



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

Request for Quotation

RFQ NUMBER
EDD255726

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
KRISTA FERRELL 304-558-2596

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

DEPARTMENT OF EDUCATION
 BUILDING 6
 1900 KANAWHA BOULEVARD, EAST
 CHARLESTON, WV
 25305-0330

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
07/19/2006				

BID OPENING DATE: 08/03/2006 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	EA		924-20		
<p>EXAMINATION AND TESTING SERVICES (EDUCATIONAL)</p> <p>REQUEST FOR QUOTATION</p> <p>THE WEST VIRGINIA PURCHASING DIVISION FOR THE WEST VIRGINIA DEPARTMENT OF EDUCATION'S OFFICE OF STUDENT ASSESSMENT SERVICES IS SOLICITING BIDS TO PROVIDE THE AGENCY WITH THE DEVELOPMENT OF FORMATIVE ASSESSMENT PROFESSIONAL DEVELOPMENT FOR THE WEST VIRGINIA LOCAL SCHOOL DISTRICTS PER THE ATTACHED SPECIFICATIONS.</p> <p>VENDORS MUST INCLUDE FOB DESTINATION DELIVERY CHARGES FOR ALL MATERIALS TO ALL SCHOOL DISTRICTS WITHIN THE STATE OF WEST VIRGINIA.</p> <p>EXHIBIT 3</p> <p>LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE ON UPON AWARD AND EXTENDS FOR A PERIOD OF ONE (1) YEAR OR UNTIL SUCH "REASONABLE TIME" THEREAFTER AS IS NECESSARY TO OBTAIN A NEW CONTRACT OR RENEW THE ORIGINAL CONTRACT. THE "REASONABLE TIME" PERIOD SHALL NOT EXCEED TWELVE (12) MONTHS. DURING THIS "REASONABLE TIME" THE VENDOR MAY TERMINATE THIS CONTRACT FOR ANY REASON UPON GIVING THE DIRECTOR OF PURCHASING 30 DAYS WRITTEN NOTICE.</p> <p>UNLESS SPECIFIC PROVISIONS ARE STIPULATED ELSEWHERE</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

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**GENERAL TERMS & CONDITIONS
REQUEST FOR QUOTATION (RFQ) AND REQUEST FOR PROPOSAL (RFP)**

1. Awards will be made in the best interest of the State of West Virginia.
2. The State may accept or reject in part, or in whole, any bid.
3. All quotations are governed by the *West Virginia Code* and the *Legislative Rules* of the Purchasing Division.
4. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125.00 registration fee.
5. All services performed or goods delivered under State Purchase Orders/Contracts are to be continued for the term of the Purchase Order/Contract, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods, this Purchase Order/Contract becomes void and of no effect after June 30.
6. Payment may only be made after the delivery and acceptance of goods or services.
7. Interest may be paid for late payment in accordance with the *West Virginia Code*.
8. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
9. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
10. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
11. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern all rights and duties under the Contract, including without limitation the validity of this Purchase Order/Contract.
12. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
13. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, this contract is automatically null and void, and is terminated without further order.
14. **HIPAA Business Associate Addendum** - The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, and available online at the Purchasing Division's web site (<http://www.state.wv.us/admin/purchase/vrc/hipaa.htm>) is hereby made part of the agreement. Provided that, the Agency meets the definition of a Covered Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.

INSTRUCTIONS TO BIDDERS

1. Use the quotation forms provided by the Purchasing Division.
2. **SPECIFICATIONS:** Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as **EQUAL** to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications.
3. Complete all sections of the quotation form.
4. Unit prices shall prevail in cases of discrepancy.
5. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
6. **BID SUBMISSION:** All quotations must be delivered by the bidder to the office listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualifications.

