



**Solicitation Information
January 17, 2017**

Addendum #1

RFP# 7551209

**TITLE: Assessment Development, Content Management & Technical Services
– Partnership for Assessment Readiness for College & Careers (PARCC)**

Submission Deadline: February 7, 2017 at 2:00 PM (ET)

Attached are vendor questions with State responses. No further questions will be answered.

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Vendor A

1. Is there an incumbent for this contract? If so, who is the vendor and when does their contract expire?

Answer: No one vendor that is currently responsible for the scope of work in this RFP. Parcc Inc. currently provides PARCC support services under a different model. Their contract currently expires on June 30, 2017. Pearson is the test vendor responsible for item development and their contract expires June 30, 2018 through the New Mexico price agreement.

2. Has funding been approved for this? If so, what amount was approved?

Answer: No funding has been approved in advance.

3. The solicitation mentions the following statement below. Does that mean that there will be another solicitation released for the administration scoring and reporting of this assessment? If so, when?

- a. **Administration Vendor:** A state-procured vendor, separate from the Contractor, to provide administration, scoring and reporting services to affiliate states. Contract may be procured in combination with other affiliate states or individually. Administration vendor scope of services will vary based on the types of products and services required.

Answer: Yes. The administration scoring and reporting vendor will be selected from a separate solicitation. A specific date cannot be determined at this time given that states may select to procure their administration scoring and reporting vendor individually or jointly with other participating states.

Vendor B

- Is there a budget limit or goal for this project?
 - *Answer:* See Vendor A, Question 2.
- Can you confirm that we must follow the per diem rates established by GSA for only Rhode Island?
 - *Answer:* Yes, the GSA requirement is specific to RI, but other participating states may have similar policies.
- May subcontractor overhead direct costs be imbedded within the overall budget, or do we need separate cost proposals for each subcontractor?
 - *Answer:* Yes, they may be embedded in the overall budget, but any detail that can be provided for subcontractor budgets should be provided.
- Can MBE certification be in an "applied for" status at time of submission with a commitment to find another vendor/subcontractor if the application is denied?
 - *Answer:* Subcontractors may be in applied for status at time of bid submission, but the vendor must be approved prior to award or the work will not count towards the MBE requirements.

- We see clause RIGL 37-13-3.1 included in this contract. We assume this does not apply to this RFP and that this RFP doesn't fall under the "public works" umbrella. Can you confirm?
 - *Answer: Yes, this requirement is not applicable.*

Vendor C

1. Would the successful bidder, including any subcontractors, be precluded from conducting, either by sole source or competitive procurement, any of the studies designed under this contract?

Answer: Yes.

Vendor D

#	Page/Section	Question
1	Pages 2-3	<p>The RFP states "the successful contractor will enter into Separate MOUs or contracts with each eligible entity..." Since this is a firm-fixed price contract, how will the fixed costs be spread across the different states or entities?</p> <p><i>Answer:</i> The proposal submission shall outline the fixed per pupil price for Tier 1 entities. The range in pricing based on participation, as outlined in the cost proposal, should account for the fixed costs being spread across the entities accordingly.</p>
2	Page 15	<p>Please confirm that Tier 1B and 2A and B entities will be responsible for the cost of passage permissions? If not, please provide the number of uses required per permission.</p> <p><i>Answer:</i></p> <p>For passages with previously acquired permissions, the Tier 1B/2 states will be required to obtain their own permissions. Contractor shall be required to provide a listing of contacts for relevant passages to the Tier 1B/2 states.</p> <p>For passages acquired under this Contract, the Contractor shall include in the permissions provisions that allow additional states to utilize passages in a secure manner at a predetermined cost. Those costs shall be passed on to Tier 1B/2 states.</p>
3	Page 10	<p>Sustainability: "...Contractors business model will earn income sufficient to support..." What licensing agreements are already in place and what are the fees associated with each of these agreements? Based on current licensing agreements, what is the contracted income for each year of the contract?</p> <p><i>Answer:</i> Licensing agreements are currently in place for two states. These agreements may be renegotiated upon execution of the new model according to the revised scope of work. Exact terms of the licensing agreements may not be disclosed at this</p>

		time, however, if there is a specific portion of your proposal that requires this information, please let us know.
4	Page 33 Comp 5	<p>“The Contractor will provide expertise and technical support... for states <i>at each state level...</i>” For costing purposes, should Technical Advisory Services costs be provided for each individual state or at the consortium level? Are there any other Tier 1B or 2 states that should be included in these costs?</p> <p><i>Answer:</i></p> <p>The Contractor shall be responsible for all activities and technical support services through the creation of forms for all Tier 1 states as a collective. In addition, the Contractor shall be responsible for technical support for scoring and reporting for Tier 1A states as a collective. Beyond the technical support required for development, Tier 1B, 2A and 2B states may contract for additional technical support related to issues such as comparability claims, scoring and reporting. Those associated costs should be the responsibility of the individual Tier 1B/2 state requesting those services.</p>
5	Pages 44-45 Offers Qualifications #3	<p>“a list of three to... five similar projects undertaken and/or clients served within the last ten years” and “Provide 2-3 Case Studies of specific projects executed with similar scopes of work, within the last five years...” Should bidders submit both a list of 3-5 similar projects and 3 case studies?</p> <p><i>Answer:</i> Yes.</p>
6	Page 19	<p>State Developed Content - The requirement indicates “with the use of a procured Contractor at the expense of the state.” Please confirm that the associated costs for banking, transformation, and any required data analysis will also be at the “expense of the state” and will not be incorporated into the scope and costing assumptions of the Contractor agreement?</p> <p><i>Answer:</i></p> <p>Items developed under the Race to the Top (RTTA) grant and under the New Mexico pricing agreement with Pearson must be ingested at no additional costs. Costs for banking items developed under this Contract should be included in the core cost proposal. For all other items contributed to the bank, the contributing state shall be directly responsible for the costs of exporting items from their current bank. Any costs associated with banking, transformation, and required data analysis on the Contractor side should be negotiated with the contributing state and taken into consideration when determining licensing fees. The Contractor shall develop criteria for determining the cost benefit of ingesting any offered items to Tier 1A states.</p>

