



JOE MANCHIN III
GOVERNOR

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION
2019 WASHINGTON STREET, EAST
P.O. BOX 50130
CHARLESTON, WEST VIRGINIA 25305-0130

ROBERT W. FERGUSON, JR.
CABINET SECRETARY

DAVID TINCHER
DIRECTOR

February 5, 2007

RE: EDD265467

This addendum contains an updated CD version of this RFP which includes amended pricing pages in Excel format. As such, this addendum cannot be scanned. An itemized list of the changes is attached as well as the questions and answers. All vendors who attended the mandatory pre-bid meeting will be mailed a copy of the addendum and the updated CD. Due to the format and size of this addendum, we are unable to email this document to vendors. Should you have any questions, please contact me at 304-558-2596 or via email at kferrell@wvadmin.gov.

Sincerely,

A handwritten signature in cursive script that reads "Krista Ferrell".

Krista Ferrell

Senior Buyer, File 21

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

Request for Quotation

RFQ NUMBER
EDD265467

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
02/06/2007				
BID OPENING DATE: 02/28/2007		BID OPENING TIME 01:30PM		

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
				ADDENDUM NO. 3		
				THIS ADDENDUM IS ISSUED TO ANSWER ALL THE QUESTIONS SUBMITTED AT THE MANDATORY PRE-BID MEETING AND THOSE QUESTIONS SUBMITTED PRIOR TO THE JANUARY 30, 2006 DEADLINE FOR QUESTIONS, TO MAKE CLARIFICATIONS TO THE RFQ AS NOTED IN THE ATTACHED, AND TO EXTEND THE BID OPENING DATE. ALSO, TO ADD THE BELOW LANGUAGE TO THE RFP.		
				EXHIBIT 6		
				PRICE ADJUSTMENT PROVISION:		
				THE STATE OF WEST VIRGINIA WILL CONSIDER BIDS THAT CONTAIN PROVISIONS FOR PRICE ADJUSTMENTS PRIOR TO THE ORIGINAL EXPIRATION OF THE CONTRACT, PROVIDED THAT SUCH PRICE ADJUSTMENT COVERS BOTH UPWARD AND DOWNWARD MOVEMENT OF THE COMMODITY PRICE, AND THAT ADJUSTMENT IS BASED ON THE "PASS THROUGH" INCREASE OR DECREASE OF RAW MATERIALS AND/OR LABOR, WHICH MAKE UP ALL OR A SUBSTANTIAL PART OF THE PRODUCT. ADJUSTMENTS ARE TO BE BASED UPON AN ACTUAL DOLLAR FIGURE, NOT A PERCENTAGE. ALL PRICE ADJUSTMENT REQUESTS MUST BE SUBSTANTIAL IN A MANNER ACCEPTABLE TO THE DIRECTOR OF PURCHASING, E.G. GOVERNMENTAL BENCH MARKS, GENERAL MARKET INCREASE, OR PUBLISHED PRICE LISTS. SUCH REQUESTS FOR AN INCREASE SHOULD BE RECEIVED IN WRITING BY THE DIRECTOR OF PURCHASING AT LEAST 30 DAYS IN ADVANCE OF THE EFFECTIVE DATE OF THE INCREASE. ANY TIME THE VENDOR REQUESTS A PRICE ADJUSTMENT, THE PURCHASING DIVISION MAY ACCEPT THE PRICE ADJUSTMENT AND AMEND THE CONTRACT ACCORDINGLY OR REJECT THE ADJUSTMENT IN ITS ENTIRETY		

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

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

**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



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
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PAGE
2

ADDRESS CORRESPONDENCE TO ATTENTION OF
KRISTA FERRELL
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DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
02/06/2007				

BID OPENING DATE: 02/28/2007 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	EA		924-10		
AND CANCEL THE CONTRACT. PREFERRED TERMS: IT IS PREFERRED THAT THE PRICES ON THIS CONTRACT ARE FIRM FOR THE LIFE OF THE CONTRACT, AS INDICATED IN THE LIFE OF CONTRACT CLAUSE CONTAINED IN THE ORIGINAL RFQ. PRICE ADJUSTMENTS WILL ONLY BE CONSIDERED YEARLY ON THE ANNIVERSARY OF THE ISSUE OF THIS CONTRACT. BID OPENING DATE IS EXTENDED TO: 02/28/2007 BID OPENING TIME REMAINS: 1:30 PM ***** END ADDENDUM NO. 3 ***** CONSULTING, EDUCATIONAL ***** THIS IS THE END OF RFQ EDD265467 ***** TOTAL:						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
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TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE
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WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

Provision of RFP document with the following addendum language underlined into the text

- a. Section 3.1. (page 16): definition of “NRT/CRT hereinafter will mean NRT augmented with CRT or CRT only”;
- b. Section 3.1.1. (page 18): 1) clarification of one delivery platform preference for all online options to include WESTEST, Writing Assessment, Algebra and Online Formative Assessment K-12 and 2) definition of online delivery platforms
- c. Section 3.2.1.12.1 (page 37) & 3.2.1.12.5 (page 39) - K-2
3.2.2.1.14.1 (page 81) & 3.2.2.1.14.5 (page 83) - 3-11
3.2.2.4.12.4 (page 222) - Writing Assessment
provides for alternative to IRT/3PL approach
- d. Section 4.5 (pages 342 - 733): revised Cost Proposal Bid Sheets to include more information in terms of “Quantity Needed” in the Cost Proposals **and converted to EXCEL as requested by vendor’s in pre-Bid meeting**

Creation of Package 6. Online Formative Assessment K-12 was removed from other packages. It must be bid separately from the other packages as a new package which is now called Package 6*. (pages 19-20)

- a. Sections 3.2.4: Computer adaptive language was changed to “may” instead of “shall.” (page 300). Language change underlined.
- b. Sections 3.2.4 and 3.2.4.5: Provided Section 3.1.1. online delivery platform definitions (page 297 and 306). Language change underlined.
- c. Section: 4.1: Update the *Mandatory Deliverable and Narratives* accordingly (pages 330-332)
- d. Section 4.3.4: Provision of Evaluation Criteria *for Formative Assessment K-12* (pages 339-340)
- e. Section 4.5.4: Provision of separate Online Formative Assessment Cost Proposal Bid Sheets (pages 696-719)

1. Is there a NRT requirement for any component of the WV tests? If yes, what scores should be reported?

No, as per the requirement for higher level thinking skill items, the Agency does not think the current NRT banks can provide the number of items needed per test. The Agency seeks an NRT/CRT (augmented NRT) or a CRT assessment. Percentile ranks are not reported. The Agency wishes to compare scores from grade to grade. A vertical scale is required. Scale scores and Performance Scores are required and will be reported for all content tests.

