Contractor.

1.27 Termination

1.27.1 Termination of the Contract for Cause

State may terminate this Contract for cause based upon the failure of Contractor to comply with the terms and/or conditions of the Contract; provided that the State shall give the Contractor written notice specifying the Contractor's failure. If within thirty (30) calendar days after receipt of such notice, the Contractor shall not have either corrected such failure or, in the case of failure which cannot be corrected in thirty (30) calendar days, begun in good faith to correct said failure and thereafter proceeded diligently to complete such correction, then the State may, at its option, place the Contractor in default and the Contract shall terminate on the date specified in such notice. Failure to perform within the time agreed upon in the contract may constitute default and may cause cancellation of the contract.

Contractor may exercise any rights available to it under Louisiana law to terminate for cause upon the failure of the State to comply with the terms and conditions of this contract provided that the Contractor shall give the State written notice specifying the State agency's failure and a reasonable opportunity for the State to cure the defect.

1.27.2 Termination of the Contract for Convenience

State may terminate the Contract at any time without penalty by giving thirty (30) calendar days written notice to the Contractor of such termination or negotiating with the Contractor an effective date. Contractor shall be entitled to payment for deliverables in progress, to the extent work has been performed satisfactorily.

1.27.3 Termination for Non-Appropriation of Funds

The continuation of this contract shall be contingent upon the appropriation of funds by the legislature to fulfill the requirements of the contract by the legislature. If the legislature fails to appropriate sufficient monies to provide for the continuation of the contract, or if such appropriation is reduced by the veto of the Governor or by any means provided in the appropriations act of Title 39 of the Louisiana Revised Statutes of 1950 to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds have not been appropriated.

1.28 Assignment

No contractor shall assign any interest in this contract by assignment, transfer, or novation, without prior written consent of the State. This provision shall not be construed to prohibit the

contractor from assigning to a bank, trust company, or other financial institution any money due or to become due from approved contracts without such prior written consent. Notice of any such assignment or transfer shall be furnished promptly to the State.

1.29 Audit of Records

The State Legislative Auditor, agency, and/or federal auditors and internal auditors of the Division of Administration shall have the option to audit all accounts directly pertaining to the contract for a period of three (3) years from the date of the last payment made under this contract. Records shall be made available during normal working hours for this purpose.

1.30 Civil Rights Compliance

The Contractor shall agree to abide by the requirements of the following as applicable: Title VI and Title VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Act of 1975, and Contractor shall agree to abide by the requirements of the Americans with Disabilities Act of 1990.

Contractor agrees not to discriminate in its employment practices, and will render services under this contract without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran status, political affiliation, disability, or age in any matter relating to employment. Any act of discrimination committed by Contractor, or failure to comply with these statutory obligations when applicable shall be grounds for termination of this contract.

1.31 Record Ownership

All records, reports, documents, or other material related to any contract resulting from this RFP and/or obtained or prepared by Contractor in connection with the performance of the services contracted for herein shall become the property of the State and shall, upon request, be returned by Contractor to the State, at Contractor's expense, at termination or expiration of the contract.

1.32 Entire Agreement/ Order of Precedence

This contract, together with the RFP and addenda issued thereto by the State, the proposal submitted by the Contractor in response to the State's RFP, and any exhibits incorporated herein by reference, shall constitute the entire agreement between the parties with respect to the subject matter.

In the event of any inconsistent or incompatible provisions, this signed agreement (excluding the RFP and the Contractor's proposal) shall take precedence, followed by the provisions of the RFP, and then by the terms of the Contractor's proposal.

1.33 Contract Changes

No amendment or variation of the terms of this contract shall be valid unless made in writing, signed by the parties and approved as required by law. No oral understanding or agreement not incorporated in the contract shall be binding on any of the parties.

1.34 Substitution of Personnel

The Contractor's personnel assigned to this Contract shall not be replaced without the prior written consent of the State. Such consent shall not be unreasonably withheld or delayed provided an equally qualified replacement is offered. In the event that any State or Contractor personnel become unavailable due to resignation, illness, or other factors, excluding assignment to project outside this contract, outside of the State's or Contractor's reasonable control, as the case may be, the State or the Contractor shall be responsible for providing an equally qualified replacement in time to avoid delays in completing tasks. The contractor will make every reasonable attempt to assign the personnel listed in his proposal.

1.35 Governing Law

This contract shall be governed by and interpreted in accordance with the laws of the State of Louisiana. Venue of any action brought with regard to this contract shall be in the Nineteenth Judicial District Court, parish of East Baton Rouge, State of Louisiana.

1.36 Claims or Controversies

Any claim or controversy arising out of the contract shall be resolved by the provisions of Louisiana Revised Statutes 39:1672.2-1672.4.

1.37 Code of Ethics

Proposers shall be responsible for determining that there will be no conflict or violation of the Ethics Code if their company is awarded the contract. The Louisiana Board of Ethics shall be the only entity which can officially rule on ethics issues.

1.38 Corporate Requirements

If the contractor is a corporation not incorporated under the laws of the State of Louisiana, the contractor shall have obtained a certificate of authority pursuant to R. S. 12:301-302 from the Secretary of State of Louisiana.

If the contractor is a for-profit corporation whose stock is not publicly traded, the contractor shall ensure that a disclosure of ownership form has been properly filed with the Secretary of State of Louisiana.

PART II: SCOPE OF WORK/SERVICES

Part II presents information about the development of the English language arts/literacy (ELA) and mathematics assessments.

2.1 Overview

This Request for Proposals (RFP) is issued by the Louisiana Department of Education (LDOE) (herein referred to as the State) for the purpose of developing statewide summative and non-summative assessments in English language arts/literacy (ELA) and mathematics for grades kindergarten through high school that are aligned to the Louisiana Student Standards. The tests will include performance components (e.g., writing in response to text and requiring students to provide textual evidence in support of their response, modeling and making mathematical arguments, etc.) and provide results comparable with a significant number of states, including using Louisiana's 2016 grades 3 through 8 ELA and mathematics assessments as a baseline for results in grades 3 through 8. Through this contract, the high school EOC tests will transition from reporting student performance at four levels to five levels for Algebra I, Geometry, and English II, phase out the existing English III EOC test, and add an English I EOC test reporting student performance at five levels. The tests will hold high expectations for students and give parents and teachers information on the academic achievement of their students compared to their peers in other states while producing student achievement and growth data required to comply with state and federal laws and regulations. Specifically, this data will be used to provide valid information regarding school accountability and improvement; individual principal and teacher effectiveness for purposes of evaluation and identification of professional development and support needs; and individual student gains and performance.

The comprehensive assessment system will include:

- Uniquely-Louisiana summative assessments in grades 3 through 8, English I, Algebra I, English II, and Geometry to be administered beginning in winter 2016 for high school and spring 2017 for grades 3 through 8 (through a separate contract) that include performance components (e.g., writing in response to text and requiring students to provide textual evidence in support of their response, modeling and making mathematical arguments, etc.); and
- Additional supports including:
 - formative assessment tasks for grades K through 2, which will be made available for all Louisiana ELA and mathematics educators to access and use at the discretion of each district;
 - beginning-of-year diagnostic assessments for grades 3 through 8, English I, Algebra I, English II, and Geometry for Louisiana educators to access and use at the discretion of each district; and
 - interim assessments aligned to diagnostic and summative assessments for grades 3 through 8, English I, Algebra I, English II, and Geometry for Louisiana educators to access and use at the discretion of each district.

The assessments developed through this RFP will end duplicative testing and seamlessly align grades 3 through high school assessments with formative tools, to be used by districts at their discretion. The comprehensive assessment package (K through high school) results in a cohesive assessment system that holds high expectations for students, provides educators and parents information about students' readiness for college and career, and provides for comparisons of Louisiana students to students in other states as mandated by state law.

The uniquely-Louisiana assessments shall be:

- aligned to the ELA and mathematics Louisiana Student Standards;
- designed to be accessible for use by the widest possible range of students, including but not limited to students with disabilities and students with limited English proficiency;
- constructed to yield valid and reliable test results;
- constructed to report student performance using achievement level policy definitions and reporting categories which are comparable to a significant number of other states and, for grades 3 through 8 assessments, to Louisiana's 2015 and 2016 assessments;
- constructed to use Louisiana's 2016 grades 3 through 8 ELA and mathematics assessments as the baseline scale to report test results for grades 3 through 8 students;
- developed to limit the amount of testing time required and to be in compliance with all state law regarding testing time;
- developed and reviewed with Louisiana educator involvement;
- non-computer adaptive;
- used in assessing students' readiness to successfully transition to postsecondary education and the workplace; and
- administered, scored, and reported through a separate administration contract in both paper- and computer-based formats.

The contractor may develop a customized assessment, or provide products and services derived from existing products developed and published by the contractor, or developed as part of other initiatives. It is understood that by the time the contract is executed for the services requested in this RFP, test items may have already been developed for assessments that will be administered in 2016-2017. However, the LDOE has the right to refuse the use of items that are not acceptable to the LDOE. The LDOE expects to be closely involved in the development and review of test items in subsequent years.

The LDOE has partnered with an assessment vendor to administer, score, and report on all summative statewide assessments. This includes the option to administer, score, and report on all non-summative assessments (i.e., formative, diagnostic, and interim) mentioned as Supplement A, B, and C in this RFP. The assessment vendor, referenced here as the Assessment Delivery Platform (ADP) vendor, will serve as the primary source of assessment delivery in Louisiana.

The contractor for this RFP, referenced here as the contractor, will be responsible for item and form development activities related to summative and non-summative assessments, as well as equating, scaling, and performance validation studies for summative assessments. The ADP vendor will be responsible for administering and delivering paper-based and computer-based assessments, developing and maintaining a content library/management system, scoring statewide assessments through automated and hand-scoring methods, and reporting and storing statewide assessment results.

The LDOE requires error-free assessment items and forms, ongoing item and form development, and quality assurance of all materials associated with building a high-stakes assessment program based on state law and policies. The LDOE requires services that ensure the development of valid, reliable, generalizable, equitable (by ethnicity, gender, and all other applicable criteria), free from bias, and legally defensible assessments for Louisiana.

The LDOE requires the test forms to be designed and constructed to yield valid and consistent score meanings across forms within a year and across years, student groups, and multiple delivery modalities. The tests should be constructed, equated, and scaled using psychometrically sound techniques, and the results should be valid, reliable, comparable with other states, and legally defensible.

The summative assessments shall be developed to allow for paper-based administration at grades 3 and 4 and computer-based administration at grades 3 through high school.

The assessments shall include accessibility and accommodation features as follows:

- Large print
- Braille
- Kurzweil
- Spanish (mathematics only)
 - Paper
 - Large print
 - Braille
 - Kurzweil
 - Mp3 human reader
 - PDF
 - Online
 - Text to speech
 - Recorded voice
 - Large computer screen version
- Administrative directions in Spanish, Vietnamese, Arabic, Chinese (Cantonese and Mandarin), French, and Urdu as needed based on student population
- An audio component that reads aloud paper-based assessments (*text-to-speech and mp3*)
- Provision of paper test booklet for online summative assessments, as needed

The contractor is responsible for ensuring all tagging, QTI exports, special instructions and/or notes are transferred to the ADP vendor accurately and according to the agreed upon schedule.

Grades 3 through 8 summative assessments are administered in spring. High school End of Course (EOC) tests are administered in winter, spring, and summer. EOC tests capable of reporting student achievement at 5 performance levels (i.e., Advanced, Mastery, Basic, Approaching Basic, Unsatisfactory) will begin in 2017-2018. See Table 1.

Table 1: Overview of Summative Assessments (2016-2021)

Grade/Course	16-17	17-18	18-19	19-20	20-21
3-8 ELA/Literacy Mathematics	Sp	Sp	Sp	Sp	Sp
English I	*	OP 5 (W, Sp, Su)	OP 5 (W, Sp, Su)	OP 5 (W, Sp, Su)	OP 5 (W, Sp, Su)
Algebra I	OP 4 (W, Sp, Su)	OP 5 (W, Sp, Su)	OP 5 (W, Sp, Su)	OP 5 (W, Sp, Su)	OP 5 (W, Sp, Su)
English II	OP 4 (W, Sp, Su)	OP 5 (W, Sp, Su)	OP 5 (W, Sp, Su)	OP 5 (W, Sp, Su)	OP 5 (W, Sp, Su)
Geometry	OP 4 (W, Sp, Su)	OP 5 (W, Sp, Su)	OP 5 (W, Sp, Su)	OP 5 (W, Sp, Su)	OP 5 (W, Sp, Su)
English III	OP 4 (W, Sp, Su)	OP 4 (W, Sp, Su)	OP 4 (W, Sp, Su)	OP 4 District Administered	

- OP 4 = operational 4-level (i.e., Excellent, Good, Fair, Needs Improvement) assessment
 - OP 5 = operational 5-level (i.e., Advanced, Mastery, Basic, Approaching Basic, Unsatisfactory) assessment
 - W = winter, Sp = spring, Su = summer
 - Each administration of high school EOC includes an administrative error retest, as needed.
 - * English I assessments administered in 2016-2017 will have no stakes for students.
- Each operational administration shall have an additional form available in the event of a security breach.
 - New forms for grades 3 through 8 assessments shall be developed annually with only necessary overlap (e.g., anchors or linking) across forms.
 - EOC forms shall be developed so there is only necessary overlap (e.g., anchors or linking) across forms while supporting three (3) operational administrations per year. The Administrative Error retest form must not overlap the operational form that it replaces.
 - The Algebra I, English II, and Geometry forms to be administered in 2016-2017 will use existing 4-level forms requiring some adjustment to align to the 2015-2016 Louisiana Student Standards.
 - The phase out of the English III EOC will require some refreshment for three existing 4-level forms.
 - The 2016-2017 English I administration windows may be used for field testing, tryouts, the administration of a shortened form, or a practice test upon LDOE approval of the contractor’s assessment framework.