SIGNED BID TO:

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



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BID OPENING DATE: **08/03/2006** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>IN THIS CONTRACT DOCUMENT, THE TERMS, CONDITIONS AND PRICING SET HEREIN ARE FIRM FOR THE LIFE OF THE CONTRACT.</p> <p>RENEWAL: THIS CONTRACT MAY BE RENEWED UPON THE MUTUAL WRITTEN CONSENT OF THE SPENDING UNIT AND VENDOR, SUBMITTED TO THE DIRECTOR OF PURCHASING THIRTY (30) DAYS PRIOR TO THE EXPIRATION DATE. SUCH RENEWAL SHALL BE IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AND SHALL BE LIMITED TO TWO (2) ONE (1) YEAR PERIODS.</p> <p>CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE COMMODITIES AND/OR SERVICES SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM TO THE SPECIFICATIONS OF THE BID AND CONTRACT HEREIN.</p> <p>OPEN MARKET CLAUSE: THE DIRECTOR OF PURCHASING MAY AUTHORIZE A SPENDING UNIT TO PURCHASE ON THE OPEN MARKET, WITHOUT THE FILING OF A REQUISITION OR COST ESTIMATE, ITEMS SPECIFIED ON THIS CONTRACT FOR IMMEDIATE DELIVERY IN EMERGENCIES DUE TO UNFORESEEN CAUSES (INCLUDING BUT NOT LIMITED TO DELAYS IN TRANSPORTATION OR AN UNANTICIPATED INCREASE IN THE VOLUME OF WORK.)</p> <p>QUANTITIES: QUANTITIES LISTED IN THE REQUISITION ARE APPROXIMATIONS ONLY, BASED ON ESTIMATES SUPPLIED BY THE STATE SPENDING UNIT. IT IS UNDERSTOOD AND AGREED THAT THE CONTRACT SHALL COVER THE QUANTITIES ACTUALLY ORDERED FOR DELIVERY DURING THE TERM OF THE CONTRACT, WHETHER MORE OR LESS THAN THE QUANTITIES SHOWN.</p> <p>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THIS CONTRACT IS AUTOMATI-</p>						

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<p>CALLY NULL AND VOID, AND IS TERMINATED WITHOUT FURTHER ORDER.</p> <p>THE TERMS AND CONDITIONS CONTAINED IN THIS CONTRACT SHALL SUPERSEDE ANY AND ALL SUBSEQUENT TERMS AND CONDITIONS WHICH MAY APPEAR ON ANY ATTACHED PRINTED DOCUMENTS SUCH AS PRICE LISTS, ORDER FORMS, SALES AGREEMENTS OR MAINTENANCE AGREEMENTS, INCLUDING ANY ELECTRONIC MEDIUM SUCH AS CD-ROM.</p> <p>REV. 04/11/2001</p> <p>VENDOR PREFERENCE CERTIFICATE</p> <p>CERTIFICATION AND APPLICATION* IS HEREBY MADE FOR PREFERENCE IN ACCORDANCE WITH WEST VIRGINIA CODE, 5A-3-37 (DOES NOT APPLY TO CONSTRUCTION CONTRACTS).</p> <p>A. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED:</p> <p>() BIDDER IS AN INDIVIDUAL RESIDENT VENDOR AND HAS RESIDED CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR</p> <p>() BIDDER IS A PARTNERSHIP, ASSOCIATION OR CORPORATION RESIDENT VENDOR AND HAS MAINTAINED ITS HEAD-QUARTERS OR PRINCIPAL PLACE OF BUSINESS CONTINUOUSLY I WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR 80% OF THE OWNERSHIP INTEREST OF BIDDER IS HELD BY ANOTHER INDIVIDUAL, PARTNERSHIP, ASSOCIATION OR CORPORATION RESIDENT VENDOR WHO HAS MAINTAINED ITS HEADQUARTERS OR PRINCIPAL PLACE OF BUSINESS CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4)</p>						