See the language in Section 3.1 General Requirements. (NRT/CRT) hereafter will mean NRT augmented with CRT or CRT only.

2. Are the face to face meetings to take place prior to or after field testing?

In reference to Sections 3.2.1.5.3, 3.2.2.1.5.3, 3.2.2.2.3.3, 3.2.2.3.3.3, and 3.2.2.4.2.8, face to face meetings will take place after field testing.

3. Page 29, Section 3.2.1.6.2 Field Test Form Development—Page 31, Section 3.2.1.7 Table 6 - Manipulatives (4c)—What manipulatives, if any, are required?

Manipulatives (punch-out tools) are required where appropriate. The manipulatives are to be determined by the items that will be selected for the assessments; however, the vendor may wish to use the same manipulatives in various grade levels so as not to increase the cost factor.

4. Page 32, Section 3.2.1.9.1 Braille— Does the state require contracted or uncontracted Braille?

Yes, the Agency requires Contracted Braille.

5. Page 33, Section 3.2.1.10 Content/Form Management System - The proposal must contain a detailed plan to continually acquire and inventory all West Virginia content and item/form data across the life of the contract—How many items/forms exist? In what format are those items/forms? How many pieces of art/graphics exist? In what format are those pieces of art/graphics?

The Agency does not plan to add any existing items/forms to the Content/Form Management System.

6. Page 36, Section 3.2.1.12 Psychometric Research and Technical Services - Would the state entertain a proposed alternative to the three-parameter, logistic model (3PL) for psychometric analysis?

Yes, the Agency will entertain quality alternatives. The Agency prefers the measurement model proposed in the document because of equating the current

tests to the tests to be developed. The vendor may suggest an alternate model for consideration and must provide documentation and rationale for that method.

- 7. Sections 3.2.1.14.1 and 3.2.1.17 – Is WV currently using a state student identifier for all assessments? If yes please provide the data collected and format? (i.e., number of years in use)**

The West Virginia Educational Information System (WVEIS) provides a unique 9-digit student identification number for each student. We are using the unique identifier for tests that we administer. This is the fourth year in which the statewide unique student identifier has been in place. WESTEST and Writing Assessment have used the unique identifier every year since 2003 and for EXPLORE and PLAN in 2006.

- 8. Section 3.2.1.14.1 - Can scorable documents be stored electronically, as opposed to the actual documents**

No. The agency expects that the original documents will be stored and will be able to be retrieved if challenges should arise throughout the life of the contract.

- 9. Section 3.2.1.14.5 - Detail the “other” ancillary documents)**

The materials in this section should outline the types of documents that are needed to facilitate the shipping of test materials to counties, distribution to schools, and the packing of test materials for return from school to county and from counties to the vendor. As stated, this would include any explanatory memorandums for scheduling, distributing and returning testing materials; any packing lists; security checklist for test booklets; any labels needed to identify and separate testing materials for return; and any other materials the vendor requires to implement their process for the return of materials for scoring.

- 10. Page 75, Section 3.2.2.1.7.1 Braille—Contracted or uncontracted Braille?**

The Agency requires Contracted Braille.

- 11. Page 64, Section 3.2.2.1 Introduction - Clarification regarding Options 1 and 2. In text, RFQ states “Option 1: Multiple choice test items only. Option 2: Combination of multiple choice and constructed response items.” Tables 8 and 9 are labeled as Option 1 but includes CR item counts; Tables 10 and 11 are labeled as Option 2 but do not include CR item counts.**

The table caption was incorrect. The table captions have been corrected on the appropriate table within the Addendum to reflect the correct options.

- 12. Page 88, Section 3.2.2.1.19.2 Answer Documents - Clarify meaning of “quality” in statement: “The Agency requires each answer document for**

WESTEST grades 3–11 to be on quality paper, and each answer document should ...”

The paper should be durable, of appropriate weight for the task, should not have coatings such as shellac or wax; should withstand erasures and must be appropriate for use with No. 2 pencils and should not smudge. The paper must be compatible with the vendor’s (or vendor subcontractor) scanners.

- 13. Page 76, Section 3.2.2.1.8 Online Pilot Testing Option - Text states: “The online pilot shall be conducted for randomly selected grades in Mathematics and the 7th grade Writing Assessment component.” Page 106, Section 3.2.2.1.22 Online Assessment Technology - Text states: “This online pilot will be conducted for one grade in one subject area.” Clarify whether multiple grades will be required for online Mathematics pilot or one grade as with Writing Assessment.**

The Agency expects to use at least three grades in the Mathematics Pilot. The pilot would be administered to one grade level in each grade span. A separate Writing Assessment Pilot would be done in one grade.

- 14. Page 124, Section 3.2.2.2.4 Form Development Process and Page 138, Section 3.2.2.2.20.1 Test Booklets - Are field test booklets to be nonconsumable as they are formatted to Large Print specs and Operational test booklets to be scannable consumable booklets (regular page size)? Please clarify.**

Both Field Test and Operational test booklets for APTA are to be scannable consumable test booklets that use Large Print (18 font) and graphics. They are to be printed on regular sized (8 ½ x 11 pages).

The test booklets for APTA are to be printed on regular sized paper but are to use the APH large print font guidelines. The formatting of APTA items allows for the implementation of Universal Design Principles on a standard page. It is expected that APTA test booklet design will be one item per page.

