Request for Proposal

==AMENDED== **RFP ALSDE 2023-08**

GRADES K-5 MATHEMATICS ASSESSMENT SYSTEMS TO INCLUDE SCREENERS, FORMATIVE ASSESSMENTS, AND FRACTIONAL REASONING SCREENERS

Alabama State Department of Education (ALSDE)

Page Number	Question	Response
	NOTE: Several questions requested clarity about the proposal submission structure. The questions listed below are a summary of those submitted. Should vendors submit separate packages by component (e.g., Numeracy Screener, Fractional Reasoning Screener, Formative Assessment) or by RFP Section (2.00, 3.00, 4.00)? ALSDE requests that the cover letter is the first page of the vendor's proposal. Are you requesting that the cover letter be the first page of every separate packet? Is it permissible for the copies of each proposal to contain a copy of the signature? Can you please clarify how you would like the packets and envelopes to be organized and submitted? Please clarify the desired proposal structure. RFP Section 3 describes the proposal as organized in Part I-IV. Please clarify how Section 2.1 Scope of Work Sections A and B are to be organized within the proposal structure described in Section 3? Section 2.1 states Section A and B are to be provided in separate packets. Please clarify if this means Sections A and B are to be in separate envelopes from the rest of the proposal described in Section 3?	1. Please submit each proposed assessment system (Formative Assessment, Fractional Reasoning Screener, Numeracy Screener) separately. 2. Seven binders (original and six copies) organized as described below, and one USB flash drive should be submitted for each assessment system. Binders containing the six copies may contain copies of the signature. 3. Please add a cover letter to the first page of each binder. 4. The binder should have a section labeled with each evaluation criteria. The evaluation criteria should be in this order regardless of the assessment system being submitted: Overall Design, Content/Component of Math Assessment System, Vendor Qualifications and Experience, Budget Proposal/Cost, Detailed Description and Delivery of Training Materials, Presentations, and/or Modules, Appendix A (including I-9). <u>Example</u>: A proposal is submitted for the Fractional Reasoning Screener ONLY. It is sent in one box with seven binders and one USB Flash Drive. Binder #1 contains original documents. The remaining six (6) binders are copies of the documents in original binder. The cover letter is the first page in all seven binders, with a tab for each of the following sections: • Overall Design • Content/Component of Math Assessment System

	Section 2.1 also states there should be separate packets for each of the three sections of the evaluation criteria. RFP Section 1.3 describes five evaluation criteria. Please clarify what the required packets should include?	• Vendor Qualifications and Experience • Budget Proposal/Cost • Detailed Description and Delivery of training materials, presentations, and/or modules • Appendix A, including I-9.
	Can a vendor respond to all three assessment categories within the same proposal document?	Yes, if the structure listed above is followed.
	Due to the risk of malware infection, flash drives are not permitted for use on our company network. Please provide an alternative, such as a secure FTP site, for transmission of the electronic copy.	If this option is needed, please contact Cindy Gillespie at cgillespie@alsde.edu for further instructions.
1	Will ALSDE accept PDF versions of the electronic proposal submitted on USB flash drive?	Yes.
3	On page 3 of the RFP, it states "Proposals may include numeracy screeners, only fractional reasoning screeners, only formative mathematics assessments, or a combination thereof." It also states that "Each of the three sections of the evaluation criteria should be submitted separately." If we are proposing a single solution that can be used as a "combination thereof" (for example a numeracy and fractional reasoning screener), can it be submitted in a single proposal for both purposes?	Yes. The single solution should be submitted in each area because it will be scored in each area. To that end, one original and six copies of the single proposal should be submitted for each of the three areas: the numeracy screener option, the fractional reasoning screener option, and the formative/benchmark assessment option (total of 3 originals and 18 copies).
3	For pricing purposes, how many students are expected to use K-5 formative assessments?	This is a benchmark formative assessment system designed to be used by all students in the school, usually three times per year (beginning, middle, and end of year).
4	Could you please confirm that the only change to the Amended RFP is to 1.1 Anticipated Timeline?	The timeline and submission of questions were the changes made to this amended RFP.
4	The RFP does not include requirements in Section 1.00, nor does it include Sections 5.00 and 6.00. Please clarify how vendors should address this portion of section 1.3 Proposal Evaluation: *Components of Section 1 must be met for Sections 2-6 to be scored. If Section 1 components are not met the proposal will not be scored.*	All RFP proposals that are submitted as directed may be scored.
8	On Page 8, Section 8(a) of the RFP states: "Sign data sharing agreement with ALSDE for all assessment data". I'm not seeing this agreement as one of the documents. Could you please submit a copy of this agreement for my review? Please detail the information/data sets required to be captured in the reports to the LEA and the ALSDE.	This agreement is not yet available. However, the agreement can be summarized as follows - The vendor agrees to: 1. procure data sharing/release agreements with LEAs that grant the vendor permission to share the data that is requested by ALSDE in the data request document. These agreements can be electronic or hard copy. 2. share the data that is requested by ALSDE in the data request document.

