



STATE OF ARKANSAS
OFFICE OF STATE PROCUREMENT
 1509 West 7th Street, Room 300
 Little Rock, Arkansas 72201-4222

ADDENDUM 2

TO: Vendors Addressed
 FROM: Tamara DeBord, Buyer
 DATE: September 4, 2015
 SUBJECT: SP-16-0088 ELPA21 Summative Assessment Development and Administration

The following change(s) to the above-referenced RFP have been made as designated below:

- ☒ **Change of specification(s)**
☒ **Additional specification(s)**
☐ Change of bid opening time and date
☐ Cancellation of bid
☐ Other

ADDITIONAL SPECIFICATIONS

- **Add the following to 2.4(A)(3):**
 - c. The required deliverables contained in Appendix E may be requirements specific to the State of Arkansas.
- **Add the following to 2.5(J):**
 - 5. The estimated numbers of students in Arkansas requiring forms with accessibility features are shown below.

Form	Estimated Number of Students
Iv/b form	10 or fewer (based on 14-15)
Large print form	approximately 15 across grade bands (based on 14-15)
Paper/pencil	Estimated at no more than 100. Note: The ELP assessment was paper-based; therefore, there is no way to know how many students will require this accommodated form.

- 6. According to ADE's most recent data (Fall 2015 collected from the Home Language Survey), there are 212 districts with ELLs. The total number of schools represented in these districts is approximately 887. No Arkansas students will take the ELPA21 Screener SY2015-2016.

CHANGE OF SPECIFICATIONS

- **Delete 2.1(A) and replace with the following:**

A. The vendor **shall** produce, administer, score and report the summative test for ELPA21, including the following major tasks and services. The vendor **must** provide error free products and quality assurance of all materials associated with the ELPA21 system. The criterion-referenced assessment **must** meet the requirements for approval by the U.S. Department of Education.

- Develop proposed timelines
- Assessment Guide for each grade band
- Test Delivery and Administration
- Test Administration Training
- Test Scoring and Analyses
- Data Review
- Accessibility Features and Accommodations Manual
- Paper Forms*
- Large Print Forms*
- Low Vision and Blind (lv/b) Forms*
- Hand Scoring of Constructed Responses
- Computer-based Objective Scoring
- Practice Test*
- Test Administration Website
- Online Assessment System
- Technology-related Materials (e.g., Technology Guidelines, Online Assessment System Technology Manual, etc.)
- Conducting Meetings, Webinars, and Conference Calls
- Support Services including training webinars, and help desk services

*Note: In year 1, ELPA21 will provide blueprints for each of these. In the event renewal options are exercised, the vendor **must** produce additional forms during years two (2) and three (3) of the contract for a total three (3) different forms.

- **Delete 2.5(A) – no replacement.**

- **Delete 2.5(B) and replace with the following:**

B. The vendor **shall** produce all summative test forms, manuals, training materials, and ancillary materials.

1. All materials **must** be posted on the test administration website and non-secure materials may also be shared on (the State's webpage), and in outreach materials produced by ELPA21 and its states.
2. Forms **shall** be produced according to the specifications provided by ADE. All materials **must** be attractive, high quality, accessible, and error-free.
3. For each publication, the vendor should submit a development plan to the agency for review and approval.
 - a. Agency's review of materials **shall not** be construed by the vendor as proofing and absolutely **shall not** relieve the vendor of responsibility for error.
 - b. Vendor's time schedule **must** reflect each review.
 - c. ADE **shall** have a minimum of five (5) working days for each round of review of any major materials (e.g., test forms, manuals, Assessment Guide) at all appropriate stages in the production process.

d. Throughout the term of this contract, ADE **shall** have the right to modify all materials, including reports, as the needs of the program change.

4. For year 1, blueprints for online forms and camera-ready forms for paper/pencil testing forms will be provided by ELPA21.

Note: In the event renewal options are exercised, the vendor **must** produce additional forms during years two (2) and three (3) of the contract for a total three (3) different Forms.

- **Delete 2.5(F) and replace with the following:**

F. Accessibility

1. All instructions and test items **must** address accessibility, APIP compatibility and accommodations, and **must** be braille or accompanied by a braille substitute/twin item that addresses the same concept at the same proficiency level.
2. The brailled portions of the lv/b forms **must** be available in both contracted and non-contracted braille, and reflect the transition toward Unified English Braille, as recommended by Braille Authority of North America (BANA).
3. Braille forms that have already been built and proofed will be provided to the vendor for year 1.

- **Delete 2.5(G)(1) and replace with the following:**

1. The vendor **shall** apply established scoring rubrics for CR items, writing samples, and speaking evaluations (oral proficiency). ELPA21 will provide scoring rubrics.