- 15. Page 128, Section 3.2.2.7.1 Braille - The text states: “The Braille scannable consumable test booklets will be made available for review and approval by the Agency prior to reproduction.” Does the Agency want Braille, scannable test books?**

No. The Agency does not want scannable test books for Braille.

- 16. Page 165, Section 3.2.2.3.4 Form Development Process and Page 179, Section 3.2.2.3.20.1 Scannable Consumable Test Booklets - Are field test booklets to be nonconsumable as they are formatted to Large Print specs and Operational test booklets to be scannable consumable booklets (regular page size)? Please clarify.**

The test booklets for the Modified Assessment are to be scannable consumable booklets. Braille, traditional Large Print and regular-sized test booklets will be needed. Universal Design Principles will be utilized, but more than one item per page is a possibility.

- 17. Page 2, Life of Contract: Under this section, the vendor can terminate the contract for any reason upon 30 days written notice during the “reasonable time” period. Page 9, 1.19.10 Term of Contract & Renewals: Under this section, the vendor can terminate the contract for any reason upon 90 days written notice during the “reasonable time” period. Would the State please confirm the applicable number of days regarding notice of termination during the “reasonable time” period?**

The state’s position is that the contract can be terminated for any reason with thirty (30) days notice. Any instances of inconsistency (throughout the document) with this language shall be changed to match the preceding sentence.

- 18. Section 3.2.4.2.1 – For costing purposes, please provide a more definitive location of meetings.**

Most meetings would be held in the Charleston, West Virginia area. Occasional meetings might be held at other locations within West Virginia accessible within an approximate three hour drive of Charleston, or at other locations which are agreed upon mutually.

- 19. Paragraph 1.1.3, page 3 - Please verify that only one copy of the cost proposal must be submitted.**

Due to Purchasing Reform legislation effective June 8, 2006, the dual bid requirement was eliminated. The sole bid (along with any requested convenience copies) must be submitted to the Purchasing Division.

- 20. Paragraph 3.2.1, page 23 and paragraph 3.2.2.1, page 64 - Why is an NRT required for these components, as it seems that no norm-referenced scores are reported?**

The cost of NRT items is the basis for the augmented assessment. Appropriate NRT item would be augmented with CRT items because it generally is less expensive than having all customized items. The Agency requires a vertical scale and using NRT items as the anchors for those scales is one of the least expensive alternatives. However, a vendor may provide a proposal that uses only CRT items as long as they provide a reliable method of creating vertical scales.

See the language in Section 3.1 General Requirements. (NRT/CRT) hereafter will mean NRT augmented with CRT or CRT only and in Question 1 of this Addendum.

21. Paragraph 3.2.1.3, page 25 and paragraph 3.2.2.1.4, page 68 - What will be the test windows - the two weeks for testing mentioned in the RFP - for the K-2 and the 3-11 tests? Will they be the same?

The K-2 and 3-11 testing windows will be the same. West Virginia State Code §18-5-45 says, "The State Board may not schedule the primary statewide assessment program prior to the fifteenth day of May of the instructional year unless the State Board determines that the nature of the test mandates an earlier testing date."

The first week of the testing window may be adjusted slightly to accommodate the calendar. For example, if May 15th is on a Tuesday, the testing window could begin on May 14th.

22. Paragraph 3.2.1.6, page 27 and paragraph 3.2.2.1.3, page 66 - Please clarify why the number of items to be field-tested is relatively large, especially given the requirement that the tests include embedded NRT forms.

The Agency expects to have high quality test items and has defined a large number of items to be field tested to assure that a sufficient number of quality items are available for form construction. All test forms must satisfy the Webb Alignment Model for depth and breadth and the minimum number of items for each standard.

The Agency expects to participate in the selection of items. Both NRT/CRT (NRT augmented with CRT) or CRT items are to be field tested in West Virginia. The Agency may not choose to embed a complete NRT form if the items are not in alignment with the West Virginia 21st Century Content Standards and Objectives and provide the requested number of higher order thinking skill items. All items must align to the 21st Century Content Standards and Objectives and all items must be field tested in West Virginia.

23. Paragraph 3.2.1.6, page 27 and paragraph 3.2.2.1.3, pages 66 - 67 - Will the Agency accept proposals where the number of items included in the operational test varies from that listed in the RFP, due primarily to the number of items in the proposed and required NRT?

First and foremost, the operational tests must show alignment using the Webb Alignment Model. The Agency will consider variation in numbers in order to have a well-aligned quality assessment. An NRT is not required. See the language in Section 3.1 General Requirements. (NRT/CRT) hereafter will mean NRT augmented with CRT or CRT only.

- 24. Paragraph 3.2.1.12.5, page 38 and paragraph 3.2.2.14.1, page 80 - Can a different measurement model than the 3PL IRT model be used if the proposed NRT was built using that alternate model?**

The agency will entertain quality alternatives. The Agency prefers the measurement model proposed in the document because of equating the current test to the test to be developed. The vendor may suggest an alternate model for consideration and must provide documentation and rationale for that method.

- 25. Paragraph 3.2.1.12.5, page 38 and paragraph 3.2.2.14.5, page 82 - Is pattern scoring required, particularly if the NRT proposed was not developed using that scoring approach?**

The Agency prefers the measurement model proposed in the RFP document. The vendor may suggest an alternate model for consideration and must provide documentation and rationale for that method.

- 26. Paragraph 3.2.1.12.5, page 38 - Please clarify the requirement to calibrate "the current test." As the K-2 test is a new program, what test(s) is/are being calibrated?**

K-2 test is a new program. The term "current test" refers to the test that is to be developed. The vendor must provide any calibrations to include scaling, equating, standard setting, etc. needed to provide technical adequacy as per vendor's test development/delivery protocols.

- 27. Paragraph 3.2.1.12.15.1., page 39 - Is a review copy of the statistical software required to be submitted with proposal or after contract award?**

A review copy of the statistical software is required for the confidential review and should be submitted with the proposal. All reviewers will sign security agreements with the Agency.

