



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  
**EDD303930**

PAGE  
**1**

ADDRESS CORRESPONDENCE TO ATTENTION OF:  
**SHELLY MURRAY**  
**304-558-8801**

**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
10/08/2008				

BID OPENING DATE: **11/13/2008** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT. NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	EA		924-10		
<p>THE WV PURCHASING DIVISION, FOR THE AGENCY, THE WV DEPARTMENT OF EDUCATION, IS SOLICITING BIDS FOR AN OPEN END CONTRACT TO PROVIDE THE AGENCY WITH ASSESSMEN FOR ALL WV LIMITED ENGLISH PROFICIENT (LEP) STUDENTS.</p> <p>ATTACHMENTS: SPECIFICATIONS            VENDOR PREFERENCE CERTIFICATE            PURCHASING AFFIDAVIT</p> <p>INQUIRES:            WRITTEN QUESTIONS SHALL BE ACCEPTED THROUGH CLOSE OF BUSINESS ON 10/29/2008. QUESTIONS MAY BE SENT VIA USPS, FAX, COURIER, OR EMAIL. IN ORDER TO ASSURE NO VENDOR RECEIVES AN UNFAIR ADVANTAGE, NO SUBSTANTIVE QUESTIONS WILL BE ANSWERED ORALLY. IF POSSIBLE, EMAIL QUESTIONS ARE PREFERRED. ADDRESS INQUIRES TO:</p> <p>SHELLY MURRAY            DEPARTMENT OF ADMINISTRATION            PURCHASING DIVISION            2019 WASHINGTON STREET, EAST            CHARLESTON, WV 25311            FAX: 304-558-4115            EMAIL: SHELLY.L.MURRAY@WV.GOV</p>						
CONSULTING, EDUCATIONAL						

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 fee.
5. All services performed or goods delivered under State Purchase Order/Contracts are to be continued for the term of the Purchase Order/Contracts, 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 may be deemed null and void, and 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 Cover Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.
15. **WEST VIRGINIA ALCOHOL & DRUG-FREE WORKPLACE ACT:** If this Contract constitutes a public improvement construction contract as set forth in Article 1D, Chapter 21 of the West Virginia Code ("The West Virginia Alcohol and Drug-Free Workplace Act"), then the following language shall hereby become part of this Contract: "The contractor and its subcontractors shall implement and maintain a written drug-free workplace policy in compliance with the West Virginia Alcohol and Drug-Free Workplace Act, as set forth in Article 1D, Chapter 21 of the West Virginia Code. The contractor and its subcontractors shall provide a sworn statement in writing, under the penalties of perjury, that they maintain a valid drug-free work place policy in compliance with the West Virginia and Drug-Free Workplace Act. It is understood and agreed that this Contract shall be cancelled by the awarding authority if the Contractor: 1) Fails to implement its drug-free workplace policy; 2) Fails to provide information regarding implementation of the contractor's drug-free workplace policy at the request of the public authority; or 3) Provides to the public authority false information regarding the contractor's drug-free workplace policy."

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



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<p><b>EXHIBIT 3</b></p> <p><b>LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE 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.</b></p> <p><b>UNLESS SPECIFIC PROVISIONS ARE STIPULATED ELSEWHERE IN THIS CONTRACT DOCUMENT, THE TERMS, CONDITIONS AND PRICING SET HEREIN ARE FIRM FOR THE LIFE OF THE CONTRACT.</b></p> <p><b>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.</b></p> <p><b>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.</b></p> <p><b>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</b></p>						

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<p><b>CAUSES (INCLUDING BUT NOT LIMITED TO DELAYS IN TRANSPORTATION OR AN UNANTICIPATED INCREASE IN THE VOLUME OF WORK.)</b></p> <p><b>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.</b></p> <p><b>ORDERING PROCEDURE: SPENDING UNIT(S) SHALL ISSUE A WRITTEN STATE CONTRACT ORDER (FORM NUMBER WV-39) TO THE VENDOR FOR COMMODITIES COVERED BY THIS CONTRACT. THE ORIGINAL COPY OF THE WV-39 SHALL BE MAILED TO THE VENDOR AS AUTHORIZATION FOR SHIPMENT, A SECOND COPY MAILED TO THE PURCHASING DIVISION, AND A THIRD COPY RETAINED BY THE SPENDING UNIT.</b></p> <p><b>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THIS CONTRACT IS AUTOMATICALLY NULL AND VOID, AND IS TERMINATED WITHOUT FURTHER ORDER.</b></p> <p><b>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.</b></p> <p><b>REV. 04/11/2001</b></p> <p><b>EXHIBIT 6</b></p>						

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<p><b>PRICE ADJUSTMENT PROVISION:</b>            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 A PRODUCT. ADJUSTMENTS ARE TO BE BASED UPON AN ACTUAL DOLLAR FIGURE, NOT A PERCENTAGE. ALL PRICE ADJUSTMENT REQUESTS MUST BE SUBSTANTIATED IN A MANNER ACCEPTABLE TO THE DIRECTOR PURCHASING, E.G. GOVERNMENTAL BENCH MARKS, GENERAL MARKET INCREASE, PUBLISHED PRICE LISTS. SUCH REQUESTS FOR AND 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 EITHER ACCEPT THE PRICE ADJUSTMENT AND AMEND THE CONTRACT ACCORDINGLY OR REJECT THE ADJUSTMENT IN ITS ENTIRETY AND CANCEL THE CONTRACT.</p> <p><b>PREFERRED TERMS:</b>            IT IS PREFERRED THAT THE PRICES ON THIS CONTRACT ARE FIRM FOR LIFE OF THE CONTRACT, AS INDICATED IN THE LIFE OF CONTRACT CLAUSE CONTAINED HEREIN, NOT TO EXCEED ONE (1) YEAR.</p> <p>PASS THROUGH PRICE INCREASES WILL BE CONSIDERED AT TIM OF CONTRACT RENEWAL ONLY.</p> <p style="text-align: center;"><b>NOTICE</b></p> <p><b>A SIGNED BID MUST BE SUBMITTED TO:</b></p>						

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DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130						
THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:  SEALED BID						
BUYER:				SHELLY MURRAY		
RFQ. NO.:				EDD303930		
BID OPENING DATE:				11/13/2008		
BID OPENING TIME:				1:30 PM		
PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID:  ----- CONTACT PERSON (PLEASE PRINT CLEARLY):  -----						

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# English Language Proficiency Assessment

## Introduction

This Request For Quotations (RFQ) invites submissions for the operational implementation of an annual statewide English Language Proficiency (ELP) Assessment for students with limited English proficiency (LEP) called the West Virginia Test of English Language Learning (WESTELL). The WESTELL is a K-12 English Language Proficiency Assessment that is a criterion-referenced assessment aligned with West Virginia's (WV) English Language Proficiency Standards, as specified in West Virginia Board of Education (WVBOE) Policy 2417 Programs of Study for Limited English Proficient Students (<http://wvde.state.wv.us/policies/p2417.doc>). It measures LEP students' Listening, Speaking, Reading, Writing and Comprehension skills in academic (Cognitive Academic Language Proficiency or CALP) and social (Basic Interpersonal Communication Skills or BICS) English. It assists educators of LEP students in designing and delivering a plan of instruction for English language acquisition that will result in successful participation and achievement in rigorous all-English academic settings.

