May 8, 2013

Department of Administration, Purchasing Division
2019 Washington Street East
P.O. Box 50130
Charleston, WV 25305-0130

Subject: Request for Quotations E&A201301 – Early Childhood Data System
            Analysis and Recommendation Development

To Whom It May Concern:

Applied Engineering Management Corporation (AEM) is pleased to submit our proposal in response to your Request for Quotations, E&A201301 for Early Childhood Data System Analysis and Recommendation Development.

Our proposal submission is organized into the following parts:
1. Cover Letter
2. Signed Request for Quotations Forms (2)
3. Signed Certification and Signature Form
4. Signed Addendum Acknowledgement Form
5. Signed Purchasing Affidavit
6. Signed Pricing Page
7. Technical Quote
8. Pricing Quote

The following individual is designated as contract manager:
Mark Blevins
(703) 236-6932
Fax – (703) 464-7035
E-mail – mark.blevins@aemcorp.com

AEM accepts all terms and conditions stated in the solicitation and agrees to be bound by the terms of the contract.

If you have any questions concerning AEM's proposal or require additional information, please contact Mark Blevins, Senior Vice President, at (571) 236-6932, or mark.blevins@aemcorp.com.

We look forward to hearing from you.

Sincerely,

Sharon deMonsabert
President

05/09/13 09:39:02 AM
'West Virginia Purchasing Division

State of West Virginia
Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130

Solicitation

NUMBER	PAGE
E&A201301	1

ADDRESS CORRESPONDENCE TO ATTENTION OF:

CONNIE OSWALD
304-558-2157

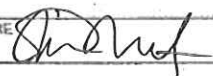| VENDOR	SHIP TO
AEM CORPORATION 2310 E. PONDEROSA DR., STE 1 CAMARILLO, CA 93010	EDUCATION AND THE ARTS BUILDING 5 ROOM 205 1900 KANAWHA BLVD EAST CHARLESTON, WV 25305 304-558-2440

DATE PRINTED
04/22/2013

BID OPENING DATE: 05/09/2013   BID OPENING TIME   1:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
				THE STATE OF WEST VIRGINIA AND ITS AGENCY THE WEST VIRGINIA DEPARTMENT OF EDUCATION AND THE ARTS REQUEST A QUOTE TO ESTABLISH A CONTRACT FOR A EARLY CHILDHOOD DATA SYSTEM ANALYSIS AND RECOMMENDATION DEVELOPMENT PER THE ATTACHED SPECIFICTIONS AND INSTRUCTIONS TO BIDDERS.		
				BID OPENING: MAY 9, 2013 AT 1:30 PM (SEE ATTACHED INSTRUCTIONS TO BIDDERS)		
0001	1	JB		956-70		$105,163.00
				EARLY CHILDHOOD DATA SYSTEM ANALYSIS & DEVELOPMENT		
				EARLY CHILDHOOD DATA SYSTEM ANALYSIS & RECOMMENDATION DEVELOPMENT PER THE ATTACHED SPECIFICATIONS AND INSTRUCTIONS TO BIDDERS.		
				****** THIS IS THE END OF RFQ E&A201301 ****** TOTAL:		$105,163.00

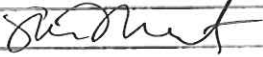SIGNATURE   TELEPHONE (703) 464-7030 x8017   DATE 5/8/2013

TITLE President   FEIN 77-0113181   ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO SOLICITATION, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

Pricing Page

E&A201301 Early Childhood Data System Analysis and Recommendation Development

Description	Quantity
Early Childhood Data System Analysis and Recommendation Development including: participation in finalization of policy questions, development of list of comprehensive data elements, program by program analysis, data mapping, recommendation development, and drafting of final report.	1
Total	
GRAND TOTAL	$105,163.00

Company Name Applied Engineering Management Corporation

Authorized Signature

Representative Name, Title Sharon deMonsabert, President

Address 14030 Thunderbolt Place, Suite 900, Chantilly, VA 20151

Phone (703) 464-7030 x8017

Fax (703) 464-7035

Date May 8, 2013

RFQ No. __E&A201301__

PURCHASING AFFIDAVIT

MANDATE: Under W. Va. Code §5A-3-10a, no contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

EXCEPTION: The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. Code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

DEFINITIONS:

"**Debt**" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"**Employer default**" means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

"**Related party**" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceed five percent of the total contract amount.

