Request for Proposals No. 2024-25 Addendum 01 – Q&A

This document is posted to capture the questions received, and agency answers provided, during the question and answer period of RFP No. 2024-25, issued September 19, 2023.

Some answers to questions alter terms of the original procurement. All prospective bidders should read this Q&A and incorporate changes into proposals.

All amendments, addenda, and notifications related to this procurement will be posted on the OSPI website (if this was an open procurement) and on the Washington Electronic Business Solution (WEBS) website. Additional questions concerning this procurement must be submitted to contracts@K12.wa.us. Communication directed to other parties will be considered unofficial and non-binding on OSPI, and may result in disqualification of the Consultant.

1. **Question:** [RE:] Page 34, C.3.b: Could you clarify whether our response for C.3.b should differ from the C.3.h requirements in Tables 11, 12, 13?
   Answer: The response to C.3.b is not different than the responses to the C.3.h Tables. When responding to the Work Plan requirement, if there is information that is later detailed in the table, the bidder should include the specific ID No.

2. **Question:** [RE:] Section SB.17.C Advisory Meetings: If an in-person meeting is convened for the National Technical Advisory Committee, will the Contractor be responsible for identifying and reserving appropriate facilities and necessary equipment?
   Answer: Yes

3. **Question:** [RE:] Section SB.17.C Advisory Meetings: If an in-person meeting is convened for the National Technical Advisory Committee, will the Contractor be responsible for reimbursing travel-related expenses?
   Answer: Yes

4. **Question:** [RE:] Section SB.17.C Advisory Meetings: To support advisory meeting discussions, will the Contractor need to provide psychometric or other key staff to attend either virtually or in-person if convened?
   Answer: Yes

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5. **Question:** [RE:] Section SB.17.C Advisory Meetings: If an in-person meeting is convened, will the Contractor include staff traveling and attending? If so, can OSPI please provide the number of staff the contractor should plan for?
   Answer: Yes. The contractor should plan for 10 OSPI staff for meals only for both National and State TAC meetings, six National TAC committee members for National TAC meetings **or** eight to ten State TAC committee members for State TAC meetings, and typically two to four contractor staff per meeting.

6. **Question:** [RE:] Page 37, SB.1: Additional public information posted on the Washington State Learning Standards Reviews Project states "changes to state tests will not affect student scores before spring 2028". Could you please confirm this project outcome will not be included in the estimated contract period ending December 2027 for this RFP?
   Answer: Yes, confirmed.

7. **Question:** [RE:] Page 42, SB.3.B: Could you clarify if Smarter Balanced supports and has provided specifications for the hybrid test scoring of assessments administered with a combination of paper-pencil and online?
   Answer: Smarter Balanced has not provided specification for hybrid testing. This would be a Washington specific solution and still in an exploratory phase.

8. **Question:** [RE:] Page 59, SB.10.E: Could you clarify what secure assessment-related information will be maintained on an assessment portal that is accessible to private citizens?
   Answer: The portal will host both secure and non-secure information. Only non-secure information would be available to private citizens. Secure information is maintained behind login protected credentials and is not available to the public.

9. **Question:** [RE:] Page 70, SB.12.B: Could you please clarify the requirements in this section with Exhibit N.2, Appendix A Assessment Process-New Flowchart? Per the flowchart, the contractor provides ELA and mathematics files on a nightly basis, which is merged with CEDARS data, districts and schools view the data published on the Assessment Review Page, and they make corrections directly in CEDARS. Can you clarify the contractor's role in record reconciliation?
   Answer: There is no record reconciliation outside the test window. OSPI requires a system that does not depend on post testing reconciliation as all student information are sent/input into the vendor's testing platform from the state's data source through automated data handoffs, and never allowing districts to directly add student records to the vendor's student management platform. A minimal amount of reassignment of tests or partial tests from one student to another will be required by the vendor during the test window should students be given (and use) incorrect login information to access a test.

10. **Question:** [RE:] Page 86, SB.14.E: Could you clarify the requirements and timeline of the general research file? Where is the general research file covered in Exhibit N: Data Management Series?
    Answer: The general research file layout can be found in Exhibit N3, specifically "Examinee" file layout. The timeline is July 1 of each year as noted in SB.14.E.

11. **Question:** [RE:] Page 128-129, CS.12.B: Could you please clarify the requirements in this section with Exhibit N.2, Appendix A Assessment Process-New? Per the flowchart, the contractor provides "non-nightly" data files (science) to OSPI, which is followed by OSPI specific tasks and systems. Can you clarify the contractor's role in record reconciliation?
    Answer: There is no record reconciliation outside the test window. OSPI requires a system that does not depend on post testing reconciliation as all student information are sent/input into the vendor's testing platform from the state's data source through automated data handoffs, and never allowing districts to directly add student records to the vendor's student management platform. A minimal amount of reassignment of tests or partial tests from one student to another will be required by the vendor during the test window should students be given (and use) incorrect login information to access a test.

12. **Question:** [RE:] Page 142, CS.14.E: Could you clarify the requirements and timeline of the general research file? Where is the general research file covered in Exhibit N: Data Management Series?
    Answer: The general research file layout can be found in Exhibit N3, specifically "Examinee" file layout. The timeline is July 1 of each year as noted in CS.14.E.