## PURPOSE

The ELP assessment shall have the following purposes:

- Measurement of Annual Progress in English Language Acquisition – The test shall assess LEPs in the following domains: Listening, Speaking, Reading, and Writing and provide standardized discrete measures of incremental progress in these four domains plus Comprehension. It shall also provide an overall measure of English language proficiency that considers all the above tested domains. The results of the annual progress assessment shall also be used by educators of English language learners, in conjunction with professional judgment, to design individual students' Program Services Plans and to deliver language and academic instructional accommodations.
- Measurement of Attainment of English Language Proficiency – The test shall assess and provide a standardized discrete measure of the attainment of overall English language proficiency that is aligned with the West Virginia ELP Standards, and discrete measures of attainment of English proficiency in the domains of Listening, Speaking, Reading, Writing and Comprehension.
- Determination of State and District Accountability on Annual Measurable Achievement Objectives (AMAOs) under No Child Left Behind, Title III Part A. Sec. 3122. – The test shall provide standardized measures of LEPs' overall English language progress and proficiency that will be used to determine whether cohorts or groups of LEPs at the district and state levels are meeting annual progress and attainment goals set by the state as required by NCLB.

## BACKGROUND

**The policies, procedures, and laws surrounding the education of students who are a language minority, often called “English Language Learners” or “Limited English Proficient students,” have steadily evolved over the last fifty years at the federal, state and local levels. Prior to 1960, education of such students was left to local authorities, and there were no federal policies.**

Federal policies established under Title VI of the 1964 Civil Rights Act and Title VII of the 1968 and 1974 Bilingual Education Acts prohibited adverse discrimination against students of foreign origin and provided supplemental funding for the “special educational needs” of LEP students. A Department of Health, Education and Welfare Memorandum (May, 1970) prohibited denial of LEP students’ access to educational programs. The Equal Educational Opportunity Act of 1974 defined denial of equal educational opportunity as “...*the failure by an educational agency to take appropriate action to overcome language barriers that impede equal participation by students in an instructional program.*” The landmark Supreme Court decision in *Lau v. Nichols* (1974) mandated that schools take affirmative steps to overcome educational barriers by non-English speakers.

*“There is no equality of treatment by providing students with the same facilities, textbooks, teachers and curriculum, for students who do not understand English are effectively foreclosed from any meaningful education.”*

*“Basic English skills are at the very core of what public schools teach. Imposition of a requirement that, before a child can effectively participate in the educational program, he must already have acquired those basic skills is to make a mockery of public education.”*

Later amendments and reauthorizations strengthened the requirements that educational programs must be accessible to LEP students. The No Child Left Behind Act of 2001 (NCLB) reauthorized the programs to assist English language learners under Titles I and III (NCLB, 2001; Department of Education, 2003). The NCLB language includes provisions for the assessment of English Language Learners in both Titles I and III of the Act:

Title I, Part A, Section 1111(b)(7)

*“Each State plan shall demonstrate that local education agencies in the State will, beginning not later than the school year 2002-2003, provide for an annual assessment of English proficiency (measuring students’ oral language, reading, and writing skills in English) of all students with limited English proficiency in the schools served by the State educational agency...”*

Title I requires students to be assessed in these areas in grades 3-8 and high school.

Title III, Part A, Section 3121(d)



*“A State shall approve evaluation measures for use under section (c) that are designed to assess (1) the progress of children in attaining English proficiency, including a child’s level of comprehension, speaking and listening, reading, and writing skills in English; (2) student attainment of challenging State student academic achievement standards on assessments described in section 1111(b)(3); and...”*

Prior to NCLB, West Virginia local school districts exercised local decision in choosing an instrument for identifying, assessing and serving LEPs. In April of 2004, the WVBOE approved the English Language Proficiency Standards in compliance with NCLB requirements cited above. This document is designed to assist West Virginia educators in developing or refining curriculum and instruction for meeting both the language and academic educational needs of LEPs. The ELP standards are also intended to serve as the primary guidepost for choosing and adopting a single statewide assessment of the progress and attainment of English language proficiency by the state’s LEP students.

The goal of Title III is to help students with limited English proficiency (LEP) become proficient, succeed academically, and attain the same content expectations as all other students. To assist in meeting this goal, Title III requires students to be assessed in English language proficiency in grades K-12. The language in Title III includes a requirement for measurement of “comprehension.” There is no specific definition for “comprehension” in the language of the law, and several states are defining it as a combination of listening and reading based on guidance from the US Department of Education.

The NCLB places an expectation on states to implement student assessments that are clearly defined and meet professional expectations as to psychometric quality. For example, student assessments must:

- a. be appropriate for all students (Section 1111(b)(3)(C)(ix))*
- b. be aligned with academic content standards (Section 1111(b)(3)(C)(i))*
- c. be valid and reliable (Section 1111(b)(3)(C)(iii))*
- d. be consistent with nationally recognized professional and technical standards (Section 1111(b)(3)(C)(iii))*
- e. provide for reasonable adaptations and accommodations for students with disabilities (Section 1111(b)(3)(C)(ix)(II)).*

These responsibilities apply to the assessments used for regular instruction students, as well as for students with disabilities and students for whom English is not the primary language.

In 2002, West Virginia began actively participating in a Council of Chief State School Officers consortium, called the Limited English Proficiency State Collaborative on Assessment and Student Standards, or LEP SCASS, to develop an English language proficiency assessment that meets all the requirements of NCLB and is aligned to West Virginia ELP standards. The Consortium, which received a federal Title 6 Enhanced Assessment grant that includes the states of Georgia, Indiana, Iowa, Louisiana, Nebraska, New Jersey, Nevada, North Carolina, Ohio, Oklahoma, Rhode Island, South Carolina, Texas, Virginia West Virginia, and the Department of Defense Education Agency. The English Language Development Assessment (ELDA) is designed to align with member states’ standards and to measure the progress and attainment of English language

proficiency of K-12 LEPs. Other entities involved with the ELDA test development are the American Institutes for Research (AIR), Measurement Incorporated (MI), Center for the Study of Assessment Validity and Evaluation (C-SAVE) and the UCLA National Center for Research on Evaluation, Standards and Student Testing (CRESST). As a member of the CCSSO LEP SCASS consortium, West Virginia state and local district educators have been actively involved in the test development process and have participated in four operational tests. West Virginia maintains the option of using the ELDA test products (referred to as the WESTELL assessment) for statewide administration, with an Operations Contractor chosen through this RFQ process. The number/type of test items are as follows (MC=Multiple Choice, CR=Constructed Response, SCR=Short Constructed Response):