2.2 Period of Agreement

This contract is expected to begin on August 26, 2016 and shall continue through June 30, 2021 with two optional renewals: one for four years and one for three years, with the same terms and conditions. The State shall have the right to contract for up to a total of 12 years with the concurrence of the Contractor and all appropriate approvals.

2.3 Tasks and Services

The contractor shall provide the following tasks and services. Detailed requirements for each part are described in Section 2.6.1, Functional Requirements.

Major tasks and services for this project shall include:

- **Assessment Frameworks** — The contractor shall develop an assessment framework for each grade/course and content area and evaluate and adjust the frameworks, as needed, each year of the contract.
- **Key Dates** — The contractor shall annually develop a workable timeline for each test administration to be approved by the LDOE.
- **Assessment Guides** — The contractor shall develop assessment guides for each grade/course and content area and evaluate and adjust the assessment guides, as needed, each year of the contract.
- **Practice Tests** — The contractor shall develop practice tests for each grade/course per content area that mirror the length, blueprint, and cognitive complexity of the operational assessments. The practice tests should be evaluated and adjusted, as needed, each year of the contract.
- **Item Acquisition and Development** — The contractor shall annually acquire and/or develop high-quality and error-free items directly aligned with Louisiana's content standards to create summative assessments.
- **Item Reviews** — The contractor will annually conduct reviews of acquired and developed test items and their scoring rubrics with LDOE assessment staff and the Louisiana Item/Bias Review Committees.
- **Face-to-Face Review** — The contractor will annually conduct face-to-face review meetings with LDOE staff.
- **Field Test Development** — The contractor shall develop field tests, as needed.
- **Data Review** — The contractor shall conduct data review meetings with the Item Data Review Committee, as needed.
- **Forms Development** — The contractor shall develop operational forms, conduct quality control over all development activities and procedures, provide high-quality editorial review and proofing, and include the LDOE assessment staff in the approval process.
- **Psychometric Support** — The contractor shall provide psychometric services and support in every phase of test development.
- **Standard validation** — The contractor shall validate performance standards as needed.

- **Technical Reports** — The contractor shall develop reports that provide documentation of all technical work for all assessments annually.
- **Transmission of Content to ADP Vendor** — The contractor shall successfully transfer assessment items and forms to the ADP vendor. This includes a full review process to include the delivery of sample files and correction of files until the transfer process is complete. The contractor shall work with the ADP vendor to define the process prior to delivery.

Supplemental Resources

- **Formative Assessments:** Formative assessments for K-2 shall be available in October 2016.
- **Diagnostic Assessments** — The contractor shall develop grades 3 through high school diagnostic assessments to be available July 2017.
- **Interim Assessment Bank and Forms** — The contractor shall develop grades 3 through 8 items and forms for interim assessments to be available in October 2016, and high school (Algebra I, English I, Geometry, and English II) items and forms for interim assessments to be available in May 2017.
- **Released Test Items** — (Part A) Released test items documents that include a blueprint set of operational items for each grade/course and content area shall be available after the first operational administration. For high school courses, the released items shall be available after the first operational administration of 5-level assessments. (Part B) Released test items documents that include a sample of the various item types (10-15 items) for each grade/course and content area shall be available annually.

Optional Resources

- **Native Language Forms** — Native language (e.g., Vietnamese) forms with accommodation and accessibility features may be available.
- **Native Language Practice Tests** — Native language (e.g., Vietnamese) practice tests with accommodation and accessibility features may be available.

2.4 Deliverables

Table 2 lists the required deliverables and anticipated timelines for the contract year 2016-2017. The dates shown below may be adjusted at the mutual consent of the LDOE and the contractor. The schedule and major deliverables for remaining years will follow similar guidelines. Each year, prior to the initial stage of development and implementation, the LDOE and the Contractor will meet to discuss the schedule for the upcoming year, as well as details of major tasks.

Table 2: Schedule of Major Deliverables

Year 1 September 2016 – June 2017	
Date	Activity
September 2016	<ul style="list-style-type: none"> • Kickoff Meeting • Submit Key Dates • Submit 2016-2017 Assessment Guides to LDOE (first draft) • Submit 2017-2018 assessment frameworks to LDOE (first draft) • Finalize 2016-2017 assessment frameworks • 2016-2017 item development targets approved • Submit form construction plan for English I and review schedule • Submit grades 3 through 8 practice tests to LDOE (first draft) • Submit items/forms for review by LDOE assessment staff (winter EOCs) • Submit formative tasks for review by LDOE assessment staff • Submit grades 3 through 8 interim assessments for review by LDOE assessment staff • Conduct transmission testing with ADP vendor
October 2016	<ul style="list-style-type: none"> • Finalize 2017-2018 assessment frameworks • Submit 2017-2018 form construction plan and review schedule • Submit 2017-2018 psychometric work plan • Submit 2017-2018 special study plan • Submit final 2016-2017 Assessment Guides to LDOE to post • Item/Bias reviews for EOCs • Submit forms to ADP vendor for winter testing window (EOCs) • Submit final grades 3 through 8 practice tests • Submit formative tasks to ADP vendor for posting • Submit grades 3 through 8 interim assessments to ADP vendor
November 2016	<ul style="list-style-type: none"> • Submit items/forms for review by LDOE assessment staff (grades 3 through 8) • Item/Bias reviews for grades 3 through 8
December 2016	<ul style="list-style-type: none"> • Submit items/forms for review by LDOE assessment staff spring EOCs • Submit diagnostic assessments for review by LDOE assessment staff

January 2017	<ul style="list-style-type: none"> • Planning Meeting • Submit forms to ADP vendor for spring testing window (grades 3 through 8 and EOCs) • Submit items/forms for review by LDOE assessment staff summer EOCs • Submit diagnostic assessments to ADP vendor
February 2017	<ul style="list-style-type: none"> • 2017-2018 item development targets approved
March 2017	<ul style="list-style-type: none"> • Submit forms to ADP vendor for summer testing window (EOCs) • Submit EOC interim assessments for review by LDOE assessment staff
April 2017	<ul style="list-style-type: none"> • Submit 2017-2018 Assessment Guides to LDOE (first draft)
May 2017	<ul style="list-style-type: none"> • Submit 2017-2018 Assessments Guides to LDOE to post • Submit 2017-2018 grades 3 through 8 and EOC practice tests to LDOE (first draft) • Submit 2017-2018 items/forms for review by LDOE assessment staff • Submit EOC interim assessments to ADP vendor
June 2017	<ul style="list-style-type: none"> • Submit final 2017-2018 grades 3 through 8 and EOC practice tests to ADP vendor and LDOE • Item/Bias reviews for grades 3 through 8, EOCs
Years 2 – 5 High Level, as needed	
Date	Activity
July	<ul style="list-style-type: none"> • Kick off Meeting • Submit Key Dates
August	<ul style="list-style-type: none"> • Submit psychometric work plan • Submit special studies plan
September	<ul style="list-style-type: none"> • Submit winter EOC forms to ADP vendor
October	<ul style="list-style-type: none"> •
November	<ul style="list-style-type: none"> •

December	<ul style="list-style-type: none"> • Submit spring forms (grades 3-8) to ADP vendor
January	<ul style="list-style-type: none"> • Planning Meeting • Submit spring EOC forms to ADP vendor • Submit diagnostic assessments to ADP vendor
February	<ul style="list-style-type: none"> • Item Development Targets Approved
March	<ul style="list-style-type: none"> • Submit new development to LDOE staff for review • Submit summer forms to ADP vendor
April	<ul style="list-style-type: none"> • Submit new development to LDOE staff for review
May	<ul style="list-style-type: none"> • Submit Frameworks • Submit Assessment Guides to Post
June	<ul style="list-style-type: none"> • Submit Practice Tests • Conduct Item and Bias Review Meetings

Accurate and timely delivery is imperative, and as a result, the Contractor shall be required to enter into the following agreement for the completion of the critical activities identified below.

Failure to complete key activities within the time fixed in the contract will result in substantial injury to LDOE, and as damages arising from such failure cannot be calculated with any degree of certainty, it is agreed that for each day work remains uncompleted on key activities or deliverables beyond the time set for its completion, the Contractor shall pay liquidated damages to the LDOE. For failure to meet the delivery schedule shown in Table 3, the sum as shown in Table 3 below shall be assessed as liquidated damages for such delay, and not as a penalty. At the sole option of the LDOE, these liquidated damages (a) shall be immediately due and payable to the LDOE; or (b) shall be deducted from money due the Contractor as compensation under this agreement. This shall be in addition to any other remedies the LDOE has by law. The dates shown below may be adjusted at the mutual consent of the LDOE and the Contractor.

Table 3: Liquidated Damages for Delay

Activity or Deliverable	Expected Date	Liquidated Damages (per day)
Submit final 2016-2017 assessment frameworks to LDOE	September 19, 2016	\$5,000/day for the first five days, \$10,000/day for each day thereafter
Transmission testing completed	September 30, 2016	\$5,000/day for the first five days, \$10,000/day for each day thereafter
Submit final assessment guides to LDOE	October 7, 2016	\$5,000/day for the first five days, \$10,000/day for each day thereafter
Submit final 2017-2018 assessment frameworks to LDOE	October 31, 2016	\$5,000/day for the first five days, \$10,000/day for each day thereafter
Submit final practice tests (grades 3-8) to LDOE and ADP vendor	October 21, 2016	\$5,000/day for the first five days, \$10,000/day for each day thereafter
Submit forms to ADP vendor for winter testing window (EOCs)	October 28, 2016	\$5,000/day for the first five days, \$10,000/day for each day thereafter
Submit formative tasks to ADP vendor for posting	October 31, 2016	\$5,000/day for the first five days, \$10,000/day for each day thereafter
Submit interim assessments (grades 3-8) to ADP vendor	October 31, 2016	\$5,000/day for the first five days, \$10,000/day for each day thereafter
Submit forms to ADP vendor for spring testing window	January 6, 2017	\$5,000/day for the first five days, \$10,000/day for each day thereafter
Submit forms to ADP vendor for summer testing window	March 24, 2017	\$5,000/day for the first five days, \$10,000/day for each day thereafter
Submit 2017-2018 Assessment Guides to LDOE to post	May 30, 2017	\$5,000/day for the first five days, \$10,000/day for each day thereafter
Submit 2017-2018 practice tests to ADP vendor and LDOE	June 30, 2017	\$5,000/day for the first five days, \$10,000/day for each day thereafter

2.4.1 Transition Plan

In the event of written notification of termination of the contract by STATE, the CONTRACTOR shall submit a Transition Plan within thirty (30) calendar days from the date of notification unless other appropriate timeframes have been mutually agreed upon by both the CONTRACTOR and STATE. The Plan shall address the transition of items, forms, ancillary materials, permissions information, documentation, and information maintained by the CONTRACTOR relative to LEAP 2025 to the LDOE. The Transition Plan must be approved by STATE.

The transition plan must comprehensively detail:

- proposed approach to transition;
- proposed schedule for transition;
- tasks and timelines for transition;
- transition activities;
- all test items, forms, ancillary materials, permissions information, and documentation including documentation update procedures during transition; and
- resource requirements associated with transition tasks.

The detailed plan for transition shall ensure an orderly transfer of responsibility and/or the continuity of those services required under the terms of the contract to a new CONTRACTOR or STATE and shall include the following:

- A realistic schedule and timeline to hand-off responsibilities to the replacement CONTRACTOR or STATE.
- The CONTRACTOR shall develop a plan on how to best inform and keep CONTRACTOR employees during the transition.
- The names of staff that shall be utilized during the hand-off of duties and their responsibilities such that there shall be clear lines of responsibility between the CONTRACTOR, the replacement CONTRACTOR and/or STATE.
- The actions that shall be taken by the CONTRACTOR to cooperate with the replacement CONTRACTOR and/or STATE to assure a smooth and timely transition.
- A matrix listing each transition task, the functional unit and the person, agency or CONTRACTOR responsible for the task, the start and deadline dates to complete the planned task, and a place to record completion of the task.
- A plan to transition items, forms, permissions information, documentation and information maintained by the CONTRACTOR to either STATE, a subsequent CONTRACTOR, or a third party designated by STATE.

If the contract is not terminated by written notification as provided above, the CONTRACTOR shall propose a Transition Plan six (6) months prior to the end of the contract period, including any extensions to such period. The Plan shall address all the requirements listed above.

