



Q & A responses

Solicitud de propuestas a contratistas de alta calidad para el desarrollo y la administración del *assessment* de alta calidad denominado Pruebas Puertorriqueñas de Aprovechamiento Académico (PPAA) y Pruebas Puertorriqueñas de Evaluación Alterna (PPEA)

1. **RFP Page 5, Requirement 4.7**

Q: Are paper Individual Student Reports to be shipped or will they be delivered via CD?

A: CD delivery will work for PRDE.

2. **RFP Page 7-8, Requirement 6.3**

Q: Can the PRDE provide more clarification on the purpose of the “PPAA accommodations meeting”? How many participants and how many days?

A: The PPAA Accommodations meeting will deliver training regarding accommodation provisions particularly for the tests. This meeting will be on the train the trainer’s strategy. Audience to be impacted is approximately 165 academic facilitators from the school district level.

3. **RFP Page 7-8, Requirement 6.3**

Q: Is the Comparison by Standard report at the school, district, region and island level? Is this one unique report or multiple unique reports?

A: Yes. Multiple unique reports.

4. **RFP Page 7-8, Requirement 6.3**

Q: Can the PRDE provide more information as to what the vendor is required to do in regards to the Parent Notification Letter?

A: The parent’s letter notification form is a notification address to the parents in order to inform the availability of the student’s results once they are delivered to school for discussion. The vendor will present the format and content of the notification to PRDE for final approval. The student’s results at school level should be accompany with the letter. The school director is responsible to reproduce and send the notification to the parents.

5. **RFP Page 7-8, Requirement 6.3**

Q: As part of the ESEA Waiver support, will the vendor need to complete any type of calculations such as quartile calculations in the state data file? If so, can the PRDE provide what calculations will need to be completed.

A: The vendors should be able to do any calculations as needed by PRDE to comply with ESEA and ESEA Flexibility waiver as part of the requested waiver support based on the plan demands and agreements with the USDE.

6. **RFP Page 12, Requirement 9.1.1**

Q: Can the PRDE provide a test design that outlines per grade and subject the breakdown of MC, gridded response, OE (extended response, writing etc.) and other item types for operational and embedded field tests?

A: Test structure reports provide the information of the actual test and it's available upon request at PRDE.

7. **RFP Page 12, Requirement 9.1.1**

Q: Can you confirm that the years listed in paragraph 9.1.1 for PPAA should be 2016, 2017, 2018 since those will be the administration years?

A: The years listed in 9.1.1 refers to the whole academic year (first and second semester) in where the PPAA administration will take place: 2015-2016/2016-2017 and 2017-2018. PPAA is administered during the second school semester.

8. **RFP Page 14, Requirement 9.2.3.3.b**

Q: The RFP states that the selected vendor will be required to pay teacher's honoraria and travel for all meetings? What is the honoraria rate and travel rate that should be used?

A: In case that its must apply the vendor will proceed according to the regulations established by the Department of Treasure regards *Gastos para la subsistencia de los empleados públicos*.

9. **RFP Page 24, Requirement 15.4.2**

Q: The RFP states the vendor is required to train all special educators in a PPEA Teacher/Facilitator Train the Trainer session. Is this one meeting or multiple meetings, how many special educators are required to attend this meeting and how many days?

A: The PPEA teacher training is a multiple meeting design for approximately 200 hundreds special education teacher per meeting sessions. Teachers are distribute in at least two consecutive days working sessions in a block of three working sessions. (Approximately for 500 teachers in 3 meetings of two consecutive days or better propose arrangement).

10. **RFP Page 25, Requirement 15.5.8**

Q: The PRDE mentions the vendor is required to maintain consistency between the PPAA and PPEA. The reports for PPEA listed are not consistent with the PPAA reports. Is the vendor required to deliver the same reports for the PPEA as for the PPAA?

A: The vendor is require to deliver same reports for PPEA and PPAA. Reporting for both populations should be treated as close as they can get regards to the format, information delivery, growth and other data results per students and per PRDE levels.

PPEA include additional categories for their report due to the fact of the portfolio strategy and test structure that captures other learning dimensions not cover by the PPAA.

11. **General Provisions**

Q: Although there is no provision in the RFP for delays in performance as a result of a force majeure event (events beyond the contractor's reasonable control including without limitation, acts of God; acts or omissions of governmental authorities or the other party or any third party; strikes, lockouts or other industrial disturbances; acts of public enemies; wars; blockades; riots; civil disturbances; epidemics; floods; hurricanes; tornadoes; and any other similar acts, events, or omissions), does the PRDE acknowledge that such delays in performance would not constitute a breach of the contract?

