

**SP-17-0017R, K-2 Assessment**  
**Questions and Answers**

| # | Section/Page# | Text/Passage being Questioned | Question  | Answer   |
|---|---------------|-------------------------------|---|--|
| 1 | N/A           | N/A                           | RFQ page 5, 1.8, states that the Equal Opportunity (EO) Policy must be part of the “original Response Packet.” Then on page 8, 1.20, the RFQ states that “EO Policies may be submitted in electronic format to the following email address: <a href="mailto:eeopolicy.osp@dfa.arkansas.gov">eeopolicy.osp@dfa.arkansas.gov</a> , but should also be included as a hardcopy accompanying the solicitation response.” Please confirm whether bidders should 1) email the policy, 2) print the policy and include it in their proposal, or 3) both 1 and 2.  | <p>Section 1.8 Organization of Response Documents (B) states how the organization of the response document should be arranged in the vendor’s response packet. “The original <i>Response Packet</i> and all copies should be arranged in the following order.”</p> <p>Section 1.20 Equal Opportunity Policy (B)<br/><i>EO Policies</i> may be submitted in electronic format to the following email address:<br/><a href="mailto:eeopolicy.osp@dfa.arkansas.gov">eeopolicy.osp@dfa.arkansas.gov</a>, but should also be included as a hardcopy accompanying the solicitation response.</p> |
| 2 | N/A           | N/A                           | RFQ page 8, 1.22 Past Performance, states: “In accordance with provisions of State Procurement Law, specifically OSP Rule R5:19-11-230(b)(1), a vendor's past performance with the State may be used to determine if the vendor is “responsible”. Responses submitted by vendors determined to be non-responsible <b>shall</b> be disqualified.” If a vendor has not previously done business directly with the State, should they include client references or other corporate capabilities/past performance information in their proposals? If so, where should this information be included? | Only respond to the information in the Technical Proposal Packet.  |
| 3 | N/A           | N/A                           | RFQ page 11, 2.3 Vendor Qualifications. Where in their proposals (in which section) should bidders include responses to 2.3A through 2.3F? Or is it assumed that  | Section 1.8 Organization of response documents (B) “Other documents and/or information as may be expressly required in this  |

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|   |     |     | bidders meet all requirements unless they note an exception on page 4 of the Technical Proposal Packet?  | <p><i>Bid Solicitation</i>. Label documents and/or information so as to reference the <i>Bid Solicitation's</i> item number.”</p> <p>See Technical Proposal Packet, E.1 (A) and E.8</p>     |
| 4 | N/A | N/A | RFQ page 11, 2.4 Oral Presentation, states: “The key personnel as identified in the Vendor’s RFQ must be active participants in the Oral Presentations – the State is not interested in corporate or sales personnel being the primary participants in oral presentations.” Where in their proposals should bidders provide information about their key project personnel? | See the Technical Proposal Packet. E.8 Training.  |
| 5 |     |     | RFQ page 25, 4. Prices, states: “Bid unit price F.O.B. destination. In case of errors in extension, unit prices shall govern...Unless otherwise specified, the bid <b>must</b> be firm for acceptance for thirty days from the bid opening date.” Please confirm that bidders should NOT include any pricing information with their proposals.                             | <p>This information applies to the Terms and Conditions only.</p> <p>Section 1.13 Pricing<br/>“Vendor(s) <b>must not</b> include any pricing in their response.”</p>                        |
| 6 | N/A | N/A | Samples. Does the State desire access to online demonstration accounts with the proposal? If so, where in the proposal should this information be included?  | <p>This information applies to the Terms and Conditions only. (Samples are to be supplied as required in the specifications as noted in the RFQ.)</p> <p>See Technical Proposal Packet.</p> |
| 7 | N/A | N/A | Technical Proposal Packet, page 7, states “ <b>Do not include additional information if not pertinent to the itemized request.</b> ” May bidders include supporting information/documentation/evidence (e.g., sample reports,  | The alignment of the response documentation should correspond, as identified in the Technical Proposal Packet, to the sections as   |