As part of the Transition Plan, the CONTRACTOR must provide STATE with copies of all items, forms, ancillary materials, permissions information, documentation, or other pertinent information necessary, as determined by STATE, for STATE or a subsequent CONTRACTOR to assume the operational activities successfully. This includes correspondence, documentation of ongoing outstanding issues, and other operations support documentation. The Plan will describe the CONTRACTOR's approach and schedule for transfer of all materials and information, as applicable. The information must be supplied in media and format specified by STATE and according to the schedule approved by STATE.

The CONTRACTOR shall report, in writing, to the State Contract Monitor and within 48 hours of identification of any problems and corrective actions taken regarding the plan for transition.

2.4.2 Transition Services

The CONTRACTOR shall complete all work in progress and all tasks called for by transition plan prior to final payment to the CONTRACTOR. If it is not possible to resolve all issues during the end-of-contract transition period, the CONTRACTOR shall list all unidentified or held items that could not be resolved, including reasons why they could not be resolved, prior to the end of the contract and provide an inventory of open items along with all supporting documentation. To the extent there are unresolved items, the cost to complete these items will be deducted from the final payment or withheld from retainage. The CONTRACTOR shall specify a process to brief the STATE or replacement CONTRACTOR on issues before the hand-off of responsibilities.

Fiscal Transition Services

Upon contract expiration or termination, STATE reserves the right to purchase materials or to complete the required work. STATE may recover any reasonable excess costs resulting from contract cancellation or termination from the CONTRACTOR by:

- Deduction from an unpaid balance;
- Collection from retainage as applicable; or
- Any combination of the above or any other remedies as provided by law.

2.6 Scope of Work Elements

2.6.1 Functional Requirements

A. Development of Assessment Frameworks and Assessment Guides

The contractor shall annually develop an assessment framework for each grade/course and content area to include test, item, and scoring specifications to be approved by LDOE. The frameworks shall be used to develop psychometrically equivalent, unique-to-Louisiana test forms across multiple modalities providing results comparable with a significant number of other states, and for grades 3 through 8 assessments, to Louisiana's 2015 and 2016 assessments. Louisiana's grades 3 through 8 ELA and mathematics assessments in 2016 shall be used as the baseline for grades 3 through 8, while high school EOC 5-level tests (English I, Algebra I, English II, and Geometry) shall be designed and developed to yield comparable scores and performance levels with a significant number of states and to use the same achievement level policy definitions as used in grades 3 through 8. The frameworks should:

- describe the overall design of the test;
- include test blueprints with evidence showing the range of Louisiana academic content standards covered, reporting categories, and percentage of assessment items and score points by reporting category;
- provide testing time by grade level/course and content area;
- indicate the number of forms available, including number of versions resulting from randomization of items as well as response options, by grade level/course and content area; and

- include specifications for the various levels of cognitive demand and how each is to be represented by grade level/course and content area, and for ELA, data from text complexity analyses.

Speaking and listening standards need not be assessed in 2016-2017, but over time, and as assessment advances allow, speaking and listening communications skills students need for college and career readiness are assessed. The assessment frameworks will be used to guide test form construction.

The contractor shall develop and annually update, as needed, assessment guides for each grade/course and content area for LDOE approval. The documents should be structured similarly to the current ELA and mathematics assessment guides (<http://www.louisianabelieves.com/resources/library/assessment-guidance-2014-2015>). The documents will describe the overall design of the test and provide detailed specifications, including sample test questions for each item type along with scoring information and annotated, authentic student work samples. The sample test questions will also be used in the Online Tools Training (OTT) of the ADP vendor's platform. The OTTs allow students to practice using the online tools (e.g., magnifier, line reader, reference sheets) that are available during operational testing. OTTs may be grade-specific or may span 2 or 3 grade levels depending upon the content of the assessments.

B. Development of Practice Tests

The contractor shall develop and annually refresh, as needed, practice tests for each grade/course per content area that mirror the length, blueprint, and cognitive complexity of the operational assessments. The practice tests are to be available in paper and online versions, including Spanish (math), large print, and braille versions that include all accessibility and accommodation features (see page 33) available for the operational assessments. Keys and rubrics with item alignments, and anchor sets to be used when scoring the practice tests are to be developed. Practice tests for EOC courses (English I, Algebra I, English II, and Geometry) will mirror the 5-level assessments. Items used in the practice test must be different from those used in the assessment guides and/or released test items.

C. Item Acquisition, Development, and Reviews

The contractor shall develop and/or acquire the use of necessary items and forms directly aligned with Louisiana's academic content standards to create summative assessments. All items shall be equitable (by race, ethnicity, gender, and all other applicable criteria), free from bias to the extent possible, and cover the full range of difficulty levels. The contractor shall be responsible for acquiring and resolving all permissions associated with texts and stimuli for administration in paper-based and online formats, including all accommodated and accessibility versions. The contractor shall ensure that all secure test content (items/forms) owned by the vendor or the state is registered with the United States Copyright Office (www.copyright.gov/circs/) See circular 64, Copyright Registration for Secure Tests. The contractor will be responsible for all fees associated with the copyright registration process.

The contractor shall be responsible for resolving issues related to items that are deemed to be flawed as well as costs associated with the resolution. The LDOE has the right to refuse the use of items that are not acceptable to the Department. It is expected that some of the items will be lost in the process of item review. Therefore, the contractor shall submit 50% more items (of all item types) than the quantity identified in the assessment frameworks. The contractor must guarantee that the test and the items being used in Louisiana assessments are securely held and are not otherwise sold or distributed in such a manner that the availability would

compromise the Louisiana ELA and mathematics assessments. All developed and/or acquired items must be reviewed by LDOE assessment staff and the Louisiana item/bias review committees. The LDOE reserves the right to reject poor items and scoring rubrics as well as items with poor alignment with the standards or items with poor statistical qualities.

The items developed and/or acquired must provide accessibility to all students, including English language learners and students with disabilities, and be strongly aligned to Louisiana's ELA and math academic standards.

- The assessment items must have been developed in accordance with the principles of universal design and sound testing practice, so that the testing modality does not impede student performance.
- For ELA, the items must assess student reading and writing achievement in both ELA and literacy using an aligned balance of high quality literary and informational texts.
 - Texts are balanced across literary and informational types and across genres, with more informational than literary texts used as the assessments move up in the grade bands.
 - Texts and other stimuli are previously published or of publishable quality—content-rich, exceptionally crafted, and provide useful information.
 - At each grade, reading texts have sufficient complexity, and the average complexity of texts increases grade-by-grade.
 - Rationale and evidence for how text complexity is quantitatively and qualitatively measured and used to place each text at the appropriate grade level will be provided.
 - All reading items will be text-dependent and require close analysis of authentic passages that include non-fiction and literature from the disciplines of ELA, science, history/social studies, and technical subjects.
 - Items should focus on the central ideas and important particulars of the text, rather than on peripheral concepts.
 - Items should assess the depth and specific requirements delineated in the standards at each grade level.
 - The majority of reading points should be devoted to questions that require students to directly provide textual evidence in support of their response.
 - Students will be required to write extended responses to authentically assess the writing standards. Writing standards shall not be assessed using selected-response questions.
 - All writing tasks will be based on a response to at least one text; some prompts should include multiple texts, and require students to demonstrate the ability to cite evidence.
 - Writing tasks will balance the types of writing, as reflected in the standards, including persuasive/argument, expository and narrative writing. The balance will shift towards more exposition and argument at higher grades.
 - Vocabulary items shall ask students to use context to determine meaning and focus on general academic (tier 2) vocabulary.
 - Language standards shall be assessed authentically through actual student writing or exercises that reflect real world activities (e.g., editing a paper.) Language standards shall not be assessed only through selected-response items.

- Items assessing research and inquiry will mirror real world activities and require students to write to sources by analyzing, synthesizing, organizing, and using information from the sources.
- There shall be a variety of item types for each grade level/content area to sufficiently and strategically address the depth and complexity of the standards being assessed.
- For math, the items must focus strongly on the content most needed in each grade or course in order to reach college and career readiness.
 - The vast majority of items should focus on the content as follows:
 - Elementary grades—numbers and operations
 - Middle school—ratio, proportional relationships, pre-algebra, and algebra
 - High school—prerequisites for careers and a wide range of postsecondary studies, particularly algebra, functions, and modeling applications
 - Items will reflect the expectations of rigor detailed in the content standards. Conceptual understanding, procedural skills and fluency, and application shall be assessed in every grade and at each performance level. They should not be always assessed separately and they should not always be assessed together.
 - Items will meaningfully connect mathematical practices and processes with mathematical content (especially with the most important mathematical content at each grade), as required by the standards.
 - Some questions in every grade level will require students to model and make mathematical arguments.
 - Fluency with traditional algorithms should be assessed, as detailed in the standards.
 - There shall be a variety of item types.

Item Format. The contractor will develop and/or acquire, at a minimum, selected-response, interactive, and extended-response items, as needed. The reading level for all test items and text sources should be grade-level appropriate according to the guidelines established by the Louisiana Student Standards. Items shall reflect a range of difficulty levels (easy, medium, and hard).

Selected-response (SR) items will include both multiple-choice and multiple-select items – including two-part Evidence Based Selected Response (EBSR) items. Multiple-choice items will have four answer options and be scored as right or wrong. Multiple-select items will have 5 to 7 answer options where one or more answer options are correct. An item card shall be provided for each SR item. The item card shall include all pertinent information about the item, including but not limited to its image, grade level, associated text complexity (for ELA), estimated cognitive complexity, and content standard to be assessed.

Interactive items will include, but not be limited to, drop-down menus, drag-and-drop capability, fill-in-the-blank, hotspots, and an equation/text editor. An item card shall be provided for each interactive item. The item card shall include all pertinent information about the item, including but not limited to its image, grade level, associated text complexity (for ELA), estimated cognitive complexity, and content standard to be assessed.

Extended-response (ER) items will include performance tasks (e.g., writing in response to different text types, student use of multiple standards in combination to complete a task requiring justification, etc.) Student responses to extended-response items will be scored by trained readers and/or automated scoring by the ADP vendor according to the scoring rubrics for each item acquired through this contract. Item cards shall include all pertinent information about the items, including but not limited to the item image, all stimuli to accompany the item,

the rubric, grade level, associated text complexity (for ELA), estimated cognitive complexity, and content standard to be assessed. Scoring rubrics shall be written clearly.

Ancillary Test Materials. The contractor shall develop specifications for all materials needed to answer the questions (e.g., mathematics reference sheets, rulers, protractors, etc.) for multiple modalities. The ADP vendor will be responsible for delivery of the materials during test administrations.

Copyright/Proprietary Materials. For content passages, the contractor will provide sources that state the author's name, title of the work, publisher, and year and will be responsible for providing documentation of permission to use any material that is restricted by copyright for use across multiple modalities (i.e., paper and online). The contractor must guarantee that the test and the items being used in Louisiana assessments are securely held and are not otherwise sold or distributed in such a manner that the availability would compromise the Louisiana ELA and mathematics assessments. These assurances shall be maintained by the contractor throughout the term of the contract.

Item Development. The item development plan from the RFP will be finalized with the contractor and should include (a) criteria that will be used to judge content validity and the technical quality of test items, (b) criteria that will be used to develop test items across the full range of difficulty levels, (c) criteria that will be used to judge the item quality, (d) procedures to be used to determine the alignment between test items and standards, (e) procedures to be used by the contractor for ensuring the application of the criteria mentioned in *a*, *b*, *c*, and *d* throughout the item development process, and (f) an item development schedule.

Item Writers. Before the initial stage of item development, the contractor will provide the LDOE with the names and resumes of all item writers. All item writers shall hold at least a Bachelor's Degree and have credentials in the content area for which they are writing test items. The LDOE shall reserve the right to reject the contractor's selection of an item writer, in which case the contractor will provide an acceptable replacement.

Item/Scoring Rubrics Review and Revision Process.

Content Review. One content/bias review meeting per grade/course and content area is required annually. Review meetings for each grade/course will not be conducted concurrently so that LDOE assessment coordinators may attend each review. ELA and mathematics committee meetings may run concurrently, but each grade/course shall have a separate review meeting. By the designated schedule in the key dates document, the contractor will deliver 100 percent of the developed and/or acquired items (including overage as well as scoring rubrics for extended-response items) for LDOE assessment staff review. The contractor will provide the LDOE with a chart that illustrates how the delivered items are mapped to the test blueprints. The contractor will submit the developed items in increments to the LDOE during the acquisition/development period prior to the item review meetings. This will allow the LDOE assessment coordinators the opportunity to review the developed items and provide feedback to the writers/item development staff who can make needed revisions prior to the item review meetings.

The contractor will deliver complete item sets to the LDOE at least a week prior to each item review meeting. The contractor will provide all review committee members with an item review booklet that contains an item card for each of the developed or acquired items. The contractor will also provide four copies of the item review booklets to the LDOE staff. The booklets should be bound.

The content/bias reviews (e.g., items and scoring rubrics) shall focus on the congruency of items with specifications, readability requirements, technical quality, content match, and continuity and articulation of skills across the assessed grade levels. The reviews shall also focus on ensuring that test items are fair and free of bias for all students. The LDOE will recruit 15 participants per committee per grade/course and content area. The contractor will provide a minimum of one qualified item writer to facilitate each content/bias review meeting. The contractor shall record comments/edits and develop a meeting report for the LDOE.