	Regarding the requirement, "send the ALSDE information requested in the data map reporting chart including support for and complete rostering identifiers – TCERT, SSID" - could ALSDE provide a copy of the data map reporting chart?	The data request document is a list of the required fields. The fields will be pulled directly from the Numeracy Act, the Literacy Act, the external review document, and any task force requirements at a minimum. Sample fields: Student name Student SSID Reading Teacher Name Math Teacher Name Student Grade Reading Scale Score Math Scale Score
8	How many student and teacher demo logins should be provided?	Six logins should be provided.
8	Please elaborate on ALSDE's expectations for linking assessment data to PowerSchool?	The linking assessment is a predictive study that correlates student scores on the vendor's assessment to the student's scores on ACAP. The vendor should report to what degree of certainty can a student score their assessment predict a student's score on the ACAP. The report should also contain their methodology and calculations that allowed them to arrive at that conclusion.
	What are ALSDE's reporting expectations for the formative assessment category? Are they BOY, MOY, and EOY like for the Numeracy Screener and Fractional Reasoning Screener? What goals does ALDSE hope to achieve with Formative Assessment? How does ALSDE plan to use Formative Assessment learning evidence?	Yes. Reporting requirements are at the beginning of the year (BOY), middle of the year (MOY), and end of year (EOY), with a summer reporting expectation as per the Numeracy Act. Each school is expected to (Alabama Numeracy Act, page 35): [i]ncorporate an Elementary Mathematics Task Force recommended mathematics assessment system, that shall be administered both at the beginning and end of each Alabama Summer Mathematics Achievement Program, to measure student progress.
8 31	Does ALSDE require vendors to submit reference letters as a part of our submission as specified in Section 2.0 requirement 12 or is it sufficient to supply the contact information requested in Section 3.1, References.	Please supply contact information for the three references. Letters of recommendation are not required.
9	Universal Screener: Could the state clarify what is meant by "interview format" and to which skills and grades that applies?	Interview format means that the assessment should not be done on a computer, but in person one-on-one for all grades and for all skills referenced.
	With the "number sense" component, does the state require individual administration for all or some of the components beyond grade 1?	Individual administration is required for the numeracy screener for all grade levels.
12	Please clarify the request. Is ALSDE requesting that providers provide, as part of their submissions,	Yes.

	an alignment document of the provider's program to the Alabama Course of Study (state standards)?	
12	Please clarify the request. Is ALSDE requesting that providers provide, as part of their submissions, examples of printable lessons and/or materials aligned to specific sections of Alabama Course of Study (state standards)?	Yes. These examples may be provided on the USB flash drive.
	Would the state consider a proposal for a program that only addresses a subset of grades K-5?	The Alabama Numeracy Act implements steps to improve mathematics proficiency for public school students in grades K-5. Therefore, the goal is to recommend a list of assessment systems that address grades K-5 instead of a subset of those grades.
	Please clarify what vendors need to provide for e-Verify compliance?	Please send their I-9 Form from E-Verify with the RFP we can request it. Form I-9, Employment Eligibility Verification, is the key element of E-Verify's web-based employment eligibility verification. E-Verify electronically compares information the employer enters from Form I-9 to records available to the Social Security Administration and the U.S. Department of Homeland Security. This verification confirms an employee's eligibility to work in the United States.
Appendix A	Is it acceptable to utilize a digital notary, or is a wet signature required? Are validated electronic signatures with digital certificate of authentication permissible (such as Box Sign, Acrobat Sign, DocuSign, etc.) or does the ALSDE require ink signatures?	A wet signature is preferred but validated electronic signatures with a digital certificate of authentication, such as DocuSign or similar resources, are permissible.
Appendix A	Is Appendix A required with submission, or upon award?	Appendix A must be sent with the proposal because it is part of the RFP packet.
Appendix A	On page 1, ALSDE requests that the vendor must complete Appendix A. In what packet should Appendix A be included?	Appendix A should be submitted at the end of each binder, as described above.
	On the standards and requirements listed, it says "Please identify the location of content standard in the assessment." Are you wanting us to go through each standard and list the question number that it is covered in OR is a blanket statement like "Achievement Series and Performance Series are both fully aligned to 2019 Alabama Math Course of Study Standards and are updated using API technology through Instructure" acceptable?	It is acceptable to state that the assessment system is aligned to the Alabama 2019 Mathematics Course of Study.
	Additional Questions	
	How is the ALSDE currently screening a student's understanding of fractions?	The ALSDE does not currently have a solution for screening a student's understanding of fractions.
	What aspects of a Formative Assessment solution are most important to ALSDE? • Standard-level questions and data	All of the listed components are important as part of a Formative Assessment solution.