- 28. Paragraph 3.2.1.14.6, page 46 and paragraph 3.2.2.1.19.6, page 90 - In addition to the test booklets, what materials must be provided in Braille and large-print formats and in what quantities? The RFP refers only to "various documents referred to elsewhere in the RFP."**

In the past, the vendor has provided Braille Punch-out Tools (manipulatives). There has been a request for a Braille version of the Examiner's Manual. If requested and with permission of the vendor, the West Virginia School for the Blind will Braille a small number of manuals.

- 29. Paragraph 3.2.14.8, page 46, and paragraph 3.2.2.1.19.9, page 91 - Will the data for the pre-identification labels be provided to the vendor by the Agency or by each county?**

Pre-identification data will be provided from the Agency using information from the West Virginia Educational Information System (WVEIS) via an electronic file.

- 30. Paragraph 3.2.1.17.6, page 54 - What is the deliverable to the Agency that verifies that scoring has been completed within 3 weeks? Does the Agency anticipate that activities other than producing and printing reports will occur within the 2 weeks provided after scoring for reporting?**

The vendor must produce general research files for verification as a part of the quality checks. The vendor must provide report data for at least three counties so that the Agency can verify the data, accuracy, and formatting of reports prior to release.

- 31. Paragraph 3.2.1.18.1, pages 55 - 57 - Please verify that the only hard copy printed reports provided are the Student Report, the Individual Item Analysis, and the Student Label. How many copies of each are required? Are all other reports provided only in electronic format?**

The only hard copy printed reports to be generated are the Student Report (2 copies) and the Student Label (1 copy). The vendor will ship these two deliverables to local County Test Coordinators. All other reports including the Individual Item Analysis are to be provided in electronic format to be accessed by each county and the Agency through a secure FTP site.

- 32. Online Formative Assessment, pages 271 + - When does the Agency require that the new formative system will be available to and in use in WV schools? Will it be required for the 2007-2008 school year?**

The agency requires that the Online Formative Assessment be fully operational by June 2008 to allow for training of school personnel and for the school systems to train and to prepare benchmark assessments. The Online Formative Assessment system must be operational for the 2008-2009 school year.

- 33. Cost Proposal Sheets, pages 341-743 - Can the cost sheets be provided in Excel format?**

As requested, the Cost Proposal Sheets have been converted to Excel format and are a part of this addendum.

- 34. Paragraph 3.2.2.1.8, page 76 - Can the Agency provide an anticipated number of online administrations of the WESTEST for each year, starting in**

2009? Provision of a baseline estimate for the tests delivered online will help ensure that prices for all submitted proposals will be based on the same metrics.

In 2008-2009 the Agency would conduct a comparability study of online administrations to paper/pencil administrations. For the life of the contract, no more than 20% of the administration group per year would be anticipated to participate in online administrations.

35. The Alternate Performance Task Assessment and the Modified Assessment do not include an option that includes only multiple-choice items, as is the case for the 3-11 WESTEST. Does the Agency anticipate continuing use of constructed-response items in these two assessments if there are no constructed-response items in the WESTEST?

Yes, the agency does anticipate using constructed response items in both the Alternate Performance Task Assessment and the Modified Assessment even if there are not constructed response items in WESTEST due to the differences in the abilities of the students participating in these assessments.

36. Paragraph 3.2.2.1.21.5.10, pg. 103- There is a reference here and throughout to double reads as well as back reads. Can you provide the expected/required percentage for back reads? What percent of the items have historically required adjudication?

The Agency expects two independent reads and requires a third read for resolving disagreement between scores. The Agency will work with the vendor to create a specific set of scoring rules for resolving disagreement between first and second readings with third reading for calculating final scores.

37. Paragraph 3.2.2.1.27.1, page 116. Please provide information about how many existing items will be available to the contractor in each content area and grade. What type of items (selected-response, constructed-response) are they?

The Agency does not have available items.

38. How many of the existing items are ready for operational use? Must they be included in the spring 2008 field test?

The Agency will not be using existing items.

39. Are the existing items aligned to DOK levels? If so, how many items are available at each level for each content area and grade?

The Agency will not be using existing items.

40. Paragraph 3.2.2.6, page 271 - What is meant by "performance-based items"? Is this a reference strictly to constructed response items, or could it include multiple choice items that measure higher order thinking skills?

WVDE defines performance-based items as constructed response items that assess higher order thinking skills and demonstrate performance. They are open ended to assess thinking and reasoning, products, skills and are judged by using specific criteria.

The formative assessment item banks should contain a variety of high quality, rigorous, and relevant items that include multiple choice and performance-based items as per the specifications: constructed response, short answer, writing prompts, gridded response (where appropriate), short projects, oral presentations, etc.

41. What period of time do the bid sheets cover? All seven years of the contract?

The price(s) quoted in the bidder's proposal will be considered firm for the life of the contract (including any renewals or extensions) and will not be subject to any increase. For extraordinary and unanticipated instances of commodity price spikes (such as paper, steel, etc.), justifiable, documented increases may be granted at the discretion of the State of West Virginia. If this situation should arise, the Purchasing Division, at that point in time, will notify the vendor of the documentation required to support the price increase(s).

The Bid Sheets do not break costs on a year to year basis. The Bid Sheets cover seven years - the 5 years of the contract and two anticipated 1-year contract extensions.

42. Will billing be based on the contract total price divided by 7? As there will be development costs ONLY in the first years of the contract when the field testing and forms construction take place, is there any way to bill those activities in the years in which they occur?

Yes, the Agency requires that the payment schedule be divided over seven years. In June 2008, much of the development of work will be completed. The 1st payment will be made in June 1, 2008 and the Agency expects the payment to follow this type schedule:

June, 2008 – first payment
June, 2009 – 1st implementation year payment
June, 2010 – 2nd implementation year payment
June, 2011 – 3rd implementation year payment
June, 2012 – 4th implementation year payment
June, 2013 – 5th implementation year payment
June, 2014 – final payment

43. In the bid sheet, should amounts from sub sections be added together with the sum total placed on the section heading line (e.g., the sum of lines 3.2.1.5.1 to 3.2.1.5.3 placed on line 3.2.1.5)?