<b>Table 1: Number/Type of Items per grade span</b>					
<b>Grade Span</b>	<b>K-2 <i>Inventor y</i></b>	<b>1-2</b>	<b>3-5</b>	<b>6-8</b>	<b>9-12</b>
<b>Listening Items # types</b>	7 entries	6 MC	50 MC	50 MC	60 MC
<b>Reading Items # types</b>	14 entries	6 MC	50 MC	50 MC	60 MC
<b>Writing Items # types</b>	9 entries	2 SCR 2 MC	1 extended CR 3 SCR 15 MC	1 extended CR 3 SCR 15 MC	1 extended CR 4 SCR 15 MC
<b>Speaking Items # types</b>	8 entries	2 prompted oral response	16 prompted oral response	16 prompted oral response	16 prompted oral response

West Virginia has 55 school districts, and approximately 50 of these districts served about 1,500 LEPs in the 2007-2008 school year. The number of LEPs in the state has grown at a rapid rate over the last five years. Table 2 data estimates the number of LEP students that will be assessed using the annual ELP assessments based on a 10% growth projection from 2007-2008 totals:

<b>Table 2: Estimated Number of Students to be assessed in 2009</b>	
<b>Grade Span</b>	<b>Taking the Annual Assessment</b>
K-2	Approximately 400
3-5	Approximately 425
6-8	Approximately 425
9-12	Approximately 400
<b>Totals</b>	<b>Approximately 1650</b>

The assessments shall be administered by school districts during a **five-week testing window March 23 - April 25, 2009** (one year with the option to pursue a renewal for two one-year operations). All assessments shall be administered by school district personnel.

## **QUOTES**

For purposes of this RFQ, using the numbers of students listed in Table 2 above (incremented by 15% in each cell) as a guide, the Contractor shall work with the West Virginia Department of Education (WVDE) and individual local school districts to ensure that all LEP students are assessed using the West Virginia-Owned Test, and shall facilitate the integration of LEP student assessment information with both the state's academic and student information system (West Virginia Electronic Information System (WVEIS)). There are three prices that must be quoted for bidding under this RFQ:

1. Annual Assessment Operations Using West Virginia-Owned Test with Central Scoring of All Portions of the Test
2. Annual Assessment Operations Using West Virginia-Owned Test with Central Scoring of Listening, Reading and Writing and Local Scoring for the Speaking Portion of the Test
3. Annual Assessment Operations Using West Virginia-Owned Test for materials that are ordered, printed, shipped but not scored

The contract will be for the Spring 2009 administration (one year with the option to pursue a renewal for two one-year operations).

## **Mandatory Specification**

The vendor must have completed at least three (3) similar projects with a scope that included a minimum of 2,000 student assessments within the last five years.

Failure to meet this stipulation may be grounds for immediate disqualification from the bidding process.

## PRODUCTION, DISTRIBUTION AND COLLECTION

The test administration plan shall include an overall timeline and deliverables for the production, distribution and collection of test materials and the production and distribution of test support materials.

The Contractor shall include the following deliverables in its test administration plan:

- Administration Materials – The Contractor shall develop and produce the following test materials:
  - Test booklets
  - Audio (CD or Cassette Tape) stimuli
  - Student response forms and media (including cassette tapes, CDs, or other digitized data recording media)
  - Large-print and Braille versions (font as per West Virginia Special Education Record Testing Accommodation Codes <http://wvde.state.wv.us/ose/RevisedAssessmentCodes.pdf> )
  - Student questionnaires
  - Scoring materials for local scoring option for speaking section of annual ELP assessment
- Test Administration Training and Support Materials – The Contractor shall develop and produce in paper form the following test administration training and support materials:
  - Test administration manual (2 per district and 1 per 20 students at each school, or 1 per school and/or district with less than 20 students)
  - District testing coordinator's guide (2 per district)
  - School testing coordinator's guide (2 per school)
  - Testing administration manuals for the Braille, large-print, and electronic or online versions
  - Administration training materials (1 paper version per district and per school)
  - Coordination training materials (1 paper version per district and per school)
  - Scoring guide and training materials for local scoring option for speaking section of annual ELP assessment (1 paper version per district and per school)
  - Administration questionnaires (1 paper version per district and per school)
- Testing Coordinator's Guide – The Contractor shall design, print, and distribute a guide document that informs the district and school testing coordinators of their responsibilities with regard to the implementation of the ELP Assessment. The Contractor shall propose the contents of the guide, subject to the review and approval of the WVDE. Generally, the guide shall provide the district and school coordinators with specific directions regarding responsibilities associated with distribution of materials, receipt of materials from the schools, shipping materials back to the Contractor for scoring, distribution of overage materials, responding to questions and problems, and security of materials. The Contractor shall provide an electronic version of the guide, as well as print the guide and distribute copies to each local district and school in the quantities specified above. The Contractor shall maintain additional copies for distribution at the request of a district or school. The West Virginia Department of Education requires prior approval of all materials prior to printing.
- Test Administration Manual – The Contractor shall design, print and distribute a test

administration manual. The Contractor shall provide an electronic version of the manual and duplicate and distribute the manual to each local district and school in the quantities specified above. The Contractor shall maintain additional copies for distribution at the request of a district or school. The West Virginia Department of Education requires prior approval of all materials prior to printing.

- Student Response Documents and Media – The Contractor shall design, produce and distribute student response documents and media for all forms of the test in all the domain areas and grade spans to be tested. The Contractor shall provide a precoding service that eliminates the need for bubbling most of the biographic and demographic information (state student ID number, date of birth, gender, school and district identification, and student classification data) on student test booklets. The Contractor shall print and distribute a sufficient number of answer documents and media for each student to be assessed, as determined by the Contractor and the districts before the assessment window, plus a 10% overage at the district levels to be sent to the West Virginia Department of Education. The West Virginia Department of Education requires prior approval of all materials prior to printing.
- Training Procedures – The test development plan shall include standardized and uniform procedures for training of personnel for test administration, coordination and school scoring as necessary. The Contractor shall be responsible for providing initial training of trainers workshops to all state personnel and local district personnel involved in coordination and administration of the test. The West Virginia Department of Education requires prior approval of all initial training procedures, format, venue and content. The training should align with state testing requirements as stipulated in Policy 2340 West Virginia Measures of Academic Progress Program <http://wvde.state.wv.us/policies/p2340.doc>. The Contractor shall also specify procedures and provide materials for ongoing training of state and local personnel, and for initial training of new test administration and coordination personnel. The Contractor shall work with WVDE and its designated agencies to provide at least three (3) regional administration training workshops in face-to-face or remote technology (audio and video or web-based conferencing) formats annually.
- Test Accommodations –The Contractor shall include procedures for the use of specific pre-approved instructional accommodations for LEP students with disabilities that will be allowed for the ELP test. The Contractor shall include in the test administration manual a rationale for and description of test accommodations that are appropriate and valid for the population of students to be tested based on scientifically valid research and best practice, including the principles of Universal Design for Learning (UDL). The rationale for these test accommodations shall account for the validity and appropriateness of specific accommodations for different English language proficiency levels in each of the four domains of Speaking, Listening, Reading and Writing. It shall also account for English language learners with different disabilities and/or exceptionalities (e.g., giftedness) and varying degrees thereof. The Contractor shall adhere to the provisions for accommodations and modifications in the West Virginia state regulation governing state testing accommodations for special populations, including English language learners as defined in West Virginia Board of Education Policy 2340 West Virginia Measures of Academic Progress Program <http://wvde.state.wv.us/policies/p2340.pdf>
- Printing– The Contractor shall be responsible for printing all products required for the ELP assessment, and including other ancillary materials not otherwise listed, such as memoranda, letters, and handouts for meetings. The West Virginia Department of

Education requires prior approval of all materials prior to printing.