<p>7</p>	<p>Page 8 & Page 26</p>	<p>High-Level Timeline and Responsibilities: The current Operational Assessment contract does not include the field test scoring or data review of the Spring 2018 field tested items. Is the expectation that this scope will be added to the Tier 1A Administration scope and that the schedule for execution will adhere to the timeline provided herein? <i>Answer:</i> The pathway to the scoring and data review of the Spring 2018 field test items has not yet been finalized. The Contractor should assume facilitation responsibilities for the data review and assume timeline for scoring will be adhered to while developing a contingency plan should one be needed.</p>
<p>8</p>	<p>Page 28 Comp 2.7 and Appendix A</p>	<p>This contract is to be fixed price, although the scope of “partial forms” is variable based on the number of Tier 2 states and their unique requirements. How should vendors cost this or is there a standard set for partial forms? <i>Answer:</i> Tier 2 states will negotiate with the contractor individually based on the services and items they desire. The cost will be negotiated based on the itemized cost proposal submitted in response to this solicitation for the individual elements.</p>
<p>9</p>	<p>Appendix D</p>	<p>The text under “relevant resources” contains hyperlinks, however the hyperlinks are not working. Please provide where these resources can be found. <i>Answer:</i> Relevant resources may include:</p> <ul style="list-style-type: none"> - PARCC College- and Career-Ready Determination Policy and Policy-Level PLDs - PARCC Style Guide - PARCC Item Development Technical Guide - PARCC ELA Test Specification Documents - PARCC Mathematics Test Specification Documents - PARCC Accessibility Features and Accommodations Manual - Resource for Administration of PARCC Assessment - PARCC Data Privacy and Security Policy Information - PARCC Available Practice Assessments - PARCC Available Item Bank - PARCC Released Items - PARCC Resource on Technology Readiness - Information about PARCC Score Reports - PARCC Performance Levels - Current PARCC Advisory Groups and Committees

10	Page 27 Comp 2.3	<p>Does this scope include the accommodations for the items selected in each accommodated form, (e.g. does the scope include creating the American Sign Language (ASL) videos for each item/stimuli used in each ASL form?) Does it include scope for creating both EBAE and UEB versions of braille in printed form, as well as tactile graphics where needed?</p> <p><i>Answer:</i> The Contractor is to create the ASL video. The Contractor should include as part of bias review process to ensure items are appropriate for Braille. Development of the EBAE and UEB versions in printed form shall be the responsibility of the Administration Vendor.</p>
11	Pages 38-40, Comp 6	<p>The six requirements for Component 6, as shown on page 40, do not include any discussion of meetings, is the information on these meetings for informational purposes only? If the Contractor should discuss these meetings in our response, does RIDE have a preference for which specific requirement they should address? Do these meetings start in 18/19? Should these meetings be costed?</p> <p><i>Answer:</i></p> <p>The meetings are a component of state engagement and maintain both state and educator involvement in the assessment system. The Offeror shall discuss these meetings as part of the response in 6.4 and 6.5 according to where they best fit in the Offeror’s larger vision for educator and state engagement. These meetings should begin in 2018-2019 and shall be costed accordingly.</p> <p>The meetings should be included in the response. The Contractor will participate in meetings in 2017-2018 that are currently coordinated by the current administration vendor and the Contractor should budget the cost for appropriate staff participation and travel.</p> <p>The Contractor is expected to coordinate and conduct these meetings and shall begin in July 1, 2018 and should be costed accordingly. In addition, the Contractor should also include meetings Bias and Sensitivity Review. See the table in Addendum 1 for information about each meeting.</p>
12	Pages 28 Comp 2.7	<p>The RFP states this is a firm-fixed price contract, yet many of the requirements require variable costs (e.g. Coordinating the transfer of forms, partial forms, and items, associated psychometric information, and all associated test materials, including copyright permissions, and item metadata, to administration, scoring, and reporting vendors). These costs</p>

		<p>fluctuate based on the number of entities, passages, items, forms, etc. Can bidders provide a base fixed cost and variable costs?</p> <p><i>Answer:</i> Yes, bidders should submit a base fixed cost and variable costs. Please see Vendor D, Question 13 for more detailed information.</p>
<p>13</p>	<p>Page 55 Appendix A</p>	<p>Appendix A requests Per Pupil Fees at three levels. Since the current PARCC volumes are close to 3M students can we add another level at 2.5, 2M, and set the floor at 1.5M since the per pupil price is different at the lower volumes? There needs to be a minimum set to provide more accurate pricing.</p> <p><i>Answer:</i></p> <p>The scope of work varies significantly between Year 1 and Years 2 through the end of the contract. Please create separate tables for each year based on the scope of work.</p> <p>In all years, the scope of work has fixed costs and variable costs. Create columns for Fixed Costs and Variable Costs under Tier 1A and Tier 1B.</p> <ul style="list-style-type: none"> • Provide Total for Fixed Costs above the table. • Per pupil costs should be provided as ranges for each of the three options. <ul style="list-style-type: none"> ○ Set the base number of students for the first option for what you deem is viable at current scope of work. ○ Below that base, provide suggestions for how scope of work could be adjusted (ex. Reduce number of blueprint sets developed) ○ Set the ceiling based on current scope of work for last option ○ Above the ceiling, provide suggestions for how the scope of work should be adjusted (ex. Increase number of forms developed each year) • Current projections for 2018: 2.4 million students in Tier 1A. • Fixed costs should be divided by the number of students from Tier 1 states. <ul style="list-style-type: none"> ○ Tier 1A and Tier 1B will share all costs through the development of the forms. Tier 1A states will also share costs associated with technical support for administration, scoring and reporting. ○ When determining the per pupil costs between Tier 1A and Tier 1B, explain how you took into