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<p>YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR</p> <p>() BIDDER IS A CORPORATION NONRESIDENT VENDOR WHICH HAS AN AFFILIATE OR SUBSIDIARY WHICH EMPLOYS A MINIMUM OF ONE HUNDRED STATE RESIDENTS AND WHICH HAS MAINTAINED ITS HEADQUARTERS OR PRINCIPAL PLACE OF BUSINESS WITHIN WEST VIRGINIA CONTINUOUSLY FOR THE FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION.</p> <p>B. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED:</p> <p>() BIDDER IS A RESIDENT VENDOR WHO CERTIFIES THAT, DURING THE LIFE OF THE CONTRACT, ON AVERAGE AT LEAST 75% OF THE EMPLOYEES WORKING ON THE PROJECT BEING BID ARE RESIDENTS OF WEST VIRGINIA WHO HAVE RESIDED IN THE STATE CONTINUOUSLY FOR THE TWO YEARS IMMEDIATELY PRECEDING SUBMISSION OF THIS BID;</p> <p>OR</p> <p>() BIDDER IS A NONRESIDENT VENDOR EMPLOYING A MINIMUM OF ONE HUNDRED STATE RESIDENTS OR IS A NONRESIDENT VENDOR WITH AN AFFILIATE OR SUBSIDIARY WHICH MAINTAINS ITS HEADQUARTERS OR PRINCIPAL PLACE OF BUSINESS WITHIN WEST VIRGINIA EMPLOYING A MINIMUM OF ONE HUNDRED STATE RESIDENTS WHO CERTIFIES THAT, DURING THE LIFE OF THE CONTRACT, ON AVERAGE AT LEAST 75% OF THE EMPLOYEES OR BIDDERS' AFFILIATE'S OR SUBSIDIARY'S EMPLOYEES ARE RESIDENTS OF WEST VIRGINIA WHO HAVE RESIDED IN THE STATE CONTINUOUSLY FOR THE TWO YEARS IMMEDIATELY PRECEDING SUBMISSION OF THIS BID.</p> <p>BIDDER UNDERSTANDS IF THE SECRETARY OF TAX & REVENUE DETERMINES THAT A BIDDER RECEIVING PREFERENCE HAS FAILED TO CONTINUE TO MEET THE REQUIREMENTS FOR SUCH</p>						

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<p>PREFERENCE, THE SECRETARY MAY ORDER THE DIRECTOR OF PURCHASING TO: (A) RESCIND THE CONTRACT OR PURCHASE ORDER ISSUED; OR (B) ASSESS A PENALTY AGAINST SUCH BIDDER IN AN AMOUNT NOT TO EXCEED 5% OF THE BID AMOUNT AND THAT SUCH PENALTY WILL BE PAID TO THE CONTRACTING AGENCY OR DEDUCTED FROM ANY UNPAID BALANCE ON THE CONTRACT OR PURCHASE ORDER.</p> <p>BY SUBMISSION OF THIS CERTIFICATE, BIDDER AGREES TO DISCLOSE ANY REASONABLY REQUESTED INFORMATION TO THE PURCHASING DIVISION AND AUTHORIZES THE DEPARTMENT OF TAX AND REVENUE TO DISCLOSE TO THE DIRECTOR OF PURCHASING APPROPRIATE INFORMATION VERIFYING THAT BIDDER HAS PAID THE REQUIRED BUSINESS TAXES, PROVIDED THAT SUCH INFORMATION DOES NOT CONTAIN THE AMOUNTS OF TAXES PAID NOR ANY OTHER INFORMATION DEEMED BY THE TAX COMMISSIONER TO BE CONFIDENTIAL.</p> <p>UNDER PENALTY OF LAW FOR FALSE SWEARING (WEST VIRGINIA CODE 61-5-3), BIDDER HEREBY CERTIFIES THAT THIS CERTIFICATE IS TRUE AND ACCURATE IN ALL RESPECTS; AND THAT IF A CONTRACT IS ISSUED TO BIDDER AND IF ANYTHING CONTAINED WITHIN THIS CERTIFICATE CHANGES DURING THE TERM OF THE CONTRACT, BIDDER WILL NOTIFY THE PURCHASIN DIVISION IN WRITING IMMEDIATELY.</p> <p>BIDDER: -----</p> <p>DATE: -----</p> <p>SIGNED: -----</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
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PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID: ----- CONTACT PERSON (PLEASE PRINT CLEARLY): ----- ***** THIS IS THE END OF RFQ EDD255726 ***** TOTAL: _____						

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**REQUEST FOR QUOTATIONS
EDD255726**

Operating Environment:

The West Virginia Department of Education is located in Building 6, 1900 Kanawha Blvd., East, Charleston, West Virginia 25305.

The RFQ is issued by the West Virginia Purchasing Division for the agency, the Office of Student Assessment Services of the West Virginia Department of Education. The contact person for this RFQ is Krista Ferrell, Senior Buyer; West Virginia Purchasing Division at 304-558-2596 or via email at kferrell@wvadmin.gov.

The vendor must be qualified to provide the defined specification deliverables as outlined in the Scope of the Work. The West Virginia Department of Education requires a vendor with a proven record of expertise, capacity and delivery to complete the call for a quality comprehensive assessment systems professional development package. Verifiable proof of qualifications should accompany the bidder response. Failure to provide current reference information may result in disqualification of the bid.