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|    |                            |   | research studies) if directly pertinent to an itemized request? If so, should this material be provided 1) within the same tab as the Technical Proposal Packet or 2) as an itemized appendix document?  | it pertains. ONLY information that is a response to the itemized requests should be included.   |
| 8  | N/A                        | N/A   | What is the funding approved for this project/ and has funding been approved?  | Funding up to \$2 million has been budgeted for the total cost of this project.   |
| 9  | N/A                        | N/A   | What is the estimate award date? I see the est. contract start date, but not an award date?  | The award date is anticipated to be after the Arkansas Legislative Review in May 2017.  |
| 10 | N/A                        | N/A   | Is there an incumbent for this? If so, who is the vendor and when does their contract expire?  | The agency is currently under a "Special Procurement" for the Assessment requirement. The contract will end with the 2016/2017 school year. |
| 11 | 1.8B, page 5               | Listed Voluntary Product Accessibility Template (VPAT)  | The bid solicitation outlines that the Voluntary Product Accessibility Template (VPAT) should be included within the response, but there is no template provided within the bid solicitation documents posted online. Is there an ADE-preferred form available for completion? Or will responses to E.2.A Accommodations fulfill this requirement? | Section 1.23 Technology Access<br>The VPAT template can be found online through Google search.  |
| 12 | 1.10, B. 1 and B. 2 page 5 | Response Signature Page<br>A. Vendor's signature on this page shall signify vendor's agreement that either of the following shall cause the vendor's response to be disqualified<br>1. Additional terms or conditions | Will a vendor be automatically disqualified for recommending modification to terms or for including their own terms and conditions--or is it at the election of the state to do so? What terms and conditions, if any, can be amended/negotiated?  | See Section 3, 4, and 5 of the Technical Proposal Packet.<br><br>All exceptions noted are subject to Arkansas legal review.                 |

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|    |  | <p>submitted intentionally or inadvertently</p> <p>2. Any exception that conflicts with a Requirement of this Bid Solicitation</p>   |  |   |
| 13 |  | <p>Any requested exceptions to items in this section which are NON-mandatory must be declared below or as an attachment to this page. Vendor must clearly explain the requested exception, and should level the request to reference the specific solicitation items number to which the exception applies.</p> <p>Exceptions to Requirements shall cause the vendor's proposal to be disqualified</p> | <p>Please define and provide an example of a non-mandatory requirement.</p> <p>Please identify the Requirements in which no exceptions can be taken.</p> | <p>A non-mandatory requirement will not include the words "must" and "shall".</p> <p>Section 1.5 Definition of Requirement (A):<br/>The words "<b>must</b>" and "<b>shall</b>" signify a Requirement of this solicitation and that vendor's agreement to and compliance with that item is mandatory.</p> <p>Section 1.5 Definition of Requirement (B): Exceptions taken to any Requirement in this <i>Bid Solicitation</i>, whether submitted in the vendor's response or in subsequent correspondence, <b>shall</b> cause the vendor's response to be disqualified.</p> <p>Section 1.5 Definition of Requirement (C): Vendor may request exceptions to NON-mandatory items. Any such request <b>must</b> be declared on, or as an attachment to, the appropriate section's <i>Agreement and Compliance Page</i> in the <i>Response</i></p> |

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|    |   |   |   | <i>Packet.</i> Vendor <b>must</b> clearly explain the requested exception and should reference the specific solicitation item number to which the exception applies. (See <i>Agreement and Compliance Page.</i> )  |
| 14 | 1.8, B. Organization of Response Documents                | Other documents and/or information  | May this section be utilized to provide support materials for responses within the Information for Evaluation form or shall an appendix section be preferred? | See Technical Proposal Packet – Information for Evaluation states, “Do not include additional information if not pertinent to the itemized request.”<br>If information is requested in the Information for Evaluation an appendix section is acceptable. |
| 15 | Bid Solicitation Document, 1.23 TECHNOLOGY ACCESS, page 8 | Requirement/Text<br>B. ACCORDINGLY, THE VENDOR EXPRESSLY REPRESENTS AND WARRANTS to the State of Arkansas through the procurement process by submission of a Voluntary Product Accessibility Template (VPAT) for 36 C.F.R. § 1194.21, as it existed on January 1, 2013 (software applications and operating ICSs) and | Please provide the Voluntary Product Accessibility Template (VPAT) vendors should complete and submit.  | Section 1.23 Technology Access<br>The VPAT template can be found online through Google search.   |