		<p>consideration Tier1A’s participation in field testing and additional costs associated with field ranging, field test scoring, and field test data review through both this contract and the Administration Vendor contract. What adjustments to Tier 1A and Tier 1B per student costs were made? (Contractors are encouraged to consider the issue of cost in their sustainability planning. Tier 1A participation as field test entities may need to be incentivized either through lower costs than non-Tier1A states or through lower cost access to item pool post field test participation.)</p> <ul style="list-style-type: none"> • Provide the variable costs/student for each range developed. (Contractors may determine that variable costs may be reduced as numbers are increased.) <p>Provide expectations for possible additional deductions for Tier 1 based on Tier 2 licensing.</p>
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Vendor E

1. The definition of “license” on page 8 of the RFP states it is an agreement between the intellectual property owner (“owner”) and an affiliate/non-affiliate. *The definition does not include the Contractor as a party to the license.*
 - a. What contractual relationship will tie the Contractor to a licensee?
 - i. *Answer:* The Contractor will have an executed contract for services with the licensee. This contract will reference the intellectual property held by the owner.
 - b. What contractual relationship, if any, will exist between the Contractor and the Owner?
 - i. *Answer:* The Contractor will have a license with the owner to manage the intellectual property and utilize the assets to fulfill the needs of the assessment system. The Contractor does not need to be a party to the license agreement between the licensee and Owner.
 - c. If there is no contract between the Contractor and the Owner, how will the contractor be entitled to manage the IP?
 - i. *Answer:* There will be an agreement between the Contractor and the Owner to outline the responsibilities and rights accordingly.
 - d. What is the mechanism to pay the Contractor and who pays the Contractor?

- i. *Answer:* Licensing fees will be collected by the Contractor according to the executed licensing agreement with the Owner. Payments will be made on a state by state basis.
 - e. Will all licenses be between the Affiliate state and the Owner? Or may a license be between the Owner and the Affiliates assessment administration Contractor for a state's summative assessment program?
 - i. *Answer:* Each case may be different based on the needs of the individual state. It is possible that the license may be between the Owner and the Affiliate's assessment administration scoring and reporting vendor.
- 2. Pages 8. What is the process and timeline for procuring a third-party entity to fulfill the role of the "Owner"?
 - a. *Answer:* The process to establish the IP holding company is currently underway and in final negotiations. More details will be provided as soon as possible.
- 3. Page 9. The description of the "PARCC Governing Board" reflects its current composition and role.
 - a. Please clarify the make-up and roles and responsibilities of the Governing Board in the new model.
 - i. *Answer:* The PARCC Governing Board will not exist in its current form under the new model. Alternately, the affiliate chiefs will engage with the Contractor through the advisory committee role and appointment of board membership.
 - b. How will the Governing Board work with other state entities described in the RFP such as the Owner's advisory board of affiliate chiefs (p.19), Operational Working Group (p.8), advisory committee of affiliate chiefs (p.19), state leads (p.37, p.40), advisory group of chiefs (p. 37), and chief advisory group (p.37)?
 - i. *Answer:* Per the prior answer, the Governing Board will not be a formal entity under the new model.
 - c. What is the relationship between the Contractor and these state entities?
 - i. *Answer:* Each state entity will have an executed contract with the Contractor. As such, the Contractor is a vendor providing services accordingly.
- 4. Page 18. To whom will the Owner license content: tier 1 states, tier 2 states, both?
 - a. *Answer:* The Owner will license content to both Tier 1 and Tier 2 states, as well as, in some cases, the states' contracted assessment administration vendor.
- 5. Page 19. Regarding the "Owner," the RFP uses the phrase "if one exists" which suggests the role of the third-party Owner may not be fulfilled. Will there be a third-party owner?

- a. *Answer:* Yes, there will be a third-party owner. Final negotiations are currently underway and more details will be provided as soon as possible.
- 6. Pages 16, 18 and 40. Component 6 requires the Contractor to recruit and manage relationships with prospective states; this includes "outreach strategies to recruit new affiliates or non-affiliates to the assessment system (p.40)." This is different from the "Marketing" paragraph on page 18 where promoting, marketing, and selling to non-participating states is described as an *option*, to be negotiated later as a scope change, rather than part of the base scope of work.
 - a. Is there an expectation that the Contractor would respond to state RFIs and RFPs?
 - i. *Answer:* Yes. There is an expectation that participation in the assessment system will continue to grow. Please consider that participation in the assessment system may be acquired through direct responses to state RFIs and RFPs, or indirectly through supporting vendors as they prepare their responses for licensing content.
 - b. Please clarify, and describe the role of the Owner, affiliate states, and Contractor in responding to state RFPs and RFIs.
 - i. *Answer:* Only the Contractor will have a role in responding to state RFPs and RFIs as issued by potential affiliate states. The Owner is solely the holder of the intellectual property and shall not manage the daily operations of the assessment system.
 - c. Please clarify where the cost of recruiting potential states and/or their vendors (e.g., responding to RFIs and RFPs) should be included in the Cost Proposal.

Answer: Expenses for responding to contractors' and/or states' requests for access to IP, whether through RFPs or other means, should come from revenue gained through the larger business model and should not be a direct charge to the states participating in this Contract. Contractors are encouraged to consider this as they develop their own sustainability model.
- 7. Page 18. Page 18 states: "The Governing Board and Owner will develop form license agreements for users of PARCC IP. Contractor will use these form agreements to license the PARCC IP. All licenses must be approved and executed by the Owner."
 - a. Please clarify the role of the Contractor in creating and negotiating the licensing agreements that will become the basis for its delivery scope of work for each participating state.
 - i. *Answer:* It is the intention that the Contractor will utilize standardized form licensing agreements as the basis for agreements with each participating state. Specifics may be tailored to the needs of individual states and must be approved by the Owner for execution.