The contractor will be responsible for coordinating and conducting the Item/Bias Review Committee meetings in Louisiana to include Louisiana educators, parents, stakeholders, and LDOE staff. The contractor will have the appropriate staff on site to successfully conduct all review meetings.

The contractor will be responsible for all costs and arrangements related to the review meetings. The contractor will also assume the cost for the facility, refreshments, lunch, and materials, as well as travel reimbursements (hotel, mileage, meals) for participants. In addition, the contractor will provide daily substitute teacher reimbursement (\$90 per day average) and/or honoraria (\$120 per day). The contractor will handle all the administrative tasks relative to the processing of the payments mentioned above.

Face-to-Face Review. The contractor shall annually conduct face-to-face review meetings with the LDOE staff. One week prior to the face-to-face reviews, the contractor will provide the LDOE a written report including revisions of the developed items as well as comments and suggestions on the content and editorial issues, based on the content/bias reviews. Updated item cards shall be included. If permitted by LDOE, a teleconference call may be used to replace the face-to-face meetings.

Data Review. The contractor shall annually conduct data review meetings with the Item Data Review Committee, which includes approximately 10 members per grade/course and content area. Data Review meetings for each grade/course will not be conducted concurrently so that LDOE assessment coordinators may attend each meeting. ELA and mathematics committee meetings may run concurrently, but each grade/course shall have a separate Data Review meeting. The committee will review all field test item statistics to ensure that the test items meet the psychometric characteristics and requirements. LDOE will recruit the participants. One week prior to the data review, the contractor will deliver complete item sets to the LDOE. The contractor will provide all committee members with a data review booklet that contains an item card with necessary metadata for each of the developed items. The contractor will also provide four copies of the item review booklets to the LDOE staff. The booklets should be bound.

The contractor will be responsible for all costs and arrangements related to the review meetings. The contractor will also assume the cost for the facility, refreshments, lunch, and materials, as well as travel reimbursements (hotel, mileage, meals) for participants. In addition, the contractor will provide daily substitute teacher reimbursement (\$90 per day average) and/or honoraria (\$120 per day). The contractor will handle all the administrative tasks relative to the processing of the payments mentioned above.

Item Banks. The contractor shall provide a PDF and two hard copies of the final item banks by grade/course and content area. The LDOE will provide the contractor with guidelines for the desired format of the banks. By the designated schedule, the contractor shall also deliver the items to the ADP vendor according to guidelines approved by the LDOE and the ADP vendor.

D. Development of Field Tests

The contractor shall annually propose a field test administration plan for an even distribution of field test items across the state, so that each is administered to a representative sample of schools with minimal impact on overall testing time. At a minimum, stratification variables should include free/reduced lunch, school achievement level, ethnicity, education classification, and school size. Demographic information from previous statewide assessments will be available to the contractor to assist in planning the field test sample design. The contractor shall develop the field test items and embedding plan, select field test samples, conduct quality control over all development activities and procedures, and provide high-quality editorial review and proofing. The contractor shall design and submit for LDOE approval a detailed procedure for assessing quality control, including plans for proofing all materials before and during development, and checking the accuracy of construction. The procedures shall include contingency plans for correction of errors, should any occur. The proofing process offered by the contractor must be outlined in detail and must allow LDOE assessment staff a minimum of five working days to review materials at all appropriate stage in the development process. Review of materials by LDOE shall not be construed by the contractor as proofing and absolutely does not relieve the contractor of responsibility for error. These procedures should be reflected in the contractor's time schedule. The contractor shall be responsible for proofreading at every stage of development. Required changes shall be shown in writing to LDOE and shall be made to LDOE satisfaction. Final approval shall be indicated in writing when the product meets LDOE final requirements.

E. Form Construction

The contractor shall be responsible for developing all test forms including all accessibility and accommodation features (psychometrically equivalent forms in multiple modalities, large print, braille, read aloud, Spanish (math) forms—see page 33) for the operational summative assessments (winter, spring, summer retests, and administrative error retests, refer to Table 1). The Contractor must submit detailed form construction plans to LDOE for review. The test forms must be developed based on test construction guidelines that are reviewed, and approved by LDOE staff. The forms should be constructed according to the specifications as approved by LDOE.

- **Test Construction Specifications.** The contractor will develop and maintain test construction specifications that describe the details of the test construction including content and psychometric guidelines for building equivalent forms across multiple modalities. Item selection should be based on matching target test characteristics, test information functions, standard error curves, as well as other content and psychometric requirements and constraints. The contractor shall specify the linking design and how to use existing anchor items to link forms within a year and across time.
- **Braille/Large Print/Spanish (math)/Read Aloud Versions.** The contractor shall apply the design procedures of the regular test forms to braille, large print, Spanish (math), and read aloud versions (see list on page 33) to ensure the alternate forms are equivalent to regular forms at each grade level/course. If scoring exceptions need to be applied, a different scoring process or a different scoring table should be provided, and the process and the tables should be approved by LDOE.
- **Answer Keys and Test Maps.** The contractor shall submit answer keys and test maps for operational test forms to LDOE and the ADP vendor. LDOE will independently verify all answer keys and test maps during the forms construction reviews. Discrepancies will be noted and resolved, and the contractor shall verify that the corrections have been

made. Detailed item information that includes item ID, content classification, answer key, item type, total possible score point, classical as well as IRT statistics, as well as total score points and subcomponent scores should be included in the test maps. The file layout shall be reviewed and approved by LDOE. The contractor shall develop a plan to deliver the answer keys and test maps to the ADP vendor.

F. Psychometric Support

The contractor shall provide qualified and experienced staff that includes psychometricians and statisticians to ensure the technical quality of the assessments, including valid, reliable, and accurate test results. These support services may include, but are not limited to:

- item development and calibration
- field test development
- operational test design
- test form construction
- sampling
- equating across years and forms, as required
- studies to ensure comparability with prior years, other states, and across testing modes
- studies to ensure performance standards from grades 3 through high school are consistent
- studies linking the current four-level EOC tests with the new five-level assessments in order to inform policy planning
- other special studies as needed by the LDOE for problem-solving and decision-making throughout implementation
- consultation with Louisiana's Technical Advisory Committee (TAC), other national experts with whom Louisiana partners, and LDOE

The contractor shall provide a psychometric plan to produce results meeting the following criteria:

- Grades 3 through 8 results are comparable to 2016 Louisiana results in grades 3 through 8
- Grades 3 through high school results are comparable with a significant number of states
- Grades 3 through 8 results are reported using the same scale as used for the 2015 and 2016 Louisiana grades 3 to 8 ELA and mathematics assessments
- Grades 3 through high school results are reported using the same achievement level policy definitions as used in 2015 and 2016 Louisiana grades 3 through 8 ELA and mathematics assessments
- Results for high school assessments may be released as soon as possible after test completion, and no later than ten days post-testing particularly for graduating students

The contractor shall provide the following services at a minimum:

Data Files. The proposer shall develop data files that include item responses for all field-tested and operational-tested students as well as item level statistics. All data files should have a file layout that details the descriptions of data elements included in the files. The contractor shall provide the data files to the ADP vendor who manages Louisiana's item bank so the items will be stored with all appropriate supporting data. Data files that include secure materials, such as item ID and item level statistics must be delivered securely to the ADP vendor to be uploaded

into the item management system according to the agreed upon delivery timeline. The data files delivery schedules and content specifications shall be reviewed and approved by LDOE.

Equating and Scaling. The contractor shall use technically-sound scaling and equating methods for all of the Louisiana assessments. The contractor shall propose the appropriate measurement model so that the scale of each of the Louisiana assessments is (1) meaningful, accurate, valid, and reliable to evaluate student performance and growth, (2) the same as the Louisiana 2015 and 2016 ELA and mathematics assessment scale for grades 3 through 8, (3) comparable between grades 3–8 and high school, and (4) comparable with a significant number of other states.

The contractor must describe the detailed linking design method to ensure the test forms yield consistent and comparable score meanings for all grades and subjects. The contractor shall propose the scaling and equating methods and procedures that are psychometrically defensible and operationally feasible. The contractor shall provide a comprehensive and detailed description of the psychometric work plan and delivery timelines for all of the scaling, equating and linking studies events and activities, and the plan shall include the review by and revision based on the input of the Louisiana assessment TAC members.

The contractor shall conduct equating studies and provide results to ensure form equivalency between test forms by grade by subject. The details of the equating procedures/methods shall be documented in the technical reports. The equating studies can be performed utilizing commercially available or proprietary processing systems for any of the regular psychometric activities or special psychometric studies for the assessments. It is required that the contractor provide this processing system for use by all relevant staff, including LDOE and any subcontractors.

The scaling and equating activities shall be completed in a timely manner and delivered to the ADP vendor to ensure timely release of student score reports (i.e., release of scores must occur prior to the start of the following school year for grades 3 through 8 with LDOE reserving the right to reduce this timeline after year one of any assessment, and meeting high school graduation timelines as noted earlier).

The contractor shall keep records of all of the documents/electronic files from the scaling, equating, and scoring activities, such as the classical as well as IRT item statistics, equating solutions that summarize the reasons why anchor items were removed or kept in the anchor set, the impact of decisions on the transformation coefficients and the scale scores, and other pertinent decisions made by the LDOE. The format and delivery of these documents should be discussed with and agreed upon by LDOE.

The contractor shall provide a description of how the scaling, equating, and scoring operations are independently verified.

The contractor will be responsible for designing sampling plans and drawing the samples from the populations of examinees. The contractor shall provide plans to acquire data files that are needed for sampling from the ADP vendor.

The contractor shall calibrate the tests, place item parameter estimates onto the base year's scale, and provide the final scaled item parameters that were used for the purpose of scoring.

The contractor shall provide the data files of the data analyses results to LDOE according to the timelines and plans determined ahead of time. The electronic file format and data layout should be mutually agreed upon by the contractor and the LDOE. The data files and layouts shall be transmitted to LDOE securely as approved.

Statistical Requirements. The contractor is responsible for item-, standard-, subtest-, and form-level analyses at the conclusion of each administration of each test. The contractor shall provide item response theory-based and classical statistics for all operational test items based on the census data. The contractor shall provide, at a minimum, (1) difficulty estimates, p-values, and point bi-serials for every item, (2) IRT item parameters, (3) alpha reliability estimates for each test form and standard, (4) decision consistency data, and (5) inter-rater agreement indices. Other descriptive analyses will include but not be limited to means and standard deviations for the population and by each demographic category (e.g., gender, ethnicity, economic status, disability status, English-speaking status, and migrant status), item-total correlations, and frequency distributions. IRT analyses of assessment data will include Item Characteristic Curves (ICC) or other indicators of discrimination as appropriate for subgroup populations (e.g., gender, ethnicity). Detailed item analysis results should be included in the technical reports and provided to LDOE in a data file using agreed upon layout and format. Detailed item analysis results should be provided to the ADP vendor to be uploaded into the item management system according to LDOE requirements and timelines.

Review of Item and Standard Statistics. The contractor shall review item-, standard-, subtest-, and form-level statistics. The contractor shall submit a plan that includes a description of the review process and what statistics will be reviewed. The contractor will provide review and comparison of raw scores, sub-scores, scale scores, distributions for total and sub-populations across years to monitor trends across years and sub-populations. The contractor will review and compare the percent of proficiency rates across years on different populations, and provide frequency distribution of student achievement for all students and by sub-group across years by grade and subject.

Test Form Equivalence. The contractor shall propose plans to construct equivalent test forms between multiple modalities for required tests, for tests that are required to transition across modalities, and for alternative forms. The contractor shall provide evidence to show form equivalency, and that the testing mode has no effect on student performance.

Technical Reporting. The contractor will design, write, and produce technical reports to provide documentation of all technical work associated with forms development for operational testing. The content of the reports will include detailed narrative descriptions of item selection, test form development, handscoring validity and reliability studies, scaling, equating, and item-, standard-, subtest-, and form-level statistics. The report shall also include performance standards validation, sampling, reporting, and quality control processes. This contractor shall work out a plan to deliver the chapters to the ADP vendor to develop the full technical report. The reports should provide sufficient information to allow for an independent evaluation of the quality of the assessments. Each technical report will be reviewed by LDOE staff before a final document is produced. The contractor shall provide the technical reports to LDOE in both hard copy and electronic formats. In addition, an executive summary of validity and reliability information and state results (no more than ten pages) about the operational test will be developed and submitted to the LDOE.

Validity. The contractor shall establish and document evidence of validity that may include, but not be limited to evidence

- of the match among test blueprints, item specifications, and items between Louisiana test forms;
- of form equivalence and comparability;
- that the items measure Louisiana academic content standards;
- that test item formats measure the intended content;
- of the interrelationship among standards;
- that items were chosen based on test specifications;
- that alternate forms cover the same content;
- of one or multiple dimensions;
- of criterion validity in its relationship with national or international college and career readiness benchmark tests; and
- of consequential validity.