- Packaging of Test and Test Support Materials – The Contractor shall be responsible for all arrangements including personnel, Subcontractors, and costs associated with obtaining orders, packaging, distributing, and collecting test materials. The Contractor shall plan and budget for a ten percent materials overage to every school testing site and a five percent overage to every district site. The Contractor shall maintain detailed records of the number of tests ordered, retrieved and scored for each district. The Contractor shall be responsible for proper packaging of all test materials for shipment to local districts and to WVDE. The Contractor shall design, print, and distribute packing lists for each school and school district. The district and school packing lists shall itemize the materials that are being shipped to the district, including overage materials, the quantities shipped, and the destination of each. The test administration plan shall also describe procedures for providing appropriate materials for students with IEPs and Section 504 Plans (see West Virginia Board of Education Policy 2419 West Virginia Regulations for the Education of Exceptional Students <http://wvde.state.wv.us/policies/p2419.pdf> ) that call for test format variations such as Braille, large print, and electronic media. These materials will be packaged separately and labeled, but will be included in the same shipment with other testing materials, if possible. WVDE will submit a distribution list to the selected vendor.
- Distribution of Test and Test Support Materials –The Contractor shall be responsible for the distribution of all required test and test support materials to each local district. The district ELP testing coordinators shall be responsible for distribution of all test materials to the appropriate school testing coordinators. The test administration plan shall describe procedures for obtaining and verifying the name, address, phone number, and work e-mail address of district and school testing coordinators prior to the annual assessment window, in sufficient time to make all arrangements for delivery of materials to districts. The test administration plan shall also describe procedures to allow district and school testing coordinator information to be updated at any time during the school year. The Contractor shall provide the district and school test coordinator contact list to WVDE bi-annually in an electronic spreadsheet/data base using a format approved by WVDE. The Contractor shall make the district and school testing coordinator contact list available to other district testing coordinators on a secure web site hosted by the Contractor. Appropriate WVDE personnel shall have access rights to the secure contact list web site. The Contractor shall ensure that districts shall receive test administration support materials and test materials no later than 15 days prior to the start date of the annual assessment window. The Contractor shall maintain an inventory control process wherein all test products being shipped to and from the Contractor's facilities are counted and tracked. Missing shipments shall be traced, located, and redirected to the proper location. The Contractor shall provide for inside delivery in the shipments of test materials to local districts and to the WVDE. The Contractor shall post on a Contractor-sponsored ELP assessment web site all appropriate materials to support districts and schools in test administration. The Contractor shall provide for the use of a toll-free help line and an e-mail technical support service at least one calendar month before, during, and one calendar month after the annual testing window to assist with delivery and retrieval of test materials.
- Collection and Receipt Procedures – The Contractor shall be responsible for the collection of secure test materials during and after the annual assessment window. The Contractor shall provide pre-paid shipping for districts to return completed tests and answer documents. The Contractor shall design, print, and distribute return shipping labels for each school to return materials to the district assessment coordinator at

district expense. The Contractor shall provide labels and a shipping method for the district assessment coordinator to return the materials to the Contractor for scoring at the Contractor's expense. Such shipping method shall be by traceable delivery. If boxes that were used to initially ship materials are to be used again to return materials, this shall be made explicitly clear in all directions to school district and school personnel. The Contractor shall be responsible for ensuring that districts return all test materials to the Contractor for scoring no later than ten (10) working days after the close of the testing window for the annual assessment. The test administration plan shall include a description of procedures to be used by districts for the inventory of all materials and the collection and shipping procedures for all tests, completed answer documents and media.

- Security Procedures – The Contractor shall ensure the implementation of rigorous security procedures in the production, distribution and collection of all test and test administration support materials and shall provide detailed documentation of these procedures. In addition, the test administration plan shall describe procedures for the collection and secure destruction of secure materials (including unused tests, unused answer documents, test administration manuals, and scoring guides) to be conducted by the Contractor once each year following the end of the fiscal year. The test administration plan shall also describe a method by which districts could elect to securely destroy unused or damaged test materials. Vendor will include a sample of security checklist.
- Storage – The Contractor shall catalog and physically store completed student test response documents and media in a secure facility for one year. The Contractor shall also employ electronic imaging and duplication technologies to archive all student responses for five years. At the completion of five years the Contractor shall securely destroy these archived student test response materials.

## **TASK DELIVERABLES**

- ⇒ The Contractor shall produce, package, and deliver annual ELP test materials and test support materials as described in this section of the RFQ.
- ⇒ The Contractor shall produce and deliver the annual ELP test administration manual and test coordinator's guide for the annual ELP assessments as described in this section of the RFQ.
- ⇒ The Contractor shall produce, package, deliver and collect student answer documents and media for the annual ELP assessment as described in this section of the RFQ.
- ⇒ The Contractor shall produce and provide materials for standardized and uniform training of personnel for test administration, coordination and school scoring as necessary for the annual ELP test as described in this section of the RFQ.
- ⇒ The Contractor shall develop and provide annual ELP test administration procedures, including the use of appropriate accommodations, for students with disabilities as described in this section of the RFQ.
- ⇒ The Contractor shall provide a sample of security checklists to all districts.

## **GENERAL SCORING PLAN**

The Contractor shall develop and provide a scoring and quality assurance plan that describes what annual ELP scores will be generated and reported, how all student test responses will be scored and how scoring data files will be generated and maintained. The scoring plan shall include information on how quality assurance activities will be implemented throughout the entire process of scoring, analysis, and reporting.