13. **Question:** [RE:] Page 64, SB.11.C-D and page 123 CS.11.C-D: Can you clarify the expectations of the Contractor's Help Desk staff on responding and helping callers on the Smarter Balanced Reporting system (SRS)? What training, Washington specifications, and support will be provided to support Tier 1 and 2 contractor staff for SRS inquiries?
    Answer: Contractor's Help Desk staff are expected to respond to callers with the most common issues. OSPI has training videos and documents that can be used as initial training for the Contractor's Help Desk staff. The Smarter Balanced Reporting team can also, with OSPI staff, provide training to Tier 1 and Tier 2 lead staff to help them address the most common issues users report.

14. **Question:** [RE:] Page 64, SB.11.C-D and page 123 CS.11.C-D: Can you confirm contractor staff will have the ability throughout the school year to submit test cases to

a lower environment, such as UAT or staging of the Smarter Balanced Reporting system, to troubleshoot issues or replicate a help desk case?
Answer: No, we cannot confirm this at this time. There is currently a way for the contractor staff to do this, but Smarter Balanced uses this environment for other purposes throughout the school year and may not continue to allow this access.

15. **Question:** [RE:] Page 67, SB.11.G and page 125 CS.11.G: Can you please clarify the contractor's role in reviewing and resolving the testing incidents that are reported by local educators and state staff?
Answer: Contractor's help desk may support districts directly for specific test incidents (e.g. re-assigning a test).

16. **Question:** [RE:] Page 67, SB.11.G and page 125 CS.11.G: Can you please provide an estimated volume of test incidents that require re-assigning a test by the contractor?
Answer: Fewer than 50.

17. **Question:** [RE:] Pages 77-78, SB.14: Could you please include an estimate for the proposal of the number of Braille or Large Print Family Reports that could be requested?0
Answer: This is a new requirement and have not provided Braille or Large Print Family Reports and therefore do not have an estimate. Bidders may provide a per Braille and Large Print report cost to be responsive.

18. **Question:** [RE:] Page 78, SB.14.A: Can you please clarify that single sign-on (SSO) is required if the Smarter Balanced Reporting System is implemented? Coordination of a single sign-on solution with Smarter Balanced is only mentioned in SB.16.A Tools for Teachers.
Answer: Yes, SSO is required for the Smarter Balanced Reporting System.

19. **Question:** [RE:] Pages 133-134, CS.14: Could you please include an estimate for the proposal of the number of Braille or Large Print Family Reports that could be requested?
Answer: This is a new requirement and OSPI has not provided Braille or Large Print Family Reports and therefore do not have an estimate. Bidders may provide a per Braille and Large Print report cost to be responsive.

20. **Question:** [RE:] Page 103, CS.3.B.: Can OSPI provide the actual or estimated page counts, color print requirements, and specifications for the WCAS paper-pencil forms if they are scanned or if they are entered in contractor response-capturing system?

Answer: The current forms have an estimated page count of 68-92 pages and is printed in color. Currently, the responses to the WCAS paper-pencil forms are scanned into vendor's system to be scored.

21. **Question:** [RE:] Page 103-104, CS.3.B and CS.3.C.2: Can OSPI provide the actual or estimated page counts, specifications, and rules for the WCAS paper-pencil ancillary materials (Secure WCAS "Say" Scripts)? Are there additional paper-pencil materials that are needed, such as glossaries, periodic tables, Spanish translated materials, etc.?
    Answer: The 2023 Test Administrator's script was 51 pages. Both the glossaries and periodic tables were one page each. Additional paper-pencil materials are included in the following kits:
    Braille Print Test Kit
    The grade and content-appropriate version of the following:
    1. Braille kit cover sheet
    2. plastic-bound Braille test booklet with a packet of transcriber's notes on the inside back cover
    3. standard print test booklet
    4. Braille print Glossary of Non-Science Terms
    5. Braille print Periodic Table
    6. a secure *TA Script of Student Directions* document
    Large Print Test Kits
    The grade and content-appropriate version of the following:
    1. large print kit cover sheet
    2. large print test booklet
    3. standard print test booklet
    4. large print Glossary of Non-Science Terms
    5. large print Periodic Table
    6. a secure *TA Script of Student Directions* document
    Spanish Print Science Test Materials
    The grade-appropriate version of the following:
    1. Spanish print science test booklet
    2. Spanish print Glossary of Non-Science Terms
    3. Spanish print Periodic Table
    4. a secure *TA Script of Student Directions* document

22. **Question:** [RE:] Page 178, C.3.i: Can you clarify what it means by "allowing private schools access to the Smarter Balanced interim tests", especially in regard to reporting score results if the Smarter Balanced Reporting system is the reporting solution?
    Answer: Private schools can download and print interim test items to administer to students. Private schools have access to rubrics for the hand scoring of the interim items. No electronic scoring can be done for interim or summative items when the Smarter Reporting System is the proposed solution.

23. **Question:** Does the requirement for "Print on Demand" paper versions of passages/items apply only to "standard" print paper for SBA and WCAS?
Answer: The "Print on Demand" feature does not apply to the SBA and WCAS paper-pencil test administration. For more information about this online embedded accommodation, please see Exhibit L: Guidelines on Tools, Supports, and Accommodations (GTSA).