Reliability. The contractor will establish and document methods to collect evidence of the reliability of test scores and scoring of hand-scorable/automated scoring items. Evidence of test score reliability may include but is not limited to inter-rater reliability, internal consistency of standard and total scores, decision consistency, and generalizability estimates of standard errors.

Validating Performance Standards. When needed, the contractor shall be prepared to coordinate and conduct standard validation studies and meetings for new operational tests to evaluate the validity of the performance level standards and the associated cut scores. The contractor shall develop a standard validation plan and strategies for each standard validation process and provide detailed description of the procedures that include the use of IRT item values and other appropriate, reliable, valid, and defensible procedures. The contractor shall be responsible for all costs and arrangements related to the standard validation meetings if committee involvement is required. The contractor shall submit an executive summary to LDOE for presentation to the State Board of Elementary and Secondary Education (BESE) for approval of standard validation results.

G. Quality Control

The contractor shall work with the ADP vendor to develop a quality control process to include extensive reviews of all items and forms that will be imported into the assessment delivery platform as well as all items and forms submitted to the ADP vendor for publication and printing of paper-based assessments. The process shall include steps for internal and external reviews before, during, and after the files are transferred to the ADP vendor. The process shall include contingency plans for correction of errors, should any occur. The proofing process offered by the contractor must be outlined in detail and must allow LDOE assessment staff a minimum of five working days to review materials at all appropriate stages in the development process. Review of materials by LDOE shall not be construed by the contractor as proofing and absolutely does not relieve the contractor of responsibility for error. These procedures should be reflected in the contractor's time schedule. The contractor shall be responsible for proofreading at every stage of development. Required changes shall be shown in writing to LDOE and shall be made to LDOE satisfaction. Final approval shall be indicated in writing when the product meets LDOE final requirements.

H. Project Management and Collaboration

The contractor will work closely with the LDOE, the ADP vendor, and any of its external sources/partners to develop the necessary timelines and project work plan(s) to ensure that all content required for delivering all summative and non-summative assessments mentioned in this RFP are successfully transferred, rendered, and implemented according to the timelines and schedules outlined by the State.

Collaboration between the contractor, the ADP vendor, the LDOE, and any of its external sources/partners includes, but is not limited to the following:

- developing timelines to ensure transfers and deadlines are clearly communicated to LDOE and external resources/partners,
- providing and maintaining a method for transferring secure assessment content between the Contractor, LDOE and external sources/partners,
- managing the content library and user access,
- providing and implementing a quality assurance plan that outlines the procedures and steps involved to ensure error-free assessments, and
- providing scripts or guidelines to ensure successful translation of content, images, and descriptors associated with development and delivery of assessment content.

The contractor shall work with the ADP vendor to deliver items and forms (in the appropriate format) for computer-based and paper-based assessments. The contractor shall conduct testing of the transmission of summative and non-summative assessment items to the ADP vendor, with feedback from the ADP vendor of their ability to accept and/or process the transferred items. The testing shall be repetitive until the ADP vendor is successful in their ability to use the assessment items.

The contractor shall meet regularly with LDOE and the ADP vendor to ensure alignment and successful integration of content into the assessment delivery platform. This includes working to resolve issues with the ADP vendor.

I. Supplement A: K-2 Formative Assessment Tasks

K–2 formative assessment tasks shall be administered throughout the school year. The contractor will be responsible for providing the content and scoring guides with authentic student work samples as anchors. The K-2 formative assessment tasks shall be similar to the tasks available in Louisiana’s [ELA](#) and [Mathematics](#) Guidebooks in terms of rigor, text complexity, length, etc. and be available in Word and PDF formats during contract year 1. All accommodated and accessibility versions (see page 33) shall be made available for the formative tasks. The ADP vendor will provide a repository to house the content and will work with the State and the contractor to transfer content into the repository. The contractor will be required to work directly with the ADP vendor to develop a process for transferring, troubleshooting, and validating the content prior to and during the hand off phase. It is the responsibility of the contractor to export all content in the agreed upon format. The LDOE will not be responsible for ensuring content is in an approved format prior to hand off to the ADP vendor. See Attachment III for general **ADP** guidelines.

These assessment tasks will be administered and scored by the classroom teacher, using content downloaded from the assessment delivery platform in contract year 2 and beyond. The contractor will be required to work directly with Louisiana’s ADP vendor to develop a process for

transferring, trouble shooting, and validating the content prior to and during the hand off phase. See Attachment III for general **ADP** item import guidelines. It is the responsibility of the successful contractor to export all content in the agreed upon format. The LDOE will not be responsible for ensuring content is in an approved format prior to hand off to the ADP vendor.

- The contractor shall tag each item in the delivered item bank as regular or accommodated.
- The contractor shall provide the necessary metadata for each item in the delivered item bank.

The contractor should be prepared to provide input and adjust item tagging and item development plans for future development. The formative assessment tasks will be reviewed and refreshed annually according to the plan submitted by the contractor and approved by LDOE.

J. Supplement B: Grades 3-High School Diagnostic Assessments

Diagnostic assessments (Grades 3–HS) shall be administered to students at the beginning of the school year. The contractor will be responsible for providing the content (i.e., items and forms) and scoring guides with authentic student work samples as anchors. All accommodated and accessibility versions (see page 33) shall be made available for the diagnostic assessments. The ADP vendor will provide assessment administration, scoring of machine-scorable items, and reporting services. The contractor will be required to work directly with Louisiana’s ADP vendor to develop a process for transferring, trouble shooting, and validating the content prior to and during the hand off phase. See Attachment III for general **ADP** item import guidelines. It is the responsibility of the successful contractor to export all content in the agreed upon format. The LDOE will not be responsible for ensuring content is in an approved format prior to hand off to the ADP vendor.

- The contractor shall tag each item in the delivered item bank as regular or accommodated.
- The contractor shall provide the necessary metadata for each item in the delivered item bank.
- The contractor shall align reporting details with summative assessment categories. This may involve working with the ADP vendor to ensure that all item metadata is complete to allow for full reporting options.
- The successful contractor will be responsible for working with the ADP vendor to mockup report templates and provide content specific guidance as the reporting requirements are defined on a year-by-year basis.

The LDOE reserves the right to change and add reporting requirements throughout the course of the contract. The contractor should be prepared to provide input and adjust item tagging and item development plans for future development. The development plan shall be discussed each year and will be finalized once LDOE approves the plan.

The ADP vendor will provide the ability for teachers to score all non-machine-scorable test items beginning in Spring 2017. For the designated items that require human scoring, the ADP vendor’s system will provide a scoring interface for use by local teachers. The scoring guides for non-machine-scorable test items, to include authentic student work samples, shall be provided by the contractor.

The diagnostics assessments will be reviewed and refreshed annually according to the plan submitted by the contractor and approved by LDOE.

K. Supplement C: Grades 3-High School Interim Assessments

Interim assessments (Grades 3 through HS) that are predictive of student performance on summative assessments shall be administered to students throughout the school year. The interim assessments shall be constructed so that sets of items may be arranged by users (e.g., districts, teachers, etc.) to create interim assessments that mirror either the summative assessment or sessions of the summative assessment. The contractor shall also combine the sets of items into interim forms to be made available in the ADP vendor's platform. As all Louisiana districts do not follow the same curriculum, flexibility in constructing interim assessments is required.

In year 1 of the contract, the contractor will provide items/item sets to build at least two (2) complete interim assessments for grades 3 through 8 and three (3) complete interim assessments for EOC courses. Additional interim tests will be added over the life of the contract, providing at least four (4) available assessments in grades 3 through 8 in year 2 of the contract. The contractor will be responsible for providing the content. All accommodated and accessibility versions (see page 33) shall be made available for the interim assessments. The ADP vendor will provide assessment administration, scoring of machine-scorable items, and reporting services.

The contractor will be required to work directly with Louisiana's ADP vendor to develop a process for transferring, trouble shooting, and validating the content prior to and during the hand off phase. See Attachment III for general **ADP** item import guidelines. It is the responsibility of the contractor to export all content in the agreed upon format. The LDOE will not be responsible for ensuring content is in an approved format prior to hand off to the ADP vendor

- The contractor shall tag each item in the delivered item bank as regular or accommodated.
- The contractor shall provide the necessary metadata for each item in the delivered item bank.
- The contractor shall align reporting details with summative assessment categories. This may involve working with the ADP vendor to ensure that all item metadata is complete to allow for full reporting options.
- The contractor will be responsible for working with the ADP vendor to mockup report templates and provide content specific guidance as the reporting requirements are defined on a year by year basis.

The assessment delivery platform will allow for immediate scoring of machine-scorable items. The LDOE anticipates that machine-scorable items will be automatically scored through the ADP's platform. The scoring procedures will be consistent with the procedures used to score the state's summative assessments.

The State expects that all non-machine-scorable items will be scored by teachers. The LDOE does not anticipate the need for professional hand-scoring services for of any non-summative items, but may consider this option for future years.

The ADP vendor will utilize the reporting component of the assessment delivery platform to host all student and aggregate/summary reports.

- The contractor will work with LDOE and the ADP vendor to ensure that the content is reported accurately. The metadata for all items developed under this contract will be tagged and identified by the contractor.
- The contractor will be required to join appropriate discussions regarding reporting of the content developed.

The ADP vendor will provide the ability for teachers to score all non-machine-scorable test items beginning in Spring 2017. The scoring guides for non-machine-scorable test items, to include authentic student work samples, shall be provided by the contractor. For the designated items that require human scoring, the ADP vendor's system will provide a scoring interface for use by local teachers.

The interim assessments will be reviewed and refreshed annually according to the plan submitted by the contractor and approved by LDOE.

L. Supplement D: Development of Released Test Items and Full Released Assessments

(Part A) Full blueprint. The contractor shall develop released test items documents that include a full blueprint set of operational items to be posted to the LDOE web site in August 2017 (or after the first operational administration for EOC courses) for each grade/course and content area. This document will include annotations, answer rationales, and annotated, authentic student work samples at each score point for each extended-response item.

(Part B) Annual Released Item Sets. The contractor shall annually develop a released items document containing a subset of items (10-15 items per set) to be posted to the LDOE web site. This document will include a subset of items (each item type must be represented) for each grade/course and content area. The items will include annotations, answer rationales, and annotated, authentic student work samples at each score point for each extended-response item.

M. Optional Resource E: Additional Native Language Forms

The contractor may create additional native language test forms (e.g., Vietnamese), to include all accommodated/accessibility features (see page 33).

N. Optional Resource F: Additional Native Language Practice Tests

The contractor may create additional native language practice tests (e.g. Vietnamese) to include all accommodated/accessibility features (see page 33).

2.6.2 Technical Requirements

NOT APPLICABLE TO THIS CONTRACT

2.6.3 Project Requirements

The contractor will designate a team of professional individuals to work on or manage each project. The responsibilities for the management team shall include:

- Working with the LDOE and ADP vendor (as needed) to plan and schedule all activities and deliverables;
- Receiving approval from the LDOE for any change to the scope of work;
- Monitoring and reporting the progress of each project;
- Managing conference calls for reporting the progress and issues for each activity;
- Recording the results of discussions and clarifying the issues in meeting minutes;
- Ensuring all deliverables are on schedule;
- Informing the LDOE of any personnel changes; and
- Ensuring every processing step is completed on time with 100% accuracy.

Quality Assurance. Error-free production shall be required and shall be the final responsibility of the contractor.

Key Personnel. The LDOE Assistant Superintendent of the Office of Academic Content (the "State Project Coordinator") will provide oversight of the activities conducted under the contract. The State Project Coordinator will be the principal point of contact on behalf of the State concerning the contractor's performance under the contract.

The contractor shall designate the following individuals who will be assigned to work with the State on this program.

- **Project Manager:** This position oversees and monitors the planning, scheduling, progress, and quality of the work.
- **Item Development Leader:** This position oversees and monitors scheduling, coordination, and quality control of the item development activities.
- **Lead Psychometrician:** This position oversees the technical tasks and issues that relate to item selection, test form equating, sample selection, calibration, scaling, research studies, and other technical analyses.

These designated individuals for the State Contract are referred to hereafter as "key personnel."

The contractor will work with the State to ensure that work for the State is given the highest priority. Staff members from the LDOE's Office of Academic Content will be assigned to monitor this contract under the supervision of the State Project Coordinator.

Editorial Review and Proofing. Editorial review and proofing of all materials are among the most critical requirements of this RFP/contract. The contractor shall be responsible for conducting editorial review of all materials. The contractor will be held to the same level of professional editorial review used in the development of nationally published testing programs and textbooks.

Editorial staff must have experience in reviewing educational material for the appropriate content areas.

Test Security. Test items and scoring rubrics shall be maintained by the contractor as secure materials.

Project Report. At the end of the contract year, the contractor will prepare a final project report that summarizes the year's activities, identifies any problems, and suggests modifications. This

project report should also include all the conference call minutes and memos regarding major decisions. Graphs, charts, and diagrams should be included.

PART III: EVALUATION

The purpose of the RFP process is to secure the contractor most capable of providing the services specified in this document. Selection of the contractor will be made solely on the basis of the most responsive proposal submitted by a qualified proposer that satisfies all services and products described in this RFP. The State reserves the right to award a contract based on initial offers received.