AFFIRMATION: By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (*W. Va. Code* §61-5-3) that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

WITNESS THE FOLLOWING SIGNATURE:

Vendor's Name: __Applied Engineering Management Corporation__

Authorized Signature: _____ Date: __May 8, 2013__

State of __Virginia__

County of __Fairfax__, to-wit:

Taken, subscribed, and sworn to before me this __8__ day of __May__, 20__13__.

My Commission expires __March 31__, 20__16__.

AFFIX SEAL HERE

NOTARY PUBLIC _____

Purchasing Affidavit (Revised 07/01/2012)

MARGARET ANN PABUSTAN
Notary Public
Commonwealth of Virginia
7515180
My Commission Expires Mar 31, 2016

State of West Virginia
Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130

Solicitation

NUMBER	PAGE
E&A201301	1

ADDRESS CORRESPONDENCE TO ATTENTION OF:

CONNIE OSWALD
304-558-2157

VENDOR

RFQ COPY
TYPE NAME/ADDRESS HERE

SHIP TO

EDUCATION AND THE ARTS
BUILDING 5 ROOM 205
1900 KANAWHA BLVD EAST
CHARLESTON, WV

25305   304-558-2440

DATE PRINTED
05/06/2013

BID OPENING DATE: 05/09/2013   BID OPENING TIME   1:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
				ADDENDUM NO. 1		
				1. TO PROVIDE ANSWERS TO QUESTIONS RECEIVED FOR THIS SOLICITATION.		
				2. TO PROVIDE ADDENDUM ACKNOWLEDGMENT. THIS DOCUMENT SHOULD BE SIGNED AND RETURNED WITH YOUR BID. FAILURE TO SIGN AND RETURN MAY RESULT IN DISQUALIFICATION OF YOUR BID.		
				END OF ADDENDUM NO. 1		

SIGNATURE ~~(signature)~~   TELEPHONE (703) 464-7030 x8017   DATE 5/8/2013

TITLE President   FEIN 77-0113181   ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO SOLICITATION, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: E&A201301

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:
(Check the box next to each addendum received)

[x] Addendum No. 1   [   ] Addendum No. 6

[   ] Addendum No. 2   [   ] Addendum No. 7

[   ] Addendum No. 3   [   ] Addendum No. 8

[   ] Addendum No. 4   [   ] Addendum No. 9

[   ] Addendum No. 5   [   ] Addendum No. 10

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Applied Engineering Management Corporation
_____
Company

_____
Authorized Signature

May 8, 2013
_____
Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.
Revised 6/8/2012

TABLE OF CONTENTS

1.0 INTRODUCTION AND QUALIFICATIONS

Applied Engineering Management Corporation (AEM), based out of Chantilly VA, is a woman-owned small business with in-depth education and early childhood data experience required to deliver an efficient and effective gap analysis of Early Childhood Data Systems for the Early Childhood Advisory Council of West Virginia.

We are the prime contractor for four contracts closely aligned to the West Virginia Gap Analysis project:

1. Race to the Top-Early Learning Challenge (RTT-ELC),
2. Education Technical Assistance Provider (EDTAP),
3. State Education Information Support Services (SEISS), and
4. Privacy Technical Assistance Center (PTAC).

In addition, we are the lead for the Common Education Data Standards (CEDS) Early Learning Stakeholder Group and responsible for all CEDS Tools and Products including Align and Connect. Our work at both the national and state levels position us extremely well to support West Virginia by leveraging best practices and applied lessons learned from our partnerships with other state agencies.