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|    |   | 36 C.F.R. § 1194.22, that the technology provided to the State for purchase is capable, either by virtue of features included within the technology, or because it is readily adaptable by use with other technology, of: |   |   |
| 16 | 2.10 Test Administration, A, page 14                            | Deliver test materials to Arkansas districts, FOB delivery  | Please explain what is meant by FOB delivery?<br><br>Please also define “test materials”?   | FOB means, Freight on Board; The term is used with the designation of a physical point to determine the responsibility and basis for payment of freight charges and, unless otherwise agreed, the point at which title for the material passes to the buyer or consignee. |
| 17 | 2.13 Support, H, page 16.                                       | H. The help desk may have flexible hours during the summer months.  | Please provide an example of “flexible hours” during the summer months.<br><br>Please define “summer months.”                                     | Summer months are June and July<br><br>Flexible hours would be at least 4 hours per day between the hours of 8 am and 4 pm.   |
| 18 | Bid Solicitation Document 1.15 Proprietary Information / Page 6 | Submission documents pertaining to this Bid Solicitation become the property of the State and are   | Please confirm that the State is asserting ownership of the copies of the Bid and not copyright to the ideas or information contained in the Bid. | Correct.  |

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|    |   | subject to the Arkansas Freedom of Information Act (FOIA).   |  |  |
| 19 | Bid Solicitation Document 1.24 Compliance with the State Shared Technical Architecture Program / page 9 | The respondent's solution must comply with the State's shared Technical Architecture Program which is a set of policies and standards that can be viewed at: <a href="http://www.dis.arkansas.gov/policiesStandards/Pages/default.aspx">http://www.dis.arkansas.gov/policiesStandards/Pages/default.aspx</a> . | Please confirm which particular policies apply to this RFP and the resulting contract.<br>Please confirm whether Vendor needs to comply with any other links available on this URL (other than the policies link).   | This is an RFQ (Request for Qualification).<br><br>Links are reference information only. Reply to everything in the Technical Proposal Packet. |
| 20 | Bid Solicitation Document 2.16 Performance Standards / Pages 17-18                                      | Each of the Service Criteria have an "Acceptable Range" of 98%.  | Please provide examples of how the "Acceptable Range" would apply to Delivery of Assessment Testing; Late Reporting; and Dedicated Account Management criteria.  | These are Performance Standards and may be negotiated prior to the final award.  |
| 21 | Bid Solicitation Document 4.2.J / Page 23   | "In a contract with another party, the State will accept the <u>risk of loss</u> of the equipment or software and pay for any destruction, loss or damage of the equipment or software while the State has such risk, when . . . "   | The quoted provision implies that the State takes title to the Vendor's software because risk of loss passes to the State. Please confirm that the State is interested in receiving proposals for licensed software, in lieu of taking title to vendor software. | Yes  |