All cost information listed below must include travel and incidental expenses such as postage, copies, telephone charges, indirect costs, support staff, etc. (See Price Quotation Section) These items will not be paid on a reimbursement-type basis but instead must be considered by the vendor when establishing their fee.

Project Overview:

The purpose of the Request for Quotation (RFQ) is to seek bids from vendors qualified to provide professional development for formative classroom assessment which is aligned to the instructional process across a one year contract with two renewals.

General Requirements:

The West Virginia Department of Education plans to deliver quality professional development with regard to the effective use of a comprehensive assessment system to improve student achievement to all interested county school districts over the next three years. Vendor should submit, with their bid response, verifiable proof of the qualifications listed in Section 1: Bidder Qualifications. The agency reserves the right to request this information after the bid. Vendors must provide requested information within 48 hours of request. Vendors failing to provide requested information within this timeframe may result in disqualification of the vendor's bid.

Section I – Bidder Qualifications

- provide proof of five or more years of documented experience conducting professional development on the topic of comprehensive assessment systems
- provide names and qualifications of staff (including subcontractors) who will perform duties awarded under this RFQ.
- provide three references from previously awarded contracts, indicating successful completion of the contracted work.

Requested with quote

Requested with quote

Requested with quote

Vendor should submit, with their bid response, verifiable proof of the qualifications listed above. The agency reserves the right to request this information after the bid. Vendors must provide requested information within 48 hours of request. Vendors failing to provide requested information within this timeframe may result in disqualification of the vendor's bid.

Section II – Scope of the Work – Vendors must meet the following requirements for Professional Development Quote:

Timeline

August 2006

Plan for Building a Foundation of Understanding for a Balanced Assessment System

Development of Orientation on the components of a balanced assessment system and the role of classroom assessment in that system for local superintendents and other county/school leaders – one day workshop/presentation (to be held in West Virginia) for:
 1) up to 55 county superintendents in the morning and
 2) selected Model Counties to include school/county leaders in August of 2006 (estimated at 100 attendees)

November 2006

NOTE: Vendor will not be responsible for booking or payment of any participant expenses for these meetings. The WVDOE will be contracting directly with these facilities for these costs. Vendor will be responsible for their own expenses as noted in the price quotation section below.

- *Vendors should provide list of resources to be used*

Plan for Leading Professional Development in Assessment

Develop and present a two-day seminar (to be held in West Virginia) which will address how to plan and implement district-wide professional development by:

- Building a vision of a balanced, quality assessment system
- Analyzing the status of the current assessment system
- Learning the assessment competencies required of teachers and administrators
- Providing assessment content training on the principles and practices of assessment
- Designing and using high-quality assessment
- Establishing District Level Support Teams
- Establishing School Learning Team Facilitators
- Consider what is needed to merge a local assessment system with state standards and the state accountability system

NOTE: Vendor will not be responsible for booking or payment of any participant expenses for these meetings. The WVDOE will be contracting directly with these facilities for these costs. Vendor will be responsible for their own expenses as noted in the price quotation section below.

- *Vendors should provide list of resources to be used*

Vendor plan for Leading Professional Development in Assessment

Develop lectures and related materials for and deliver six workshops (to be held in up to six different locations in West Virginia) for the School System Improvement Conference to build an understanding and knowledge of a comprehensive and balanced assessment system to include sessions for school leaders and classroom teachers on specific aspects of:

- Managing the learning team process
- Learning how to improve teaching and learning by balancing on-going classroom, benchmark and summative assessments
- High quality assessments
- Design principles of quality assessments
- Understand how the purpose of all assessments drives effective use of the results
- Use of rubrics
- Assessing reasoning
- Student self-reflection, motivation and goal setting
- Use of descriptive feedback

NOTE: Vendor will not be responsible for booking or payment of any participant expenses for these meetings. The WVDOE will be contracting directly with these facilities for these costs. Vendor will be responsible for their own expenses as noted in the price quotation section below.

> *Vendors should provide list of resources to be used*

January 2007

August 2007

Vendor plan for Leading Professional Development in Assessment

Conduct a two-day seminar on the topic "How to Lead Professional Development in Classroom Assessment" to address how to plan and implement district-wide professional development in assessment by:

- Providing assessment content training on the principles and practices of assessment for learning, and the design and use of high-quality assessment
- Establishing District Level Support Teams
- Establishing School Learning Team Facilitators

NOTE: Vendor will not be responsible for booking or payment of any participant expenses for these meetings. The WVDOE will be contracting directly with these facilities for these costs. Vendor will be responsible for their own expenses as noted in the price quotation section below.