24. **Question:** [RE:] SB.3.B and CS.3.B Paper-Pencil Forms: Are the Secure ELA Listening Scripts and WCAS "Say" Scripts separate by grade, or are all grades included in the same booklet? What are the approximate page counts for the scripts? What quantities should the bidder include for printing estimates?
Answer: Secure ELA Listening Scripts and WCAS "Say" Scripts are separate by grade. The approximate page counts are 48 for ELA and 52 for WCAS. The approximate numbers of paper materials have been updated in the table below:

Grade	ELA Standard Print	ELA Braille	ELA Large Print	Math Standard Print	Math Braille	Math Large Print	Math Spanish
3	100	10	25	100	10	25	20
4	100	10	30	100	10	30	20
5	100	10	25	100	10	25	20
6	100	10	25	100	10	25	20
7	100	10	25	100	10	25	20
8	100	10	25	100	10	25	20
HS	200	20	35	200	20	35	20

25. **Question:** [RE:] SB.3.B and CS.3.B Paper-Pencil Forms: Are there any other separate ancillary materials that are printed and shipped to districts (e.g. reference sheets, rulers, etc.)
Answer: Below are the materials expected to be shipped to districts for paper-pencil forms:
Braille Print Test Kits
The grade and content-appropriate version of the following:
- Braille kit cover sheet
- plastic-bound Braille test booklet with a packet of transcriber's notes on the inside back cover
- standard print test booklet
- standard print answer booklet
- standard print English glossary
- a secure *ELA Listening Transcript and Session One TA Script of Student Directions* document (ELA, only)

Large Print Test Kits
The grade and content-appropriate version of the following:
- large print kit cover sheet
- large print test booklet
- large print answer booklet
- standard print test booklet
- standard print answer booklet
- large print English glossary
- a secure *ELA Listening Transcript and Session One TA Script of Student Directions* document (ELA, only).
- Spanish Print Math Test Materials

The grade-appropriate version of the following:
- Spanish print math test booklet
- Spanish print math answer booklet
- Spanish and English print math glossaries (one of each)

26. **Question:** [RE:] SB.3.C.2 and CS.3.C.2 Braille and Large Print Testing Materials (paper version): What are the specifications for the large print test forms (e.g., booklet size, binding, etc.)? Does the bidder have responsibility for formatting the large print booklets (i.e., enlarging) or is the bidder provided print-ready files for large print?
Answer: OSPI is moving towards adopting the American Printing House Large Print Guidelines for all content areas. Yes, the Contractor has the responsibility of formatting the large print booklets in collaboration with OSPI during development.

27. **Question:** [RE:] SB.3.C.2 and CS.3.C.2 Braille and Large Print Testing Materials (paper version): Are the quantities provided for Braille combined quantities for both contracted and uncontracted versions, or are they quantities for each version (i.e., 10 Braille forms per grade total, or 10 contracted and 10 uncontracted)?
Answer: For ELA and math, grades 3–6, the Contractor will produce eight contracted braille books and two uncontracted braille books. For science, grade 5, the Contractor will produce 13 contracted braille books and two uncontracted braille books. All grades 7 through high school are all contracted braille.

28. **Question:** [RE:] SB.3.C.2 and CS.3.C.2 Braille and Large Print Testing Materials (paper version): Are additional Braille and Large Print quantities needed for retakes, or is that part of the quantities listed?
Answer: The booklets required for retakes are included in the quantities listed in the updated tables.

29. **Question:** [RE:] SB.14, CS.14, and WA.14 Reporting: Please confirm that the Contractor is not responsible for printing and shipping any hard copy reports to districts.

Answer: The Contractor would be responsible for printing and shipping Braille or Large Print Family reports upon request. Print requirements for Private Schools are determined by the agreement the Contractor enters into directly with the individual Private School.

30. **Question:** [RE:] CS.3.B Paper-Pencil Forms: Are the quantities listed for paper forms on page 103 per grade or across all grades?
    Answer: The quantities listed were intended to be per grade; however, the approximate numbers of paper materials have been updated in the table below:

Grade	Science Standard Print	Science Braille	Science Large Print	Science Spanish
5	100	15	30	15
8	100	20	50	20
HS	60	15	20	15

31. **Question:** [RE:] CS.3.E Glossaries/Word List, CS.3.F Translations: Please the describe the relationship, if any, between the following bolded quantities:
    Under CS.3.E Glossaries/Word List, the RFP states "As of the posting of this RFP, approximately **150 items/stimuli** require review for glossaries/word lists."
    Under CS.3.F Translations, the RFP states "Approximately two-hundred **twenty-five (225) currently-operational items/stimuli** in the current item bank need Glossing – Translated services in all listed languages as of the posting of this RFP.
    Answer: The 150 items/stimuli approximated need to be reviewed to determine if any of words should be defined. The 225 items/stimuli have had English words identified and defining for glossaries but are missing the translations of the definition in one or more of the required languages.

32. **Question:** [RE:] WA.1.B Item Development: Under the current contract, OSPI is responsible for licensing arrangements through the Copyright Clearance Center. Please confirm that under the new contract, OSPI desires that the contractor takes over this responsibility. If confirmed, could you please share how much is spent annually with the CCC for WA-AIM materials?
    Answer: Confirmed. "Contractor will be responsible for acquiring all licensing arrangements that grant access to materials created and owned by third parties for WA-AIM, if necessary."

    OSPI spends $4995 per year with CCC for WA-AIM materials. Additional contract information can be found on the Forecasted Needs Report published on the Contracting with OSPI webpage.