Proposals that pass the preliminary screening and mandatory requirements review will be evaluated based on information provided in the proposal.

Proposals submitted should follow the format in Section 1.5. As part of the evaluation process, the proposers may be requested to provide an oral presentation, either in person or virtually, to clarify their proposals, document corporate capability, management support and/or explain their proposals. The following areas of consideration will be used as evaluative criteria in the competitive award of this contract.

A. Corporate Qualifications and Management Support

This refers to the capability of the organization to perform the work requested in the RFP. This includes whether the organization has sufficient resources to work within the time constraints while maintaining desired performance levels and the level of competence of their professional personnel who will be assigned to the job by the proposer.

Qualifications of professional personnel will be judged on the basis of experience and education with particular reference to prior experience on projects of a similar nature. Resumes of professional personnel assigned to the project shall be included in the proposal. The proposal should explain the administrative commitment to the Louisiana project in terms of approximate work hours for each person assigned to the project through each phase of the contract. A chart with each name, number of hours per contract year, positional title, and main job responsibilities should be included in the proposal.

B. Experience

The proposer must demonstrate previous successful experience with at least one similar program designed to support a state level assessment of the size and scope of the one currently used by the LDOE. Letters of reference from clients involved in the program are required. Names and telephone numbers of contact persons to substantiate the proposer's successful completion of similar programs shall be included in the proposal. Documentation that reflects the quality offered by the proposer should be included in an appendix to the technical report.

C. Functional Requirements/Approach and Methodology

The proposer should submit a plan that provides all of the services expected within the timeline of the RFP. A proposal consisting of repetition of the RFP only will not be a satisfactory indicator of the proposer's grasp of the complexity of the project. Each proposal will be evaluated on (1) the proposer's understanding of the nature and scope of the work involved, (2) the proposer's procedures, with an emphasis on the techniques proposed for executing each task, the sequencing of tasks, and the methods used for quality assurance, and (3) the quality of the evidence submitted by the proposer. The

proposal should reflect compliance with all activities and procedures requested in the RFP.

D. Cost

The proposer must submit an itemized cost proposal by completing the cost sheets. For informational purposes only, the proposer must include additional documentation identifying the total estimated number of hours and hourly rates for the project staff assigned to this contract. The total proposed cost will be evaluated for the purpose of selecting the successful proposer. The cost information submitted with each proposal will be evaluated with a standard formula that assigns 30 points to the proposer submitting the lower cost. Payments will be made in accordance with the cost information provided.

The criteria for the evaluation process will be weighted as follows:

A. Corporate Qualifications and Management Support	10 points
B. Experience	10 points
C. Functional Requirements/Approach and Methodology	40 points
D. Cost	30 points
E. Hudson/Veteran's Preference	10 points

The proposer receiving the highest total score (sum of points for A, B, C, D, E) will be recommended for contract award.

The Evaluation Team will compile the scores and make a recommendation to the head of the agency on the basis of highest score.

3.1 Cost Evaluation

The cost information submitted with each proposal will be evaluated with a standard formula: $CS = (LPC/PC*30)$ where CS = Computed cost score for Proposer, LPC = Lowest proposed cost of all Proposers, and PC= Proposed cost. Payments will be made in accordance with the cost information provided.

3.2 Veteran-Owned and Service-Connected Disabled Veteran-Owned Small Entrepreneurships (Veteran Initiative) and Louisiana Initiative for Small Entrepreneurships (Hudson Initiative) Programs Participation

Ten percent (10%) of the total evaluation points on this RFP shall be reserved for proposers who are themselves a certified Veteran or Hudson Initiative small entrepreneurship or who will engage the participation of one or more certified Veteran or Hudson Initiatives small entrepreneurships as subcontractors.

Reserved points shall be added to the applicable proposers' evaluation score as follows:

Proposer Status and Reserved Points

- Proposer is a certified small entrepreneurship: Full amount of the reserved points
- Proposer is not a certified small entrepreneurship but has engaged one or more certified

small entrepreneurship to participate as subcontractors or distributors. Points will be allocated based on the following criteria:

- the number of certified small entrepreneurship to be utilized
- the experience and qualifications of the certified small entrepreneurship(s)
- the anticipated earnings to accrue to the certified small entrepreneurship(s)

PART IV: PERFORMANCE STANDARDS

4.1 Performance Requirements

The contractor shall deliver all deliverables as outlined in Table 2: Schedule of Major Deliverables on page 37.

4.2 Performance Measurement/Evaluation

No additional information needed, see outline in Table 2: Schedule of Major Deliverables on page 37.

4.3 Veteran-Owned and Service-Connected Disabled Veteran-Owned Small Entrepreneurships (Veteran Initiative) and Louisiana Initiative for Small Entrepreneurships (Hudson Initiative) Programs Reporting Requirements

During the term of the contract and at expiration, the Contractor will be required to report Veteran-Owned and Service-Connected Disabled Veteran-Owned and Hudson Initiative small entrepreneurship subcontractor or distributor participation and the dollar amount of each.

ATTACHMENT I: CERTIFICATION STATEMENT

The undersigned hereby acknowledges she/he has read and understands all requirements and specifications of the Request for Proposals (RFP), including attachments.

OFFICIAL CONTACT. The State requests that the Proposer designate one person to receive all documents and the method in which the documents are best delivered. The Proposer should identify the Contact name and fill in the information below: (Print Clearly)

Date _____ Official Contact Name: _____

A. E-mail Address: _____

B. Facsimile Number with area code: () _____

C. US Mail Address: _____

Proposer shall certify that the above information is true and shall grant permission to the State or Agencies to contact the above named person or otherwise verify the information provided.

By its submission of this proposal and authorized signature below, Proposer shall certify that:

1. The information contained in its response to this RFP is accurate;
2. Proposer shall comply with each of the mandatory requirements listed in the RFP and will meet or exceed the functional and technical requirements specified therein;
3. Proposer shall accept the procedures, evaluation criteria, mandatory contract terms and conditions, and all other administrative requirements set forth in this RFP.
4. Proposer's quote shall be valid for at least 180 calendar days from the date of proposal's signature below;
5. Proposer understands that if selected as the successful Proposer, he/she will have 7 business days from the date of delivery of final contract in which to complete contract negotiations, if any, and execute the final contract document.
6. Proposer shall certify, by signing and submitting a proposal for \$25,000 or more, that their company, any subcontractors, or principals are not suspended or debarred by the General Services Administration (GSA) in accordance with the requirements in OMB Circular A-133. (A list of parties who have been suspended or debarred can be viewed via the internet at <https://www.sam.gov>.)

Authorized Signature: _____

Typed or Printed Name: _____

Title: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

SIGNATURE of Proposer's Authorized Representative	DATE
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ATTACHMENT II: SAMPLE CONTRACT

**STATE OF LOUISIANA
CONTRACT**

On this ____ day of _____, 20____, the State of Louisiana, [*STATE AGENCY NAME*], hereinafter sometimes referred to as the “State”, and [*CONTRACTOR’S NAME AND LEGAL ADDRESS INCLUDING ZIP CODE*], hereinafter sometimes referred to as the “Contractor”, do hereby enter into a contract under the following terms and conditions.

1 SCOPE OF SERVICES

1.1 CONCISE DESCRIPTION OF SERVICES

[COMPLETE A DESCRIPTION OF SERVICES TO BE PROVIDED OR ATTACH SOW]

1.2 STATEMENT OF WORK

{Define work/services/deliverables to be provided by contractor composed from RFP & proposers response. May be included in an attachment if detail is lengthy.}

1.2.1. GOALS AND OBJECTIVES

[LIST GOALS AND OBJECTIVES OF THIS CONTRACT]

1.2.2. PERFORMANCE MEASURES

The performance of the contract will be measured by the State Project Manager, authorized on behalf of the State, to evaluate the contractor’s performance against the criteria in the Statement of Work and are identified as:

[LIST PERFORMANCE MEASURES WHICH SHOULD BE MEASURABLE AND TIME BOUND]

1.2.3. MONITORING PLAN

[Name and Title or Position] will monitor the services provided by the contractor and the expenditure of funds under this contract. *[Name and Title or Position]* will be primarily responsible for the day-to-day contact with the contractor and day-to-day monitoring of the contractor’s performance. The monitoring plan is the following:

(PROVIDE MONITORING PLAN)

1.2.4. DELIVERABLES

The Contract will be considered complete when Contractor has delivered and State has accepted all deliverables specified in the Statement of Work.

Ownership

All records, reports, documents, products and other material delivered or transmitted to Contractor by State shall remain the property of State, and shall be returned by Contractor to State, at Contractor’s expense, at termination or expiration of this contract. All records, reports, documents, products or other material related to this contract and/or obtained or prepared or by Contractor in connection with the performance of the services contracted for herein shall become the property of State, and shall, upon request, be returned by Contractor to State, at

Contractor's expense, at termination or expiration of this contract.

Any work undertaken by Contractor pursuant to this contract shall be work made for hire, and Contractor hereby transfers and assigns to the State any and all intellectual property rights, included but not limited, to copyright to any records, reports, documents, products or other material created or developed by Contractor in connection with the performance of this contract. No records, reports, document, products or other materials created or developed under this contract can be distributed for free or for profit without the explicit written approval of the State Superintendent of Education.

If the contract is 8(g) funded, all provisions of this ownership clause apply except that upon termination or at the completion of 8(g) funding for a project/program, the State Board of Elementary and Secondary Education (SBESE) may approve a Contractor's request to retain equipment purchased with 8(g) funds based on the Contractor's assurance that the equipment will be used for educational enhancement.

1.2.5. Veteran-Owned and Service-Connected Small Entrepreneurships (Veteran Initiative) and Louisiana Initiative for Small Entrepreneurships (Hudson Initiative) Programs Reporting Requirements

Note: If your funding source includes restrictions against use of this type of initiative, this section should not be used.

During the term of the contract and at expiration, the Contractor will be required to report Veteran-Owned and Service-Connected Disabled Veteran-Owned and Hudson Initiative small entrepreneurship subcontractor or distributor participation and the dollar amount of each.

1.2.6. SUBSTITUTION OF KEY PERSONNEL

The Contractor's personnel assigned to this Contract may not be replaced without the written consent of the State. Such consent shall not be unreasonably withheld or delayed provided an equally qualified replacement is offered. In the event that any State or Contractor personnel become unavailable due to resignation, illness, or other factors, excluding assignment to project outside this contract, outside of the State's or Contractor's reasonable control, as the case may be, the State or the Contractor, shall be responsible for providing an equally qualified replacement in time to avoid delays in completing tasks. The contractor will make every reasonable attempt to assign the personnel listed in his proposal.

2 ADMINISTRATIVE REQUIREMENTS

2.1 TERM OF CONTRACT

This contract shall begin on [DATE] and shall end on [DATE]. State has the right to contract for up to a total of ___ years with the concurrence of the Contractor and all appropriate approvals.

2.2 STATE FURNISHED RESOURCES

{This information should be tailored to the specific state resources to be furnished for this contract.}

State shall appoint a Project Coordinator for this Contract identified in Section 1.2.4 who will provide oversight of the activities conducted hereunder. Notwithstanding the Contractor's responsibility for management during the performance of this Contract, the assigned Project Coordinator shall be the principal point of contact on behalf of the State and will be the principal point of contact for Contractor concerning Contractor's performance under this Contract.

2.3 TAXES

Contractor is responsible for payment of all applicable taxes from the funds to be received under this contract. Contractor's federal tax identification number is _____.

3 COMPENSATION AND MAXIMUM AMOUNT OF CONTRACT

3.1 PAYMENT TERMS

In consideration of the services required by this contract, State hereby agrees to pay to Contractor a maximum fee of \$ *[TO BE INSERTED]*. Payments are predicated upon successful completion and written approval by the State of the described tasks and deliverables as provided in Section 1.0. Payments will be made to the Contractor after written acceptance by the State of the payment task and approval of an invoice. State will make every reasonable effort to make payments within 30 calendar days of the approval of invoice and under a valid contract. Payment will be made only on approval of *(Name of Designee)*.

During the execution of tasks contained in the Statement of Work, the Contractor may submit invoices, not more frequently than monthly. The payment terms are as follows:

(ENTER THE NEGOTIATED HOURLY RATES OR PAYMENT TERMS)

Such payment amounts for work performed must be based on at least equivalent services rendered, and to the extent practical, will be keyed to clearly identifiable stages of progress as reflected in written reports submitted with the invoices. Contractor will not be paid more than the maximum amount of the contract.

(The following paragraph may be appropriate for some contracts where retainage is withheld. Withholding of retainage is recommended whenever possible.)

Ten percent (10%) of fees approved by State Project Coordinator to be paid shall be withheld as retainage pending successful completion of the contract. Upon completion of all tasks contained in the Statement of Work to the satisfaction of the State, any amounts previously withheld as retainage will be paid.

4 TERMINATION

4.1 TERMINATION FOR CAUSE

State may terminate this Contract for cause based upon the failure of Contractor to comply with the terms and/or conditions of the Contract; provided that the State shall give the Contractor written notice specifying the Contractor's failure. If within thirty (30) calendar days after receipt of such notice, the Contractor shall not have either corrected such failure or, in the case of failure which cannot be corrected in thirty (30) calendar days, begun in good faith to correct said failure and thereafter proceeded diligently to complete such correction, then the State may, at its option, place the Contractor in default and the Contract shall terminate on the date specified in such notice. Failure to perform within the time agreed upon in the contract may constitute default and may cause cancellation of the contract.