- b. Please clarify the role of the Contractor in determining price(s) associated with the licenses.
 - i. *Answer:* The Contractor is responsible for determining price associated with the license. The Owner will monitor licensing agreements to ensure consistency and fairness across licensees for comparable content.
 - c. Will the Contractor need a license with the Owner to manage, develop, view, and inventory the materials, and will a separate license be required for each state?
 - i. *Answer:* The Contractor will need a license with the Owner to manage, develop, view and inventory the materials in the pool of PARCC intellectual property held by the Owner.
 - d. Will affiliate states (tier 1) and non-affiliate states (tier 2) all be licensees?
 - i. *Answer:* Tier 2 non-affiliate agreements will take the form of licenses given the varied scope of work desired by each state. Tier 1 affiliate states may execute a contract based on this solicitation for services, which will include a license for content utilized as part of the full-form assessment.
8. Page 18 and 19. Page 18 says licensing “fees.... will not be profit generating.” Page 19 indicates that “licensing profit ... shall be reinvested in the assessment system” and “must first cover the expenses of a third-party owner of intellectual property, if one exists...” In addition, page 19 states that “offerors may propose a profit sharing arrangement with at least 80% of the profit reinvested in the assessment system.”
- a. Please clarify the intent around the profit model. Will there be no profits generated from fees? Or is profit envisioned as a resource stream for reinvestment?
 - i. *Answer:* The assessment system is intended to benefit participating states and licensing profit, specifically from Tier 2 states, shall not be to generate a significant profit. Rather, profits from Tier 2 licensing agreements shall be reinvested in the assessment system to provide additional benefits to all participants. The first use of any licensing profit shall cover the expenses of the Owner (IP holding company). Offerors may propose a profit sharing model, specific to Tier 2 licensing profits, with at least 80% of the profit being reinvested.
9. Page 19. The licensing profit must first cover the expenses of a third-party Owner, if one exists, before being allocated for other purposes.
- a. What is the source of funding for the Owner if insufficient profit from licensing contracts is available?
 - i. *Answer:* It is the expectation that the Contractor acquire licensing agreements sufficient to, at a minimum, cover these expenses. If

licensing profit is not sufficient, the Contractor is expected to cover the necessary costs until adequate funding is acquired.

- b. Please clarify/list the expenses of the Owner.
 - i. *Answer:* Expenses could include, but are not limited to, the following responsibilities and should be costed in the proposal with an assumption of \$75,000:
 1. maintaining appropriate paperwork for the assets, including all associated legal filings
 2. executing and renewing licensing agreements according to terms set by the Contractor and with the Contractor's support
 3. monitoring to ensure possible IP infringement is handled appropriately
 4. executing legal activities, as needed, to protect possible IP infringement with support of the Contractor
 5. monitoring the licensing agreement terms for consistency and fairness across entities
 6. engagement with affiliate chiefs to ensure educator involvement in decisions related to IP
 7. associated legal costs for the items above

10. Page 19. In order to compare Offerors' cost proposals, how many existing state contributed items should Offerors assume they will be required to review and potentially ingest into the item bank each year? Where in the pricing model should the Contractor's costs for state contribution be included (Tier 1 and/or Tier 2)?

- a. *Answer:* We are unaware at this time of any states planning to submit items. The Contractor shall develop criteria for determining the cost benefit of ingesting any offered items to Tier 1A states. See Vendor D, Question 6 for cost attribution.

11. Pages 23 and 38-40. In Component 1, page 23 states that the Offeror must provide a plan for "opportunities for state educator engagement." In Component 6, pages 38-40 include a number of state engagement meetings.

- a. Is the requirement on page 23 for state engagement the same as the requirements on pages 38-40? Or are there additional costs that need to be built into the Offeror's proposal to meet requirements for state educator engagement?
 - i. *Answer:* The meetings listed on pages 38-40 are a set of proposed meetings but do not encompass the entire state educator engagement plan. It is the expectation that proposals include a comprehensive plan for state educator engagement beyond what is listed.
- b. If the requirements are different, please provide additional information regarding meetings so the costs can be built into Component 1.

- i. *Answer:* The RFP lists a proposed set of engagements but it is not comprehensive. It is expected that the Offeror will propose a comprehensive plan.
- 12. Page 24. Component 1.5 requires Offerors to include “a plan to govern the security of items contributed and developed, and the implementation and monitoring steps associated.” Currently, the Administration Vendor provides centralized monitoring (e.g., notifies consortium of items posted on social media and breached items in any particular state). Because there will be multiple Administration Vendors and Testing Vendors, is this a service that should be provided by the Contractor going forward?
 - a. *Answer:* Yes.
- 13. Page 26. The Contractor is expected to “develop a minimum of three blueprints worth of items each year.”
 - a. Please clarify if a minimum of three blueprint sets are required for each of the 21 tests (all 9 ELA/L tests and 12 math tests)?
 - i. *Answer:* A total of 54 blueprints worth of items should be developed each year. (Three blueprints sets for each of the 9 ELA tests and 6 mathematics grades 3-8 tests. A total of 9 blueprint sets of items should be developed for Algebra I, Geometry, Algebra II and Integrated tests).
 - b. How many operational forms does the Contractor need to construct each year?
 - i. *Answer:* Currently, these blueprint sets populate the following number of forms each spring:
 1. Two core online standard forms for each ELA and math test except only one form is needed for each of the integrated math tests (one of which is used for closed captioning, ASL and Spanish (only for math)).
 2. One core paper standard form for each test (basis for the large print form and Spanish)
 3. Two test to speed forms for each math test (one of which is the basis for the Spanish text-to-speech form)
 4. One text to speech form for each ELA test
 5. One Braille form for each test (EBAE and UEB)
 6. One standard bread form for each test

A practice test is currently available for each test and provided in all formats for student accessibility. The Contractor should plan to update the practice tests in 2018-2019.