33. **Question:** [RE:] Table 10 Estimated RFP Timeline and Exhibit A Proposal Checklist: Table 10 indicates that the proposals must be submitted by 3:00 pm on December 22, 2023. The language at the top of Exhibit A indicates that the items on the checklist need to be submitted by December 8, 2023. Please confirm that the proposal due date is December 22, 2023.
    Answer: December 22, 2023 is the confirmed proposal due date.

34. **Question:** [RE:] C.1 Proposal Overview (5. Consultant References) and C.4.g References: References are asked for their own section (pg. 33), but are also asked for within the management plan (pg. 182). Where should bidders include References in their proposals?
    Answer: The mention of references on page 33 was meant to be an overview and should not have called out references as a separate section. Bidders should include references as part of their management proposal with the ID No C.4.g.

35. **Question:** [RE:] C.3.h Requirements Table: Adding a column to the table for bidders' responses may not be the best approach for being able to adequately address each requirement from a formatting standpoint. Can bidders respond to *C.3.h Requirements* outside of a table format as long as we respond in order, using the same headings, original RFP language, and ID numbers? If not, how should vendors include tables, screen shots, graphics, report mockups, etc. that cannot be displayed well in a table format?
    Answer: Bidders are encouraged but **not required** to respond to C.3.h Requirements in a similar table format. However, OSPI recognizes bidders may choose another format to best display and organize their response. Regardless of format, Bidders are required to clearly identify their responses with the corresponding ID Numbers in sequence.

36. **Question:** [RE:] SB.1 Test Delivery and SB.11.F Retake Opportunity: Page 36 indicates 30K additional math retesters in the spring. Page 67 indicates 40K additional math retesters in the spring. Which quantity should be used for proposal costing purposes?
    Answer: Bidders should use 40K as the anticipated additional math retesters in the spring for proposal costing purposes.

37. **Question:** [RE:] SB.3.B Paper-Pencil Forms: Please confirm that Smarter Balanced provides in-tact test booklets. Does the Contractor have any responsibility for formatting or typesetting the booklets, in addition to printing? Also, please confirm that the Contractor is responsible for formatting separate response documents that can be scanned using the Contractor's scanning systems, and that separate response documents are used for all grade levels.
    Answer: Smarter Balanced provides electronic files to the Contractor to be printed. Typically, there is no formatting or typesetting required by the Contractor.

Yes, Contractor would be responsible for formatting separate response documents for all grades that can be scanned by the Contractor's scanning system.

38. **Question:** [RE:] SB.3.B Paper-Pencil Forms: Are the quantities listed for paper forms on page 42 per grade and content area or across all grades?
Answer: The quantities listed were intended to be per grade and content area; however, the approximate numbers of paper materials have been updated in the table below:

Grade	ELA Standard Print	ELA Braille	ELA Large Print	Math Standard Print	Math Braille	Math Large Print	Math Spanish
3	100	10	25	100	10	25	20
4	100	10	30	100	10	30	20
5	100	10	25	100	10	25	20
6	100	10	25	100	10	25	20
7	100	10	25	100	10	25	20
8	100	10	25	100	10	25	20
HS	200	20	35	200	20	35	20

39. **Question:** [RE:] SB.3.B Paper-Pencil Forms: For the "hybrid testing opportunity," is this a practice that OSPI has used under the current contract? How many students (across all grades) does OSPI anticipate needing this hybrid opportunity?
Answer: OSPI does not provide a "hybrid testing opportunity" under the current contract. This is still in an exploratory phase and therefore difficult to anticipate the need. For costing purposes we expect the need to be very small. Bidder may provide a per student cost.

40. **Question:** [RE:] SB.3.C.2 Braille and Large Print Testing Materials: Please confirm that bidders should use the quantities on page 44 for costing purposes (they are different than the quantities on page 42).
Answer: For Braille and Large Print costing purposes, Bidders should refer to the updated table below:

Grade	ELA Braille	ELA Large Print	Math Braille	Math Large Print
3	10	25	10	25
4	10	30	10	30
5	10	25	10	25
6	10	25	10	25
7	10	25	10	25

| 8 | 10 | 25 | 10 | 25 |
| HS | 20 | 35 | 20 | 35 |

41. **Question:** [RE:] SB.3.F Translations: Does Smarter Balanced provide a fixed-form for Spanish online mathematics?
    Answer: No, Smarter Balanced online mathematics is computer adaptive.

42. **Question:** [RE:] SB.10.D Testing Interface: The second bullet in this requirement indicates that students should be able to navigate the complete test (forward, backward, etc.). However, item-level CAT functionality typically prohibits students from navigating back to items they already answered. Please clarify.
    Answer: Prior to completion, students will have the ability to move forward and backward. Please see the General Test Administration section of the Spring 2023 Test Administration Manual for all student navigation rules.

43. **Question:** [RE:] SB.11.A Testing Window: Are the interim assessments available during the summative testing window?
    Answer: Yes. Interims are available from around the start of the school year through the end of June, annually. Summative testing windows historically have been available early March to early June.