Contractor may exercise any rights available to it under Louisiana law to terminate for cause upon the failure of the State to comply with the terms and conditions of this contract provided that the Contractor shall give the State written notice specifying the State agency's failure and a reasonable opportunity for the state to cure the defect.

4.2 TERMINATION FOR CONVENIENCE

State may terminate the Contract at any time without penalty by giving thirty (30) calendar days written notice to the Contractor of such termination or negotiating with the Contractor an effective date. Contractor shall be entitled to payment for deliverables in progress, to the extent work has been performed satisfactorily.

4.3 TERMINATION FOR NON-APPROPRIATION OF FUNDS

The continuation of this contract is contingent upon the appropriation of funds by the legislature to fulfill the requirements of the contract by the legislature. If the legislature fails to appropriate sufficient monies to provide for the continuation of the contract, or if such appropriation is reduced by the veto of the Governor or by any means provided in the appropriations act of Title 39 of the Louisiana Revised Statutes of 1950 to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds have not been appropriated.

5 INDEMNIFICATION AND LIMITATION OF LIABILITY

Neither party shall be liable for any delay or failure in performance beyond its control resulting from acts of God or force majeure. The parties shall use reasonable efforts to eliminate or minimize the effect of such events upon performance of their respective duties under Contract.

Contractor shall be fully liable for the actions of its agents, employees, partners or subcontractors and shall fully indemnify and hold harmless the State and its Authorized Users from suits, actions, damages and costs of every name and description relating to personal injury and damage to real or personal tangible property caused by Contractor, its agents, employees, partners or subcontractors, without limitation; provided, however, that the Contractor shall not indemnify for that portion of any claim, loss or damage arising hereunder due to the negligent act or failure to act of the State.

If applicable, Contractor will indemnify, defend and hold the State and its Authorized Users harmless, without limitation, from and against any and all damages, expenses (including reasonable attorneys' fees), claims, judgments, liabilities and costs which may be finally assessed against the State in any action for infringement of a United States Letter Patent with respect to the Products furnished, or of any copyright, trademark, trade secret or intellectual property right, provided that the State shall give the Contractor: (i) prompt written notice of any action, claim or threat of infringement suit, or other suit, (ii) the opportunity to take over, settle or defend such action, claim or suit at Contractor's sole expense, and (iii) assistance in the defense of any such action at the expense of Contractor. Where a dispute or claim arises relative to a real or anticipated infringement, the State or its Authorized Users may require Contractor, at its sole expense, to submit such information and documentation, including formal patent attorney opinions, as the Commissioner of Administration shall require.

The Contractor shall not be obligated to indemnify that portion of a claim or dispute based upon: i) Authorized User's unauthorized modification or alteration of a Product, Material or Service; ii) Authorized User's use of the Product in combination with other products not furnished by Contractor; iii) Authorized User's use in other than the specified operating conditions and environment.

In addition to the foregoing, if the use of any item(s) or part(s) thereof shall be enjoined for any reason or if Contractor believes that it may be enjoined, Contractor shall have the right, at its own expense and sole discretion as the Authorized User's exclusive remedy to take action in the following order of precedence: (i) to procure for the State the right to continue using such item(s) or part (s) thereof, as applicable; (ii) to modify the component so that it becomes non-infringing equipment of at least equal quality and performance; or (iii) to replace said item(s) or part(s) thereof, as applicable, with non-infringing components of at least equal quality and performance, or (iv) if none of the foregoing is commercially reasonable, then provide monetary compensation to the State up to the dollar amount of the Contract.

For all other claims against the Contractor where liability is not otherwise set forth in the Contract as being "without limitation", and regardless of the basis on which the claim is made, Contractor's liability for direct damages, shall be the greater of \$100,000, the dollar amount of the Contract, or two (2) times the charges rendered by the Contractor under the Contract. Unless otherwise specifically enumerated herein or in the work order mutually agreed between the parties, neither party shall be liable to the other for special, indirect or consequential damages, including lost data or records (unless the Contractor is required to back-up the data or records as part of the work plan), even if the party has been advised of the possibility of such damages. Neither party shall be liable for lost profits, lost revenue or lost institutional operating savings.

The State and Authorized User may, in addition to other remedies available to them at law or equity and upon notice to the Contractor, retain such monies from amounts due Contractor, or may proceed against the performance and payment bond, if any, as may be necessary to satisfy any claim for damages, penalties, costs and the like asserted by or against them.

6 CONTRACT CONTROVERSIES

Any claim or controversy arising out of the contract shall be resolved by the provisions of Louisiana Revised Statutes 39:1672.2-1672.4.

7 FUND USE

Contractor agrees not to use contract proceeds to urge any elector to vote for or against any candidate or proposition on an election ballot nor shall such funds be used to lobby for or against any proposition or matter having the effect of law being considered by the Louisiana Legislature or any local governing authority. This provision shall not prevent the normal dissemination of factual information relative to a proposition on any election ballot or a proposition or matter having the effect of law being considered by the Louisiana Legislature or any local governing authority.

8 ASSIGNMENT

No contractor shall assign any interest in this contract by assignment, transfer, or novation, without prior written consent of the State. This provision shall not be construed to prohibit the contractor from assigning to a bank, trust company, or other financial institution any money due or to become due from approved contracts without such prior written consent. Notice of any such assignment or transfer shall be furnished promptly to the State.

9 RIGHT TO AUDIT

The State Legislative Auditor, agency, and/or federal auditors and internal auditors of the Division of Administration shall have the option to audit all accounts directly pertaining to the contract for a period of three (3) years from the date of the last payment made under this contract. Records shall be made available during normal working hours for this purpose.

10 CONTRACT MODIFICATION

No amendment or variation of the terms of this contract shall be valid unless made in writing, signed by the parties and approved as required by law. No oral understanding or agreement not incorporated in the contract is binding on any of the parties.

11 CONFIDENTIALITY OF DATA

All financial, statistical, personal, technical and other data and information relating to the State's operation which are designated confidential by the State and made available to the contractor in order to carry out this contract, or which become available to the contractor in carrying out this contract, shall be protected by the contractor from unauthorized use and disclosure through the observance of the same or more effective procedural requirements as are applicable to the State. The identification of all such confidential data and information as well as the State's procedural requirements for protection of such data and information from unauthorized use and disclosure shall be provided by the State in writing to the contractor. If the methods and procedures employed by the contractor for the protection of the contractor's data and information are deemed by the State to be adequate for the protection of the State's confidential information, such methods and procedures may be used, with the written consent of the State, to carry out the intent of this paragraph. The contractor shall not be required under the provisions of the paragraph to keep confidential any data or information which is or becomes publicly available, is already rightfully in the contractor's possession, is independently developed by the contractor outside the scope of the contract, or is rightfully obtained from third parties.

12 SUBCONTRACTORS

The Contractor may, with prior written permission from the State, enter into subcontracts with third parties for the performance of any part of the Contractor's duties and obligations. In no event shall the existence of a subcontract operate to release or reduce the liability of the Contractor to the State and/or State Agency for any breach in the performance of the Contractor's duties. The contractor will be the single point of contact for all subcontractor work.

13 COMPLIANCE WITH CIVIL RIGHTS LAWS

The contractor agrees to abide by the requirements of the following as applicable: Title VI and Title VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Act of 1975, and contractor agrees to abide by the requirements of the Americans with Disabilities Act of 1990.

Contractor agrees not to discriminate in its employment practices, and will render services under this contract without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran status, political affiliation, disability, or age in any matter relating to employment. Any act of discrimination committed by Contractor, or failure to comply with these statutory obligations when applicable shall be grounds for termination of this contract.

14 INSURANCE

Insurance shall be placed with insurers with an A.M. Best's rating of no less than A-: VI.

This rating requirement shall be waived for Worker's Compensation coverage only.

Contractor's Insurance: The Contractor shall not commence work under this contract until he has obtained all insurance required herein. Certificates of Insurance, fully executed by officers of the Insurance Company written or countersigned by an authorized Louisiana State agency, shall be filed with the State of Louisiana for approval. The Contractor shall not allow any subcontractor to commence work on his subcontract until all similar insurance required for the subcontractor has been obtained and approved. If so requested, the Contractor shall also submit copies of insurance policies for inspection and approval of the State of Louisiana before work is commenced. Said policies shall not hereafter be canceled, permitted to expire, or be

changed without thirty (30) calendar days' notice in advance to the State of Louisiana and consented to by the State of Louisiana in writing and the policies shall so provide.

Compensation Insurance: Before any work is commenced, the Contractor shall maintain during the life of the contract, Workers' Compensation Insurance for all of the Contractor's employees employed at the site of the project. In case any work is sublet, the Contractor shall require the subcontractor similarly to provide Workers' Compensation Insurance for all the latter's employees, unless such employees are covered by the protection afforded by the Contractor. In case any class of employees engaged in work under the contract at the site of the project is not protected under the Workers' Compensation Statute, the Contractor shall provide for any such employees, and shall further provide or cause any and all subcontractors to provide Employer's Liability Insurance for the protection of such employees not protected by the Workers' Compensation Statute.

Commercial General Liability Insurance: The Contractor shall maintain during the life of the contract such Commercial General Liability Insurance which shall protect him, the State, and any subcontractor during the performance of work covered by the contract from claims or damages for personal injury, including accidental death, as well as for claims for property damages, which may arise from operations under the contract, whether such operations be by himself or by a subcontractor, or by anyone directly or indirectly employed by either or them, or in such a manner as to impose liability to the State. Such insurance shall name the State as additional insured for claims arising from or as the result of the operations of the Contractor or his subcontractors. In the absence of specific regulations, the amount of coverage shall be as follows: Commercial General Liability Insurance, including bodily injury, property damage and contractual liability, with combined single limits of \$1,000,000.

Insurance Covering Special Hazards: Special hazards as determined by the State shall be covered by rider or riders in the Commercial General Liability Insurance Policy or policies herein elsewhere required to be furnished by the Contractor, or by separate policies of insurance in the amounts as defined in any Special Conditions of the contract included therewith.

Licensed and Non-Licensed Motor Vehicles: The Contractor shall maintain during the life of the contract, Automobile Liability Insurance in an amount not less than combined single limits of \$1,000,000 per occurrence for bodily injury/property damage. Such insurance shall cover the use of any non-licensed motor vehicles engaged in operations within the terms of the contract on the site of the work to be performed there under, unless such coverage is included in insurance elsewhere specified.

Subcontractor's Insurance: The Contractor shall require that any and all subcontractors, which are not protected under the Contractor's own insurance policies, take and maintain insurance of the same nature and in the same amounts as required of the Contractor.

15 APPLICABLE LAW

This contract shall be governed by and interpreted in accordance with the laws of the State of Louisiana. Venue of any action brought with regard to this contract shall be in the Nineteenth Judicial District Court, parish of East Baton Rouge, State of Louisiana.

16 CODE OF ETHICS

The contractor acknowledges that Chapter 15 of Title 42 of the Louisiana Revised Statutes (R.S. 42:1101 et. Seq., Code of Governmental Ethics) applies to the Contracting Party in the performance of services called for in this contract. The contractor agrees to immediately notify the state if potential violations of the Code of Governmental Ethics arise at any time during the term of this contract.

17 SEVERABILITY

If any term or condition of this Contract or the application thereof is held invalid, such invalidity shall not affect other terms, conditions, or applications which can be given effect without the invalid term, condition, or application; to this end the terms and conditions of this contract are declared severable.

18 COMPLETE CONTRACT

This is the complete Contract between the parties with respect to the subject matter and all prior discussions and negotiations are merged into this contract. This Contract is entered into with neither party relying on any statement or representation made by the other party not embodied in this Contract and there are no other agreements or understanding changing or modifying the terms. This Contract shall become effective upon final statutory approval.

19 ENTIRE AGREEMENT & ORDER OF PRECEDENCE

This contract together with the RFP and contractor’s proposal which are incorporated herein; shall, to the extent possible, be construed to give effect to all of its provisions; however, where provisions are in conflict, first priority shall be given to the provisions of the contract, excluding the Request for Proposals, its amendments and the Proposal; second priority shall be given to the provisions of the Request for Proposals and its amendments; and third priority shall be given to the provisions of the Contractor’s Proposal.

THUS DONE AND SIGNED at Baton Rouge, Louisiana, on the day, month and year first written below:

IN WITNESS WHEREOF, the parties have executed this Agreement as of this ____ day of month, year _____.

STATE AGENCY’S SIGNATURES:

Assistant Superintendent

State Superintendent of Education

President, State Board of Elementary
and Secondary Education

WITNESSES’ SIGNATURES

CONTRACTOR’S SIGNATURE

By: _____

Telephone: ____ () _____

Attachment III: Item Import Guidelines

The ADP vendor is responsible for providing LDOE with an item-banking system to store and manage all assessment content. The ADP vendor will work with the LDOE and its external partners to ensure that all items and test content are imported securely and accurately.