- 14. Page 28. The requirement for Component 2.8 asks Offerors to allocate content development resources by Tier 1 and Tier 2. Please clarify the intent of this requirement, and the type of content development work that would be specific to Tier 2.

- a. *Answer:* Tier 1A FTE designated staff efforts should not be redirected to supporting Tier 2. Designated Tier 2 FTE should be funded by Tier 2 states. Tier 2 may require Contractor staff support for item selection, forms and test construction.

15. Page 30. There are two requirements labeled 3.3. Please confirm the renumbering that should be used in responses to the RFP.

- a. *Answer:* Please utilize the revised numbering below.

3.3	The functionalities and capabilities of the technology structure that will support <ul style="list-style-type: none"> ✓ automated and manual forms construction ✓ all other relevant functionalities needed to develop, and build summative assessments
3.4	The IBMS system, including how long it has been in full functioning mode (user experience) and whether it has real-time functionality; length of time the system has been operating, including a summary of relevant usages, success and failures of systems, and risk mitigations; any other important and relevant facts that highlight the quality and efficiency of the proposed IBMS product.
3.5	A plan for transferring existing content from the current providers into your own IBMS. Identify potential challenges or risks that may occur and how they would be mitigated. Include timeline for transfer, quality curation, and conversion of items to the IMS Global Standards.
3.6	Identifying potential risks that may cause delays of services and/or products, or other concerns that may negatively impact deliverables, timelines, or services for each tier.
3.7	Any additional information that will further illustrate understanding of the technology processes and systems services and /or products.

16. Pages 12 and 15. Please confirm whether Component 1 should be referred to as "Operating Model and Licensing" or "Operating Model and Ownership."

- a. *Answer:* Please utilize "Operating Model and Licensing."

17. Pages 14 and 33. Please confirm whether Component 5 should be referred to as "Technical Advisory Services" or "Technical Expertise and Services."

- a. *Answer:* Please utilize "Technical Expertise and Services."

18. Page 32. Component 4.4 requires a plan that “will ensure applicable items will not be exposed to states other than the originating states, when required by a unique state law, or submission of an intellectual property sharing agreement by state.”

- a. Does this mean that a state can contribute an item to the IBMS that can only be viewed and used by that state (i.e., the item cannot be used on the PARCC forms or any other state forms)?
 - i. *Answer:* It is the responsibility of the Contractor to determine the criteria by which state-contributed items may be accepted into the IBMS. If this specific example occurs for a specific state, the Contractor will need to determine if this is acceptable for the assessment system. The intent of the statement is to capture state-specific regulations with regard to items such as student responses etc.
- b. If so, what is the benefit to the participating states (affiliate and non-affiliate states), as the Contractor will have costs associated with reviewing, ingesting, and maintaining the item into the IBMS but will not be able to license the item to any other states?
 - i. *Answer:* Not applicable.

19. Page 15. On page 15, there is an expectation that both the Contractor and the procured administration vendor(s) will conduct psychometric activities.

- a. Is the intent that there will be overlap in the psychometric activities that would be conducted by the Contractor and an administration vendor(s)?
 - i. *Answer:* The Contractor must have the necessary psychometric skillset to fulfill its content development role. Given that multiple administration scoring and reporting vendors may be procured by individual states, it is important for the Contractor to have the necessary psychometric skillset in that regard. The commonly procured administration scoring and reporting vendor for Tier 1 affiliate states will be administering the operational assessment and field test items and should be able to provide psychometric services accordingly.
- b. Or is the intent or that there will be a division of psychometric activities between the Contractor and the administration vendor(s), and, if so, what is the expected division of psychometric activities?
 - i. *Answer:* See above.

20. Page 35. Component 5.4 requires the Offeror to include *a plan* for conducting and facilitating standard setting, if needed.

- a. What changes to the test design do the states anticipate that might warrant a standard setting?
- b. What types of costs need to be included in “the plan for conducting and facilitating standard setting”?

- c. Do Offerors need to include costs for actually conducting standard setting? If so, please confirm the number of participants that travel and meeting costs should be included for.

Answer: The Contractor shall include the costs of conducting a standard setting either as a validation on the current test or as initial standard setting for a revised test. The Contractor shall plan to conduct a standard setting process that includes professional judgment of state educators. Travel and location expenses for the meeting should be planned for 8-10 participants per subject per grade level across states and one state staff person per state.

- 21. Page 35. Please clarify if the Technical Advisory Committee (TAC) will advise on all phases of the assessment system (e.g., including delivery, scoring, and reporting) for Tier 1a, or if there will be a separate TAC for administration aspects of the program.

- a. For Tiers 1b and Tiers 2a and 2b, will each participating state have its own TAC for administration purposes?

- i. *Answer:* TAC will advise on all phases of the assessment system for Tier 1A states. Tier 1B/2 states may choose to contract for additional services at their expense for state-identified areas of need.

- 22. Page 37. Several entities including advisory committees and the TAC will advise the Contractor and affiliate states on potential changes to testing policies, test design, administration recommendations, and governance decisions; however, it is not clear who has ultimate decision-making authority on those issues.

- a. Please clarify which decisions will ultimately be made by the Contractor and those that will be made by states, and if made by the states, which entity (e.g., Owner's advisory board of affiliate chiefs, Operational Working Group, advisory committee of affiliate chiefs, advisory group of chiefs, chief advisory group, or RIDE)?

- i. *Answer:* Ultimate decision-making authority will reside with the Contractor and its Board of Directors.

- 23. Pages 38-39. Please clarify the scope of the State Engagement meetings described on pages 38-39.