44. **Question:** [RE:] SB.13.C Automated Electronic Scoring: Should human scoring be conducted in addition to automated electronic scoring for the Field Test ELA Performance Task full write items?
    Answer: No, human scoring is not required to be conducted in addition to automated electronic scoring for the Field Test ELA Performance Task full write items. If the contractor does not have an electronic scoring system suitable for automated scoring of Field Test ELA Performance Task full write items, the contractor may propose a human scoring method for the scoring of those items to obtain the needed WER trait scores for students.

    With RFP Amended Text below:
    (Note: amended text has strikethrough adjacent to underline)

    SB.13 Scoring
    Following each summative administration of the Smarter Balanced, Contractor will fulfill scoring activities in accordance with the requirements described in this RFP.

    Contractor's scoring processes will allow remote access by OSPI staff to view and run Washington-specific reports at any time during the scoring process, and/or participate in scoring, and/or monitor scorers, if necessary. Contractor must provide OSPI staff access to summative hand-scoring analytics to include but not limited to inter-rater reliability, validity paper scoring consistency, and score and condition code distribution during the scoring

window. OSPI staff will also have the right to visit Contractor's scoring facilities and attend all training sessions for scorers and scoring sessions.

The Contractor's process for scoring summative test items must incorporate adequate quality assurance checks to ensure accuracy of student scores.

Selected Response Items – Contractor will provide electronic scoring of selected-response items on all summative and interim assessments.

Technology-Enhanced Items – Contractor will provide hand-scoring, automated scoring, or a combination of the two, for all technology-enhanced items.

Constructed Response Items – Contractor will provide human-rater hand-scoring for all summative constructed response items.

Contractor will be responsible for providing a scoring system that local educators can use to score interim constructed response items.

Performance Tasks – Contractor will provide human-rater hand-scoring for all operational summative performance tasks. Contractor ~~must~~ should provide automated, electronic scoring for all field test ELA Performance Task full write (WER items) such that writing trait scores can be presented in a scoring system for all students taking a field test ELA Performance Task. In this way, reports for students who received a field test ELA Performance Task would have the same information in the scoring system as students who receive an operational summative ELA Performance Task. The scores from the automated, electronic scoring of field test ELA Performance Tasks will not contribute to the student's overall score, as described in the Smarter Balanced Enhanced CAT Blueprint for Students Participating in the Embedded Field Test of Performance Tasks document, also referenced in Exhibit M: Smarter Balanced Resources. For interim assessments, Contractor may provide automated, electronic scoring of interim ELA performance task full write (Writing Extended Response items) as preliminary scores that, within a Contractor's scoring system for interim items, local educators can either confirm or change.

Throughout all scoring processes Contractor will provide necessary security measures to ensure protection of individual student data and integrity of the items and scoring materials. In addition, Contractor's electronic data collection, storage, and transmittal systems and any electronic systems used in scoring must be sufficiently protected from natural disaster.

Contractor's scoring process will incorporate, where applicable, OSPI's established data specifications document (see Exhibit N: Data Management Series) to ensure accuracy of data. Should any questions regarding the scoring of student responses develop during the scoring process, OSPI will be allowed to review the unexpected student response with Contractor.

Bidder's proposal will provide system specifications and identify the configuration for scoring systems within vendor's system and which configuration settings are customizable by state.

SB.13.C Automated Electronic Scoring

Interim ELA. Contractor may provide automated, electronic scoring of interim ELA performance task full write (WER items) as preliminary scores that, within a Contractor's scoring system for interim items, local educators can either confirm or change.

Field Test ELA. Contractor ~~must~~ should provide automated, electronic scoring for all field test ELA Performance Task full write (WER items) such that writing trait scores can be presented in a scoring system for all students taking a field test ELA Performance Task. In this way, reports for students who received a field test ELA Performance Task would have the same information in the scoring system as students who receive an operational summative ELA Performance Task. The scores from the automated, electronic scoring of field test ELA Performance Tasks will not contribute to the student's overall score, as described in the Smarter Balanced Enhanced CAT Blueprint for Students Participating in the Embedded Field Test of Performance Tasks document (refer to Exhibit M: Smarter Balanced Resources).

Contractor's automated electronic scoring system must demonstrate the ability to identify and flag writing trait results. The system must also have the ability to differentiate whether the writing trait scores come from a field test or an operational Performance Task Full write (WER) item. Specifics of that differentiation would be mutually negotiated between the Contractor and OSPI (and Smarter Balanced if appropriate) including transfer and method (i.e., which message would appear in a reporting system to identify these writing trait scores as coming from a field test Performance Task).

Contractor's proposal will provide documentation that supports the process of using automated scoring for the interim ELA performance task full write (WER items) and the field test ELA Performance Task full writes (WER items). The protocol for scoring will incorporate procedures to ensure that scores assigned electronically are consistent with scores that would be assigned using human-rater hand-scoring procedures and include evidence that electronic scoring meets or exceeds the accuracy observed by human-rater hand-scoring.

Summative Automated Scoring. OSPI is interested in exploring automated scoring for summative tests items where students type a text-based response, in both ELA and mathematics, including the ELA performance task full write (WER items). Automated scoring, and any supporting applications or systems, are not a requirement of this solicitation. Bidders may include automated scoring of summative items in their proposal as an optional alternative. Any Contractor costs associated with automated scoring for constructed response items on summative tests should be indicated in Exhibit K: Cost Summary. Bidders that propose using automated scoring will provide documentation that supports the process of using automated scoring. This must include a protocol to ensure that scores assigned by automated scoring are consistent with scores that would be assigned using human-rater hand-scoring procedures and evidence that automated scoring meets or exceeds the accuracy observed by human-rater hand-scoring. If automated scoring is implemented for Smarter Balanced ELA and/or mathematics testing, Contractor will conduct scoring monitoring during the use of automated scoring and provide access for OSPI staff to monitor that scoring process as well. Bidders will also provide communication materials designed to inform stakeholders including, but not limited to, state and local policy makers, school and district administrators,

classroom teachers, families, and students on the use, efficacy, rationale, etc. of automated scoring for summative tests.

