



# Statewide Academic Assessment System

Unidad de *Assessment*  
Secretaría para Asuntos Académicos



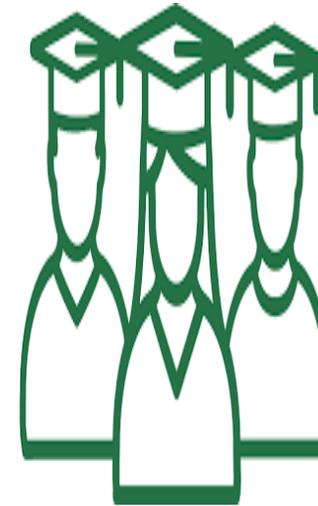
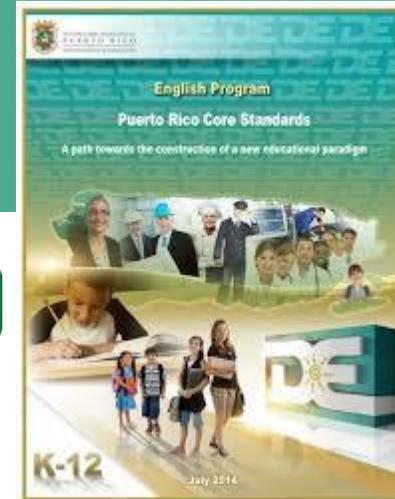


**Statewide Academic Assessment System**  
**“Medición y Evaluación para la Transformación Académica” (META-PR), “Medición y Evaluación para la Transformación Académica Alternativa” (META-PR Alternativa), META-PR online, Development and Implementation of a new Alternate Assessment in compliance with the Unites States Department of Education**



# Assessment Background

- PRDE revised and approved the Puerto Rico Core Standards and the revised grade-level expectations in 2014.
- PRDE has a high quality assessment system aligned with the Puerto Rico Core Standards 2014 (PRCS), the Common Core State Standards (CCSS), and College and Career Readiness expectations.
- “Medición y Evaluación para la Transformación Académica” (META-PR) and “Medición y Evaluación para la Transformación Académica Alternativa” (META-PR Alternativa) are aligned with PRDE’s Academic Standards of Excellence and are designed to measure student achievement in Spanish, Mathematics, and English as a Second Language in grades 3rd through 8th and 11th, and Science in grades 4th, 8th and 11th.
- The META-PR is administered annually and is consistent with the requirements of the Elementary and Secondary Education Act of 1965 as amended by the Every Student Succeed Act.

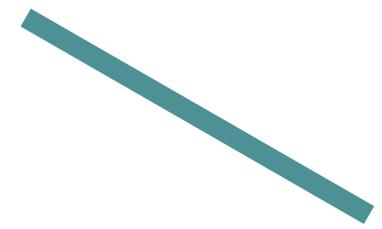


# Deliverables



1. All bidders will meet all closing dates specified by PRDE in this RFP.
2. Selected bidders will have the ability and resources to develop a timeline that is responsive to the statewide assessment schedule and requested deadlines (see attachment A) according to federal and state requirements for the each of the tests META-PR, META-Alternativa and Meta Online.
  - a. Trainings, Planning and Committee Meetings (PRDE assessment meetings, Planning Meeting, Item Development writer workshops and professional development, Content Review, Data Review, Pre-Test training, Post-Test workshop, Content and Bias review meeting, Coordinators Monthly meetings, Stakeholder meetings, META-Alternativa training, META-PR accommodations meeting, META-PR and META-Alternativa audit, META-PR/Meta-PR Alternativa range finding meetings, Technical Advisory Committee meetings, status review meeting and any other meetings/trainings that are required by the PRDE to successfully accomplish the

Statewide Assessment.



# Deliverables

- b. Item, Test Development and Psychometrics.
  - c. Alternate Assessment every academic year (January through March).
  - d. New Alternate Assessment in compliance with Peer Review Development and Implementation.
  - e. Test administration every academic year (between March and May)
  - f. Printing, Packaging, Distribution and Retrieval.
  - g. Scanning and Scoring (META-PR open ended questions, and META-PR Alterna portfolios to be scored in Puerto Rico for school year 2019-2020).
  - h. Reporting
    - i. Data File (Preliminary, Final File)
    - ii. Reports (Individual Student Reports (IRS), School Quick Roster, School Roster Growth, Comparison by Standard, Region Report for each sub-group, School Roster, Growth by grade and subject, Summary and General Report for Region, and School Demographic reports, and any other reports that are required by PRDE including island wide report related with standards by grade comparisons or any other report to comply with ESSA and any other state/federal requirements. Results will be included in the student data file and the school roster growth report (Math, Spanish and English).
    - iii. All schools must receive IRS parent notification before every academic school year begins.
    - iv. All other reports must be according to the states timeline and/or before June 30<sup>th</sup> of each academic school year.
3. The selected bidder must have the accountability resources to be able to invoice detailed deliverables no later than 30 days after service is render.



# Deliverables



4. The bidder must provide evidence of proactive quality assurance and quality control systems and procedures related to:
  - a. Item and test form production (documentation and lockdown of changes to item content, answer keys, etc.);
  - b. Test booklet and answer sheet distribution and receipts;
  - c. Initial reconciliation of scanned data (duplications, corrupted records, valid records, etc.);
  - d. Psychometric item analyses and calibrations;
  - e. Development of Technical Manual;
  - f. Final scoring and related score-reporting activities. During and immediately following each test administration window, the bidder will be required to provide timely on-demand summary reports related to examinee counts (e.g., test materials received, valid records scanned) and related test administration results for each of the regions in Puerto Rico.
  - g. The selected bidder may be required to respond and cooperate with PRDE and/or the designated external consulting group(s) to carry out the technical audits of the bidders' processing steps and/or analyses.
  - h. The selected bidder must provide support for consequential studies.
  - i. The selected bidder must provide ongoing technical assistance for PRDE's continued efforts in implementing the standards and assessment system.
5. Individual student reports are prepared and distributed to all schools, seven regional offices, and to PRDE central office. These reports will be delivered digital as well as in hard copies (CD) to all schools, regional offices and central level by the selected bidder.