- **Delete 2.5(H) and replace with the following:**

H. Copyright/Proprietary Materials

1. Use of Copyrighted/Proprietary Materials
 - a. The vendor **must** provide documentation of permission to use any material that is restricted by copyright. Vendor **must** provide required documentation to ADE prior use of materials.
 - b. Royalties **shall not** be paid by the ELPA21 Consortium, the State of Arkansas, or users of ELPA21 to original owners of any such content and the vendor **shall not** obligate the State or the ELPA21 Consortium to such payments.
2. Materials Developed for ADE
 - a. All materials (e.g. resources, manuals, webpages, etc.) developed for this project **shall** become the property of ADE. The materials **shall** be considered proprietary and the copyright **shall** be held by ADE.
 - b. These materials **shall not** appear in other instruments or publications used in or out of the ELPA21 states without prior written approval of ADE.
3. For year 1, there are no copyright costs for Arkansas, and ELPA21 will provide information (work, copyright holder, etc.) for each copyrighted item/stimulus.

- **Delete 2.5(I) and replace with the following:**

- I. Test forms and Manual

1. ELPA21 is committed to innovation in assessment, which is reflected in a disposition of constant improvement to achieve aspirational goals in the following descriptions of test forms.
2. Summative Assessment
 - a. Fixed forms of the ELPA21 computer-based summative assessment **must** be produced for the first year of this contract.
 - b. In the event renewal options are exercised, the vendor **must** collaborate with ADE to determine the need and development of fixed forms.
3. Assessment Framework
 - a. The ELPA21 Consortium will provide an assessment framework including the basic test design, test blueprint, minimum numbers of items for each ELP standard, specifications for various types of test items, content parameters for each domain test, accessibility principles, etc. to the vendor.
 - b. The assessment framework **shall** be used by the vendor to guide operational test form construction and ongoing item development. This document will also be expanded to become the Assessment Guide that teachers can use to prepare their instruction.
 - c. For year 1, ELPA21 will provide the Assessment Framework and Assessment Guide to the vendor after award.
4. Assessment Guide
 - a. The ELPA21 Consortium will provide an Assessment Guide for each grade band. The document will describe the overall design of the test and provide detailed test specifications and basic accessibility principles. In addition, the document may include sample test questions for each test item format and for each PLD, sample scoring rubrics, and key concepts of each ELP standard.
 - b. The users of the Assessment Guide will be teachers and other test administrators.
 - c. The vendor **must** work with ADE to produce the final version of the Assessment Guide.
 - d. For year 1, ELPA21 will provide the Assessment Framework and Assessment Guide to the vendor after award.

- **Delete 2.5(K) and replace with the following:**

- K. Low Vision/Blind (lv/b) Form

1. Vendor **must** produce one comparable test form for each grade band for summative administration using contracted and non-contracted braille for the braille portions.

Note: In the event renewal options are exercised, the vendor **must** produce additional forms during years two (2) and three (3) of the contract for a total three (3) different Low Vision/Blind Forms.
2. The lv/b forms for each grade band **shall** be electronically administered in part, designed for paper-based, linear braille presentation in part, and be supplemented by some items that have physical administration requirements (e.g., provision of realia).
3. The vendor **must** designate a person knowledgeable in braille to proof the braille portions.

4. The vendor **must** give ADE evidence that all braille portions are produced correctly, **shall** make test forms and all supplementary materials available for review prior to reproduction, and **shall** assume final responsibility for the accuracy of the lv/b test instrument.
5. Supplemental instructions for test administrators administering an lv/b form and procedures for transferring responses **must** be provided to ADE by the vendor as needed.
6. Electronic braille readers will not be used; assessment will be administered as standard Braille.

• **Delete 2.5(L) and replace with the following:**

L. Large Print Forms

Vendor **must** produce a standard test form in paper format for each grade band for students with visual impairments documented in IEP or 504 plans who cannot participate in electronic testing. The large print form should be delivered in the most efficient and feasible manner to support ADE. Supplemental instructions for test administrators administering a large print form and procedures for transferring responses, if appropriate, should be provided as needed.

Note: In the event renewal options are exercised, the vendor **must** produce additional forms during years two (2) and three (3) of the contract for a total three (3) difference Large Print Forms.

• **Delete 2.5(M) and replace with the following:**

M. Paper Format Forms

1. The vendor **must** produce a comparable paper format form, containing the four domains (listening, speaking, reading, and writing) for each grade band (K, 1, 2-3, 4-5, 6 – 8, 9 – 12) for the summative administration. Speaking and listening will be provided and captured via headset and the testing platform.

Note: In the event renewal options are exercised, the vendor **must** produce additional forms during years two (2) and three (3) of the contract for a total three (3) different Paper Format Forms for each grade band.

