



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

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE

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
12/01/2008				

BID OPENING DATE: 12/11/2008 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
----- ADDENDUM NO. 2 -----						
THIS ADDENDUM IS ISSUED TO ADDRESS QUESTIONS AND CONCERNS RAISED PRIOR TO THE QUESTION SUBMISSION DEADLINE OF 10/29/2008.						
ATTACHMENT: QUESTIONS AND RESPONSES						
THE BID OPENING DATE IS EXTENDED:						
FROM: 12/04/2008						
TO : 12/11/2008						
0001	1	EA		924-10		
CONSULTING, EDUCATIONAL						
EXHIBIT 10						
REQUISITION NO.: EDD303930						
ADDENDUM ACKNOWLEDGEMENT						
I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY PROPOSAL, PLANS AND/OR SPECIFICATION, ETC.						
ADDENDUM NO.'S:						

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."

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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 Department of Administration
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NO. 1					
NO. 2					
NO. 3					
NO. 4					
NO. 5					
<p>I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF BIDS.</p> <p>VENDOR MUST CLEARLY UNDERSTAND THAT ANY VERBAL REPRESENTATION MADE OR ASSUMED TO BE MADE DURING ANY ORAL DISCUSSION HELD BETWEEN VENDOR'S REPRESENTATIVES AND ANY STATE PERSONNEL IS NOT BINDING. ONLY THE INFORMATION ISSUED IN WRITING AND ADDED TO THE SPECIFICATIONS BY AN OFFICIAL ADDENDUM IS BINDING.</p> <p>..... SIGNATURE</p> <p>..... COMPANY</p> <p>..... DATE</p> <p>REV. 11/96</p> <p>----- END OF ADDENDUM NO. 2 -----</p>						

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EDD303930
Addendum No. 2

Question #1: West Virginia maintains the option of using the ELDA test products (referred to as the WESTELL assessment) for statewide administration on page 9. Please specify exactly which ELDA products will be provided to the Contractor and in what format(s).

Response: The following products will be provided to the contractor: test booklets, K-2 inventory, answer documents (except for those multiple choice items which will be scored with scanning sheet), student questionnaires, audio stimuli, scoring keys, and test administration manuals.

Following are notes relating to the formatting (when applicable) to the items above. The 3-12 test booklet and answer documents and K, 1 & 2 inventories will be available in both hard copy and electronic versions. Audio stimuli, can be provided on CD to use as masters. Manuals are available as both hard copies and electronic files. Scoring keys for each of the forms will be provided in an excel file.

Question #2: Page 12 indicates the contractor will provide a 10% overage at the district level and deliver to WVDE. However, page 13 says the Contractor is to budget for a 10% overage to every school testing site and a 5% overage to every district site. Please clarify.

Response: The vendor is expected to provide only a 10% overage at the district level (see response to Question #9)

Question #3: Per page 19 the RFQ states "the contractor shall provide necessary information for a WVDE alignment study based upon the agreement between West Virginia's ELP standards and the annual ELP assessment." When does WVDE expect to conduct the alignment study? Also, can WVDE indicate the types of information the contractor will need to provide?

Response: The alignment study is to be conducted in the fall of 2009. The vendor will be expected to provide only the student data otherwise specified in the RFQ that will be included in state, district, and/or student reports.

Question #4: Per page 20, the RFQ requires that Electronic Student Data Files indicating school and district files are delivered 8-12 weeks after receipt of district materials and final cumulative files are due no later than December 31. Page 21 Research Files indicates summary data and research files are due no later than August 31. Please clarify the distinctions.

Response: August 31 is the deadline for initial data research files. Any errors or corrections must be completed by December 31.

Question #5: Page 21 Narrative Report Specifications. Will the Contractor be expected to produce this narrative technical report each year? If so, when is the report due to WVDE?

Response: The narrative report is due by December 31.

Question #6: What is the evaluation process the state will use to determine the winning vendor?

Response: When the Request for Quotation process is used, competitive bids are received, properly evaluated and an award is made to the **lowest responsible bidder** who meets specifications, in accordance with the **West Virginia Code §5A-3-11**.

Question #7: How is price taken into account in evaluation of submitted proposals?

Response: See question #6.