# Project Management



1. The selected bidder will be responsible for planning and facilitating all management meetings and providing associated deliverables related to the management and successful implementation of the project. The bidder will describe their proposed processes and procedures for the PRDE's state assessment system program management for each of the following areas:
  - a. Adherence to schedules, formalized plans, and deadlines, including coordination of activities, to ensure the effective use of time and resources.
  - b. On-time delivery of high-quality products, services and evaluations of all activities;
  - c. Considerable time for planning and collaboration with the PRDE to ensure a successful administration for META-PR, META-PR Online and META-PR Alterna cycle; as the development and piloting for 2020 and the implementation of a new alternate assessment for 2021;



# Project Management



- d. Effective management of all aspects of META-PR, META-PR Online, META-PR Alterna, and timeline for new Meta- Alterna (development and implementation);
- e. Designation of a highly qualified bilingual (Spanish-English) program manager and project manager located in Puerto Rico with expertise on statewide assessment processes;
- f. Efficient, up-to-date communication with PRDE;
- g. Timely receipt of detailed meeting agendas and meeting minutes
- h. Contribute in the production of a META-PR and META-PR Alterna parent/guardian brochure (in Puerto Rican Spanish) to provide information on the PRDE's assessment programs each academic year by the contractor and PRDE;
- i. All activities have to be approved by PRDE before being developed.



# Project Management



2. The selected bidder must regularly prepare and maintain documentation that will assist the PRDE in gathering the evidence for the Peer Review evaluation and any other federal and state requirements.
3. The selected bidder must develop a highly qualified bilingual (Spanish and English) management-staffing plan that details the roles and responsibilities critical to the successful implementation of the state assessment program. The bidder will also have a staff of experts in all four content areas.
4. The selected bidder will plan, coordinate and attend a minimum of two (2) Technical Assistance Committee meetings per year. This committee is composed of an external panel of four technical advisors whom provide advice and assistance on test development, data analysis, standard setting, and scaling, equating, validity, and other topics as needs arise. The selected bidder must pay travel, lodging costs and honoraria for these advisors and provide meeting documentation to include, but not be limited to, agendas, meeting minutes, and meeting logistics.



# Test Development



## 1. Item Writing

- a. The selected bidder must work closely with PRDE, its staff, and its designees when developing testing materials. The selected bidder must ensure that appropriate telephone and face-to-face meetings are held with PRDE, its staff, and its designees at no additional cost. The bidder must also ensure that local educators and community members have an opportunity to participate in the development process.
- b. The teachers who participate in the item development must be active teachers from PRDE and must be certified in the subject area in which they are going to participate.



# Test Development



## 2. META –PR Online

- a. The bidder must describe how, in addition to drawing from the existing item bank, they will develop a sufficient number of new multiple-choice and constructed response items per grade and per content area to replace the item bank annually to improve the item refreshment rate and the creation of one breach form, with a unique item set, each year (2020, 2021, and 2022).
- b. The selected bidders should propose a specific development plan for each of the three (3) contract years, including the item writing specifications and the qualifications of item writers, with a pre-determine budget for each year.
- c. Meta-PR/ Meta-PR Online is a criterion-referenced assessment system. The selected bidder must develop a testing program that is aligned to PRCS, Common Core Standards and College and Career Readiness Expectations. Bidders must describe how test items will be matched to the specific standards and expectations.
- d. Items must be developed in Puerto Rican Spanish, not translated from an English version.



# Test Development



## 2. META –PR Online

- e. Bidders must indicate how changes in the blueprint, if any, will be addressed.
- f. Bidders must describe the plan for ensuring that the testing materials to be developed will be aligned to the PRCS and grade level expectations (2014), using a comprehensive approach to evaluating alignment that would be acceptable to PRDE and the USDE.
- g. PRDE is committed to the principle of inclusive assessments. The state-wide assessment must be accessible to all students, including students with disabilities (SWD) and Limited Spanish Proficient (LSP). Therefore, the proposal must reflect an understanding of and commitment to this principle throughout the item development process.



# Test Development



## 2. META –PR ALTERNA

- a. Meta-PR Alterna is a portfolio based assessment. The bidders must describe the plan to comply with portfolio alignment and with selected expectations and skills that will be assessed through portfolio during 2020. Bidder must complete a detailed timeline with specific details on working with a new alternate assessment in compliance with USDE requirements. Moving forward to a new alternate assessment, the bidder will be responsible to complete a crosswalk, and line up standards for META-PR Alterna.



# Production and Distribution of Test Material

1. The selected bidder must work with PRDE to design all testing materials. PRDE will review and approve all test materials and correspondence sent to schools prior to testing window.
2. After PRDE approve such materials, the selected bidder will produce, print, and deliver META-PR, META-PR Online and META-PR Alterna guides and test booklets, CDs and DVDs for the listening test, answer documents, enrollment verification forms, and general information sheets to all the schools and intuitions.
  - a. The selected bidder must provide pre-ID and enrollment verification procedures and timelines in order to guarantee timely and accurate delivery of testing materials to schools and regions. Enrollment verification with schools will be supported by PRDE's data personnel of the PRDE's Auxiliary Secretary of Planning and Educational Development (SAPTRE in Spanish, by its acronym) on September of each academic school year. This office will provide the selected bidder with a list of all students by grade and school by October of each academic school year.



# Production and Distribution of Test Material

3. Security
4. Administration
5. Print Forms
6. Supply schools with the materials
7. Responsible for ensuring the delivery and retrieval of all testing related materials to and from PRDE schools and ORE.
8. The selected bidder must staff a Spanish toll-free telephone number with sufficient capacity to assist PRDE personnel at the school, ORE, and central level office, and to assist test coordinators with all aspects of the META- PR, Meta-PR Alterna and Meta-PR Online, including collection of enrollment data, distribution, and administration of the test and return of testing materials.