OSPI will review and concur with findings within the documentation before automated scoring may be used for OSPI's programs.

Bidder's proposal will provide system specifications and identify the configuration for automated electronic scoring systems within vendor's system and which configuration settings are customizable.

45. **Question:** [RE:] SB.14 Reporting: Have Braille and Large Print Family Reports been requested in the past? How should costs be included for these special versions?
Answer: No. This is a new requirement and OSPI has not provided Braille or Large Print Family Reports and therefore do not have an estimate. Bidders may provide a per Braille and Large Print report cost to be responsive.

46. **Question:** [RE:] SB.17.C Advisory Meetings: The RFP indicates that OSPI may convene one of the NTAC and STAC meetings in person each year. Should proposals include costs for one in-person meeting for each of these meetings?
Also, since the SBA and WCAS programs will be awarded to one bidder, please confirm that costs for these meetings should only be included under the SBA program costs, rather than in both programs.
Answer: Yes, Bidders should include the cost for one in-person meeting for each of these meetings in their proposal. Costs for these meetings may be only included under the SBA program costs.

47. **Question:** [RE:] CS.1 Test Delivery: The link for science Training tests on doesn't work. Can a different link be provided?
Answer: The updated link to the science training tests is as follows: https://login3.cambiumtds.com/student_core/V42/Pages/LoginShell.aspx?c=Washington_PT&a=Student

48. **Question:** [RE:] CS.2 Field Testing: The RFP indicates that bidders should identify costs per item and per stimuli field tested for each year of the contract. The cost sheets do not support unit pricing so should the unit costs be part of a narrative that accompanies the cost spreadsheet?
Answer: Bidders should identify the unit costs per item and per stimuli field tested in response to CS.2 and may also include that information in in a narrative as part of their executive summary. The per year total cost for all grades should be captured on Exhibit K: Cost Summary, on the CS.2 Field Testing row.

49. **Question:** [RE:] CS.2.A Content Review with Data Work Group and CS.2.B Field Test Rangefinding Work Group: Is OSPI amenable to these meeting occurring virtually?

Answer: No. Both of the WCAS Content Review and Data Work Group as well as the WCAS Field Test Rangefinding Work Group are convened in-person with educator involvement.

50. **Question:** [RE:] CS.3.B Paper-Pencil Forms: Please confirm that the Secure WCAS "Say" Scripts are collected and returned to the vendor.
    Answer: Yes. The Secure WCAS "Say" Scripts are collected and returned to the vendor.

51. **Question:** [RE:] CS.11 Administration: Page 120 (CS.11), does OSPI require vendors to develop a special "breach" form for use in the event of major security situation? If so, if the form is not used in a given administration year, can it be rolled to the next year?
    Answer: No. There is no "breach" [test] form needed for the WCAS.

52. **Question:** [RE:] CS.11.B.1 Test Administration Manual and CS.11.B.2 Test Coordinators Manual: Are the TAM and TCM for WCAS combined with the manuals for SBAs?
    Answer: The TAM and TCM contain information for all three content area tests (Smarter Balanced ELA, Smarter Balanced math, and WCAS).

    A link to the combined Spring 2023 TAM is provided in SB.11.B.1 and CS.11.B.1 Test Administration Manual (TAM).

    A link to the combined 2023–2024 TCM is provided in SB.11.B.2 and CS.11.B.2 Test Coordinator Manual (TCM)

53. **Question:** [RE:] CS.14.D.3 Technical Reporting: Is the Technical Report for WCAS combined with the Technical Report for the SBAs?
    Answer: Yes. The WCAP technical report is provided as a new exhibit: *Exhibit W – 2022 WCAP Technical Report*

54. **Question:** [RE:] WA.11.A Testing Window and WA.11.F Retake Opportunity: According to the OSPI website, there is a separate Fall Retake testing window for WA-AIM for 2023-24. The RFP does not say anything about this separate fall retake window and instead indicates that retake opportunities will occur during the annual administration window. Does OSPI intend to continue with a separate fall window or combine retakes with the spring window going forward under the new contract?
    Answer: Beginning in the 2024-25 school year, OSPI will not offer a fall retake opportunity for WA-AIM; the only retake opportunities will be in the spring window.

55. **Question:** [RE:] WA.17.C Advisory Meetings: Please confirm that the costs of the NTAC and STAC meetings (other than contractor staff attendance) are covered under the SBA component, and should not be included under the WA-AIM component.
    Answer: If the Bidder's proposal is for Smarter Balanced, WCAS, and WA-AIM, the costs for the NTAC and STAC meetings may be covered under the SBA program costs.

If the Bidder's proposal is for Smarter Balanced and WCAS, the costs for the NTAC and STAC meetings may be covered under the SBA program costs.