Our personnel consists of nationally recognized CEDS experts who are dedicated to helping states align their early childhood, K-12, and postsecondary data systems to CEDS. Our highly capable and experienced team includes key personnel who were selected by the U.S. Department of Education and Health and Human Services as the CEDS Early Childhood and CEDS Data Alignment leads. These key staff provides West Virginia with a proven framework for working with multiple stakeholders groups to achieve your stated objectives.

AEM has been a key contributor to the success of the Common Education Data Standards (CEDS) since its inception. No other contractor has the depth and breadth of experience we bring to this project.

Our experts lead the CEDS Early Learning Stakeholder Group responsible for identifying and defining elements for the Early Learning portion of CEDS. Using the elements defined by the Stakeholder Groups (Early Learning, K-12, and Postsecondary), we developed the logical data model that serves as the framework for the physical implementation of CEDS. AEM designed and currently maintains the CEDS Website. We also developed the CEDS Align and Connect tools.

The CEDS Align tool allows users to upload one or more data sources, align the elements to CEDS, and compare the resultant "map" (i.e. aligned data source) to other maps either from the same stakeholder or from other stakeholders. The CEDS Align tool has had been essential in helping states that are developing longitudinal data systems (LDS).

By using the Align tool, a stakeholder can develop a map for each of the data sources to be included in the future LDS, and compare the maps to determine data source commonalities. The Align tool includes 233 active maps (37 maps are currently available for public use).

The first map to be published after the initial deployment of Align was an Early Learning map (State of Washington). AEM assisted the State of Washington with the development of the map, the alignment to CEDS, and the alignment of legacy systems within the Align tool. This experience positions us to provide highly efficient and effective data alignment and element work for West Virginia.

The CEDS Connect tool allows users to define policy questions, data, and the location of relevant metrics to answer their questions. Users provide information about the question, and then choose the CEDS elements from the extensive list to answer the question. If a required element is not in CEDS, users have the capability to create a new element. These new elements are reviewed during Stakeholder Group meetings to determine whether they should be included in future CEDS versions. The Connect tool also allows users to define how to use elements to answer their questions. Connect includes 255 connections (31 connections are available for public use).

AEM has extensive experience providing recommendations on the best structure for a comprehensive data system. Our proposed staff for West Virginia designed Align and Connect, provided technical assistance for these tools, and have created/aligned maps and Connections to assist other state agencies. Our State Support Teams helps the states develop statewide longitudinal data systems. Many of the members of these teams are former state Chief Information Officers or Chief Technology Officers who successfully implemented their own comprehensive data systems.

1.1. The AEM Framework

AEM has worked with more than 30 states to assist in the alignment of state data systems with CEDS. Our work with four of these states included the CEDS Early Learning Stakeholder Groups responsible for defining relevant early learning policy questions. The framework we propose for this project is based on the proven processes used successfully with these states and their stakeholders.

Our first priority is the stakeholder. Stakeholders work within a unique environment that requires a heavy emphasis on listening to understand their challenges, requirements, and needs effectively. We meet face-to-face with a broad set of stakeholders to identify the scope of the project and to assist in defining highly relevant policy questions and objectives. We used this simple approach with four states in the last year to help them define their most pressing questions and answers. In many cases, these questions and answers lead to related questions and answers that help to provide a broader understanding of some of the overarching issues and challenges stakeholders face.

Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this response.

We use the information we learn from stakeholder interactions to align stakeholder elements to CEDS and to add new CEDS elements that have not been defined. We work closely with stakeholders to coach and train them on how to use the CEDS Align and Connect tools, with a focus on how to how to use these tools for current and future needs.

Using the Align map and Connections we developed, we compare the systems to identify data redundancies and conflicts across data sources. We conduct data governance exercises with stakeholders to make sure all the CEDS data is comparable and work with the stakeholder to identify ways CEDS tools can be effectively used as a resource for ongoing data governance strategies.

AEM works closely with stakeholders to provide data via a simple process and framework that provide a foundation for future decisions. Aligning CEDS data sources this way increases operational efficiencies and effectiveness on future efforts and collaborations—both within the state and with other states doing similar work.