# Accommodations



1. Appropriate allowable accommodations must be provided to assessment test-takers with disabilities or limit Spanish proficiency for META-PR, META-PR Alterna, META-PR Online as the development and implementation of the new Alternate Assessment.
2. The selected bidder must produce, print, and deliver large-print and Braille test booklets to accommodate SWD, when requested.
3. The selected bidder must produce and deliver video versions of the English listening comprehension subtest for the deaf.
4. The selected bidder must produce, print, and deliver appropriate test booklets to accommodate other special testing needs that PRDE may identify.
5. The selected bidder must develop a list of allowable accommodations under the terms of the contract and must be based on available evidence.



# Test Quality ● ●



1. The selected bidder will be responsible for providing the development of testing materials that produce valid, reliable, equitable, and legally-defensible scores. PRDE reserves the right to reject any assessment materials that are not of an adequate technical quality to meet each purpose required by ESSA and PRDE CSP; and to require that the selected bidder develop an adequate assessment that meets ESSA, or any reauthorized legislation, and the requirements set forth in this RFP.
2. The selected bidder must provide to PRDE the following description of the items tested and item analysis procedures to ensure the validity and accuracy of its scoring



# Test Quality

3. The selected bidder must comply with the most recently published version of the Standards for Educational and Psychological Testing, issued jointly by the American Educational Research Association, the American Psychological Association, and the National Council on Measurement in Education.
4. The selected bidder must prepare technical reports for each test administration of the META-PR, META-PR Online as the development and implementation of the new Alternate Assessment and separately, for the META-PR Alterna. These reports shall be delivered in full draft form to PRDE prior to the end of each contract year, during the month of June. The final technical reports are due to PRDE within three (3) weeks of receiving PRDE comments on the draft.





# Test Quality

The Technical reports must include the following:

- a. Test Development,
  - b. Test Administration,
  - c. Reports,
  - d. Setting of Performance Standards,
  - e. Scaling,
  - f. Equating and Linking,
  - g. Reliability,
  - h. Validity,
  - i. Scoring, and,
  - j. Quality Control Procedures.
5. During the Meta-PR, Meta-PR Alterna, META-PR Online and implementation of the new Alternate assessment administrations, the selected bidder must support PRDE in random security visits to schools in each of the regions in Puerto Rico, at no extra cost, to assure compliance with the security and ethics requirements of a statewide assessment system.



# Scoring and Analysis



1. Responsible for scoring the assessments and analyzing all results.
2. Submit a comprehensive plan to be implemented for scanning and scoring student responses to open-ended assessment and multiple-choice items.
3. Coordinate range-finding meetings with Puerto Rico educators.
4. The selected bidder must calibrate, scale, and equate assessments.
5. The selected bidder must prepare performance reports to comply with all current and future requirements of ESSA and CSP.
6. The selected bidder must prepare an executive summary.
7. Post-test report and coordinate a meeting
8. Work with PRDE to perform and check all calculations for students' growth and level of proficiency.
9. Create a media plan to inform students the importance of the standardized test.



# Training and Planning Meetings



1. The selected bidder must, with PRDE's input and approval; conduct pretest assessment workshop to explain testing procedures and purposes, which will be attended by school, regional and central level personnel. The selected bidder must present a work plan for the workshop, along with its date, for PRDE's approval. The bidder must provide access for all schools, regional level and central level to all workshop materials in paper and in electronic format. The selected bidder must prepare and implement a regional level "Train the Trainer" work plan. A written report will be required from the bidder following those training. The selected bidder is responsible to enable and encourage attendance to the meetings and workshops by contacting all of the participants



# Training and Planning Meetings



2. The selected bidder, with PRDE input and approval, must conduct technical assistance workshops on developing test items.
  - a. The selected bidder must work with PRDE to determine a workshop schedule.
  - b. PRDE will select staff to offer and attend workshops.
  - c. The selected bidder must provide PRDE with all workshop materials in paper and electronic format in Spanish as commonly used and understood in Puerto Rico.
  - d. PRDE will provide the selected bidder with a list of PRDE classroom teachers in each of the content areas tested in the state-wide assessment.
  - e. The selected bidder is responsible to enable and encourage attendance to the meetings and workshops by contacting all of the participants.



# Training and Planning Meetings



3. The selected bidder must submit recommendations for updating, modifying and deliver the “Procedure Guide” for school years 2019-2020, 2020-2021 and 2021-2022 test administration.
  - a. This Procedure Guide for Meta-PR, Meta-PR Alterna and Meta-PR online (for coordinators and teachers) must be prepared in Puerto Rican Spanish as commonly used and understood in Puerto Rico.
  - b. The Procedure Guide for Meta-PR, Meta-PR Alterna and Meta-PR Online (for coordinators and teachers) must be printed and electronically delivered at vendors cost and trainings on the assessment processes and procedures must be conducted annually.
  - c. The Pre-test Workshop training must be coordinated with the Standard and Assessment Unit.
  - d. The Pre-test workshop must be scheduled at least thirty days (30) prior to testing window.



# Training and Planning Meetings



5. An annual PRDE stakeholder meeting will be held each academic school year contract that addresses topics such as the assessment results, after school programs, the instructional processes, and parent support (META-PR, META-PR Online and META-PR Alterna).

- a. The selected bidder is responsible to enable and encourage attendance to the meetings and workshops by contacting all of the participants.

6. The selected bidder will schedule an annual three-day planning meeting between the contractor and PRDE representatives at the beginning of each contract year at no additional cost. META-PR, META-PR Online and META-PR Alterna topics to be addressed include:

- a. test development,
- b. test administration,
- c. scoring,
- d. reporting,
- e. meeting schedules, and
- f. technical quality.



# Training and Planning Meetings



7. A one-day post-project review meeting will be held annually after the school year has ended.
  - a. The selected bidder must work with PRDE to determine meeting agenda and attendees.
  - b. The selected bidder must provide access all workshop materials in printed and electronic format to all PRDE schools, region and central level.
  - c. The selected bidder is responsible to enable and encourage attendance to the meetings and workshops by contacting all of the participants.