The scoring and quality assurance plan must address the following:

- **General Scoring** – The Contractor shall specify in its scoring and quality assurance plan the process for scoring all student responses for multiple-choice, oral and written constructed-response items. Specifications shall include the timeline and deliverables for scoring and reporting of student level data to the state, districts, schools and students. The Contractor shall identify key personnel and any Subcontractors that will be involved in this process. The scoring and quality assurance plan shall also describe how the Contractor will implement the following: 1) a common scale for the domains of Speaking, Listening, Reading and Writing, as well as Comprehension and composite scale scores, and 2) a longitudinal vertical scale from K-12 that will provide a means to measure individual student incremental growth toward full English language proficiency. The scoring plan shall include a description of how scored student response documents and media will be associated with the following elements: West Virginia district and school codes, and the unique West Virginia state student identification number.
- **Scanning and Scoring of Student Response Forms** – The Contractor shall use Optical Mark Reading (OMR) equipment to scan student response booklets (multiple-choice items) and student response forms (including teacher recorded ratings of student observation, if applicable), score report forms (if applicable), school and district control forms, and Contractor's internal score recording forms. The Contractor shall score all multiple-choice items for all forms of the tested domains at all grade spans. The Contractor shall notify WVDE regarding all possible invalidations with the final decision to be made by WVDE. The Contractor shall provide raw scores by tested domain and right or wrong marks by test item response. The Contractor shall demonstrate capability, capacity, and accuracy of the OMR equipment and scanning process, and shall describe quality assurance procedures for accurate scanning and scoring of multiple-choice items.
- **Constructed-Response Scoring Site and Staff Selection** – The Contractor shall select the site(s) at which scoring of written and oral constructed response items will occur. The site(s) may or may not be located in West Virginia. The Contractor shall be responsible for all features of the scoring site(s) needed to complete the scoring. The Contractor shall select the individuals who will score the student responses and the individuals who will supervise and coordinate them using standardized procedures and criteria approved by WVDE. Scorers and scoring supervisors may or may not be West Virginia educators. Individuals who have previously worked as scorers or who have had classroom teaching experience are preferred. There shall be a table leader for small groups of scorers as well as an overall scoring supervisor.
- **Constructed-Response Scoring Protocols** – The Contractor shall develop and produce detailed scoring protocols and programs for oral and written constructed-response items.
- **Constructed-Response Scoring Materials** – The Contractor shall also develop and produce other scoring materials, including, but not limited to, scoring guides, anchor



papers/oral samples, and training materials for readers (written constructed-responses) and oral response raters (oral constructed-responses). The Contractor shall be responsible for identifying student responses to be used in the following three ways: training table leaders and scorers; serving as anchor responses to illustrate each possible score point; and serving as calibration responses to be randomly given scorers throughout the day to verify that they are still reading/rating accurately.

- Scoring Procedures for Constructed-Responses – The Contractor shall be responsible for scoring all written and oral constructed-response items. For planning purposes, the Contractor shall assume that each student response will be read or listened to and scored by one reader or rater with 20% of the student responses read or rated by a second independent reader or oral response rater. The Contractor shall implement procedures for including a third reading or rating if the first two readings or ratings are not identical or within one score value. Readers or raters shall work independently with no advance knowledge of scores assigned by other scorers. The Contractor shall be responsible for all costs related to scoring, including paying all scorers, and covering all travel and per diem costs.
- Scoring Training – The Contractor shall select and train readers and oral response raters, implement the scoring sessions, and ensure the validity and reliability of scoring oral and written constructed-responses. The Contractor shall monitor the scoring process and document item inter-rater reliability and inter-rater agreement. The Contractor shall review and assure that the scoring process meets professional psychometric standards. The Contractor shall be required to deliver initial reader/rater training as well as refresher training for any individual whose scoring accuracy drops below acceptable standards of accuracy during the scoring sessions. The Contractor shall also document and implement methods to detect if readers/raters have drifted from the scoring criteria and provide training to control for scorer drift. The Contractor shall propose the standards of accuracy for the scoring process to WVDE for review and approval.
- Local Scoring for Lower Elementary/Primary – For a Lower Elementary/Primary test where the test administrator scores or rates student responses and/or performances as the student participates in the assessment, the Contractor shall derive all scoring information directly from the student response forms and materials received from the school. The Contractor shall not be required to perform any central scoring operations involving hired readers/oral response raters. The Contractor shall be responsible for providing training to local scorers or raters using scoring training protocols to ensure inter-rater reliability and inter-rater agreement that meet professional psychometric standards. The Contractor will be required to document all K-2 student (school or Contractor scored) scores for further analysis and use.
- Local Scoring and Training Option for Speaking (Cost Option) – For the speaking tests in grades Lower Elementary/Primary (K-2), Upper Elementary/Intermediate (3-5), Middle School (6-8), and High School (9-12) or their school level equivalent, the Contractor shall establish scoring procedures and protocols for local scoring of oral constructed responses and performances for speaking test items. The procedures shall provide options for simultaneous testing and scoring in one-on-one (individual) administration settings, where the test administrator scores the oral constructed responses or performances as the test is administered to individual students, and for scoring individual student recorded responses and performances in small group administration settings. All scoring information will be derived directly from the student response forms and materials received from the school. The Contractor shall be

responsible for providing training to local scorers or raters using scoring training protocols to ensure inter-rater reliability and inter-rater agreement that meet professional psychometric standards.

- Quality Assurance Procedures – The Contractor shall be responsible for providing quality control for all scoring processes, collection of assessments, and products. The scoring and quality assurance plan shall describe procedures to assure that all assessment materials are correctly and reliably scored. The Contractor shall implement quality control checks at all phases of production related to scanning student answer documents and generating data files from the results. The plan must specify quality control measures for the scoring and handling of all items including, but not limited to, verification of the scoring program, editing and resolution procedures for questionable answer documents (for example, with multiple marks, poor erasures, poorly recorded oral responses, incomplete data or orphan documents), and combining and aggregating objective response scores with constructed-response scores at the school, district, county, and state levels. The Contractor shall provide a written assurance that all scoring results are completely accurate and that printed documents do not contain errors. The Contractor shall ensure that all test results are correctly attributed to the students, schools, districts, counties, and subgroups for which aggregate test results are obtained. The scoring and quality assurance plan shall establish a process for maintaining an accurate roster of district ELP test coordinators for all districts, gathering enrollment verification information, and collecting a completed test security agreement before any test materials are released to each district. The Contractor shall provide a listing of all schools/districts who have missing test books within 20 days of the last day of testing.
- Security Procedures – The Contractor shall ensure the implementation of rigorous security procedures for all test materials in the scoring of student responses and generation and maintenance of student data files, and shall provide detailed documentation of these procedures. The scoring and quality assurance plan shall describe the facilities, personnel, equipment, processes, procedures, and safeguards necessary to ensure that all test materials including student response documents and media, test booklets, administration materials, and ancillary materials are handled securely. In addition, the Contractor shall ensure that all student responses will be scored without knowledge of the student's name, gender, ethnicity, education classification (e.g., students with disabilities) school identification, or district identification. Scorers shall be instructed how to maintain security of student responses and how to be alert for responses that may indicate serious potential problems such as suicide, abuse, threats to others, etc. Once such potential problems are identified, the proper WVDE personnel shall be notified in a timely manner.