1.2. Proposed Project Plan

AEM proposes a plan we have used on similar projects to assist West Virginia with the Early Learning gap analysis.

Kick-off Meeting. We schedule and conduct a kick off meeting within the first week of the project. With the tight timeline for this project, it is important that the project kickoff is completed as early as possible to enable Connection and Align map development to begin. The purpose of the kickoff meeting is to:

1. Provide a face-to-face meeting for the Project Team and AEM to establish relationships
2. Discover and mutually agree on unique environment and objectives
3. Identify the policy questions compiled by the Early Childhood Advisory Council of West Virginia and Identify and document the sources systems to be mapped.
4. Collect the relevant artifacts to develop the Connections and Align maps.

Use the CEDS Connect Tool. AEM will use the CEDS Connect tool to develop the policy questions identified by the Early Childhood Advisory Council of West Virginia. The Connect tool allows users to input policy questions and identify the relevant data elements necessary to answer them. We develop a Connection for each policy question comprised of the policy question and all CEDS elements required to answer the question. Authors can define new CEDS elements as required. Starting with the transference of policy questions into Connections enables the comprehensive list of data elements required to answer the policy questions to develop and evolve efficiently.

Conduct a Program by Program Analysis. Based on the elements identified through the Connections development, we conduct a program by program analysis to identify where the relevant data to answer the policy questions is collected by the State.

Complete the Mapping Process. We use the CEDS Align tool to align the West Virginia elements to the common education data standards. The Align tool allows users to upload a data dictionary, align it to CEDS, and compare it to other aligned data dictionaries (maps). AEM's proven mapping process consists of five major steps:

1. Data collection
2. Formatting and upload
3. Alignment to CEDS
4. Project team quality assurance
5. Training validation and publication

Create Maps, Upload, and Align Data. We assist the states by creating data maps, and uploading and aligning the data to CEDS. Once the data is aligned, we provide Align tool training to assist the State in using the tool efficiently and effectively. After successful completion of the training, we transfer ownership of the maps to the rightful data owners (aka "Map Administrators"). Validation of all completed work will be required prior to the State's decision to publish the map.

Once all the maps are aligned, they can be compared using the CEDS reporting tool. This allows the user to identify the locations where the same element is collected across various data systems or programs. AEM works with the State to develop the framework for a data governance process, if one does not already exist. AEM will work with the data governance council/committee (established via the framework) to determine the protocol for addressing conflicting data in cases where multiple agencies collect the same data element.

Develop Recommendations and Collection Methods. Using the Align map information, AEM develops recommendations for how to structure a data system that combines information from all of the relevant programs. Once the Align maps have been published and the Connections have been developed, the Connect tool is used to apply one or more maps to a Connection. We work closely with the State to identify and collect all the elements required to answer the identified policy questions. Using the list of elements, AEM will meet with appropriate West Virginia Early Learning staff to discuss the best method for collecting the elements. The State will have the opportunity to use the CEDS element data (definition, option sets, and use cases) to collect the information.

Documentation and Reporting. During the entire process, AEM documents our findings for a final report. This report will include recommendations and processes to enable the State to sustain and expand the work once the contract is completed.

1.3. Deliverables and Timeline

The following table provides the proposed deliverables and corresponding timeline for each task:

Task	Deliverable	Timeline
1	Comprehensive List of Data Elements Necessary to Answer the Policy Questions • Develop connections • Identify data elements necessary to answer policy questions • Review Connections with the State	4 weeks after project start
2	Program by Program Analysis • Use data elements identified in Connections to determine source(s) for data elements • Identify staff responsible for providing relevant information about identified data source(s)	6 weeks after project start
3	Map Elements to CEDS using CEDS Align tool • Upload relevant information provided about identified data source(s) • Align the elements to CEDS	10 weeks after project start
4	Recommendations for Closer Alignment to CEDS • Use Align reports tool to review the alignment to CEDS and determine if revised definitions and/or option sets are necessary • Use myConnect to apply the maps to each policy question to determine the elements the State does not collect • Review the CEDS definitions and option sets for the elements the State does not collect to determine if these are appropriate	11 weeks after project start
5	Protocol for Addressing Conflicting Data • Compare maps to determine elements collected by multiple agencies • Meeting with the State to develop protocol for addressing conflicting data	11 weeks after project start
6	Recommendations on How to Structure the Data System • Review the elements to be included in the comprehensive data system • Provide CEDS logical data model knowledge transfer	100 days after project start

Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this response.

	to the State	
	• Provide recommendations on how to structure the data system	
7	Final Report	120 days after project start
	• Document the process throughout the project	
	• Equip the State with the skills and knowledge necessary to develop Connections and Align maps post-project	

2.0 KEY PERSONNEL

The following table provides an overview of the responsibilities, relevant experience, and academic background of the key personnel we will assign to the project. Resumes available upon request.

Jim Campbell – Senior Program Manager

Responsibilities: Overall responsibility for the execution of the contract and responding to change requests including staffing, estimating costs, and setting the vision and environment for success. Supports project start-up and planning activities and provides AEM executive oversight.

Relevant Experience: Jim is a nationally recognized leader and education data systems and data standards expert. He has manages numerous education data projects including the Common Education Data Standards (CEDS), and State Education Information Support Services (SEISS) projects. Jim's experience also includes leading a state-wide student information system for the Oklahoma Department of Education and international education data standards development with the Schools Interoperability Framework Association.

Academic Background: BS, Psychology, Southern Nazarene University; Project Management Institute (PMI) Project Management Professional (PMP); CompTIA A+ Certified Professional; CompTIA Network+ Certified Professional

Missy Cochenour – CEDS Early Childhood Lead

Responsibilities: Central point of contact with responsibility for the execution of all tasks and deliverables.

Relevant Experience: Missy has extensive experience in the management of early learning and development programs including analyzing program effectiveness and quality, teacher quality, and child outcomes for the largest Head Start and State Preschool program for Los Angeles County (one of the largest early learning and development programs in the country). She led the management and collaboration efforts with early learning private and federal partners as part of a nationwide effort to help states and local agencies use data systems to inform programs and practices on the CEDS and SLDS projects.

Academic Background: M.A., Public Policy Evaluation, Claremont Graduate University;

B.A., Education, Accounting and Business Administration (Minor), University of Redlands

Nancy Copa – Senior Business Analyst

Responsibilities: Coordination support activities across all tasks. Lead development of Connections and Align maps. Provide knowledge transfer to the State on the functionality of the Align and Connect tools. Conduct quality assurance for any mapping and Connection development completed by AEM staff.

Relevant Experience: Nancy designed the CEDS Align and Connect tools. She provides technical assistance to states on how to use the tools and has extensive experience aligning state systems to CEDS. Nancy was the Florida Department of Education's Statewide Longitudinal Data System Program Director, which included oversight of both of Florida's SLDS grants and Data Assurance Lead for Race to the Top. Previously, Nancy conducted preschool observations using the Early Childhood Environmental Rating Scale (ECERS). Nancy's knowledge of early learning will enhance the quality of alignment conducted.

Academic Background: Post-Master's Certificate, Institutional Research, Florida State University; M.S., Political Science, Florida State University; B.A., Political Science, College of Charleston

Garth Libhart – Business Analyst

Responsibilities: Develop Connections to identify necessary data elements for the identified policy questions. Create maps and align elements to CEDS using information from relevant data sources.

Relevant Experience: Garth has experience collecting data sources necessary to align elements to CEDS. Garth participated on SEISS site visits to collect the information and has experience with the CEDS tools. Garth has experience as a member of the CRDC Partner Support Team providing policy and technical assistance to LEAs completing the 2011-12 Civil Rights Data Collection.