# Alternate Assessment (META-PR-Alternativa)



The scope of work also includes the development, printing, training, implementation, scoring and reporting of scores for Puerto Rico's alternate assessment based upon alternate achievement standards that complies with ESSA requirements. Puerto Rico expects to continue the implementation of a new alternate assessment system designed to ensure high expectations regarding the academic performance of SWD, particularly students with significant cognitive disabilities, and provide these students access to challenging grade-level curriculum and content standards:



# Alternate Assessment (META-PR-Alternativa)



1. The selected bidder must comply with the most recent published version of the Standards of Education and Psychological Testing scoring procedures, issued jointly by the American Research Association, the American Psychological Association and the National Council on Measurement in Education.
2. The selected bidder must produce valid materials, reliable, equitable and legally defensible scores for inclusion in PRDE's approved accountability system, as set in the accountability workbook, approved by USDE. PRDE reserves the right to reject any alternative assessment materials that are not of an adequate technical quality.



# Alternate Assessment (META-PR-Alternativa)



3. The selected bidder will develop a written plan for maintaining a reliable and valid portfolio assessment system to meet all federal and state requirements for its alternate assessment for SWD. School Year 2019-2020 **will be last year for portfolios.**

4. The selected bidder must complete and submit a timeline for the transition into a new alternate assessment that will comply with USDE requirements.

5. The selected bidder must be able to create (2019-2020), test (pilot 2020) and implement (2020-2021) the new alternate assessment.

6. The selected bidder must conduct a gap analysis, and crosswalk with PRDE Core Standards.



# Alternate Assessment (META-PR-Alternativa)



7. The selected bidder will perform the following training and administration tasks:

- a. Prepare and present a clear and detailed plan for the delivery of test administration training according to the program described in this RFP.
- b. Provide a teacher/facilitator “train the trainer” session for all the special education educators, academic personnel, school superintendents and regional coordinators. This deliverable shall include production and distribution of all training materials (electronic and hard copy), and securing the training facility.



# Alternate Assessment (META-PR-Alternativa)



7. The selected bidder will perform the following training and administration tasks:
  - c. Provide ongoing support before, during and after monitoring. This process must be to assure instruction and accomplishing portfolios entries throughout the testing window of the META-PR Alternativa administration.(2020)
  - d. Provide training on the logistic for the return of testing material, packaging, labeling, pick-up and follow-up procedures. This deliverable must include the production and distribution of all training materials, and securing the training facility.
  - e. Ship and distribute student portfolios for the administration of the alternate assessment to all schools.



# Alternate Assessment (META-PR-Alternativa)



7. The selected bidder will perform the following training and administration tasks:
  - f. Supply the necessary material to package and return complete portfolios to the bidder.
  - g. Pick up of the student portfolios at schools after testing window is complete.
8. The selected bidder must perform the following scoring and reporting tasks:
  - a. Scoring of portfolios in spring and hiring local personnel to score the tests.
  - b. Prepare and provide a clear and detailed plan for training local scorers and provide their qualification.
  - c. Collaborate with PRDE personnel in the portfolio request process.



# Alternate Assessment (META-PR-Alternativa)



8. The selected bidder must perform the following scoring and reporting tasks:
  - d. Propose a method of analysis for the assessment that is consistent with the scoring analysis used for the META-PR.
  - e. Prepare an annual META-PR Alternativa Technical Report to meet ESSA guidelines.
  - f. Produce the performance reports and data files that comply with the requirements of ESSA, CSP and applicable IDEA (Individuals with Disabilities Education Improvement Act) reporting requirements.
  - g. Provide copies of all student reports, as well as all the data supporting test results to PRDE in written and electronic format by June of each year.





# Alternate Assessment (META-PR-Alternativa)



8. The selected bidder must perform the following scoring and reporting tasks:
  - h. Distribute the following state, regional and school level performance reports:
    - i. Individual Student Report
    - ii. State, Region, School Summary by Grade
    - iii. State, Region, School Summary by Subject



# Alternate Assessment (META-PR-Alternativa)



## 9. CSP /Peer Review/Meta-PR Alternativa Transition Support

The selected bidder must offer to PRDE professional support. This includes but is not limited to Professional Development for Special Education teachers, data-driven decision-making meetings, student growth, Technical Advisory Committee meetings and Stakeholders Meeting. As well as guidance through the process of creating and implementing a new alternate assessment in order to comply with USDE policies.