2. Arkansas anticipate using a paper and pencil format as an alternative to computer administration for the operational assessments under the following circumstances:

- A student's IEP or 504 plan requires the use of paper-based testing.
- A student's IEP or 504 plan requires that printed copies of the test items be provided.
- School requests and is granted a waiver from online testing by the ADE.

Note: At this time, the number of schools that may be technologically unprepared to engage in electronic testing in 2015-16 is unknown.

3. The vendor **must** produce test administration materials, including test administration directions, applicable to the administration of printed paper format test forms, including large print, for the summative administration. Vendor **shall** be responsible for cost of paper format forms, including but not limited to ordering, delivery of materials, scoring and reporting should be separately estimated but included in the proposal as a point of information. The estimated numbers of students in Arkansas requiring paper/pencil versions of the tests are shown below.

Form	Estimated Number of Students*
lv/b form	10 or fewer (based on 14-15)
Large print form	approximately 15 across grade bands (based on 14-15)
Paper/pencil	Estimated at no more than 100. Note: The ELP assessment was paper-based; therefore, there is no way to know how many students will require this accommodated form.

* The numbers cited above will be across districts. There is no way to predict which districts will require accommodated versions of the summative test.

4. Currently, selected writing items for Kindergarten and Grade 1 in the summative test administration are proposed to be delivered using a paper format in order to capture students' production of written text. Costs associated with the administration of these writing items to all Kindergarten and Grade 1 students, including test administration directions, should be included in the costs to produce summative test forms as there is no electronic alternative. Vendor can use 4000 students per grade to base all cost estimations.

- **Delete 2.5(N) and replace with the following:**

- N. Translations

General test directions **must** be translated in the top five (5) languages as determined by ADE upon award of the contract. ADE will provide a list of the top languages to the vendor after award. ELPA21 will provide a templated Administration Manual and Directions for Administration in English with guidance to vendors on where they should reflect their own platform specifics.

- **Delete 2.5(S) and replace with the following:**

- S. Technical Reporting

1. The vendor **shall** be responsible for designing, writing, and producing an annual technical report to provide documentation of all technical work associated with test administration.
2. This report should provide sufficient information to allow for an independent evaluation of the quality of the assessment and should include an executive summary.
3. The vendor should provide a technical report on the scoring that they do, but ELPA21 is doing centralized item bank calibration, standard setting, cut scores. The standard setting technical report will be written by the ELPA21 vendor.
4. The technical report **shall** be reviewed by ADE before a final document is produced.
5. The vendor should provide the final technical report to ADE in both hard copy and electronic formats. The hard copy report (1 copy) should be professionally bound and labeled. In addition, an executive summary should be developed and included in the report.

- **Delete 2.7(D)(1) and replace with the following:**

1. Based on the rubrics provided by the Consortium, the vendor **shall** provide a scoring guide and training materials for each scoring team leader and each reader. The final scoring guides, training papers, recalibration sets, and validity papers should be approved by ADE. ELPA21 will provide scoring guides and training to each state to ensure consistent scoring across the Consortium.
 - a. The vendor **shall** assume the cost for scorer payment, the facility and materials.
 - b. The vendor **shall** handle all the administrative tasks relative to processing the payments mentioned above.

- **Delete 2.7(E)(3) and replace with the following:**

3. The Scoring Project Leader **shall** provide full-time supervision of the hand scoring process.

- **Delete 2.7(F)(3) and replace with the following:**

3. Scoring Directors **must** be on site throughout the training and scoring sessions to monitor reader performance, provide recalibration and retraining, and conduct read-behinds to be sure readers are not drifting from the criteria.

- **Delete 2.7(I) and replace with the following:**

- I. Plagiarism

- 1. ELPA21 will provide states' vendors with guidelines for establishing plagiarism guidelines.
 - 2. When students' responses containing exact or almost exact replication of words, phrases, or format are identified, the scoring director **must** notify ADE within 48 hours of discovery and provide electronically or in paper format the suspect student responses and a document including demographic information such as state, district, and school names and codes, test administrator name and code, and student name. Following examination, ADE may require the vendor to void these responses.

- **Delete 2.8(C)(1)(c) and replace with the following:**

- c. The single-page format of the ISRs **must** be approved by ADE and customized for Arkansas with appropriate 'branding', e.g., the State's logo. ELPA21 will provide the template. ADE will provide the Arkansas logo. ELPA21 template samples will be available Fall 2015 and will be provided to the vendor after award.

- **Delete 2.8(C)(1)(h) and replace with the following:**

- h. The following reports **shall** be prepared and made available electronically, via secure website or on CDs or USB flash drives securely delivered to each district:
 - Student Roster Report (PDF) – This is a roster of the performance of all students in the school after Records Reconciliation.
 - District Report (PDF and Excel, or other ADE and vendor agreed upon format) – This report shows the performances of all students in the district after Records Reconciliation.