Academic Background: B.A., English, French, and Philosophy (Minors), Susquehanna University

3.0 AS NEEDED PERSONNEL

The following table provides an overview of the responsibilities, relevant experience, and academic background of AEM CEDS and LDS experts we can call upon as needed. Resumes available upon request.

Baron Rodriguez – Subject Matter Expert

Responsibilities: Review of system recommendations for FERPA compliance.

Relevant Experience: Baron has 18 years of technology, education, government, and management experience. He was responsible for implementing and overseeing the U.S. Department of Education's Privacy Technical Assistance Center (PTAC). As Director of State Data System for DQC, Baron interacted with state and NCES staff to provide expertise and guidance on SLDS. He was the former CIO/IT Director for the Oregon Department of Education. Managed the implementation of the Oregon Direct Access to Achievement (DATA) SLDS project.

Academic Background: MBA, Business Administration, George Fox University; BA, Management and Communication, Corban College

Allison Camara – Business Analyst

Responsibilities: Develop Connections to identify necessary data elements using the identified policy questions. Create maps and align elements to CEDS using information from relevant data sources.

Relevant Experience: Allison has in-depth knowledge of longitudinal data systems, issues facing state data systems, and early childhood. Significant experience identifying implementation and maintenance best practices and challenges for states and the use of SLDS.

Academic Background: MA, Public Policy, American University; BA, Policy Management, Political Science, Dickinson College

Jeff Sellers – Subject Matter Expert

Responsibilities: Oversight of the recommendations for the structure of the longitudinal data system.

Relevant Experience: Jeff has 30 years of technical experience, including the design and implementation of Florida's Education Data Warehouse (the first statewide longitudinal data system in the U.S.). Jeff has extensive experience providing technical support to help states designing their LDS.

Academic Background: Northwood University, Prince George's Community College

Hector Tello – Development Manager

Responsibilities: Contribute to the recommendations for the longitudinal data system.

Relevant Experience: Hector has 20 years of technical and managerial experience, including eight years directing teams of highly technical design, development, implementation, and support specialists. Experience designing and developing data systems. Hector is the lead developer for the CEDS data model and tools.

Academic Background: MS, Engineering, University of Texas; BS, Engineering, University of Texas

APPENDIX 1: RELEVANT PAST PERFORMANCE

Race to the Top – Early Learning Challenge (RTT-ELC) Technical Assistance Program is tasked too provide and facilitate responsive, timely, and high-quality technical assistance that supports each grantee's successful implementation of their RTT-ELC projects. For RTT-ELC, we are the team leading the technical assistance efforts related to early learning and have a team that supports the work of states across broad issues in early childhood as well as the specific expertise around early childhood data systems. Our Early Learning expertise and knowledge about what other states are doing will enhance the quality of service West Virginia will receive during this project.

Common Education Data Standards (CEDS) is a national collaborative effort to develop voluntary, common data standards for a key set of education data elements to streamline the exchange, comparison, and understanding of data within and across early childhood to K12 to postsecondary to workforce (P20W) institutions and sectors. For CEDS, we are the lead in the development of relevant early learning data standards and have an intimate knowledge of both the validated early learning CEDS elements as well as the comprehensive set of P20W elements. In addition, our team is the lead on all the technical development of CEDS to include the CEDS logical data model, CEDS website, CEDS Align tool, and CEDS Connect tool. In addition, AEM experts have lead various stakeholder groups through the process of understanding CEDS and identifying relevant use cases and alignments within their specific environment. To see a case study developed based on one of these efforts, view *CEDS in the Field: Washington Steps Toward CEDS Alignment* found at https://ceds.ed.gov/publications.aspx.

Education Technical Assistance Provider (EDTAP) is the support contract for the National Center for Education Statistics (NCES) State-wide Longitudinal Data Systems (SLDS) grant program. For EDTAP, we are the team providing technical assistance, through the State Support Team (SST), to all states for the design, development, implementation and use of State-wide Longitudinal Data Systems (SLDS). Our knowledge of how other states are designing longitudinal data systems and our expertise in designing, developing and implementing an LDS makes us uniquely positioned to provide West Virginia with the technical assistance needed to develop a comprehensive data system.