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| 22 | 2.4 Oral Presentations, page 11   | NA  | Please provide the approximate date of the planned oral presentations.   | The approximate date for the Oral Presentation is the week of April 10, 2017. (Subject to change)   |
| 23 | 2.2 Overview and Background Information (page 10) and 2.15 Desired Features, A. (page 17) | <p>Ideally, the proposed K-2 interim assessments could meet some of the requirements of Arkansas Code 6-41-603 (a) (1) – (2)(A-F)...</p> <p>The following information <b>is</b> requested and <b>considered “desired features” as represented by ADE.</b></p> <p>A. Dyslexia Components per Arkansas Law</p> <p>1. Vendor has the ability to report out on the following ELA areas:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Phonological and phonemic awareness</li> <li><input type="checkbox"/> Sound symbol recognition</li> <li><input type="checkbox"/> Alphabet knowledge</li> <li><input type="checkbox"/> Decoding skills,</li> </ul> | <p>(1) Would ADE be open to a separate option for a standardized dyslexia screener outside of the adaptive assessment system to meet this purpose?</p> <p>Would the state be interested in partnering with a selected vendor to create and validate a screener that can be administered once each year to meet the requirements of Arkansas Law?</p> | <p>(1) Yes ADE would be ok with a separate tool to screen for all components in the dyslexia law that is outside of the adaptive assessment</p> <p>(2) Not under the scope of this contract</p> |

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|    |  | <input type="checkbox"/> Rapid naming skills, and<br><input type="checkbox"/> Encoding skills |  |  |
| 24 | <p><i>Section 1 - General Instructions and Information: 1.2 Type of Contract, A. A Term contract will be awarded to a maximum of four (4) vendors; and similar statements in 1.18 Qualifications and Award Process.</i></p> <p><i>Section 2 - Minimum Requirements: 2.1 Introduction; 2.4 Oral Presentations</i></p> |   | <p>Do these statements indicate that the State intends to work with up to four different vendors who will collaborate in the delivery of this project? Are there components of the solicitation that the State believes may be most effectively provided by different vendors? If that is the case, please outline how the components might be grouped for award to multiple vendors. Or, do these sections imply that the State intends to approve up to four different vendors from whom local school districts may choose to secure the services described in this RFQ? If so, will the K-2 Assessment project be one that all local school districts are required to participate in or will this project be optional for local school districts? If a vendor is awarded a contract as a result of this RFQ, will subsequent ordering of products and services be through the Department of Education or through each individual local school district?</p> | <p>The State intends to approve up to four different vendors from whom local school districts may choose to secure the services described in this RFQ. School districts will have the option to work with the vendor that “best” meets their Assessment testing need, based on student population and requirements as deemed by Arkansas Department of Education.</p> <p>Each district will order for their own school district.</p> <p>Each of the four (4) potential chosen vendors will enter into a contract with ADE to provide services to the districts who choose their product.</p> |
| 25 | <p>Section 1 – General Instructions and Information and Section 2 – Minimum Requirements:</p>  |   | <p>Please identify which questions or requirements under these sections that need responses.</p>   | <p>See the Technical Proposal Packet for response information that will be utilized during the evaluation period.</p> <p>Section 1.5 Definition of Requirement, (A): The words “<b>must</b>” and “<b>shall</b>” signify a Requirement of this solicitation and</p>   |

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|    |  |  |  | that vendor's agreement to and compliance with that item is mandatory.  |
| 26 | Section 4 – General Contractual Requirements: 4.1. Payment and Invoice Provisions, “All invoices shall be forwarded to...” |  | If a vendor is awarded a contract as a result of this RFQ, will all subsequent billing/invoicing be through the Department of Education?   | ADE would prefer that each vendor will invoice ADE for the state negotiated price. Any products or services that exceed this price will be invoiced directly to the school district.  |
| 27 | Section 5 - Standard Terms and Conditions: 4. Prices; 5. Quantities; 11. Taxes and Trade Discounts.                        |  | There are specific references in these sections to bid prices and unit prices. Does the prohibition of pricing referenced in sections 1.7 and 1.13 in this document override the pricing requirements in this section? | <p>Section 5 is Standard Terms and Conditions as determined by the State of Arkansas for all documents.</p> <p>Section 1.13 Pricing: Pricing will be negotiated with the apparent successful vendor(s) after the evaluation of responses. <u>Vendor(s) <b>must not</b> include any pricing in their response.</u> Should the hard copies or electronic copies of their <i>Response Packet</i> contain any pricing, the response <b>shall</b> be disqualified.</p> <p>SP-17-0017R is an RFQ (Request for Qualification).</p> |