# On line Testing



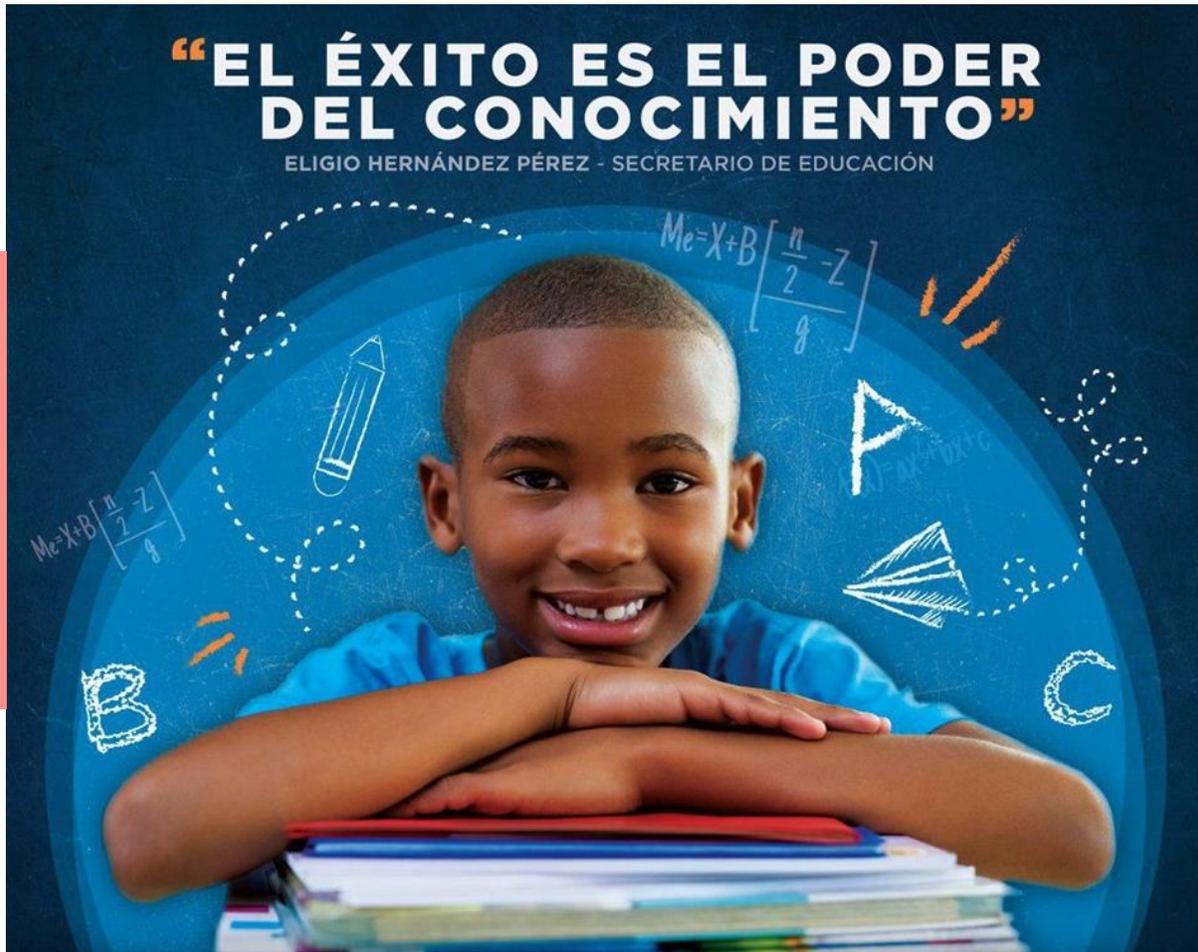
PRDE initiated online assessment on 2014 and expanded to all course subjects (English, Spanish, Math and Science) by 2019 test administration. PRDE is very interested in adding schools to the online testing administration. The contractor must demonstrate their capability to continue the efforts of PRDE for providing online assessment for META-PR and in the 2020-2021 for Meta-PR Alternativa.



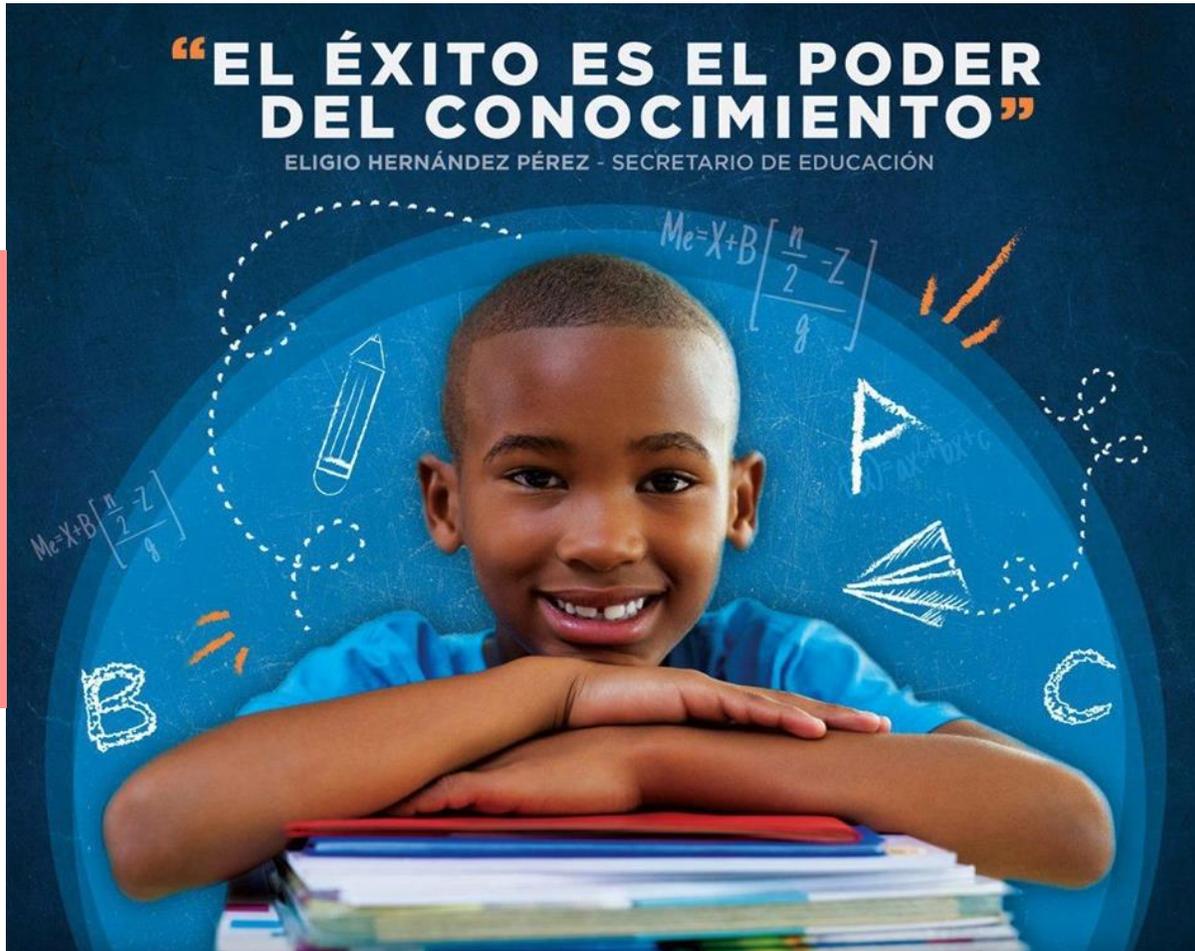
# Transition



1. The goal of PRDE is to have a continuous statewide assessment system in place. Therefore, if needed, a transition phase between contractors must enable the testing program to continue with little interruption. PRDE would assure that the previous contractor as well as the new contractor maintains a professional relationship to achieve a smooth transition. The selected contractor must provide a clear and complete plan for a smooth transition of the assessment for each of the following phases:



# Transition



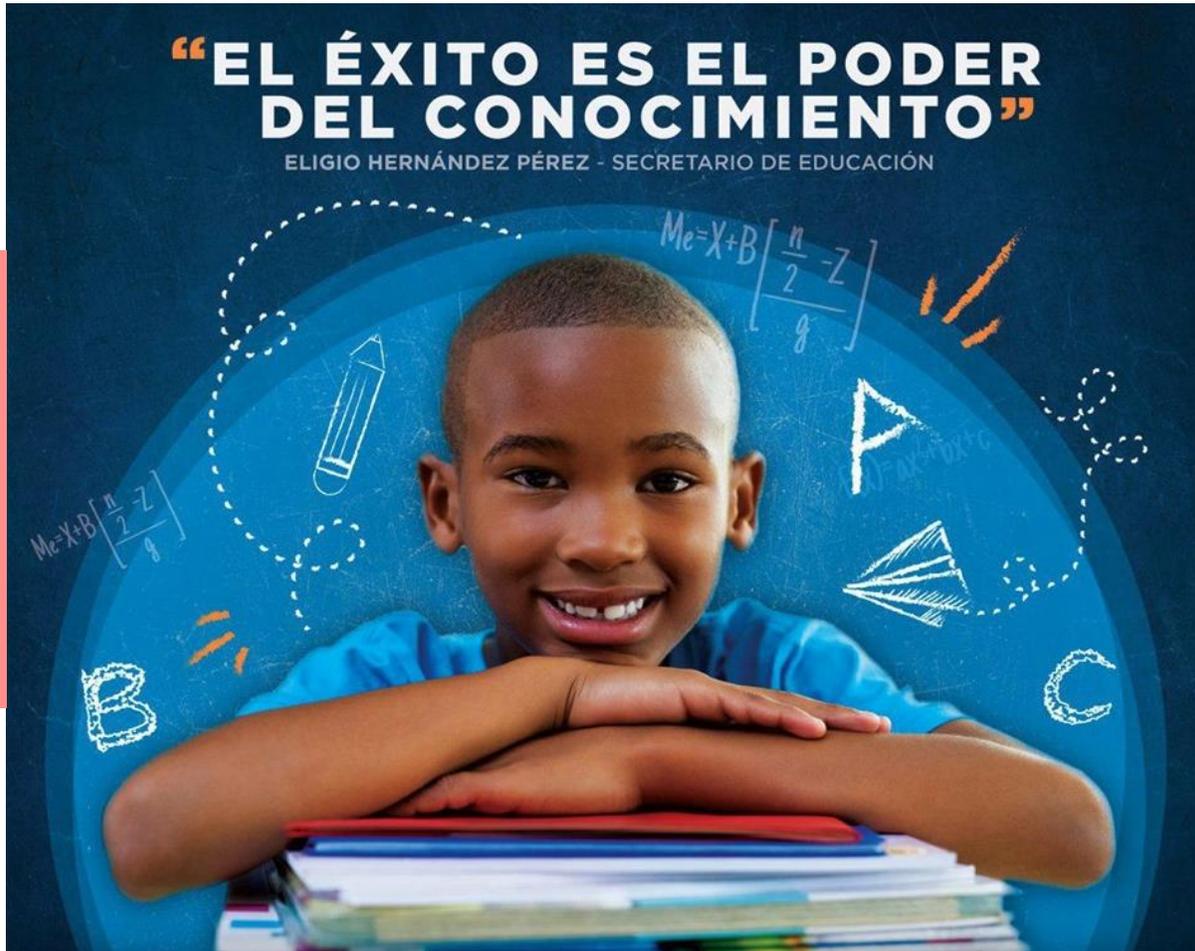
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ELIGIO HERNÁNDEZ PÉREZ - SECRETARIO DE EDUCACIÓN

- ●
  - a. The selected bidder must fully participate in the smooth transition of all aspects of PRDE’s assessment system, from the current contractor to their vendor operations. This must include participation in transition meetings with the current contractor.
  - b. The selected bidder must fully participate in the successful transition of all aspects of the PRDE’s assessment system developed under this contract and the previous contract to any subsequent vendors that would be identified through responses to future RFPs for the state assessment system.



# Transition



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- 2. If needed, the selected bidder must describe their procedures for the management of all assessment materials and resources during transitions:
  - a. Identification of a representative for this process
  - b. Electronic transfer of all materials to new contactor
- 3. If needed, the selected bidder must describe their procedures for the following responsibilities during the transition:
  - a. Establishment of protocols and procedures,
  - b. Timeline for transition work,



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## Transition

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- c. Schedule for meetings,
- d. Protocols to transfer all materials, documents, protocols, procedures, data files, products and any other information from previous contractor,
- e. Protocols to transfer all materials, documents, protocols, procedures, data files, products and any other information to subsequent contractor.



# Notice to Bidders

1. PRDE reserves the right to substitute or modify the scope of work on a generally equal basis at no additional cost.
2. The contract shall be awarded for a one-year period, with two (2) one-year options for renewal if performance during the prior year(s) is deemed satisfactory and funding is available.
3. All materials and data compiled and created by the bidder for this RFP will become property of PRDE and must not be copyrighted or resold by the contractor. PRDE reserves the right to continue to use any previously copyrighted materials designed and developed by the contractor at no additional cost.