A: El contrato que se otorga al proveedor seleccionado incluye la siguiente clausula: "Neither party shall be responsible for delays or failures in performance resulting from acts beyond their control. Such acts shall include but not be limited to, acts of God, strikes, lockouts, riots, acts of war or terrorism, epidemics, governmental regulations superimposed after the fact, fire, failure by public or private carrier, communication line failures, power failures, earthquakes, or other disasters. The **SECOND PART** shall not be responsible for delays in service directly attributable to delays of the **FIRST PART**."

12. **RFP Page 9, Requirement 7.3**

Q: With respect to Section VII – Notices to Bidders, Subsection 7.3, Xxxxx presumes that PRDE is not claiming ownership of Xxxxx pre-existing intellectual property or derivative works of that Intellectual Property which may be used on any resulting contract. Is this correct?

A: El contrato que se otorga al proveedor seleccionado incluye la siguiente clausula: "The **SECOND PART** will conduct those studies, and will produce those reports or any other documents necessary and relevant for the performance of the duties commissioned under this Agreement. Any and all written materials and reports scheduled to be delivered under this Agreement shall be the exclusive property of the **FIRST PART**, without this leading to additional compensation to the **SECOND PART**. The **SECOND PART** will retain all proprietary rights, including but not limited to, copyright, in its pre-existing materials, concepts and technologies that may be used or adapted to provide the services under this Agreement."

13. **RFP página 3**

Q: Se indica que "proposals will be accepted only from entities that will serve as prime contractors." Solicitamos, por favor, nos indiquen si el "prime contractor" puede ser un "joint venture" o consorcio. De ser así, nos gustaría saber además, si es suficiente con que los componentes (corporaciones) del joint venture sean individualmente (cada uno de ellos por separado) licitadores autorizados por el Departamento de Educación.

A: El Departamento de Educación de Puerto Rico podrá contratar la entidad jurídica debidamente autorizada para hacer negocios en Puerto Rico y debidamente registrada en el Departamento de Estado. La entidad contratada será responsable de forma única en la prestación de servicios.

14. Our apologies for the inconvenient on the RFP sequence.

In section IX. 9.2.3.3 should be 9.2.3.2 also 9.8 should be 9.10 (RFP page 13)

For section X: 10.9 changes to 10.8. Indentations change to 10.8.1, 10.8.2, 10.8.3 and 10.8.4. The 10.10 turns to 10.9. (RFP pages 16 and 17)

For section XIII: Indentations from 13.3 changes from 13.2.1 to 13.3.1, 13.3.2, 13.3.3, 13.3.4, 13.3.5, 13.3.6. (RFP page 20)

13.3 turns to 13.4, next 13.5 and the sequence continue up to 13.10 (RFP page 21)

Corrections of Section **X Production & Distribution of Testing Material** of the RFP is included below for your guidance and reference.

X. Production & Distribution of Testing Material

- 10.1** The selected contractor must work with PRDE to design all testing materials. PRDE shall have final review and approval over all test materials and correspondence sent to schools prior to testing window.
- 10.2** After PRDE has approved all materials, the contractor shall produce, print, and deliver PPAA and PPEA guides and test booklets, CDs and DVDs for the ESL listening test, answer documents, enrollment verification forms, and general information sheets to all the schools and intuitions. The materials must conform to those used in prior PPAA administrations.
- 10.3** The contractor shall provide pre-ID and enrollment verification procedures and timelines in order to guarantee timely and accurate delivery of testing materials to schools and districts. Enrollment verification with schools will be supported by PRDE's data personnel ascribed to PRDE's Auxiliary Secretary of Planning and Educational Development (SAPDE in Spanish) on September of each academic school year. This office will provide the contractor with a list of all students by grade and school by October of each academic school year.
- 10.4** Security forms shall be delivered to school directors in each school district. Designated school district personnel will distribute and retrieve the security forms from the schools in their district. The contractor will follow up with enrollment and security forms. Security forms will be returned at the pretest workshops.
- 10.5** PRDE administers the state-wide assessment in the Spring. The selected contractor must submit recommendations for updating, modifying and printing *the PPAA/PPEA coordinators' manuals in a timely fashion for the 2016, 2017, and 2018 administrations. Manuals must be electronically delivered at vendors cost and trainings on the assessment processes and procedures must be conducted annually. These training must be coordinated with the Standard and Assessment Unit.* Pre-test workshop must be scheduled thirty days prior to the testing window.