- a. Are the meetings specific to Tier 1?

- i. *Answer:* Yes.

- b. For each meeting, please clarify the total number of participants (not including vendors) that the Offeror needs to estimate costs for? It is not clear if the ranges (e.g., 5-7 participants per group) are for each state or total.

- i. *Answer:* For educator meeting, these are for total across states.

- c. For any meetings that require the participation of the Administration Vendor (e.g., rangefinding, operational scoring), please confirm that the Offeror is not responsible for including the cost in their proposal.

- i. *Answer:* Starting in Year 2, the Contractor is responsible for coordinating and facilitating all listed meetings at Contractor cost, except the Contractor is not responsible for Administration Vendor personnel or Administration Vendor deliverable costs. See table in Addendum 1 for additional information about each meeting.
 - d. The Administration Vendor(s) and Testing Contractors (as defined on pages 8-9) will be responsible for administration, scoring, and reporting services. Please clarify whether the contracts for the Administrator Vendor(s) and Testing Contractor(s) will include meeting costs for Rangefinding, Operational Scoring, and Field Test Scoring meetings, or if the Offerors need to include.
 - i. *Answer:* See table in Addendum 1 for more information about each meeting.
 - e. And, if the Contractor is responsible for those meetings, should the Offeror assume the meetings will be supported for Tier 1a only? How many states should the Offeror assume will be participating?
 - i. *Answer:* Yes, all Tier 1A only.
24. Page 42. Offerors may propose complementary products from other business segments within their organization.
- a. Please clarify where in the proposal format (pages 43-47) the description of the optional complementary products should be included.
 - i. *Answer:* The complementary products proposed shall enhance the Offeror's ability to provide the required services. Complementary products shall be included in the appropriate section of the proposal dedicated to that specific type of product or service element.
 - b. If evaluation points will be awarded for complementary products, how many points are possible?
 - i. *Answer:* Points will not be awarded specifically for complementary products. The complementary products proposed should enhance the overall proposal and Offeror's ability to provide the required services.
25. Page 46. Please clarify the example in the second bullet at the bottom of page 46, "the Proposed offerors, and subcontractors are not providing services and/or conducting business with the organization on alternative contracts resulting in conflict of interest for parties involved." What entity does "organization" refer to in this example?
- a. *Answer:* "Organization" equal to "contractor".
26. Page 50. In reference to the table at the top of page 50, please confirm that Appendix A should be added as the fourth required document in the Cost Proposal.

- a. *Answer:* Yes. Appendix A must be required as part of the Cost Proposal. The Evaluation Point Summary shall be revised accordingly as reflected below:

Evaluation Point Summary

Factor	Points Available
Technical Proposal	
Transmittal Letter	Pass/Fail
Executive Summary/Understanding of Issues	5 points
Firm Capabilities & Experience	15 points
Plan and Approach	25 points
Project Organization and Resumes	15 points
References and Other Information	5 points
Presentation and/or Interview	15 points
Cost Proposal (including Appendix A)	20 points
Sample Services Agreement	Pass/Fail
RIVIP Bidder Certification Cover Form	Pass/Fail
W-9 (taxpayer identification number and certification)	Pass/Fail
TOTAL	100 points

27. Page 50. For the offers that meet minimum technical requirements and advance to the Cost Proposal review, how will points be awarded? What is the formula or method of awarding Cost Proposal points?

- a. *Answer:* The cost points will be determined using the formula established by the RI Division of Purchases, which takes the dollar amount of the lowest responsive bid, divides it by the dollar amount of each additional bid, and multiplies the result by 30 (the total points available). This results in the lowest responsive bid getting the full 30 points, the next lowest bid the next highest number of points, and so on.

28. Page 52. At the top of page 52 the RFP requires a Project Plan to address topics such as risk, quality control processes and cost savings. Where in the proposal format (pages 43-47) should Offerors include this information? Is there a single section referred to as Project Plan or should the requirements on page 52 be addressed in each of the 6 components of the technical approach?

- a. *Answer:* The requirements shall be addressed in each of the 6 components of the technical approach.

29. Page 55: The first band in the per pupil fee structure is “3 million or fewer students.” Please clarify the minimum number of students (or floor) for which the Contractor would be expected to deliver this scope of services at the contracted fee.

- a. *Answer:* See Vendor D, Question 13.

30. The RFP requires the Offeror to submit separate Technical and Cost Proposals; however, costing information appears to be requested in the Technical Proposal as well as the Cost Proposal (e.g., Page 42, Cost Saving Recommendations). Please confirm that Offerors may include financial information including specific cost savings recommendations (dollars saved) as part of their Technical Proposal without being disqualified.
- a. *Answer: Confirmed.*
31. While an administration vendor may be responsible for providing Braille versions of the assessment, who is expected to be responsible for providing American Sign Language for accommodated items?
- a. *Answer: See Vendor D, Question 10. The Contractor is responsible for providing American Sign Language for accommodated items.*
32. The chiefs of affiliated states are seemingly playing the following roles: serving as Board of Directors of the Owner organization, appointing the majority of members of the Contractor's Board of Directors (or project's board of directors should the organization have a pre-existing board), reviewing key personnel of the Contractor's staff, and contracting with the Contractor (based on base contract with RIDE).
- a. Has there been a determination that the roles described above (and any others in the RFP) will not constitute a conflict of interest under the laws of the Affiliate states?
 - i. *Answer: To clarify, the chiefs of affiliated states will not be eligible to directly serve as members of the Board of Directors. As the Advisory Committee, they will collectively appoint the members for the Board of Directors and review key personnel. The affiliated states are responsible for conducting, and presumable have conducted whatever conflict of interest analysis is deemed appropriate under applicable law.*
 - b. What authority will the appointees of the affiliates who serve on the Contractor's Board of Directors have? Please clarify, will the appointees of the affiliates who serve on the Contractor's Board of Directors have decision making authority over the Contractor's pricing, Contractor's subcontractors, etc.
 - i. *Answer: Board members appointed collectively by the chiefs will serve as full members of the board. They will not be limited in their decision making authority consonant with the Board's legal obligations under enforceable contracts.*
33. Pages 38-40. There are no references to meetings of the Governing Board in the list of "state engagement meetings and meeting structure," although State Lead Meetings are described on page 40.
- a. Will the Contractor be expected to convene the Governing Board? Or the Board of Directors of the Owner? Or the Chiefs advisory committee? If so, please provide parameters so that these meetings can be costed.

