Louisiana Believes

Request for Information

for

Test Security Services

RFI # TEST_SECURITY_RFI

Response Due Date/Time: July 8, 2019 2:00 p.m. CT
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I. Background

The Louisiana State Board of Elementary and Secondary Education (BESE) and the Louisiana Department of Education (LDOE) are committed to ensuring, in accordance with Louisiana laws (R.S. 17:81.6 et seq., R.S. 416 et seq., and R.S. 441 et seq.) and BESE policy (LR 31:1528, – Chapter 3), that all persons involved in any aspect of statewide testing strictly adhere to all security procedures and policies. The BESE and LDOE identify the test security policy (see Bulletin 118: §305) as a critical component of the management and implementation of statewide testing. The test security policy is used to provide statewide guidance and to ensure the validity and confidentiality of state administered assessments.

The purpose of this Request for Information (RFI) is to obtain general information from bona fide, qualified respondents who are interested in providing test security services for the State of Louisiana and its local education agencies (LEAs), as detailed in the following projects:

II. Scope: Project A | B

This Request for Information (RFI) issued by the State is divided into two parts. Project A is for the purpose of providing monitoring services. Project B is for the purpose of providing test security packages: (1) monitoring, (2) investigation, and (3) training. LEAs will enter into a contractual agreement with the successful respondent for Project B.

1. Project A - Monitoring Services: State-Level Administrators

State and Federal Regulations

A. Respondent to review and adhere to all state test security policies as identified in Bulletin 118, the most current state test administration and coordinator manuals, all state and federal regulations regarding the protection of student privacy, as well as LDOE protocols regarding test security.

1. The State reserves the right to update policies, as deemed necessary.

B. Respondent to maintain confidentiality in compliance with state and federal regulations, including student privacy laws.

Site Visits

C. Respondent to establish and implement test monitoring procedures and protocols aligned with state policies, as approved by the State.
D. Respondent to monitor test administration activities in LEA school sites (as identified by the State) prior to and/or during one or more statewide test administration windows.
   1. Respondent will conduct onsite visits.
   2. Respondent will conduct brief interviews and record notes during the qualitative data collection process.
   3. Respondent will make all monitors available for a follow-up meeting with LDOE.
   4. To discuss findings, as necessary. Meeting may be held in-person, by phone, or web, as determined by LDOE and respondent.
   5. Respondent shall provide documentation of findings in agreed upon format for every site meeting.

E. Respondent to secure, train, and manage all monitors used for monitoring services.
   1. Respondent to provide State with a verification of training for all monitors.
   2. Respondent to provide number of monitors based on the number of sites provided by LDOE.

F. Respondent to utilize monitoring tools, which will be reviewed and approved by the State annually.

G. Respondent to provide monitoring schedule DRAFT to LDOE for approval prior to first site visit for a given administration.

Documentation

H. Respondent to submit all monitoring tools and report templates to the State for review and preapproval. The LDOE and respondent will work together to develop all monitoring tools.

Reporting

I. Respondent to report findings to the LDOE during and immediately following a given test administration window.
   1. Respondent to document findings and report findings, as requested by the LDOE.

2. Project B | District-Level Administrators

A. Respondent to review and adhere to all state test security policies as identified in Bulletin 118, the most current state test administration and coordinator manuals, all state and federal regulations regarding the protection of student privacy, as well as LDOE and LEA protocols regarding test security.

B. Respondent to establish and implement investigative procedures and protocols aligned with state policies. This includes, but is not limited to the following:
   1. Respondent to work with district appointed personnel.
2. Respondent to conduct an investigation under the direction of the district test coordinator, central office staff, or other personnel designated by the LEA superintendent.

C. Respondent to maintain confidentiality and report findings to the LEA during and/or immediately following a given test administration window.

D. Respondent to produce a final report for LEA in two formats
   1. Version 1: addresses needs of LEA
   2. Version 2: aligns with State reporting format

3. Training/Professional Development

A. Respondent to review and adhere to all state test security policies as identified in Bulletin 118, the most current state test administration and coordinator manuals, all state and federal regulations regarding the protection of student privacy, as well as LDOE and LEA protocols regarding test security.

B. Respondent to propose and deliver a series of professional development modules aligned with state policies and LEA needs.
   1. Modules shall include:
      i. Delivery method
      ii. Number days/length of each session
      iii. Topics covered
      iv. Registration process and guidelines
      v. Certificate of completion
      vi. Survey and feedback collection
   2. Modules can be customized by each LEA to meet district and school needs.

C. Respondent to build, facilitate, and evaluate all training sessions.

III. RFI Requirements

This RFI is issued as a means of technical discovery and information gathering. This RFI is for planning purposes only and should not be construed as a solicitation, nor should it be construed as an obligation on the part of the State to make any purchases or enter into any agreement. The State may utilize the results of this RFI in drafting a competitive solicitation through a request for proposal (RFP) for similar services/products/deliverables.

1. Responding respondents should include the following:
   A. Company Bio - Name, Business Address, email address, phone number, primary contact regarding this submission, title/role of primary contact
   B. List of Qualifications - Respondents should include company history, all relevant expertise and experience as such pertains to Projects A and B listed above.
   C. Responding respondents should include cost estimates for both Projects A and B. Estimates should include a detailed price modeling formula for both Projects A and B.

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• Cost estimates and pricing are for informational purposes only. LDOE understands respondent costs and pricing may change before any responding respondent enters into a contract with LDOE.

2. Inquiries and Final Responses should be submitted via email to douglas.moore@la.gov.

• Subject Line of all emails pertaining to this RFI should be: TEST_SECURITY_RFI

IV. Schedule of Events

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFI posted to LaPac</td>
<td>June 14, 2019</td>
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<tr>
<td>Inquiry Period</td>
<td>June 14 2019 - June 28, 2019</td>
</tr>
<tr>
<td>Deadline for Receipt of RFI Final Responses</td>
<td>July 8, 2019</td>
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</tbody>
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NOTE: The State of Louisiana reserves the right to revise this schedule. Revisions, if any, before the Response Submission Deadline will be formalized by the issuance of an addendum to the RFI.

V. Additional Information

1. Liabilities of Agency
   - This RFI is only a request for information about potential products/services and no obligation on behalf of the State whatsoever shall arise from the RFI process.
   - This RFI does not commit the Louisiana Department of Education to pay any cost incurred in the preparation or submission of any response to the RFI.

2. Confidentiality and RFI Ownership
   - All materials submitted in response to this RFI shall become the property of the State and will not be returned. Selection or rejection of a response shall not affect this right.

3. Confidential Information, Trade Secrets, and Proprietary Information
   - 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 response identified as such must be clearly marked in the response and will be handled in accordance with the Louisiana Public Records Act, R.S. 44: 1-44 and applicable rules and regulations. Any response marked as confidential or proprietary in its entirety shall be rejected without further consideration or recourse.