No, the bid sheets have been revised to provide a total at the end of each section and have been converted to Excel Format.

44. What "Unit" is to be used in calculation of the "cost per Unit" -- "quantity needed"? If "Quantity Needed" is NA, does cost per unit also become "NA"?

No, it is assumed the vendor would not have quantity expense, but will have a cost per unit.

45. Is "cost per grade level" simply "Total Deliverable Cost" divided by "number of grades"?

No. Cost should be grade by grade based on the number of students enrolled in each grade.

46. Page 10, last paragraph, should "payment to the state by vendor(s)" read "payment BY the state TO vendor(s)"?

Yes, the partial sentence should read "payment by the state to vendor(s)."

47. There is confusion about the labeling of Options 1 and 2 on pages 64 to 67 as well as other parts of the RFP. For example, Page 64 , option 1 is MC only and option 2 is with MC and CR; Page 66, table 8 and 9 show option 1 with CR items; Page 67, table 10 and 11 show option 2 with MC only; Page 100, 3.2.2.1.21.5.3 Handscoring . . . shows option 2. Are tables 8-11 incorrectly captioned? Please clarify the definition for each option.

The table captions were incorrect. The captions for the Tables indicated have been changed to reflect the correct options.

48. Do test blueprint, test specification, item specification, style guide, and other guiding test development documents exist already for grades 3 – 8 & 10 in all content areas (except grade 10 – SS) ,

The Agency expects that new test blueprints, test specifications, item specifications, style guides and other test guiding test development documents must be developed for all assessments and must be aligned to the new 21st Century West Virginia Content Standards and Objectives.

Current guiding documents will not be used, but vendors may find the current documents at <http://westest.k12.wv.us/toc.htm>

- 49. Will new guiding documents need to be developed for K -2, 9 & 11? If developed new, how frequently will these documents need revision, and what is the extent of the revision?**

Yes, new guiding documents must be developed for all assessments for K-2 and 3-11. The Agency does not expect revisions – unless there are mistakes that were not uncovered during reviews.

- 50. What point values does the Department want for the constructed-response items and the writing prompts in the 3-11 tests?**

Section 3.2.2.4.1.1 Test Design refers to the West Virginia Six-Point Rubric (see <http://writing.k12.wv.us>). All writing assessment responses will be scored using this rubric. Final determinations for scoring rubrics will be determined through Agency input, educator recommendations and vendor recommendations. For WESTEST, it is expected that rubrics will range from 3 points to 5 points depending upon the grade level and content area.

- 51. Does the Department have specific readability level requirements for passages/prompts for these tests?**

The Agency requires that the passages/prompts have the same readability level as grade level of the test.

- 52. Does the Department want to continue to use formula sheets and manipulative for all grades from K to 11? Will new formula sheets and manipulative need to be created for the new grades (K – 2, 9 & 11)? Are the formula sheets part of the booklet or a separate handout?**

Yes, the Agency requires manipulatives be used where appropriate. Manipulatives would be used for K-11 dependent upon the items selected.

Formula sheets would be provided for Mathematics in grades 9-11. Science reference sheets (formula sheet and a periodic table) would be produced for grades 9-11. The sheets are not considered secure materials and could be separate sheets. The Agency and the vendor will work jointly to develop Formula Sheets and Reference sheets based on the content of the items selected.

- 53. Does the Department require that the vendor provide distractor rationale for the multiple-choice items?**

No, the Agency does not require the vendor to provide distractor rationale for the multiple-choice items as long as industry standards are followed.

54. Other than the Test Examiner's Manual, what kind of ancillary materials are required? If so, what is the frequency of revision of those ancillary materials?

The Agency expects Test Examiner's manuals to undergo minor revisions each year to clarify any administration issues or to correct any mistakes that were not uncovered in reviews. Other ancillary materials needed to enhance test administration may be suggested by the vendor.

55. Does the Face to Face Review include a committee of educators or just the members of the Department's staff?

Face to Face Review will involve educators from the Agency to include assessment coordinators, content specialists, special education staff, etc. Some external educator participants may be invited.

56. Does the Department expect only the custom items to be brought to the Item Review?

No, the Agency expects to participate in the review and selection of **ALL** items for field and operational tests. If the vendor is proposing NRT items, the Agency wishes to see samples of the items, both selected response and constructed response, per grade level, per content area.

57. Do the assessable standards include the Listening, Speaking and Media Literacy Standards at Grades K-2? For grades 3-11?

The Listening, Speaking and Media Literacy standards will not be assessed for grades K-2 or for grades 3-11 unless these skills are embedded in the Reading Standard.

58. Does WV expect any realignment of items in the current bank or items developed during the project term? How many items by grade/content area will the client expect to be realigned? How many cycles of realignment does the client expect?

Yes, the Agency reserves the right to have final alignment approval of all items to the 21st Century West Virginia Content Standards and Objectives. The number of items to be realigned will be dependent upon the quality of the alignment provided by the vendor. Although no revisions to the new Content Standards and Objectives are planned, the Agency does reserve the right to revise alignment of items if necessary.

59. In the requirement for samples, the RFP refers to Gridded Response items. That item type is not accounted for in the charts that indicate the number of

items to be field-tested. Where in the proposed test design will those items be included?

The gridded response questions would be included with the multiple choice options. Gridded response questions are definitely appropriate for mathematics and may be appropriate for science and social studies. The items may be included in WESTEST, Online Formative Assessment item banks, and the Algebra I assessment.

60. Page 65, paragraph 3.2.2.1.3 - Is the review of the specifications, standards and distribution of Thinking Skills a meeting with WV educators or an internal meeting with Department staff?

This meeting would be a meeting mainly with Agency staff to include at a minimum content, assessment and special education staff. Some external educators may be included.

