



STATE OF ARKANSAS

OFFICE OF STATE PROCUREMENT

1509 West 7th Street, Room 300
Little Rock, Arkansas 72201-4222

TECHNICAL PROPOSAL PACKET

SP-17-0114

CAUTION TO VENDOR

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



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PROPOSAL SIGNATURE PAGE

Type or Print the following information.

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

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

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

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

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

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

Authorized Signature: _____ Title: _____
Use Ink Only.

Printed/Typed Name: _____ Date: _____

SECTION 1 - VENDOR AGREEMENT AND COMPLIANCE

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

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

Authorized Signature: _____
Use Ink Only.

Printed/Typed Name: _____ Date: _____

SECTION 2 - VENDOR AGREEMENT AND COMPLIANCE

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

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

Authorized Signature: _____
Use Ink Only.

Printed/Typed Name: _____ Date: _____

SECTIONS 3, 4, 5 - VENDOR AGREEMENT AND COMPLIANCE

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

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

Authorized Signature: _____

Use Ink Only.

Printed/Typed Name: _____ Date: _____

PROPOSED SUBCONTRACTORS FORM

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

VENDOR PROPOSES TO USE THE FOLLOWING SUBCONTRACTOR(S) TO PROVIDE SERVICES.*Type or Print the following information*

| Subcontractor's Company Name | Street Address | City, State, ZIP |
|------------------------------|----------------|------------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

☐ **VENDOR DOES NOT PROPOSE TO USE SUBCONTRACTORS TO PERFORM SERVICES.**

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

Authorized Signature: _____
Use Ink Only.

Printed/Typed Name: _____ Date: _____

INFORMATION FOR EVALUATION

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

| <u>CRITERIA</u> | | Maximum RAW Score Available |
|------------------------|---|--|
| E.1 | <u>Assessment</u> | |
| A | Describe in detail the Company experience (including subcontractors) with the development and delivery of K-2 Assessments | 5 |
| B | Describe in detail your adaptive assessment including how the test items adapt to the examinee's ability level. | 5 |
| C | Describe and provide evidence on how the assessment measures the depth and breadth of the Arkansas State Standards in ELA and mathematics at grades K-2. | 5 |
| D | Describe the process on how items that are not aligned to Arkansas State Standards in ELA and mathematics at grades K-2, will not appear on an Arkansas test. | 5 |
| E | Describe how long each assessment administration takes (for both ELA and mathematics) and how many administrations are recommended to be given to students throughout the year. Further describe the flexibility in administration that allows students to test at various times/days within a classroom. | 5 |
| F | Describe how Lexile measures are used in student reporting. | 5 |
| G | Describe in detail how a student receiving a measure of grade level student performance is determined. | 5 |
| H | Describe how the assessment tool is a psychometrically sound criterion-referenced assessment based on universal design principles that also measure achievement of diverse populations of students. Further explain your plan to renew test items and development. | 5 |
| E.2 | <u>Accommodations</u> | |
| A | Describe in detail the accessibility features and/or accommodations that are available. | 5 |
| E.3 | <u>Online System Requirements (Information Technology Platform)</u> | |
| A | Describe how the test platform ensures test security and that students aren't able to access other programs, internet, or apps while testing. | 5 |
| B | Explain the infrastructure in place that will protect data in cases of power outages and cyber threats. | 5 |
| C | Describe your plan to handle updates to outside browsers and operating system updates. | 5 |
| D | Describe what hardware, operating systems, and browsers are supported by your assessment. | 5 |
| E | Describe your plan to minimize bandwidth needed to administer the assessment. | 5 |
| E.4 | <u>Test Administration Manual/Test Administration Guidelines</u> | |
| A | Provide an example(s) (electronic or paper) of a Test Administration Manual or test administration guideline documents. | 5 |
| B | Describe in detail how school personnel prepares for test administration including, but no limited to, how to upload students, how to set up test sessions, how to stop and start tests, how to transfer students between schools and districts, and how to obtain student log in information. | 5 |
| C | Describe procedures on maintaining test security. | 5 |
| E.5 | <u>Report Interpretation Guide</u> | |
| A | Provide an example of a Report Interpretation Guide in English (electronic or paper). | 5 |
| E.6 | <u>Test Administration</u> | |
| A | Describe how your company will ensure quality assurance over all testing materials. | 5 |
| B | Describe your plan to maintain the assessment system. | 5 |
| C | Describe your plan to maintain ensure data security and follow all FERPA requirements. | 5 |
| E.7 | <u>Reporting</u> | |

| | | |
|------------------------------|--|------------|
| A | Describe and provide examples of K-2 Individual Student Report (ISR). | 5 |
| B | Describe and provide examples of K-2 Classroom Reports. | 5 |
| C | Describe and provide examples of K-2 school and district aggregate reports. | 5 |
| D | Describe and provide examples of a state data file that will be provided after testing. | 5 |
| E.8 Training | | |
| A | Describe in detail your plan to train Arkansas teachers to prepare for test administration, administer the assessment, obtain test reports, interpret the test results, analyze data, and monitor student progress over time. In addition, include a summary of staff directly involved with training. | 5 |
| E.9 Support | | |
| A | Describe your plan on infrastructures/procedures that will be in place that Arkansas teachers may use for technical support if using your assessment. | 5 |
| E.10 Project Schedule | | |
| A | Describe your plan for the annual planning meeting and the weekly communication with ADE. | 5 |
| E.11 Desired Features | | |
| A | Provide an explanation if the assessment is able to report mathematics quantile level at each grade. | 5 |
| B | Provide an explanation if the assessment is able to report student performance on the following ELA areas that are in the Arkansas dyslexia law: phonological and phonemic awareness, sound symbol recognition, alphabet knowledge, decoding skills, rapid naming skills, and encoding skills. | 5 |
| C | Describe and provide examples of any additional K-2 reports. | 5 |
| TOTAL POINTS | | 155 |