If the Bidder's proposal is for WA-AIM only, the costs for these meetings must be included in the WA-AIM component in response to WA.17.C.

56. **Question:** [RE:] C.3.i Private School Requirements and Fees: How many private school students are typically tested each year?
    Answer: Private school testing arrangements are made between the Vendor and the Private Schools. Based on past year administrations, Vendor can anticipate 800–1,500 students across 21 schools out of 150 private schools.

57. **Question:** [RE:] Exhibit K Cost Summary: Is the add-on line for CS.3.B. Hybrid Testing Opportunity necessary for science? The language around hybrid testing is not included in the requirement for CS.3.B on pages 103-104.
    Answer: No, the add-on for Hybrid Testing Opportunity is not necessary for science. The line referring to CS.3.B Hybrid Testing Opportunity on Exhibit K Cost Summary, as well as any other lines that does not apply, can be removed.

58. **Question:** [RE:] Exhibit K Cost Summary: There are some requirements that could have costs directly associated with them but there are not lines on the Cost Summary form. These include:
    SB.2 Field Testing
    SB.3 Accommodations
    SB.4 Practice Tests
    SB.5 Training Tests
    SB.11.C Help Desk and SB.11.D Technical Support (these could be combined)
    SB.11.E Administration and Technical Training
    SB.15 Interim Assessments
    CS.11.C Help Desk and SB.11.D Technical Support (these could be combined)
    CS.11.E Administration and Technical Training
    WA.14.B Proprietary Reporting System

    Should lines be added to the cost summary worksheet for these requirements?
    Answer: Yes. See page 183, Bidders may add additional line items to ensure all cost are accounted for or combine any of the specified line items to accommodate their business pricing models.

59. **Question:** [RE:] Table 11 Smarter Balanced General Assessment: ID# S.B.3.B Paper Pencil Forms provides detail of approximate numbers of paper materials that may be required for Braille and LP.
    • ELA Braille: 20

- ELA Large print: 20
- Mathematics Braille: 25
- Mathematics Large print: 20

ID# S.B.3.C.2 Braille and LP Testing Materials (paper version) Indicates different numbers i.e. 10 Braille and 35 LP

Are these 2 different requirements? Should they be added together to estimate a total number of printed LP and BR for estimates?

Answer: The requirements in SB.3.B & SB.3.C.2 are not different and should not be added together. The approximate numbers of paper materials have been updated in the table below:

Grade	ELA Standard Print	ELA Braille	ELA Large Print	Math Standard Print	Math Braille	Math Large Print	Math Spanish
3	100	10	25	100	10	25	20
4	100	10	30	100	10	30	20
5	100	10	25	100	10	25	20
6	100	10	25	100	10	25	20
7	100	10	25	100	10	25	20
8	100	10	25	100	10	25	20
HS	200	20	35	200	20	35	20

60. **Question:** [RE:] Table 12 Smarter Balanced General Assessment: ID# CS.3.B Paper Pencil Forms provides detail of approximate numbers of paper materials that may be required for Braille and LP.
    - Science Braille: 15
    - Science Large print: 10

    ID# CS.3.C.2 Braille and LP Testing Materials (paper version) Indicates different numbers i.e. 10 Braille and 35 LP

    Are these 2 different requirements? Should they be added together to estimate a total number of printed LP and BR for estimates?

    Answer: The requirements in CS.3.B & CS.3.C.2 are not different and should not be added together. The approximate numbers of paper materials have been updated in the table below:

Grade	Science Standard Print	Science Braille	Science Large Print	Science Spanish
5	100	15	30	15
8	100	20	50	20
HS	60	15	20	15

61. **Question:** [RE:] A.4 Background: Within the 295 districts, how many "schools" would we expect to order and receive paper and/or accommodated materials for SBA, WCAS and WA-AIM
Answer: Vendors do not ship to individuals schools. All materials are ordered by and shipped to the districts. Districts handle the distribution to individual schools.

In 2023, OSPI's vendor shipped SBA and WCAS materials to 84 districts.

If the bidder's WA-AIM solution moves the assessment to a student interface, we anticipate 210 districts will need accommodated materials. If bidder is not proposing a student interface, then zero districts would require accommodated materials.

62. **Question:** [RE:] CS.1.A WCAS Item Bank: The Contractor will be responsible for the entry and preparation of newly developed stimuli, items, art, and rubrics for inclusion as embedded field test items on the operational test forms per Exhibit P.

Can OSPI clarify what is meant by preparation for the newly developed content regarding the specific questions below:
- Will the items have been through all review activities and approved by OSPI for field testing?
- Will metadata be included with the test items?
- Will the contractor be expected to develop test-ready art from conceptual art or description?
- Will the contractor be responsible for applying scoring rules according to the style guide?
- Will the contractor be responsible for adding animation or building simulations for interactive performance tasks?

For accessibility features and accommodations, can OSPI clarify which of the following activities the contractor is responsible for:
- Developing alternate text for graphics
- Identifying glossed words and phrases
- Translating glossaries
- Developing embedded ASL videos
- Translating content into Spanish for the Dual Language Test

Answer: For newly developed item content:
- Will the items have been through all review activities and approved by OSPI for field testing?
  - Yes
- Will metadata be included with the test items?
  - Data obtained from teacher reviews will be provided.
- Will the contractor be expected to develop test-ready art from conceptual art or description?