- 10.6** The contractors must produce and print updated manuals for test coordinators and test administrators. The contractor shall be responsible for delivery of these materials to each school, school districts, regional offices and central office.
- 10.7** The contractor must supply schools with any materials necessary to package and return testing materials.
- 10.8** The contractor shall be responsible for ensuring the delivery and retrieval of all testing and related materials to and from the schools.
- 10.8.1** All test materials and ancillary documents for administration must be delivered to schools no later than a week prior to the beginning of the test administration period. The contractor shall provide a progress report on material deliveries.
- 10.8.2** Answer documents shall be picked up at the school district's office.
- 10.8.3** All test materials shall be picked up at schools no later than three days after the administration period.
- 10.8.4** The contractor shall submit a plan for distribution and retrieval of testing materials that guarantees timely deliveries and pickups and submit progress reports within fifteen days after the deliverables.
- 10.9** The contractor must staff a toll-free telephone number with sufficient capacity to assist PRDE personnel at the schools, school districts, regional offices, and central level office, and to assist test coordinators with all aspects of the PPAA, including collection of enrollment data, distribution, and administration of the test and return of testing materials. This service must be provided in Spanish

Corrections of Section **XIII for scoring and Analysis** of the RFP is included below for your guidance and reference.

XIII. Scoring & Analysis

- 13.1** The selected contractor shall be responsible for scoring the assessments and analyzing all results. This includes the multiple-choice questions and hand-scoring student responses to open-ended items. Quality control in scoring and reporting, timeline of scoring, and security and confidentiality of data are of primary importance. Quality assurance procedures to be used by the contractor during scoring and psychometric/statistical analyses shall be described in detail.
- 13.2** The contractor shall propose a comprehensive plan to be implemented for scanning and scoring both multiple choice items and student responses to open-ended assessment items.

- 13.3** The contractor shall facilitate range-finding meetings with Puerto Rico educators. Student responses shall be scored using a holistic rubric approved by PRDE for PPAA and PPEA. Describe the processes and procedures for monitoring the scoring processes for all open-ended items. The proposed plan must clearly describe how the bidder will address, but not necessarily be limited to, the following requirements:
- 13.3.1.** Provide PRDE with secure, continuous access to all current reader performance data that include: inter-reader reliability reports; reader and overall score-point distributions; daily and cumulative statistics.
 - 13.3.2.** Proposes methods for periodically recalibrating readers to ensure they continue to read accurately and their scoring work does not drift from the scale.
 - 13.3.3** Propose methods for training and qualifying readers, monitoring the performance of readers, and appealing scores.
 - 13.3.4.** Provide the location of the scoring center(s) and the advantages and disadvantages of the locations.
 - 13.3.5.** Describes how the scoring center(s) will be staffed and managed, and the potential roles and responsibilities of the staff.
 - 13.3.6.** Propose a system that enables readers to identify papers that have troubling content, such as suggestions of suicide, or indicate an appearance of student cheating or unauthorized assistance by a teacher or test examiner. Include the process for notifying PRDE of the identification of these papers.
- 13.4** The contractor must calibrate, scale, and equate assessments' (PPAA/PPEA) results. The contractor must propose a method of analysis for the assessment. The analysis must be based on nationally accepted standards. Copies of all scoring results, as well as the data supporting those results, must be provided to PRDE in written and electronic format.
- 13.5** The contractor must prepare performance reports to comply with all current and future requirements of NCLB and ESEA Flexibility.
- 13.6** The contractor must prepare an executive summary of the assessment results and deliver it to PRDE prior to the distribution of individual student reports to schools for PPAA and PPEA.
- 13.7** The contractor shall work with PRDE to determine what other information, if any, should be included in the reports. Reports must be generated for the student's school (grade level and aggregate for the school), district, and government levels showing the percent of students by performance level. All group-level reports must be disaggregated by subgroup. Copies of all reports, as well as the data supporting those results, must be provided to PRDE in written and electronic format. The contractor shall be responsible for the distribution of PPAA/PPEA school performance reports to schools, school districts, regional offices and central level office or other sites as designated by PRDE.

- 13.8** The contractor must prepare a post-test report and conduct a meeting that includes information on the status of schools returning all answer sheets and other related test materials in each of seven regions and twenty-eight school districts.
- 13.9** The contractor shall work with PRDE to perform and check all calculations for AYP/AYG and student growth on an annual basis and assist in reporting results as well as individual school's appeal process.
- 13.10** The contractor must assist PRDE in preparing press releases to be distributed to media outlets selected by PRDE. The press releases must assist PRDE in explaining the purpose of assessments and the results from the PPAA/PPEA to the public. Copies of all reports must be provided to PRDE in paper and electronic format. The contractor shall provide a written description of the assistance they will provide. The contractor will also create a media plan to inform to the student population the importance of the standardized test. They can use Billboards, videos, press releases, etc.