61. Page 162, paragraph 3.2.2.3.1.2 - Please verify the number of Reading/Language Arts constructed-response items required for grade 4. The table lists 74, which seems to be an error.

The correct number of Constructed Response items should be six (6) not 74.

62. Are the Modified Content Standards available? If so, how can they be accessed? If those standards are not available, to which standards should the required sample items be aligned?

The Modified Content Standards have not been developed. They will be linked to the new 21st Century West Virginia Content Standards and Objectives for each grade level and each content area.

63. Will the College Predictive/Entrance Exams be utilized for NCLB or AYP determination? If not, can we assume that requirements listed in section in 4.2.3 referencing NCLB/AYP are not applicable?

No. The College Predictive/Entrance Exams will not be utilized for NCLB or AYP determination. Section 3.2.3.1.3.1 refers to NCLB and the utilization of Universal Design Principles. The Agency would expect the vendor to provide evidence that Universal Design Principles are incorporated into the assessment documents.

64. Some of the requirements listed in the College Predictive/Entrance Exam section (3.2.3) seemed to be carries over from previous sections and conflict with the requirement for an "off the shelf" testing program (3.2.3.1.1). In instances of conflict can we assume the expectation for an "off the shelf" program takes precedence over an individual requirement?

No, even though an "off the shelf" assessment will be administered, the Agency does have some individual requirements that must be met. If there are specific requirements for the assessments, the vendor must respond.

65. May vendors cite exception to the contractual terms and conditions? If so, where should they be presented?

All exceptions to terms and conditions contained in the RFP must be quantified in writing in a single, distinct letter, freestanding but within the technical proposal (preferably in its own separate section.) Vendors may propose solutions to their exceptions. If the vendor is the apparent successful bidder, the Purchasing Division will consult with appropriate representatives to resolve the exceptions.

66. Can the Algebra I End of Course Exam be bid as a separate component?

No. The Algebra I End of Course Exam may not be bid as a separate component or package. It is part of the 3-11 package, the K-11 package, or the K-12 package.

67. APTA – RFP states grades 3-8 and 11 administration chart shown during Pre-Bid Meeting stated 3-11 with only 3-8 and 11 being part of AYP.

The language in RFP Section 3.2.2.2 is correct. The Alternate Performance Task Assessment (APTA) will only be developed for Grades 3-8 and 11 as required by NCLB.

68. MA – RFP states grades 3-8 and 11 administration chart shown during Pre-Bid Meeting stated 3-11 with only 3-8 and 11 being part of AYP.

The language in RFP Section 3.2.2.3 is correct. The Modified Assessment will be developed only for Grades 3-8 and 11.

69. Will changes to the current APTA program require new Peer Reviews?

Yes, as per the NCLB requirements, Peer Review will be required for APTA as well as for all other accountability tests.

70. Liquidated Damages: Is the State open for discussion or other models? % Caps? Is this a state law? Are there other contracts signed like this?

Liquidated damages are not quantified by state law and may or may not vary within contracts issued by the Purchasing Division. Liquidated damages are common on certain contracts, such as this one, issued by the Purchasing Division. At this time, the State is not considering other models for liquidated damages.

71. What about bonding. Does it have to be Annual?

The normal term for bonds associated with purchase orders issued by the Purchasing Division is an annual term renewed for the life of the contract.

72. Can Vendors bid on isolated components, i.e. alternate assessment, modified, assessment, formative assessment?

Vendors may not bid on isolated components. Please see package options on page 19. As per this Addendum, Package 6 the Online Formative Assessment package must be bid as a separate component for grades K-12.

73. Must the vendor bid a combined NRT/CRT for grades 3-11 or is it an either/or for the NRT/CRT?

See the language in Section 3.1 General Requirements. (NRT/CRT) hereafter will mean NRT augmented with CRT or CRT only.

74. RFP – 3.2.3.1.1 – requires an “off the shelf” testing program. Accordingly, there are requirements in the RFP which are not available in a bidders “off the shelf” solutions or handled in a different manner or through other processes. Please confirm the Agency is seeking an “off the shelf” solution.

Even though an “off the shelf” assessment will be administered, the Agency does have some individual requirements that must be met. If there are specific requirements for the assessments, the vendor must respond, but may provide alternative solutions.

75. What is the intended implementation date – Spring 2008 or Spring 2009?

The College Entrance Exam will be implemented in school year 2008-2009. The date is not yet determined. WVDE will work with successful vendor to determine a testing date.

76. Does West Virginia have webcast (videocast) capability to all schools? If so, is this available through the state at no cost to the vendor?

Fewer than 10% of the schools do not have webcast (videocast) capability. Schools would have limited capability to receive streaming video. Any Web-Ex or similar broadcasts would be at the expense of the vendor.

77. Please confirm the duration (# of days) for the following required meetings:

TAC Meetings – up to 4/year

CTC Meetings – up to 4/year

Planning Meetings – up to 4/year

Management Meetings – one initial and up to 4/year

Please confirm the attendance requirements for the vendor responsible for College Predictive/Entrance Exams?

All meetings will last from 1-3 days with the average being two days/meeting. The Vendor for the College Predictive/Entrance Exams should attend all meetings listed above.

78. Please confirm the number of Agency-initiated state wide training meetings the vendor should anticipate on a yearly basis and the duration in days?

The 8th and 10th grade College Predictive assessments will be administered by the vendor. However, the Agency will provide, jointly with the vendor, workshops to educators on how to use data, understand reports, assist parents and other related topics.

The 11th grade College Entrance Exam and the 12th grade College Entrance Exam will be administered solely by the vendor and all training will be conducted solely according to the vendor's procedures.

79. If a vendor is to respond to Package 5, how would the State like the response to be organized - by task or by assessment?

The Vendor response must be organized by assessment.

80. Section 3.2.4.15, Page 322. Is it correct to assume that the key staff names and FTE required are for those only that will be assigned to a contract with West Virginia?

The Vendor response must include the key staff names and the FTE required only for staff who will be assigned to the proposed contract with West Virginia.