Question #8: RFQ page 13, Packaging of Test and Test Support Materials. "The contractor shall design, print and distribute packaging lists for each school and school district." How many schools are expected to participate in the WESTELL assessment?

Response: Approximately 300 schools are anticipated to participate.

Question #9: RFQ page 10, Quotes. "for purposes of this RFQ, using the numbers of students listed in Table 2 above (incremented by 15% in each cell..." Please clarify your count expectations. As an example, Grade Span 3-5 has a cell count of approximately 425 to be assessed in 2009. Materials will need to be shipped to approximately 50 districts. Each school is to receive a 10% materials overage, each district is to receive a 5% overage. If we were to anticipate 100 schools would receive need to receive testing materials, and each school were to be required to receive at least one overage test, a minimum of 100 extra test books over the 425 students would be needed. Each district would also require at least one additional overage test book. The distribution quantity then would be $425 + 100 + 50$, or 575. 425 times 115% is 489 books.

Response: "incremented by 15%" means that the projected numbers were increased 15% by the state from previous year numbers.

OVERAGE materials should not be included in the calculation. Vendors should use the exact numbers suggested on the final page 25.

OVERAGE materials will be purchased by the state. Those overage materials that are used by schools will be accounted for under the cost per student in Quotes 1 and 2 on page 25. Those overage materials that are requested but not used by schools will be accounted for under the cost per student in Quote 3 on page 25.

Question #10: RFQ page 11, Production, Distribution and Collection. "Administration Materials – The Contractor is to develop and produce the following test materials: Test booklets..." Please define your expectations regarding document development. It appears from the web that the test booklets, manuals, local scoring training materials, etc. are pure ELDA/CCSSO forms.

Response: Correct, the individual items are pure ELDA/CCSSO forms.

Question #11: How many hard copies of the proposal does the state require?

Response: Only one hard copy is required.

Question #12: Does the state wish the technical and cost information to be in the same binder or separately sealed?

Response: See response to question #11. As there is no other evaluation other than price, the vendor need not submit a separate technical proposal.

Question #13: Does the state require any electronic copies of the proposal (CD)?

Response: No.

Question #14: Pg 10 – Can the state please describe the nature of the integration of LEP student assessment information with the state’s academic and student information system?

Response: Each student that participates in the assessment will have a unique Student ID whereby the data will be integrated into the state’s information system.

Question #15: Pg 18 – Can we assume that the data going into the longitudinal data warehouse starts with the Spring 2009 administration and we are not required to load historical information from other sources?

Response: Yes.

Question #16: Pg 18 – when is the first delivery of the longitudinal data warehouse?

Response: The first delivery will be after the first administration is complete.

Question #17: Pg 18 – How many years of data are going into the longitudinal data warehouse? In what format will the previous data be provided?

Response: See response to question 15 above.

Question #18: Pg 18 – Can you describe the desired two-way compatibility between the data warehouse and the state’s SIS system?

Response: Student reports that the state receives should be identified by the unique Student ID provided by the state.

Question #19: Pg 19 – Reports appear to be due 8/1. However, there is a requirement that student level reports – 2 copies – must be provided to each local district within a timeframe approved by WVDE prior to the end of the school year. Is this a separate reporting deadline that is earlier than the 8/1 due date?

Response: No.

Question #20: Pg 20 – in the Summary Reports section they refer to reports displaying combined current year and previous year annual ELP assessments. Does this requirement only apply during the 2nd and subsequent years of the contract?

If not, where will the previous year data come from and what assumptions should be made about how that data will be received and processed?

Response: Yes, therefore the second condition (if not . . .) does not apply.

Question #21: Pg 20 – This requirement refers to the publishing of electronic student data files monthly within 8 to 12 weeks from the date of receipt of response documents. Since this is only a 5 week testing window, can they describe when these monthly postings would begin and end?

Response: It is anticipated that the postings occur no later than 8/1.

Question #22: Pg 18 - "The Contractor...shall provide the electronic file for the data warehouse to WVDE and/or a subsequent assessment Contractor at a time specified by WVD." - What should this electronic file contain and what is the goal / purpose of this file?

Response: The file should contain student data linked by multiple year results.

Question #23: As the General Terms & Conditions in the RFQ do not include clauses for Insurance, Indemnification, Disputes, etc., will these clauses be included in the Terms & Conditions in the contract and if so will they be negotiable?