State Education Information Support Services (SEISS) is the U.S. Department of Education's program for supporting states in their collection, aggregation, and federal reporting of education data. For SEISS, we are working closely with seven states to identify source systems, understand their data, identify appropriate unit record level elements, properly document, and align their data systems to CEDS through the CEDS Align tool. In addition, we work with states to develop CEDS connections, via the CEDS Connect tool, to demonstrate how to answer relevant policy questions. AEM's proven framework for identification of data elements and alignment to the Common Education Data Standards is being successfully used on the SEISS project and will be used on the West Virginia project.

TABLE OF CONTENTS

1.0 COST PROPOSAL

Applied Engineering Management Corporation (AEM), based out of Chantilly VA, is a woman-owned small business with in-depth education and early childhood data experience required to deliver an efficient and effective gap analysis of Early Childhood Data Systems for the Early Childhood Advisory Council of West Virginia.

This is AEM's Cost Proposal in response to the West Virginia's (WV) Early Childhood Data System Analysis and Recommendation for Development request for quote (RFQ) solicitation number E&A201301.

This proposal is valid for a period of 60 days from the date of submission, unless extended in writing by AEM. This proposal has been prepared in accordance with the RFQ instructions.

1.1. Contractual and Pricing Notes and Assumptions

The pricing notes and assumptions have been provided to ensure clarity between both parties as to the assumptions upon which this offer is based. AEM has reviewed all material provided by WV. Cost estimates are based on our experience providing similar support to the U.S. Department of Education and other state education agencies.

We have identified the following assumptions based on our review of the RFQ. We will work closely with the State to review and confirm these assumptions at your convenience.

1. Staff with the relevant agencies will be available for meetings with short notice (within one week).

2. The timeline is based on staff availability and timely access to policy questions and data sources. Any delay in meetings due to staff availability or delay in data sources or policy questions will require a modification to the identified timeline.

3. Information about identified data sources relevant to the mapping portion of this project will be made available within five business days of data source identification.

4. Staffing and pricing were based on the six data sources identified through questions and answers during the RFQ process.

5. Staffing and pricing were based on the assumption of no more than 10 identified policy questions.

2.0 PRICING

The following is our proposed deliverable pricing. AEM is prepared to discuss the pricing and the associated level of effort as needed.

WV Early Childhood Advisory Council - Gap Analysis of EC Data Systems	Base Year (Jan 1, 2013-Sep 25, 2013)	
PWS	Hrs	Extended Price
Gap Analysis	898	$105,563.00
1.0 Comprehensive List of Data Elements	116.00	$14,052.00
2.0 Program-by-Program Analysis	114.00	$13,080.00
2.2 Develop Needs Assessment Plan	106.00	$12,030.00
3.0 Map Elements to CEDS	174.00	$17,238.00
4.0 Recommendations for Closer Alignments with CEDS	52.00	$7,836.00
5.0 Protocol for Addressing Conflicting Data	70.00	$7,426.00
6.0 Recommendations on How to Structure the Data System	122.00	$16,781.00
7.0 Final Report	144.00	$17,120.00

Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this response.

CERTIFICATION AND SIGNATURE PAGE

By signing below, I certify that I have reviewed this Solicitation in its entirety; understand the requirements, terms and conditions, and other information contained herein; that I am submitting this bid or proposal for review and consideration; that I am authorized by the bidder to execute this bid or any documents related thereto on bidder's behalf; that I am authorized to bind the bidder in a contractual relationship; and that to the best of my knowledge, the bidder has properly registered with any State agency that may require registration.

Applied Engineering Management Corporation
_____
(Company)

_____
(Authorized Signature)

Sharon deMonsabert, President
_____
(Representative Name, Title)

(703) 464-7030 x8017   (703) 464-7035
_____
(Phone Number)   (Fax Number)

May 8, 2013
_____
(Date)