- i. *Answer:* The Contractor will be responsible for convening and coordinating the advisory committee of chiefs. Monthly teleconference meetings and bi-annual in-person meetings shall be costed.

Vendor F

COMPONENT 1: OPERATING MODEL AND LICENSING

1. Are all PARCC items and IP copyrighted under federal law?

Answer: To our knowledge, the current manager of PARCC assets has copyrighted all items and IP.

COMPONENT 2. CONTENT DEVELOPMENT

1. Please specify the total number of forms that must be developed each year, including practice tests, fall/spring forms for high school, and breach forms.

Answer: See Vendor E, Question 13

2. Does the Contractor have any responsibility regarding Braille/large print production, or is this the responsibility of administration contractors?

Answer: See Vendor D, Question 10 and Vendor E, Question 31.

3. Does PARCC have specifications for translating TEI items into a paper & pencil format?

Answer: PARCC Does not have specifications for translating TEI items into paper and pencil.

COMPONENT 5. TECHNICAL EXPERTISE AND SERVICES

1. Will the Contractor be responsible for report design and content to be provided to scoring and reporting contractors?

Answer: The administration scoring and reporting vendor will be responsible for report design and content for their contracted states. However, the Contractor is responsible for ensuring "quality testing standards" as described on page 33 of the solicitation which includes best practices for report design and included content.

2. The responsibilities of the Tier 1A administration listed on p.21 include conducting data review of field tested items. Would you consider a model where the Contractor conducts the field test data review?

Answer: The Administration Vendor will conduct the review. The Contractor will facilitate the review by recruiting participants, arranging facilities in coordination with the Administration Vendor, overseeing registration, providing travel reimbursements and paying stipend or sub pay for educator and state participants. In addition, Contractor content staff shall participate in the review.

COMPONENT 6. STATE ENGAGEMENT AND GOVERNANCE

1. On page 37, under the decision-making process: "Greater state autonomy to meet in state-led subcommittees to align on testing policy, design, and administration recommendations to bring forward to the Contractor." Are these subcommittees intended to be for each state to convene, or are they subcommittees for multiple states, or both?

Answer: The subcommittees shall include representation from multiple states to provide recommendations to the Contractor.

2. Could you provide greater clarification around the role of the Board of Directors? How is it similar/different from the current PARCC governing board?

Answer: The Board of Directors will serve as the ultimate decision making authority for the assessment system. Current chiefs of affiliate states will not be eligible for appointment to the Board of Directors. Instead, current chiefs will have continued engagement and involvement through the advisory committee.

3. Please clarify expectations regarding affiliate Chiefs participation in the Board of Directors. In some places in the RFP it says that the affiliate chiefs will nominate a majority of the Board of Directors, and in other areas it says that the affiliate chiefs will appoint Board members. For example: on page 14 the RFP says "The Contractor will establish a Board of Directors or specific governing body for this initiative with representation nominated by affiliate states." And on page 36 the RFP says "Affiliate state chiefs shall have the opportunity to nominate members to serve on the Contractor's Board of Directors or governing body serving in at least a majority of board seats." However, in other areas of the RFP it says that the affiliate chiefs will appoint the Board. For example: on page 36 the RFP says "While the Contractor's Board of Directors will be chosen by its leadership (and key partners), affiliate states shall have the opportunity to appoint a majority share of the Contractor's Board." Do you envision that the affiliate chiefs will nominate members to the Contractor's Board, and the CEO will choose which nominees are appointed? Or will the affiliate chiefs directly appoint seats to the Board? Will the chiefs nominate Board members other than chiefs?

Answer: Affiliate chiefs will directly appoint seats to the Board. Current affiliate chiefs are not eligible to serve on the Board of Directors.

4. P. 39 mentions operational scoring; however, previous sections of the RFP indicated that states' vendors would be responsible for operational scoring. What are the expectations for the Contractor in terms of participation in operational scoring? Same question for field test scoring.

Answer: Each administration scoring and reporting vendor will be responsible for operational scoring of their administered assessments. The commonly procured administration scoring and reporting vendor for Tier

1a affiliate states will also be responsible for field test scoring and will be included in their solicitation accordingly.

COST PROPOSAL

1. Other Assets: Are there other assets that might be part of the transfer (e.g. IP, technology, manuals, etc.)?

Answer: No. All PARCC intellectual property will be held by the IP holding company.

2. Contractual Arrangements: Will any third party contractual arrangements be transferred to Contractor upon award of the agreement?

Answer: No.

3. Royalty Free License: Pages 17-18 indicate that if a PARCC state is no longer under an active license, they are entitled to a perpetual royalty-free basis license for applicable materials that were fully funded through the Race to the Top Assessment Grant?

- a. Does this include the test item and meta-data only? If so, can we assume that these states will be subject to the same release protocols as active PARCC states?

Answer: The Royalty Free License provisions apply to all summative materials, including items and related information necessary to utilize the items, including but not limited to, meta-data, item statistics, and scoring materials. These states will be subject to the same release protocols as active PARCC states.

4. Ability to expand to other states: If the Contractor is only granted a 3 year license, is it possible to expand to include other states (either as Tier 1 or Tier 2) in multi-year agreements that extend past the initial 3 year cycle. For example, would Year 2 signups be only two year licenses?