## **TASK DELIVERABLES**

- ⇒ The Contractor shall produce and provide a scoring and quality assurance plan for the annual ELP assessment as described in this section of the RFQ. The West Virginia Department of Education requires prior approval of all materials prior to printing.
- ⇒ The Contractor shall score and produce reports for all student responses for all parts of the annual ELP assessment as described in this section of the RFQ. The West Virginia Department of Education requires prior approval of all materials prior to printing.

- ⇒ The Contractor may propose a model for local scoring of the Speaking portion of the annual ELP test, and/or for lower elementary/primary tests involving student performance ratings, consistent with validity and reliability requirements set forth in this RFQ. The West Virginia Department of Education requires prior approval of all materials prior to printing.
- ⇒ The Contractor shall conduct training and provide training materials for scoring all student constructed responses and/or performances in the annual ELP assessment as described in this section of the RFQ. The West Virginia Department of Education requires prior approval of all materials prior to printing.

## **SCORING DATA MANAGEMENT AND ANALYSIS**

The Contractor shall develop and implement a plan for generating, maintaining, and analyzing student data results from all scoring and rating procedures covered in this RFQ. The plan shall list and describe all analyses necessary to provide ELP test results at the individual student, school, district, and state levels. A test analysis plan shall also be provided for any embedded multiple-choice and written or oral constructed-response items. The Contractor shall be responsible for establishing a timeline for tasks, progress reports and deliverables to be approved by WVDE.

The plan shall address the following:

- **Electronic Data Management** – The Contractor shall create electronic data files from all scoring and rating results of the test according to electronic data standards provided in this RFQ and to specifications approved by WVDE. The Contractor shall be responsible for an electronic data management system that will establish, maintain, and submit to WVDE data dictionaries for every data file and system that interface with the West Virginia Electronic Information System (WVEIS). The data dictionaries shall include the names, formats, values, attributes, and descriptions of every data element. Every data element in the data dictionary shall adhere to WVDE's preferred variation for that data element unless otherwise approved by WVDE. Data dictionaries must be provided to WVDE at least 20 working days prior to the delivery of associated data files and systems.
- **Data Warehousing** – The Contractor shall design and implement a longitudinal data warehouse that will store ELP assessment information on individual students over multiple years so that progress can be measured and reported. The Contractor shall prepare a plan for developing the data warehouse for review and approval by WVDE. The plan shall include timelines for implementation, a description of the software platform to be used, the data elements to be included, and any anticipated problems for which solutions must be sought. The Contractor shall create and maintain this data warehouse throughout the lifetime of the Contract for all assessment administrations and shall provide the electronic file for the data warehouse to WVDE and/or a subsequent assessment Contractor at a time specified by WVDE. The Contractor shall design the data warehouse so that it does not use a proprietary system that would preclude its transfer to a different Contractor in the future. The Contractor shall also be responsible for ensuring two-way compatibility between the data warehouse and the state's WVEIS student information system and shall provide access to and facilitation of data transfer between the two systems.

- Security Procedures – The Contractor shall ensure that documentation and all test items, test materials, electronic files, and data are developed, used, and maintained in a secure manner to protect the confidentiality of all students tested, including all materials, records, and files and adheres to Family Educational Rights and Privacy Act (FERPA)/state requirements. With WVDE approval, the Contractor shall provide a secure web site where districts may obtain secure documentation and data files using password login and data encryption.

## **TASK DELIVERABLES**

- ⇒ The Contractor shall produce and provide a plan for analyzing and managing all data elements and files associated with the implementation of the annual ELP assessment covered in this section of the RFQ.
- ⇒ The Contractor shall operate an electronic data management system for the annual ELP assessment according to specifications in this section of the RFQ.
- ⇒ The Contractor shall create, operate and maintain a longitudinal data warehouse to store student level ELP assessment information across multiple years as described in this section of the RFQ.
- ⇒ The Contractor shall provide necessary information for a WVDE alignment study on the agreement between West Virginia's ELP standards and the annual ELP assessment.

## **REPORTING PLAN**

The Contractor shall develop a comprehensive plan for reporting annual ELP assessment test results. The reporting plan shall describe the preparation, production, printing, and delivery of all required reports to the WVDE, local districts, schools and students' parents. The Contractor shall be responsible for producing paper and electronic reports at the individual student level as well as paper and electronic summary reports at the school, district, regional and state levels, including all subgroups identified by the student demographic survey administered with the ELP assessment and/or through the state student information system, as approved by WVDE. The reporting plan shall include a description of how scored student response documents will be appropriately associated with the following elements: a single, unique and accurate West Virginia state-assigned student identification number and the student's current school and district unique code identification number at the time of current testing.

The reporting plan shall address the following:

- Student Level Reports – The Contractor shall produce and distribute student level reports with scale scores and proficiency levels for each test section or domain (Speaking, Listening, Reading and Writing), as well as a Comprehension score and level derived from the Listening and Reading section results, and an overall scale score and English language proficiency level due to the WVDE by August 1. Scores must be displayed in numeric and graphic formats. The Contractor shall provide two (2) paper copies to each local district within a timeframe approved by WVDE prior to the end of the school year during which the test was administered, and no later than the approved WVDE release date for similar West Virginia Core Content test reports each year so that the district can send each parent a paper copy of the individual report and maintain a paper copy locally. The reports should align to standards outlined in West Virginia

Board of Education Policy 2340 West Virginia Measures of Academic Progress Program <http://wvde.state.wv.us/policies/p2340.pdf>. The Contractor shall prescribe procedures for secure local storage of electronic copies of student level reports, subject to approval by WVDE and adhere to FERPA/state requirements.

- School, District and State Summary Reports – The Contractor shall produce and distribute summary reports at the school, district and state levels which display results at an equivalent level of detail for annual ELP assessments, and combined current year and previous year annual ELP assessments due to the WVDE by August 1.
  - School Reports – School reports shall include at a minimum, fields for total number tested, school average scale scores and percent of students at each proficiency level by the individual components of the English language proficiency assessment and overall, demographic performance summaries. An additional separate school student roster report shall be produced. This school LEP student roster shall include at a minimum the following: student name, unique student identifier number, number of years in a US school, current academic grade level, demographic information (gender, ethnicity, disability etc.), and scale score and performance level on the individual components of the English language proficiency assessment. The Contractor shall provide paper and electronic copies of the school reports to each district with across school district level summary information. Districts shall be provided with school reports and summary information for annual assessments no later than the approved WVDE release date for similar West Virginia Core Content test reports each year. Additionally, districts shall be provided with school reports for combined current year and previous year annual ELP assessments no later than the approved WVDE release date for similar West Virginia Core Content test reports year.
  - District Reports – District reports shall include fields for the total number tested, local district average scale score, percent of students at each proficiency level by test section and overall, demographic performance summary by test section and overall, and a roster of schools' results. Districts shall be provided with district paper and electronic reports for annual assessments no later than the approved WVDE release date for similar West Virginia Core Content test reports each year. Additionally, districts must be provided with district level paper and electronic reports for combined annual and combined current year and previous year annual ELP assessments no later than the approved WVDE release date for similar West Virginia Core Content test reports each year.
  - State Reports – A state report comparable to the school and local district reports shall be produced and provided to WVDE. WVDE must be provided with state paper and electronic reports for annual assessments no later than the approved WVDE release date for similar West Virginia Core Content test reports each year. Additionally, WVDE must be provided with state paper and electronic reports for combined annual plus combined current year and previous year annual ELP assessments no later than the approved WVDE release date for similar West Virginia Core Content test reports each year.
- Electronic Student Data Files – The Contractor shall produce and deliver student-level data files to the appropriate school and district and to WVDE on a monthly schedule within eight to twelve weeks from the date of receipt from the local district of the student response documents and media. A cumulative file of annual ELP assessment results shall be available to the local district and WVDE not later than December 31 of each