- o No, the Contractor would not be expected to develop test-ready art from conceptual art or from description. The Contractor will need to translate field test item English art into Spanish art.
  - Will the contractor be responsible for applying scoring rules according to the style guide?
    - o Yes.
  - Will the contractor be responsible for adding animation or building simulations for interactive performance tasks?
    - o Yes, the Contractor will be expected to develop animation and build simulations from OSPI provided mock-ups for newly developed items when applicable.

For accessibility features and accommodations, can OSPI clarify which of the following activities the contractor is responsible for:
- Developing alternate text for graphics - yes
- Identifying glossed words and phrases - yes
- Translating glossaries - yes
- Developing embedded ASL videos - no
- Translating content into Spanish for the Dual Language Test – yes

63. **Question:** 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 OSPI acknowledge that such delays in performance would not constitute a breach of the contract?
    Answer: Force majeure events are acknowledged and do not constitute a breach of contract.

64. **Question:** With respect to ownership of intellectual property, does OSPI agree that rights in any materials and proprietary computer programs previously developed by the Contractor, as well as rights to any derivative works, shall belong to the Contractor?
    Answer: Ownership will remain with the Contractor. We ask that a Creative Commons license be applied as appropriate to allow other access:
    For Materials that are delivered under the Contract, but that incorporate pre-existing materials not produced under the Contract, Contractor will license the materials to allow others to translate, reproduce, distribute, prepare derivative works, publicly perform, and publicly display. If the Contractor would like to limit these pre-existing portions of the work to non-commercial use, the Creative Commons Attribution-NonCommercial (preferred) or Creative Commons Attribution-NonCommercial-ShareAlike licenses, version 4.0 or later, are acceptable for these specific sections."

65. **Question:** We presume that our obligation to indemnify will be reduced or eliminated when the injury or harm is caused the negligence of the Superintendent or its agents. Is this correct?
Answer: Contractor's obligation to indemnify, defend, or hold harmless the Superintendent shall not be eliminated or reduced by any actual or alleged concurrent negligence by Superintendent or its agents, employees, or officials.

66. **Question:** In the [SB test manual/instructions], the instructions for FT Performance Tasks states that student receives extra CAT items and does not receive writing trait scores for the ELA/literacy full write from their operational test. Please reconcile/clarify what scores will be included for a student taking the Field Test between how Smarter Balanced proposes handling the FT scores vs how the RFP is describing the scoring of FT ELA Full Write.
Answer: The scores that need to be produced for WA students taking the FT ELA Full Write are the three *Writing Trait Scores*. These are the raw scores that are assigned to student responses via hand-scoring, known as:
   - Organization/Purpose
   - Evidence/Elaboration
   - Conventions

The hand-scoring vendor is expected to produce these scores using the rubric which matches the purpose of the FT ELA Full Write prompt.

The reason OSPI needs these included for the FT ELA Full Write responses is to reduce confusion at the local level. When only one or two students in a classroom gets a FT form of the test, and no one at the school/district is aware of this, there is a lot of confusion later when scores come out about why those one or two students do not have *Writing Trait Scores*.

OSPI abides by the Smarter Balanced rules that these three scores are <u>not</u> used in the calculation of the overall score for the students. However, these *Writing Trait Scores* are expected to be displayed in the reporting system, on individual student score reports for ELA, and included in the Student Data file.

67. **Question:** Question: [RE:] CS.14.D.3 Technical Reporting: Please share with bidders the latest (2022) version of the WCAS technical report.
Answer: The WCAS technical report is included in the WCAP technical report. The WCAP technical report is provided as a new exhibit: *Exhibit W – 2022 WCAP Technical Report*

68. **Question:** Can OSPI share sample items, including full performance tasks, including constructed response items for their current WA-AIM?

Answer: Yes, please refer to *Exhibit V – WA-AIM 2021–22 Technical Report* beginning on page 76 for examples. For further clarification, WA-AIM Performance Task refers to the set of five items that measure a specific standard access point. WA-AIM Performance Task are not the same as a Smarter Balanced Performance Task.

69. **Question:** We understand that the C.3.b–C.3.d Work Plan, Project Schedule, and Deliverables have been allocated 15% of the Technical Proposal's evaluation and the C.3.h Requirements are a separate 30% of the evaluation.

    Is it the preference of OSPI that a detailed response to each requirement in Tables 11-13 is part of the scoring for C.3.h Requirements or is the preference that each requirement in Tables 11–13 is detailed in C.3.b Work Plan, with C.3.h Requirements responses being provided to show compliance?
    Answer: Bidder's should provide as much detail information as applicable about their solution to each requirement in Tables 11–13 as well as each element specified in C.3. Technical Proposal.

70. **Question:** If the answer to the question above requires us to respond thoroughly to each requirement in C.3.h Requirements (as opposed to in the Work Plan), we have the following clarifying question:

    [Vendor] believes we can provide a more complete view of our solution if we are able to include graphics and screenshots, which becomes more difficult in a confined table format.

    Is the table format preferred in order to be considered compliant with the RFP, or is clearly identifying responses based on ID number, task, and requirement language acceptable?
    Answer: Bidders are encouraged but not required to submit their responses within a table. Graphics, screenshots, charts, etc. can be submitted outside a table format; however, Bidders are required to include the reference ID Numbers followed respectively by the Bidder's response in accordance with C.1. Proposal Overview.