81. Are NRT scores required for each grade K through 11?

See the language in Section 3.1 General Requirements. (NRT/CRT) hereafter will mean NRT augmented with CRT or CRT only.

82. Section 1.15.3, Risk of Disclosure (Incomplete phrase.) Can the State clarify the meaning of the incomplete phrase However the Agency which is found in section 1.15.3?

This is a editing error.

83. Section 1.15.3, Risk of Disclosure (Security Agreement Form) Does the State require the use of their standard security agreement form mentioned in section 1.15.3, or may each Bidder provide their own?

The Agency does have a standard security agreement, but in addition each Vendor may provide a vendor customized security agreement.

- 84. Sections (Acquisition of Copyrights vs. Permissions) 3.2.1.14.1, 3.2.2.1.19, 3.2.2.2.20.1, 3.2.2.3.20.1 Did the State intend that the provision, Reading passages are published works for which copyrights are to be obtained mean that permission to use copyrighted material must be obtained rather than copyrights must be obtained?**

The Agency means that permission to use copyrighted material must be obtained.

- 85. Section 3.2.2.1.19.8 Materials Distribution Retrieval - The statement there must be 100 percent accountability of all test books and answer booklets returned by the counties using bar code labeling systems. If the answer documents do not contain any test items, does the state still require 100 percent accountability with bar codes?**

The Agency requires a 100% accountability of all used and unused test booklets. The Agency does not require a 100% accountability of unused answer booklets.

- 86. Section 3.2.1.6.1, pg 27: Table 3 shows that three times the number of items needed to create 1 operational form will be Field Tested, or 1.5 times the number to create 2 unique operational forms. Is the same number of items field tested for each Option? If yes: For Option 1, what does WV intend to do with the extra items developed?**

The Agency expects to have high quality test items and has defined a large number of items to be field tested to assure that a sufficient number of quality items are available for form construction. All test forms must satisfy the Webb Alignment Model for depth and breadth and the minimum number of items for each standard.

The Agency expects to participate in the selection of items. Both NRT/CRT (NRT augmented with CRT) or CRT items are to be field tested in West Virginia. The Agency may not choose to embed a complete NRT form if the items are not in alignment with the West Virginia 21st Century Content Standards and Objectives and provide the requested number of higher order thinking skill items. All items must align to the 21st Century Content Standards and Objectives and all items must be field tested in West Virginia.

Any **quality** items not used for form construction may be placed into the Online Formative Assessment banks.

- 87. Section 3.2.1.6.2, pg 29 & Section 3.2.1.7, pg 30: Tables 5&6 mention Memos "as needed." Approximately how many different memos should the vendor plan for, and how many copies of each should be printed/distributed?**

The Agency would not expect more than four memos would be printed/distributed. The memos would be distributed to at least 57 separate sites.

- 88. Section 3.2.1.3 states there will be no breach form. Section 3.2.1.14.1 states if only one form is constructed, there will be no breach form. Please confirm that for Option Two, the two forms constructed will only be alternated as operational forms by year, neither ever being printed as a breach form in its "off" year.**

The two forms constructed will be alternated only as operational forms by year, neither ever being printed as a breach form in its "off" year. The Agency does not require a breach form for the K-2 assessment.

- 89. Section 3.2.2.1, pg 64 states that for grades 3-11, Option 1 will contain multiple-choice items only, and Option 2 will be a combination of multiple-choice and constructed response items. Section 3.2.2.1.3, pgs 66-67 however, has the Tables labeled the other way around: Tables 8 and 9 are labeled Option 1, and have a combination of item types, and Tables 10 and 11 are labeled Option 2 and have only multiple-choice items. Please confirm that for consistency, Option 1 is multiple-choice only, Option 2 is a combination of items types, and that Tables 8-11 should be relabeled.**

The table captions were incorrect. The captions for the Tables indicated have been changed to reflect the correct options.

- 90. Section 3.2.2.1.3, pg 66-67. Tables 8-11 show the vendor is to Field Test 3 times the number of items needed to develop 2 unique operational forms. What does the Agency intend to do with the large number of extra items?**

The Agency expects to have high quality test items and has defined a large number of items to be field tested to assure that a sufficient number of quality items are available for form construction. All test forms must satisfy the Webb Alignment Model for depth and breadth and the minimum number of items for each standard.

The Agency expects to participate in the selection of items. Both NRT/CRT (NRT augmented with CRT) or CRT items are to be field tested in West Virginia. The Agency may not choose to embed a complete NRT form if the items are not in alignment with the West Virginia 21st Century Content Standards and Objectives and provide the requested number of higher order thinking skill items. All items must align to the 21st Century Content Standards and Objectives and all items must be field tested in West Virginia.

Any **quality** items not used for form construction may be placed into the Online Formative Assessment banks.

- 91. Section 3.2.2.1.8, Page 76 vs. Section 3.2.2.1.22, Page 106 - which is the required solution for the online pilot? The two descriptions appear to be in conflict.**

The Agency expects to use at least three grades in the Mathematics Pilot. The pilot would be administered to one grade level in each grade span. A separate Writing Assessment Pilot would be administered in one grade.

- 92. Section 3.2.2.2.7, pg 128: Please confirm that since the test booklets are already formatted to meet large print specifications, that a separate "larger" print edition of the test book is not required.**

Both Field Test and Operational test booklets for APTA are to be scannable consumable test booklets that use Large Print (18 font) and graphics. They are to be printed on regular sized (8 ½ x 11 pages).

The test booklets for APTA are to be printed on regular sized paper but are to use the APH large print font guidelines. The formatting of APTA items allows for the implementation of Universal Design Principles on a standard page. It is expected that APTA test booklet design will be one item per page.

- 93. Please specify the required quantity of Braille books for the APTA.**

Section 3.2.2.2.7.1 Braille – The section referenced states that approximately 10 Braille booklets per grade will be required for APTA.