Note: The Records Reconciliation process is to match student test components (domains) with the correct student records in the system. This should take place prior to reporting. The vendor will provide a file to the state and/or district (TBD) including student scores that cannot be matched to a student OR domain scores that are not matched to a record so that the most accurate scores can be reported. The timeline will be established in the planning meeting, but should allow ample time for the state to complete forensics needed to match students and for the vendor to correct information prior to reporting.

- **Delete 2.8(H)(1) and replace with the following:**

- 1. The vendor **shall** design, write, and produce annual technical reports that provide documentation of all technical work associated with the summative test.

- **Delete 2.8(H)(6) and replace with the following:**

- 6. The vendor may submit a single technical report or multiple reports. Technical documentation provided with the report **must** include, but is not limited to, the following contents:
 - Assembly of Test Forms
 - Test Administration
 - Test Accessibility and Accommodations
 - Scoring and Scorer Reliability
 - Aggregated Results
 - Score Reporting and Interpretation
 - Validity Evidence

- **Delete 2.9(A) and replace with the following:**

- A. Vendor **shall** deliver all features and functions of the online assessment system as specified in the RFP. The vendor **shall** ensure that the system runs smoothly and quickly with no content, programmatic, or technical errors.

- **Delete 2.9(G)(5) and replace with the following:**

5. The system **must** utilize software that enables school districts to download encrypted test content to a local computer in order to reduce the amount of bandwidth required for electronic testing.

- **Delete 2.9(G)(14) and replace with the following:**

14. ELPA21 will provide operational summative items in electronic format with consistent metatagging; these **must** be uploaded into the proposed system. The system **shall** have an automated user interface to accept these items, individually and in batch uploads.

- **Delete E.3(E) in the *Information for Evaluation* section of the *Technical Proposal Packet* – no replacement.**

- **Delete Appendix E and replace with the following revised Appendix E dated 9/1/2015:**

APPENDIX E (Revised 9/1/2015)	
SCHEDULE OF MAJOR DELIVERABLES SY 2015-16	
Project Management	
Within 10 days of awarding of contract	Kickoff Meeting
	First Annual Planning Meeting
	Programming Meeting
	Submit final Project Report to ADE
Test Development	
	Submit a publishable version of Assessment Framework to ADE
	Submit final Summative Test Administration Manual to ADE
	Submit final Summative Test Coordinators Manual to ADE
	Test Administration Website ready go live
	Complete one practice test for each grade band
	Load summative test forms to the system
	Provide paper forms of the summative test for each grade band, including large print
	Finalize lv/b summative test forms for each grade band
	Cognitive laboratories for lv/b test forms
	Submit final Assessment Guide to ADE
Test Administration Training	
	Submit a comprehensive training plan to ADE
	Submit a Help Desk Services plan to ADE
	Using a Personal Needs Profile- like tool
	Using the Online Assessment Demonstration Site

	Online Assessment Program Webinar
	First Pre-Operational Summative Test Webinar
	Second Pre-Operational Summative Test Webinar
Assessment Research and Reporting	
	Submit a Platform and System Trial study plan to ADE
	Submit a test scoring and data analyses plan to ADE
	Submit a study/data analysis plan for universal features, accessibility features, and accommodations (or a subset)
	Finalize the scoring and data analyses plan
	Conduct Platform and System Trial studies
	Submit Platform and System Trial results and recommendations to ADE
	Complete scoring of student responses for summative
	Complete data analyses for summative
	Submit final summative test data and analysis results to ADE
	Submit final Technical Report to ADE
	Complete comparability studies of electronic and paper forms for the summative instrument
Score Reports	
	Individual Student Reports – date TBD
	School-level and District-level Reports – date TBD
	General Research File to state(s) – date TBD
Helpdesk	
	Submit training and staffing plan for Tier 1 customer service for state assessment directors and chiefs
Development of an Online Assessment System	
	Submit final Technology Guidelines to ADE
	Complete all registration functions
	Test registration functions on staging server (state QC)
	Complete Personal Needs Profile - like functions
	Complete all student testing functions
	Test student testing functions on the staging server (state QC)
	Complete all functions of the online system for test administration
	Test the entire system on the staging server (state QC)
	Submit final Online Assessment System Technology Manual
	Online system is ready for students taking the summative (annual) test
	Submit open source system codes to ADE

The specifications by virtue of this addendum become a permanent addition to the above referenced RFP. Failure to return this signed addendum may result in rejection of your proposal.

If you have any questions please contact Tamara DeBord at tamara.debord@dfa.arkansas.gov or (501) 324-9316.

Company: _____

Signature: _____ Date: _____