# Notice to Bidders

4. Due to the nature of the RFP, PRDE recognizes that not all interested bidders are necessarily prepared to independently and entirely provide all of the services required. Hence, contractors may opt to subcontract services from other providers in order to present a complete proposal. In such a case, however, PRDE will only accept a proposal from a single contractor (the “primary contractor”) for all required procurement items. This primary contractor is expected to assume all responsibility over the procurement, evaluation, selection and contract execution.
5. The selected bidder must collaborate with PRDE staff, subcontractors, and other relevant contractors to complete all work. Throughout the contract period, the contractor must confer with PRDE on a consistent basis and must maintain contact with the PRDE through periodic face-to-face meetings and telephone and video conference calls. Costs for these meetings must be included in the base budget specified in the proposal. PRDE will not provide any additional funds to support management meetings beyond those included in the contract budget.



# Notice to Bidders

6. The primary contractor is responsible for correcting errors or poor performance that arise from activities included in the scope of work at its own expense (including deliverables from subcontractors).
7. PRDE may enter into negotiations with the qualified bidder. Negotiations may include all aspects of services and fees. PRDE reserves the right to negotiate changes in any element of the contract performance to insure reasonable cost and to guarantee the effective use of state and federal funding within each jurisdiction (state and federal law). Potential contractors must submit separate budgets for each of the three (3) potential contract years. PRDE is not bound required to select the lowest cost proposal, as it, but may select the proposal that provides the best value.
8. PRDE reserves the right to reject all responses and/or waive any requirements of a response if doing so would be in the best interest of PRDE. PRDE also reserves the right to reject any responses that do not contain all elements and information requested in this document.



# Notice to Bidders

9. The primary contractor must be responsible for ensuring its compliance with all applicable laws, regulations, and circular letters, including tax- withholding requirements and other state requirements.
10. In the event of insufficient funds, the contract may be canceled or amended as appropriate.



# Notice to Bidders

11. Any necessary changes in the relevant program from one year to the next shall be handled, as necessary, by change orders and amendments to the contract. By submitting a proposal for this project, the potential contractor indicates that it will cooperate with PRDE in good faith negotiations for amendments to the work tasks as may be necessary. All change orders must include a written request with justification for the change which will be submitted by PRDE to the contractor. The contractor shall provide PRDE with all costs associated with the change order. No work shall begin on the change order until the contractor has received PRDE's signature of approval to move forward. The contractor must ensure to comply with all contract formalities and requirements before providing any service. All services provided by the contractor without a valid contract or amendment will not be paid by the PRDE and the contractor will assume the loss.



# General Proposal Instructions

The Proposal package, includes the Proposal cover page, table of contents, itemized budget forms and budget narrative, and signed assurances, and must meet the following format:

1. The proposal must be written on a computer and on letter-size paper (8.5 x 11), including the tables and the cover page;
2. The proposal content can be submitted in Spanish or English;
3. Times New Roman or Arial letter and in a font size 11 or 12
4. Double space, except for tables;
5. The impression must be at only one side of the paper and pages must be numbered;
6. All appendices must be separated and titled in the same order in which they are referenced in the proposal;
7. All sections should be properly titled;



# General Proposal Instructions

The Proposal package, includes the Proposal cover page, table of contents, itemized budget forms and budget narrative, and signed assurances, and must meet the following format:

8. The proposal must be delivered with a binder clip;
9. Each bidder must submit the proposal in original and three (3) copies. A digital format in a compact disk (CD) or pen drive must be included with the original proposal.

It is important to take into consideration:

1. Verify carefully all the documents before submitting them officially, since no changes, amendments, or additional documentation will be accepted. The only accepted changes will be the ones requested by PRDE personnel.
2. Do not include appendices that have not been explicitly requested. For example: letters of introduction, copies of acknowledgements, studies of need forms, photos, etc.
3. The instructions and the forms are available upon request, through access to the PRDE website <https://de.pr.gov/asuntos-federales/>.



# Criteria for Evaluating Proposals



The technical aspects of the proposals will be evaluated according to the criteria described below. Each criterion has been assigned a percentage value for a total of 100% for the technical aspects of the proposal. Additionally, proposals will go through a screening process in order to ensure it complies with federal and state requirements as well as financial stability. To evaluate the financial stability each criterion has been assigned a percentage value for a total of 45%. The proposed budget will be evaluated with a separate rubric and the percentage value is 10%.

Proposals that do not meet the screening criteria will be disqualified before being formally evaluated. The proposal with the highest score will be selected and they will be required to negotiate according to the criteria identified by the PRDE that should be reviewed. In case the PRDE cannot reach an agreement with the selected bidder, the PRDE will negotiate with the second highest score.



# Criteria for Evaluating Proposals



1. Potential contractors must describe and demonstrate experience in developing and implementing state-wide assessment programs and materials that are similar to those described in this RFP and that comply with the most recent published version of the Standards for Educational and Psychological Testing, issued jointly by the American Research Association, the American Psychological Association and the National Council on Measurement in Education with all legal requirements of ESSA, and other relevant federal and state laws.

2. The potential contractors must demonstrate:

a. Expertise and capacity required to develop valid and reliable state testing materials, paper based or online, with an adequate technical quality for each purpose required under ESSA, and Consolidated State Plan. (15%)



# Criteria for Evaluating Proposals



2. The potential contractors must demonstrate:
  - b. Expertise and capacity required to develop, pilot and implement valid and reliable state testing materials, for Meta-Alternativa, with an adequate technical quality for each purpose required under ESSA, and consolidated State Plan. (20%)
  - c. Ability to conduct relevant analysis and produce an annual technical report that includes methods and outcomes information related to each of the following (15%):
    - i. Background of the state-wide assessment system
    - ii. Psychometrics' data analysis support for teacher evaluation
    - iii. Test Development
    - iv. Test Administration (META-PR)
    - v. META-ONLINE
    - vi. Test Administration (META-PR –Alternativa)



# Criteria for Evaluating Proposals



2. The potential contractors must demonstrate:
  - c. Ability to conduct relevant analysis and produce an annual technical report that includes methods and outcomes information related to each of the following (15%):
    - vii. Reporting
    - viii. Performance Standards and Cut Score
    - ix. Scaling
    - x. Equating and Linking
    - xi. Reliability Estimates
    - xii. Validity Evidence
    - xiii. Scoring Processes
    - xiv. Quality Control Procedures
    - xv. Project Management
    - xvi. Accommodations