- 94. Section 3.2.2.3.1.4, pg 164: This section describes the item development/selection process. Does the Agency require completely unique items to be developed for this Modified Assessment, or may the vendor use items that were developed for the regular assessment, and revise them to meet the Modified Standards?**

Final decisions concerning the Modified Assessment will be made by the Agency after the release of the Federal Regulations for Modified Assessments. The Vendor may propose methods for item development for the assessment which may include revision of items developed for the regular assessment. The Vendor should keep in mind that all items and test forms developed must meet the requirements of the Webb Alignment Model and that the Agency will have final approval of all items and test forms.

- 95. Section 3.2.2.3.5, pg 167: Table 24 does not include a Test Examiner's Manual for the 2008 Field Test. Section 3.2.2.3.20.4 on pg 180 states that a separate Test Examiner's Manual will be developed for the Field Test. Is the Examiner's Manual required for the Field Test, and if yes, is it 50 pages?**

Yes, a Field Test Examiner's Manual will be required for the Modified Assessment. The Manual should not exceed 50 pages.

96. Is it the intention of the state to administer the Modified Assessment in an individualized format?

The Modified Assessments may be administered either individually or to a group of students.

97. Sections 3.2.2.5.6.1 and 3.2.2.5.6.2: the Test Examiner's Manual and County Test Coordinator's Manual will both be posted electronically for the Field Test and Operational administrations. How many "pages" should each of these documents be?

For the Algebra I Assessment, (Field Test or Operational administrations) neither the Test Examiner's Manual nor the County Test Coordinator's Manual should exceed not 50 pages.

98. Is a standard setting required for the Algebra End of Course component?

No, a formal standard setting is not required for the Algebra I End of Course component.

99. What are the required grades for the online formative writing component?

Grades K-12 are the required grades for the Online Formative Writing components.

100. Should costs associated with formative Writing be placed in the Online Formative Assessment, or Writing Assessment portion of the cost proposal?

The Formative Writing should be placed in the Online Formative Assessment cost proposal.

PRE-BID CONFERENCE
SIGN IN SHEET

Request for Quotation Number: EDD265467

Date: 17-Jan-07

PLEASE PRINT LEGIBLY. THIS INFORMATION IS ESSENTIAL TO CONTACT THE ATTENDEES IN A TIMELY MANNER. FAILURE TO DO SO MAY RESULT IN DELAYS IN YOUR COMPANY GETTING IMPORTANT BID INFORMATION.

Firm Name:	ACT, Inc
Firm Address:	500 ACT DRIVE LOUISA CITY, IA 52243
Representative Attending:	PAUL WEEKS / PAUL WEEKS
Phone Number:	319 337 1000 1353
Fax Number:	319-337-1790
Email Address:	paul.weeks@act.org / paul.weeks@act.org

Firm Name:	CTIB Mc Graw - Hill
Firm Address:	40 RYAN RANCH ROAD MONTEREY CA 93940
Representative Attending:	LINU WILLIAMS
Phone Number:	831-393-7896
Fax Number:	831-393-6993
Email Address:	LINU_WILLIAMS@CTIB.COM

Firm Name:	Pearson Educational Measurement
Firm Address:	2510 N. Dodge St. Iowa City, IA 52245
Representative Attending:	Teri Swank
Phone Number:	319-358-4431
Fax Number:	319-358-4284
Email Address:	teri.swank@pearson.com

Firm Name:	Houghton Mifflin/Riverside
Firm Address:	PO Box 3800 Golf Rd St 100 Rolling Meadows IL 60066
Representative Attending:	Hershel Rose
Phone Number:	342 5050
Fax Number:	342 0855
Email Address:	herschelrose@verizon.net

Firm Name:	Frost ETS
Firm Address:	ROSEDALE RD L-17 PRINCETON NJ 08541
Representative Attending:	Fred Bost
Phone Number:	609-683-2752
Fax Number:	
Email Address:	FBOST@ETS.ORG

Firm Name:	Harcourt Assesant
Firm Address:	19500 Bulverde Rd San Antonio, TX 78259-3701
Representative Attending:	Charles Hurwitch
Phone Number:	508-785-3375
Fax Number:	
Email Address:	charles.hurwitch@Harcourt.com

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Firm Name:	Brian O'Reilly
Firm Address:	45 Columbus Ave New York, NY 10023
Representative Attending:	The College Board
Phone Number:	212 713-8089
Fax Number:	212 713-8181
Email Address:	boreilly@collegeboard.org

Firm Name:	ETS
Firm Address:	Plympton NJ ROSENDALE Rd
Representative Attending:	Ted Mathern
Phone Number:	304 368-4565
Fax Number:	
Email Address:	tmathern@ets.org

Firm Name:	PEARSON
Firm Address:	2510 N. DODGE ST IOWA CITY IA 52245
Representative Attending:	MARTY MINSK
Phone Number:	319-339-6798
Fax Number:	352-4284
Email Address:	MARTIN.MINSK@PEARSON.COM

Firm Name:	The College Board
Firm Address:	45 Columbus Ave
Representative Attending:	Jeff Hale
Phone Number:	212 713-8222
Fax Number:	212 713-8181
Email Address:	jhale@collegeboard.org

Firm Name:	CTB/McGraw-Hill
Firm Address:	20 Ryan Ranch Road Monterey CA 93940
Representative Attending:	John Reginald
Phone Number:	330 678 1386
Fax Number:	330 678 1396
Email Address:	john-reginald@ctb.com

Firm Name:	CTB/McGraw-Hill
Firm Address:	20 Ryan Ranch Road Monterey, CA 93940
Representative Attending:	Kimberly Block
Phone Number:	831-393-7114
Fax Number:	831-393-7114
Email Address:	Kimberly-block@ctb.com

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Firm Name:	ACT INC
Firm Address:	500 ACT DRIVE IOWA CITY IA 52243
Representative Attending:	Doug BECKER
Phone Number:	319 337 1414
Fax Number:	319 341 2335
Email Address:	doug.becker@act.org

Firm Name:	
Firm Address:	
Representative Attending:	
Phone Number:	
Fax Number:	
Email Address:	

Firm Name:	
Firm Address:	
Representative Attending:	
Phone Number:	
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