> *Vendors should provide list of resources to be used*

***Vendor is expected to work with the WVDE to develop all materials**

<p>Section III – Plan for providing a series of Six One-Day Follow-up Seminars 2007-2009 – A series of six follow-up – one day seminars for invested schools. These seminars will provide follow-up training and support for school level implementation. These seminars may be activated as early as 2007 but may be extended to the third year as different counties will have different implementation schedules/needs.</p> <p>* WVDE will begin performing follow-up seminars in the counties as they are ready to implement them. Thus, the costs could occur earlier than the timeline.</p>	
<p>Section IV – Must provide needed Materials</p> <p>All of Section IV costs may be billed by the vendor in the project year in which delivery of such items occurs.</p> <p>Rick Stiggins classroom assessment books and materials to include approximately:</p> <ul style="list-style-type: none"> - 800 text copies of “<i>Classroom Assessment for Student Learning</i>” designed for use in school-based learning team professional development -100 sets of 7 interactive training videos titled: Assessment for Student Motivation, Evaluating Assessment Quality, Assessing Reasoning in the Classroom, Common sense Paper and Pencil Tests, Designing Performance Assessments for Learning, Report Card Grading, Student-Involved Conferences - 200 “<i>Assessment for Learning: An Action Guide for School Leaders</i>” - copies for each participating school of the DVD “New Mission, New Beliefs” - copies of the “Learning Team Facilitator” for each participating school <p>*Materials may not exceed the quantities or cost provided, however, the state may opt to not purchase the quantities listed per product. Therefore, participating counties must be able to purchase the above materials at the same cost as defined in this bid.</p>	

Incurring Costs:

The state and any of its employees or officers shall not be held liable for any expenses incurred by any bidder responding to this RFQ for expenses to prepare, deliver the bid, or to attend any meetings, oral presentations or protest hearings.

Price Quotations:

The price(s) quoted in the bidder’s proposal will not be subject to any increase and will be considered firm for the life of the contract.

Any anticipated overhead, support staff, travel expenses, indirect costing of expenses or any other reimbursable expenses must be incorporated into the vendor’s fee. No separate payments for these types of expenses will be made, and they shall be considered the sole responsibility of the vendor.

Term and Renewal of Contract:

This contract is to commence upon award by the Purchasing Division and will extend until June 30, 2007. Renewal of this contract shall only occur only after written mutual agreement by both parties and be limited to two one-year renewal periods. Subsequent terms shall extend from July 1 to the following June 30.

BID SCHEDULE

Please release the RFQ for 10 days.

Pricing Page

EDD255726

Description	Total Cost		
Section 1:			
Plan Area 1: Foundation of Understanding	_____		
Plan Area 2: District Wide Leading Professional Development	_____		
Plan Area 3: School Leaders and Classroom Teachers Leading Professional Development	_____		
Plan Area 4: Two Day Seminar Leading Professional Development	_____		
Plan Area 5: Follow Up Seminars	Unit Cost	Quantity	Extended Cost
Follow Up Seminars (6 will be conducted)	_____	6	_____
Plan Area 6: Materials	Unit Cost	Quantity	Extended Cost
Item 1: Text Copy of "Classroom Assessment for Student Learning"	_____	800	_____
Item 2: Set of (7) Interactive Training Videos	_____	100	_____
Item 3: Copy "Assessment for Learning: An Action Guide for School Leaders"	_____	200	_____
Item 4: Copy for each participating school of the DVD "New Mission, New Beliefs"	_____	50	_____
Item 5: Copy for each participating school of the "Learning Team Facilitator"	_____	50	_____

Evaluation Total: _____

*Note: The above quantities are for bid evaluation purposes only. Actual quantities may differ. Participating counties must be able to purchase the above materials at the unit cost listed above.

The total, not-to-exceed cost, for this quotation is reflected above in the evaluation total.

Signature of Vendor: _____

The box provided above requires the bidder to certify, by authorized signature, that what is being bid is deliverable and the prices are correct as of the date of this proposal and will remain the same for the life of the contract.