# Criteria for Evaluating Proposals



d. Experience in producing an accurate, timely and accessible reporting system to include individual student achievement reports, classroom reports, school reports, reports, Regional Office reports, Central Office reports, demographic reports and any other reports that are required to comply with ESSA, and any other state/federal requirements to promote academic achievement. (15%)

e. Ability to print, distribute, retrieve and safeguard assessments. (10%)

- i. Administration Coordination
- ii. Reasonable Accommodation
- iii. Transition
- iv. Security Protocols



# Criteria for Evaluating Proposals



d. Ability to accurately and timely scan and score the assessment (META-PR- META-PR - Alterna). (10%)

- i. Place of test scanning and scoring
- ii. Time that will take to scan and score the test

g. Potential contractor must demonstrate and present references of previous experiences that can attest to the contractor's capacity for completing all components of the project on time and its knowledge of all relevant federal and state requirements to accomplish a statewide assessment program. (10%)

h. Ability to deliver in a timely manner all final reports and flexibility to incorporate additional reports needed and agreed on (5%)



# Criteria for Evaluating Proposals



- d. Ability to accurately and timely scan and score the assessment (META-PR- META-PR - Alterna). (10%)
    - i. Place of test scanning and scoring
    - ii. Time that will take to scan and score the test
  - g. Potential contractor must demonstrate and present references of previous experiences that can attest to the contractor's capacity for completing all components of the project on time and its knowledge of all relevant federal and state requirements to accomplish a statewide assessment program. (10%)
  - h. Ability to deliver in a timely manner all final reports and flexibility to incorporate additional reports needed and agreed on (5%)
3. Potential contractors must present a budget narrative and a proposed budget for each contract year. (10%)



# Criteria for Evaluating Proposals

4. The entity financial wellness will be evaluated using the following criteria (45%):

Evaluation Criteria	Points
<p>Provided Financial Statements</p> <p>5- If unmodified opinion and issued within seven months after the end of its fiscal year.                      4- If unmodified opinion and issued after seven months after the end of its fiscal year.                      3- If modified opinion and issued within seven months after the end of its fiscal year. <input type="radio"/> present a review report.                      2- If modified opinion and issued after seven months after the end of its fiscal year. <input type="radio"/> present a compilation report.</p>	5
Equity	5
Debt to Capital ratio	5
Working Capital Ratio results compared to funds requested	5
Total Debt to Assets	5
Short-term Debt Coverage	5
Return on Net Worth	5
Current Ratio	5
Quick Ratio	5
<b>Total</b>	<b>45</b>



# Criteria for Evaluating Proposals



The PRDE reserves the right to reject any or all proposals, wholly or in part, or to award to multiple bidders in whole or in part, and at its discretion, may withdraw or amend the Request for Proposal at any time. PRDE reserves the right to waive any deviations or errors that are not material, do not invalidate the legitimacy of the proposal, and do not improve the bidder's competitive position. All awards will be made in a manner deemed in the best interest of the PRDE.

The award of the proposal shall not be officially final and binding until the corresponding contract is executed. The Request for Proposal does not commit the PRDE to award a contract.



# Deadline for Inquiries

The deadline to submit questions through [ayuda\\_propuesta@de.pr.gov](mailto:ayuda_propuesta@de.pr.gov) will be September 18, 2019.

## Delivery Instructions

The deadline to submit proposals is **October 1st , 2019; no later than 4:30 p.m.** Proposals delivered by hand in the SAAF mail area or using the US Postal Service or private mail delivery system, which are duly filed no later than the date and time indicated above, will be accepted.

The proposal must be addressed to:

Norma J. Rolón Barrada, Esq.

Central Office Purchases and Obligations Director

Auxiliary Secretariat of Federal Affairs Mail Area

Federico Costas Street # 150

Hato Rey, Puerto Rico, 00919-0759



PRDE reserves the right to:

- Reject or deny applications that do not comply with the requirements that appear in this request for proposal, in the documents of the information material, the provisions of state and federal laws and regulations applicable to the funds covered by this project.
- Accept or reject one or all of the proposals received and / or cancel the competition process.
- Require additional information or corrections to any of the proposals submitted.
- Negotiate separately or collectively with the bidders.
- Communication regarding the status of the processes with employees / officials of the PRDE during the evaluation process and selection of proposals is prohibited.



- Proposals will not be accepted after the established date and time; neither will additional documents or amendments to the proposal document once they are filed, unless requested by the PRDE. Any proposal submitted must be proprietary work of the entity submitting it. In the event that plagiarism is discovered, the PRDE has the right to strike the proposal and not consider it for evaluation.
- The bidders recognize that they are not entitled to claims against the PRDE, its employees or consultants as a result of the evaluation process and selection of proposals. Once the proposals have been submitted, they will become property of the PRDE, so there is no obligation to return them, and will be kept in record for audit purposes and / or for any other purposes that PRDE considers relevant.



- Each proposal will be evaluated according to the criteria established by the PRDE, using the rubric prepared for this purpose.
- Award revisions will be governed by the dispositions of the Act 38-2017 known as The Uniform Administrative Procedures Act of the Government of Puerto Rico 3 L.P.R.A. §9672. If a bidder is adversely affected with the PRDE's final determination, such bidder may file, no later than 30 days after notice of such determination, a petition for review with the Puerto Rico Court of Appeals. The mere filing of a revision proceeding will not paralyze the RFP proceedings.
- -PRDE reserves the right to substitute or modify the concept of the proposal on equal terms or cancel the initiative. In addition, the PRDE may use the approved proposals as a model of projects or effective practices.
- The award of the proposal will not be effective until the contract between the PRDE and the selected entity has been awarded. The Request for Proposal does not commit the PRDE to award a contract.



# PREGUNTAS



**Prof.<sup>a</sup> Daisy Hernández**  
**Directora**  
**Unidad de Assessment**