	- Ready-made assessments - Questions at various levels of cognitive complexity levels - Ability to keep track of student progress in real-time - Ability to reassign or allow additional attempts - Reporting at classroom, school, and district levels - Learning evidence that informs a teacher's next steps for instruction - Learning evidence that informs small groups for differentiated instruction or personalized learning - Corresponding standard-by-standard Instructional Resources - Professional Development and implementation support	
	Will each review committee be comprised of different individuals?	A committee, comprised of individuals from various state and local agencies, will review all submissions.
	NOTE: These questions all pertain to the timeline for the list of recommended assessment systems. Is this contract to be added to the current list of approved vendors for the 2023/2024 School Year? Please clarify: The resulting ALSDE-approved list will apply to which school year: the 2023-2024 school year or the 2024-2025 school year? What is the anticipated contract start date? Does the State plan to award any vendors who meet the qualifications or is there a specific number of vendors shortlisted for this award? Will the State provide separate awards for each of the three categories of assessments? Is this contract to be added to the current list of approved vendors for the 2023/2024 School Year?	According to the Alabama Numeracy Act, the Elementary Mathematics Task Force provides recommendations for assessment systems. Consequently, the Task Force will compile a list of recommended assessment systems based on submitted proposals for the 2024-2025 school year. All contracts will be made with local school districts, and the start date will be decided accordingly. No specified number of vendors will be listed. The list will include three areas addressed in this RFP – formative or benchmark assessments, fractional reasoning screeners, and numeracy screeners.
	For 2.1.A.8 "A signed assurance letter on company letterhead agreeing to the following conditions if granted recommendation as a vendor", item e "Provide a minimum of five quick turnaround reports per calendar year to meet ALSDE deadlines as requested by the ALSDE": could clarification be provided on what "five quick turnaround reports per calendar year" refer to, in order to differentiate from item c "Submit beginning-of-year, middle-of-year, and end-of-year Data Reports"?	Occasionally, ALSDE receives requests from stakeholders that require a quick or immediate response. This provision allows ALSDE to request assistance in answering these requests from vendors. In most cases in the past, vendors already have the information on hand for their internal use. Here are sample questions: How does Alabama's proficiency on this assessment compare to national rankings for this academic year and last year? How

		many schools have already completed testing for this window?
	On the standards and requirements listed, it says "Please identify the location of content standard in the assessment." Are you wanting us to go through each standard and list the question number that it is covered in OR is a blanket statement like "Achievement Series and Performance Series are both fully aligned to 2019 Alabama Math Course of Study Standards and are updated using API technology through Instructure" acceptable?	A statement assuring full alignment with the 2019 Alabama Mathematics Course of Study is acceptable for the Formative Mathematics Assessment.
	How would ALSDE like a linking study done between a collection of formative assessments on different topic areas to a summative assessment like ACAP?	The linking study is a formal study of the assessment's ability to predict ACAP scores of students. ALSDE has not provided a template for the methodology for the linking studies at this time. As the ACAP is based on the 2019 Alabama Mathematics Course of Study, consider linking student performance on standards addressed in the formative assessment items to a student's performance on ACAP content areas, clusters, and/or standards.