Answer: The Contractor does not need to be party to the license between the licensee and Owner. As such, multi-year licenses may be utilized.

ADDENDUM 1 supplemental response to Vendor D, Question 11

	Contractor's Costs include but not limited to:	Administration Vendor Costs include but not limited to:
Content Review	Year 1: Support participant recruitment. Contractor personnel and travel costs. Starting in Year 2: Meeting planning and coordination, including space rental,	Year 1: Meeting planning and coordination, including space rental, educator/state recruitment, educator/state travel arrangements, educator/state reimbursement and educator stipend/substitute reimbursement.

	<p>educator/state recruitment, educator/state travel arrangements, educator/state reimbursement and educator stipend/substitute reimbursement. Contractor personnel and travel costs.</p> <p>Conducting meetings, providing materials and recording comments, notes and decisions.</p>	<p>Administration Vendor personnel and travel costs.</p> <p>Conducting meetings, providing materials and recording comments, notes and decisions.</p>
Rangefinding	<p>Year 1: Support participant recruitment. Contractor personnel and travel costs.</p> <p>Starting in Year 2: Meeting planning and coordination, including space rental, educator/state recruitment, educator/state travel arrangements, educator/state reimbursement and educator stipend/substitute reimbursement. Contractor personnel and travel costs.</p>	<p>Year 1: Meeting planning and coordination, including space rental, educator/state recruitment, educator/state travel arrangements, educator/state reimbursement and educator stipend/substitute reimbursement. Administration Vendor personnel and travel costs.</p> <p>Year 2: Conducting meetings, providing materials and recording comments, notes and decisions. Administration vendor personnel and travel costs.</p>
Editorial review (virtual state meeting)	<p>Year 1: Meeting planning, coordination, facilitation, documentation and participant recruitment. Contractor personnel costs. Year 2: Meeting planning, coordination, materials, facilitation, documentation and participant recruitment. Contractor personnel costs.</p>	<p>Year 1: Administration vendor personnel costs and costs to provide necessary materials.</p>
Text review (virtual)	<p>Year 1: Support participant recruitment. Contractor personnel costs.</p> <p>Starting in Year 2: Meeting planning and coordination, including educator/state recruitment, and educator stipend/substitute reimbursement. In addition, the Contractor will be responsible for materials, facilitation and documentation. Contractor personnel costs.</p>	<p>Year 1: Administration vendor personnel costs and costs to provide necessary materials.</p>

<p>Data review</p>	<p>Year 1: Support participant recruitment. Contractor personnel and travel costs.</p> <p>Starting in Year 2: Meeting planning and coordination, including space rental, educator/state recruitment, educator/state travel arrangements, educator/state reimbursement and educator stipend/substitute reimbursement. Contractor personnel and travel costs.</p>	<p>Year 1: Meeting planning and coordination, including space rental, educator/state recruitment, educator/state travel arrangements, educator/state reimbursement and educator stipend/substitute reimbursement. Administration Vendor personnel and travel costs.</p> <p>Year 2: Conducting meetings, providing materials and recording comments, notes and decisions. Administration vendor personnel and travel costs.</p>
<p>Forms construction</p>	<p>Year 1: Support participant recruitment. Contractor personnel and travel costs.</p> <p>Starting in Year 2: Meeting planning and coordination, including space rental, educator/state recruitment, educator/state travel arrangements, educator/state reimbursement and educator stipend/substitute reimbursement. Contractor personnel and travel costs.</p> <p>Conducting meetings, providing materials and recording comments, notes and decisions.</p>	<p>Year 1: Meeting planning and coordination, including space rental, educator/state recruitment, educator/state travel arrangements, educator/state reimbursement and educator stipend/substitute reimbursement. Administration Vendor personnel and travel costs.</p> <p>Conducting meetings, providing materials and recording comments, notes and decisions.</p>
<p>Form validation (virtual state meeting)</p>	<p>Year 1: Meeting planning, coordination, facilitation, documentation and participant recruitment. Contractor personnel costs.</p> <p>Starting in Year 2: Meeting planning, coordination, materials, facilitation, documentation and participant recruitment. Contractor personnel costs.</p>	<p>Year 1: Administration vendor personnel costs and costs to provide necessary materials.</p>
<p>Operational scoring site visits</p>	<p>Meeting planning and coordination, including state recruitment, state travel arrangements and state reimbursement. Contractor personnel and travel costs.</p>	<p>Administration vendor personnel costs and costs to provide necessary materials.</p>

	Recording comments, notes and decisions.	
Field test scoring site visits	Meeting planning and coordination, including state recruitment, state travel arrangements and state reimbursement. Contractor personnel and travel costs. Recording comments, notes and decisions.	Administration vendor personnel costs and costs to provide necessary materials.
Manual Development (virtual state meeting)	Meeting planning, coordination, facilitation, documentation and participant recruitment. Contractor personnel costs.	Administration vendor personnel costs and costs to provide necessary materials.
State Lead Meetings	Meeting planning and coordination, including state recruitment, state travel arrangements, space rental and state reimbursement. Contractor personnel and travel costs. Recording comments, notes and decisions.	Administration vendor personnel costs and costs to provide necessary materials.
Bias and Sensitivity Review	Year 1: Support participant recruitment. Contractor personnel and travel costs. Starting in Year 2: Meeting planning and coordination, including space rental, educator/state recruitment, educator/state travel arrangements, educator/state reimbursement and educator stipend/substitute reimbursement. Contractor personnel and travel costs. Conducting meetings, providing materials and recording comments, notes and decisions.	Year 1: Meeting planning and coordination, including space rental, educator/state recruitment, educator/state travel arrangements, educator/state reimbursement and educator stipend/substitute reimbursement. Administration Vendor personnel and travel costs. Conducting meetings, providing materials and recording comments, notes and decisions.