year. The Contractor shall provide a secure password-protected web site for use by WVDE and local districts to download student data files. The site shall provide access rights for appropriate local district and WVDE personnel. All student-level data provided to local districts shall have student responses to test items suppressed. Files provided to local districts and WVDE shall be available in both fixed-length and comma-delimited formats. Upon request, the Contractor shall also provide local districts and WVDE with CD-ROMs that contain the data for the annual ELP assessments. The Contractor shall also provide local districts and WVDE with a web-based application that will allow these entities to generate custom reports and analyses using the student level data.

- Electronic Student Response Files – The Contractor shall produce and deliver student response files that contain student responses to multiple-choice answers, scores to constructed-response questions, ratings to observation instruments and test scores to WVDE. A cumulative file of annual ELP assessment results shall be available no later than August 31 of each year (or at a date determined by WVDE). The Contractor shall provide a secure password-protected web/FTP site for use by WVDE to download student response files. The student response files shall be available in a format specified by WVDE. Upon request, the Contractor shall also provide CD-ROMs to WVDE.
- WVDE ELP Assessment Website – The Contractor shall provide ELP assessment data for an ELP Assessment website developed and hosted by WVDE. Summary data files shall be provided in a format specified by WVDE to allow the direct importation of the data into a WVDE database. Summary data shall be provided for all schools, districts and the state as applicable. Number of examinees, average scale score, and percent at each proficiency level shall be summarized for the five reported domains of Listening, Speaking, Reading, Writing, Comprehension, as well as Overall and English Proficient. All of these reporting domains shall be displayed for the following major categories: all assessments and annual ELP assessments. Two summary files shall be produced, one with fewer than ten students suppressed and another without suppression. For each major category, summary results including, but not limited to, the following populations shall be reported: gender, students receiving special education services (IEPs), students tested with modifications, primary language, number of years enrolled in a U.S. school, formal versus limited or no formal schooling, LEP instructional service type, and program participation. Summary data and files for AMAO reports for districts and the state shall also be provided to WVDE for the website.
- Research Files – The Contractor shall produce a state level research file, which contains all disaggregated district and school results. The Contractor shall produce local district level research files that contain summarized district and school results. These research files shall include all the subpopulations tested and the suppression of results for fewer than ten students. Compressed (zipped) research files shall be produced in comma-delimited and dbf formats. Non-compressed research files shall be produced in comma-delimited formats. The reporting plan shall provide content suitable for posting on the WVDE website by the following schedule: provide to WVDE annual assessment summary data and research files no later than August 31 each year and provide combined annual ELP assessment summary data and research files no later than August 31 of each year.
- Narrative Report Specifications – All narrative reports submitted by the Contractor shall include an Executive Summary, the full text, and appendixes containing all relevant data tables. The Executive Summary shall be written to stand alone as a document suitable

for public distribution. All final narrative reports and all electronic deliverables shall be provided in Microsoft Word, PDF, and HTML format for distribution and possible posting on the Contractor's ELP assessment web site or WVDE's web site. The Contractor shall also submit Microsoft Excel spreadsheet versions of all tables and technical appendixes.

### **TASK DELIVERABLES**

- ⇒ The Contractor shall develop and implement a plan for reporting the results of annual ELP assessments at the student, school, district and state levels, and for providing all associated student data and response files and research files to WVDE and other appropriate recipients as described in this section of the RFQ.
- ⇒ The Contractor shall provide evidence/assurances that the vendor's reports shall interface with the WVEIS system.
- ⇒ The Contractor shall produce and publish, with WVDE approval, ELP assessment data and reports for an ELP assessment website as described in this section of the RFQ.
- ⇒ The Contractor shall produce and publish all narrative reports associated with the ELP assessments as described in this section of the RFQ.

### **OPERATIONS MANAGEMENT**

- Administrative Tasks – The Contractor shall provide administrative tasks (including, but not limited to, printing and distribution), scoring, and reporting for annual assessments which are administered from September 1, 2008 through August 30, 2009;
- Term of Contract – The contract shall be for the Spring 2009 administration (one year with the option to pursue a renewal for two one-year operations).
- Management Meetings – The Contractor shall provide for bi-weekly face-to-face, telephone, or videoconference management meetings between the Contractor and WVDE staff. These weekly management meetings shall provide an opportunity to review and discuss task implementation and status. Subcontractors shall be included as appropriate to the task. Subcontractors may be included via telephone or videoconference. The Contractor and any Subcontractors shall plan and budget for the cost of sending staff to quarterly management meetings.
- Reports Standards – The Contractor shall conform to professional writing standards for all deliverable reports. Reports shall be consistent with the guidelines set forth in the *Publication Manual of the American Psychological Association: Fifth Edition*.
- Ownership of Materials – The Contractor shall establish WVDE as the exclusive owner of all materials developed in any form under this RFQ, including, but not limited to, the following: records of meetings, notes, minutes, summaries, and rosters; field test items, operational test items, released test items, item graphics, item data, item analyses, item data bases, tests, test forms, test versions, test results, test data, test statistics, test score conversion tables, equating studies, standard setting studies, and test documentation; materials developed for scoring, scoring keys, scoring rubrics, scoring conversion tables, analyses, reporting, report layouts, report formats, and examiner training; data files, data layouts, data dictionaries, analyses, research findings, research reports, and data bases; and help desk logs, help desk summaries, and audit reports.



- WVDE Approval Schedule – WVDE shall approve all materials and/or deliverables developed in conjunction with this RFQ. The Contractor shall not disseminate any written information, materials, or deliverables to the field, public, or any other third party without WVDE's written approval. The Contractor shall allow WVDE sufficient time to review the materials and/or deliverables, and if necessary, for the Contractor to make modifications as directed by WVDE, and for WVDE to review and sign-off on the revised submission. The Contractor is responsible for any costs associated with making modifications to materials and deliverables necessary to obtain WVDE's sign-off.
- Communications Plan – The Contractor shall work with WVDE and its designated agencies to develop and implement a communication plan for all aspects of the ELP assessment for multiple purposes and broad or targeted audiences, including, but not limited to, the general public, students, parents and families, schools, districts, state and federal governments, and other interested stakeholders.