The ADP is compatible with Question and Test Interoperability (QTI®) standards released by the IMS Global Learning Consortium. The ADP currently supports the import/export of items in the QTI version 2.1 format. Additional interoperable formats, such as APIP standards may be supported in the future.

Specific requirements related to the creation of QTI packages for importing into the ADP are outlined below. The LDOE and the ADP vendor will work with all content vendors to review and adjust these requirements, as needed. All content vendors will be required to adjust internal procedures to align with any changes in test creation and transfer processes.

General Requirements

- ADP supports QTI version 2.1
- ADP does not support CSS, but supports some styling within HTML elements.
- Metadata should be provided with all packages.
In addition to existing QTI requirements delivery of content packages, must include appropriate metadata in an agreed upon format. For example, as a separate resource for each item/passage that is referenced in the manifest and also as a dependency to the specific item/passage – e.g. with an agreed upon resource type.

Specific details will be provided immediately following contract award.

- Interactions and stimulus imported will have standard defaults applied when data is not provided in the QTI or otherwise pre-defined.
- ADP supports most HTML tags that QTI supports. If a tag is supplied that is not supported but is supported in QTI, the ADP vendor will work to incorporate it if possible.

Item/Stimulus Specific Guidelines

- Manifest must include a unique identifier for each resource - <resource>@identifier.
- If an associated passage exists for the item, it must be included as a resource, however the ADP vendor requests that only 1 passage per item is requested. If multiple passages are needed, this will require review.
- Stimulus should be included only once within the manifest file regardless of the number of items it may be associated to.
- Stimulus information provided must be valid XHTML. Additional details will require discussion.

Metadata Guidelines

Minimum data requested:

- Items and stimulus
 - Content area
 - Grade
- Items only
 - Item type
 - Standard(s)
 - Points

Additional data can be accommodated for items and stimulus.

Supported Graphic/Media Files

ADP vendor supports import of the following graphic types:

- EPS (recommended for print and online) and must:
 - assume a 72dpi rendering when defining hotspot coordinates
- SVG (recommended for online) and must:
 - be Version 1.1
 - have no embedded fonts
 - assume a 72dpi rendering when defining hotspot coordinates
- PNG
- GIF (not recommended)

ADP vendor supports import of the following media file types:

- mp3 with the following recommendations:
 - Recorded with the VBR option (variable bit rate). Maximum bit rate of 64 Kbps (kilobits per second)
 - Formatted for mono playback (not stereo)
 - Max size of 4MB (total for all files within an item)
- mp4 with the following recommendations:
 - Sized at 320x240
 - < 400 kbps video
 - < 60 kbps audio

Supported Interactions

Current item types delivered in ADP are noted below. Specific requirements for importing of content will require additional discussion once an award is made.

- Multiple Choice/Selected Response, single correct response
- Multiple Choice/Selected Response, multiple correct response
- Two-Part Multiple Choice, with evidence responses
- Short Text (keyboard alphanumeric entry)
- Essay/Extended Response (keyboard alphanumeric entry)
- Equation/Numeric (enter equation or numeric response)
- Fill in Table (keyboard numeric entry)
- True/False, Yes/No Table
- Passages and Scenarios (tied to multiple items)
- Drag and Drop (single or multiple elements)
- Hot Spot
- Graphing (plot points and/or draw lines)
- Graphing Inequalities on a Number Line
- Graphing Systems of Linear Inequalities
- Coordinate Graph

- Number Line
- Equation Completion Using Drag and Drop
- Classification
- Drop Down
- Matching
- Text Highlighting
- Measurement Using Non-standard Objects
- Pictographs
- Pre-defined Partitioning
- Scatter Plots
- Analog Clock Creation
- Angle Draw
- Ordering
- Graphic Organizers
- Choice Interaction
- Select an Answer
- Select a Square
- Audio (Listening)

- Bar Graph
- Circle Graph
- Line Plot

- Voice Capture Response (Speaking)
- Click-to-Respond
- Click-to-Enlarge

Attachment IV: Links to Resources

K-12 ELA Louisiana Student Standards

Enhanced Crosswalks

[New Standards—Kindergarten ELA Crosswalk](#)

[New Standards—Grade 1 ELA Crosswalk](#)

[New Standards—Grade 2 ELA Crosswalk](#)

[New Standards—Grade 3 ELA Crosswalk](#)

[New Standards—Grade 4 ELA Crosswalk](#)

[New Standards—Grade 5 ELA Crosswalk](#)

[New Standards—Grade 6 ELA Crosswalk](#)

[New Standards—Grade 7 ELA Crosswalk](#)

[New Standards—Grade 8 ELA Crosswalk](#)

[New Standards—Grades 9-10 ELA Crosswalk](#)

[New Standards—Grades 11-12 ELA Crosswalk](#)

K-12 Mathematics Louisiana Student Standards

Enhanced Crosswalks

[New Standards—Kindergarten Math Crosswalk](#)

[New Standards—Grade 1 Math Crosswalk](#)

[New Standards—Grade 2 Math Crosswalk](#)

[New Standards—Grade 3 Math Crosswalk](#)

[New Standards—Grade 4 Math Crosswalk](#)

[New Standards—Grade 5 Math Crosswalk](#)

[New Standards—Grade 6 Math Crosswalk](#)

[New Standards—Grade 7 Math Crosswalk](#)

[New Standards—Grade 8 Math Crosswalk](#)

[New Standards—Algebra I Crosswalk](#)

[New Standards—Geometry Crosswalk](#)

Assessment Guidance

Practice Tests

Released and Sample Items

ATTACHMENT V: Cost Template

Cost information is required to support the reasonableness of the proposal and demonstrate that the Proposer will provide all services requested in the RFP. The Proposer will submit an itemized cost proposal for each year by completing the cost template including a total per year and an overall total for the length of the contract.

NOTE: The scope of services and functional requirements related to all supplemental resources (i.e., Supplements A, B, C, and D) outlined in this RFP require a response from all proposers and will result in a single award. Options E and F are for information purposes only.

The State may contract for all or a partial list of the supplemental resources and reserves the right to implement all or part of the supplemental resources at the onset of the contract or through a phased approach over the contract period as deemed appropriate by funding availability and development timelines.

Cost Item Description	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	Total
Management Support						
Planning Meetings						
Psychometric Support						
Equating studies						
Reliability/Validity studies						
Standard Validation Activities and materials						
Technical Reports						

Cost Item Description	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	Total
Development of Assessment Frameworks Grade 3 ELA						
Development of Assessment Frameworks Grade 4 ELA						
Development of Assessment Frameworks Grade 5 ELA						
Development of Assessment Frameworks Grade 6 ELA						
Development of Assessment Frameworks Grade 7 ELA						
Development of Assessment Frameworks Grade 8 ELA						
Development of Assessment Frameworks English I						
Development of Assessment Frameworks English II						

Cost Item Description	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	Total
Development of Assessment Frameworks Grade 3 Mathematics						
Development of Assessment Frameworks Grade 4 Mathematics						
Development of Assessment Frameworks Grade 5 Mathematics						
Development of Assessment Frameworks Grade 6 Mathematics						
Development of Assessment Frameworks Grade 7 Mathematics						
Development of Assessment Frameworks Grade 8 Mathematics						

Cost Item Description	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	Total
Development of Assessment Frameworks Algebra I						
Development of Assessment Frameworks Geometry						
Development of Assessment Guide Grade 3 ELA						
Development of Assessment Guide Grade 4 ELA						
Development of Assessment Guide Grade 5 ELA						
Development of Assessment Guide Grade 6 ELA						
Development of Assessment Guide Grade 7 ELA						
Development of Assessment Guide Grade 8 ELA						

Cost Item Description	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	Total
Development of Assessment Guide English I						
Development of Assessment Guide English II						
Development of Assessment Guide Grade 3 Math						
Development of Assessment Guide Grade 4 Math						
Development of Assessment Guide Grade 5 Math						
Development of Assessment Guide Grade 6 Math						
Development of Assessment Guide Grade 7 Math						
Development of Assessment Guide Grade 8 Math						
Development of Assessment Guide Algebra I						

Cost Item Description	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	Total
Development of Assessment Guide Geometry						
Development of Practice Test Grade 3 ELA						
Development of Practice Test Grade 4 ELA						
Development of Practice Test Grade 5 ELA						
Development of Practice Test Grade 6 ELA						
Development of Practice Test Grade 7 ELA						
Development of Practice Test Grade 8 ELA						
Development of Practice Test English I						
Development of Practice Test English II						
Development of Practice Test Grade 3 Math						
Development of Practice Test Grade 4 Math						

Cost Item Description	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	Total
Development of Practice Test Grade 5 Math						
Development of Practice Test Grade 6 Math						
Development of Practice Test Grade 7 Math						
Development of Practice Test Grade 8 Math						
Development of Practice Test Algebra I						
Development of Practice Test Geometry						
Item Acquisition/Development and Forms Construction grade 3 ELA						
Item Acquisition/Development and Forms Construction grade 4 ELA						
Item Acquisition/Development and						

Cost Item Description	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	Total
Forms Construction grade 5 ELA						
Item Acquisition/Development and Forms Construction grade 6 ELA						
Item Acquisition/Development and Forms Construction grade 7 ELA						
Item Acquisition/Development and Forms Construction grade 8 ELA						
Item Acquisition/Development and Forms Construction English I						
Item Acquisition/Development and Forms Construction English II						

Cost Item Description	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	Total
Item Development and Forms Construction English III					N/A	
Item Acquisition/Development and Forms Construction grade 3 math						
Item Acquisition/Development and Forms Construction grade 4 math						
Item Acquisition/Development and Forms Construction grade 5 math						
Item Acquisition/Development and Forms Construction grade 6 math						
Item Acquisition/Development and Forms						

Cost Item Description	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	Total
Construction grade 7 math						
Item Acquisition/Development and Forms Construction grade 8 math						
Item Acquisition/Development and Forms Construction Algebra I						
Item Acquisition/Development and Forms Construction Geometry						
Other (specify items)						
Subtotal for Summative Assessments Tasks/Services						
Cost of Supplements:						
K ELA Formative						

Cost Item Description	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	Total
assessments						
Grade 1 ELA Formative assessments						
Grade 2 ELA Formative assessments						
K math Formative assessments						
Grade 1 math Formative assessments						
Grade 2 math Formative assessments						
Grade 3 ELA diagnostic assessment						
Grade 4 ELA diagnostic assessment						
Grade 5 ELA diagnostic assessment						
Grade 6 ELA diagnostic assessment						
Grade 7 ELA diagnostic assessment						
Grade 8 ELA diagnostic						

Cost Item Description	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	Total
assessment						
English I diagnostic assessment						
English II diagnostic assessment						
Grade 3 math diagnostic assessment						
Grade 4 math diagnostic assessment						
Grade 5 math diagnostic assessment						
Grade 6 math diagnostic assessment						
Grade 7 math diagnostic assessment						
Grade 8 math diagnostic assessment						
Algebra I diagnostic assessment						
Geometry diagnostic assessment						
Grade 3 ELA interim						

Cost Item Description	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	Total
assessments						
Grade 4 ELA interim assessments						
Grade 5 ELA interim assessments						
Grade 6 ELA interim assessments						
Grade 7 ELA interim assessments						
Grade 8 ELA interim assessments						
English I interim assessments						
English II interim assessments						
Grade 3 math interim assessments						
Grade 4 math interim assessments						
Grade 5 math interim assessments						
Grade 6 math interim assessments						
Grade 7 math						

Cost Item Description	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	Total
interim assessments						
Grade 8 math interim assessments						
Algebra I interim assessments						
Geometry interim assessments						
Development of Released Test Items Documents Grade 3 ELA	Part A					
	Part B					
Development of Released Test Items Documents Grade 4 ELA	Part A					
	Part B					
Development of Released Test Items Documents Grade 5 ELA	Part A					
	Part B					
Development of Released Test Items Documents Grade 6 ELA	Part A					
	Part B					
Development of Released Test	Part A					

Cost Item Description	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	Total
Items Documents Grade 7 ELA	Part B					
Development of Released Test Items Documents Grade 8 ELA	Part A					
	Part B					
Development of Released Test Items Documents English I	Part A					
	Part B					
Development of Released Test Items Documents English II	Part A					
	Part B					
Development of Released Test Items Documents Grade 3 Math	Part A					
	Part B					
Development of Released Test Items Documents Grade 4 Math	Part A					
	Part B					
Development of Released Test Items Documents Grade 5 Math	Part A					
	Part B					

Cost Item Description	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	Total
Development of Released Test Items Documents Grade 6 Math	Part A					
	Part B					
Development of Released Test Items Documents Grade 7 Math	Part A					
	Part B					
Development of Released Test Items Documents Grade 8 Math	Part A					
	Part B					
Development of Released Test Items Documents Algebra I	Part A					
	Part B					
Development of Released Test Items Documents Geometry	Part A					
	Part B					
Subtotal for Supplements						
Total Evaluated Cost (Required Summative Tasks and Services+ Supplements A –						

Cost Item Description	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	Total
D)						
Options						
Option E: Additional Native Language Forms/per language						
Option F: Additional Native Language Practice Test/per Language						