### **TASK DELIVERABLES**

- ⇒ The Contractor shall provide for all administrative tasks, meetings and reports related to the ELP assessment implementation as described in this section of the RFQ.
- ⇒ The Contractor shall provide WVDE and its designated agencies or Contractors with all materials and services necessary for the continuity of ELP assessment implementation in transition to the subsequent contract period as described in this section of the RFQ.
- ⇒ The Contractor shall fully cooperate with WVDE and its designated agencies to develop and implement a comprehensive communication plan for the ELP assessment as described in this section of the RFQ.

### OPERATIONS IMPROVEMENT

The plan for the ongoing improvement of operations and policy shall address the following requirements:

- Technical Support Services – The Contractor shall operate a dedicated call center for the ELP assessment. The call center shall receive calls and e-mails on all working days from 8 a.m. to 5 p.m., EST. The call center shall respond to all calls and e-mails within one working day of receipt. The Contractor shall log, document, and summarize comments, complaints, and questions from schools or local districts regarding services and products provided by the Contractor. The Contractor shall develop scripts and referral guides. Each quarterly audit report shall contain a section that summarizes, analyzes, and evaluates these questions and complaints and a section that contains current scripts and referral guides. Electronic versions of the logs, summaries, scripts, and referral guides shall be made available to WVDE within ten working days of a request.
- WVDE Contacts – The Contractor shall develop and implement communications procedures with WVDE regarding operational issues. The proposal shall designate a primary contact for regular communication and a backup contact.

### **TASK DELIVERABLES**

- ⇒ The Contractor shall develop and implement a technical assistance call center to support all levels of ELP assessment implementation in the state as described in this section of the RFQ.
- ⇒ The Contractor shall communicate regularly with designated WVDE contact(s) regarding ELP assessment operational implementation as described in this section of the RFQ.



## RESEARCH PROJECTS

At the request of the Department, the Vendor may be asked to conduct various research projects to support initiatives related to assessment and accountability.

## **TASK DELIVERABLES**

- ⇒ The Vendor shall complete, upon the request of the Department, research projects to support initiatives related to assessment and accountability.

**EDD303930  
COST SHEET**

**Operations Contractor for ELP Assessment**

Quote 1: All Inclusive Price Per Student of Annual Assessment Operations Using West Virginia-Owned Test with **Vendor Scoring of All Portions** of the Test

Quote 2: All Inclusive Price Per Student of Annual Assessment Operations Using West Virginia-Owned Test with Vendor Scoring of Listening, Reading and Writing and **Local Scoring of the Speaking Portion** of the Test

Quote 3: All Inclusive Price Per Student of Annual Assessment Operations Using West Virginia-Owned Test for materials that are ordered, printed, shipped but **Not Scored**

	Cost Per Student	*Estimated Quantity	Total
Vendor Scoring of all Portions	\$	X 600	\$
Local Scoring of the Speaking (Vendor Scoring all other portions)	\$	X 1050	\$
Materials that are ordered but Not Scored	\$	X 50	\$
<b>Total Quote</b>			\$

**Item Pricing**

Vendors may be asked to quote prices in response to this RFQ. Vendors must realize that quantities, when provided, are estimates and will be used in the evaluation of the RFP. However, it is the intent of the RFQ that this contract be awarded as an open-ended contract. The actual quantities needed is anticipated to fluctuate and unknown at this time. The vendor's rate will be established as a result of this award, but the quantity of items needed will be considered open-ended, to be authorized in advance by the WVDE.

# State of West Virginia **VENDOR PREFERENCE CERTIFICATE**

Certification and application\* is hereby made for Preference in accordance with *West Virginia Code*, §5A-3-37. (Does not apply to construction contracts). *West Virginia Code*, §5A-3-37, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the *West Virginia Code*. This certificate for application is to be used to request such preference. The Purchasing Division will make the determination of the Resident Vendor Preference, if applicable.

- 1. **Application is made for 2.5% resident vendor preference for the reason checked:**  
 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**,  
 Bidder is a partnership, association or corporation resident vendor and has maintained its headquarters or principal place of business continuously in 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) years immediately preceding the date of this certification; **or**,  
 Bidder is a 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; **or**,
- 2. **Application is made for 2.5% resident vendor preference for the reason checked:**  
 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; **or**,
- 3. **Application is made for 2.5% resident vendor preference for the reason checked:**  
 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 Bidder's 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; **or**,
- 4. **Application is made for 5% resident vendor preference for the reason checked:**  
 Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; **or**,
- 5. **Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:**  
 Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; **or**,
- 6. **Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:**  
 Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.

Bidder understands if the Secretary of Revenue determines that a Bidder receiving preference has failed to continue to meet the requirements for such preference, the Secretary may order the Director of Purchasing to: (a) reject the bid; 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.

By submission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and authorizes the Department of 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.

**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 Purchasing Division in writing immediately.**

**Bidder:** \_\_\_\_\_ **Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Title:** \_\_\_\_\_

\*Check any combination of preference consideration(s) indicated above, which you are entitled to receive.

STATE OF WEST VIRGINIA  
Purchasing Division

## PURCHASING AFFIDAVIT

### VENDOR OWING A DEBT TO THE STATE:

*West Virginia Code* §5A-3-10a provides that: 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 the debt owed is an amount greater than one thousand dollars in the aggregate.

### PUBLIC IMPROVEMENT CONTRACTS & DRUG-FREE WORKPLACE ACT:

*West Virginia Code* §21-1D-5 provides that: Any solicitation for a public improvement construction contract shall require each vendor that submits a bid for the work to submit at the same time an affidavit that the vendor has a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the West Virginia Code. A public improvement construction contract may not be awarded to a vendor who does not have a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the West Virginia Code and who has not submitted that plan to the appropriate contracting authority in timely fashion. For a vendor who is a subcontractor, compliance with Section 5, Article 1D, Chapter 21 of the West Virginia Code may take place before their work on the public improvement is begun.

### ANTITRUST:

In submitting a bid to any agency for the state of West Virginia, the bidder offers and agrees that if the bid is accepted the bidder will convey, sell, assign or transfer to the state of West Virginia all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the state of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the state of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to the bidder.

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership or person or entity submitting a bid for the same materials, supplies, equipment or services and is in all respects fair and without collusion or fraud. I further certify that I am authorized to sign the certification on behalf of the bidder or this bid.

### LICENSING:

Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agencies or political subdivision. Furthermore, the vendor must provide all necessary releases to obtain information to enable the Director or spending unit to verify that the vendor is licensed and in good standing with the above entities.

### CONFIDENTIALITY:

The vendor agrees that he or she will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the agency's policies, procedures and rules. Vendors should visit [www.state.wv.us/admin/purchase/privacy](http://www.state.wv.us/admin/purchase/privacy) for the Notice of Agency Confidentiality Policies.

Under penalty of law for false swearing (West Virginia Code §61-5-3), it is hereby certified that the vendor acknowledges the information in this said affidavit and is in compliance with the requirements as stated.

Vendor's Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_