Response: The Terms & Conditions set forth in the RFQ will be the same Terms & Conditions set forth in the award of the contract.

Question #24: Although there is no provision in the RFQ for delays in performance as a result of a force majeure event (events beyond the contractor's reasonable control including without limitation, acts of God; acts or omissions of governmental authorities or the other party or any third party; strikes, lockouts or other industrial disturbances; acts of public enemies; wars; blockades; riots; civil disturbances; epidemics; floods; hurricanes; tornadoes; and any other similar acts, events, or omissions), does the WVDE acknowledge that such delays in performance would not constitute a breach of the contract?

Response: Yes.

Question #25: On page 22 of the RFQ the WVDE addresses ownership of materials. We presume "materials" does not include any pre-existing materials or derivatives of pre-existing materials. Is this correct?

Response: Yes.

Question #26: Page 15, 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..." Based on this statement, are vendors to assume that range finding and the development of scorer training materials will be required?

Response: No.

Or does this statement mean that scorer training materials will be provided to the vendor but those training materials will need to be reviewed and possibly "refreshed" with current responses?

Response: Yes.

Question #27: If development of scorer training material is a requirement of this RFQ, does WVDE have guidance on the length of range finding or should the vendor propose?

Response: Development of scorer training material is not a requirement of the RFQ.

Question #28: Page 16, Local Scoring of Lower Elementary/Primary – "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." - Can vendors assume this local scorer training is in the form of "train the trainer"?

Response: Yes.

If so, what number of train the trainer sessions should vendors plan to conduct, what is the length of each session and how many participants can be expected to attend each session?

Response: 1 training of at least 3 hours duration which can be in the form of PowerPoint Webinar training

Will the vendor be expected to develop the scorer training materials presented at these sessions?

Response: No.

Or will the material be provided by WVDE to the vendor?

Response: Yes.

Question #29: Page 16, Local Scoring and Training Option for Speaking (Cost Option) - "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". - Can vendors assume this local scorer training is in the form of "train the trainer"?

Response: Yes.

If so, what number of train the trainer sessions should vendors plan to conduct, what is the length of each session and how many participants can be expected to attend each session?

Response: See response to question #28 above.

Are the K-2, 3-5, 6-8 and 9-12 grade bands combined into a single session(s) or are the grade bands trained separately?

Response: They are combined.

Will the vendor be expected to develop the scorer training materials presented at these sessions or will the material be provided by WVDE to the vendor?

Response: Materials will be provided by WVDE.

Question #30: Is there a web site or other location that vendors can access in order to view samples of ELDAWESTELL speaking items and rubrics, and writing prompts and rubrics?

Response: No these are secure items.

Question #31: RFQ p. 18 "A test analysis plan shall also be provided for any embedded multiple-choice and written or oral constructed-response items." Question: Does this mean WVDE intends to include field test items on the operational form of the WESTELL?

Response: No.

Question #32: RFQ p. 18 "A test analysis plan shall also be provided for any embedded multiple-choice and written or oral constructed-response items." Question: If field test items are included on the WESTELL, will the vendor be responsible for scoring speaking items?

Response: No.

Question #33: RFQ p. 18 "A test analysis plan shall also be provided for any embedded multiple-choice and written or oral constructed-response items." Question: If items are tested on WESTELL, are the same items being tested in other states that use ELDA as well? If so will these data be aggregated?

Response: No.

Question #34: RFQ p. 18 "A test analysis plan shall also be provided for any embedded multiple-choice and written or oral constructed-response items." Question: If items are to be field tested, where will these items come from (e.g., are they newly developed or from existing stockpiles)?

Response: These items have been developed by WVDE in consortium with other ELDA states.

Question #35: RFQ p. 18 "A test analysis plan shall also be provided for any embedded multiple-choice and written or oral constructed-response items." Question: Is the WVDE interested in developing new forms, or are you exploring the possibility of expanding content coverage or item presentation formats, etc?

Response: No.

Question #36: When will Q&A be provided, and will it be emailed or posted to a website?

Response: The Q&A is provided with this addendum and will be posted to the Purchasing Division's website, faxed, and then mailed to all known bidders.

Question #37: On what date will this contract be awarded?

Response: The contract will be awarded as soon as possible after the bid opening date.

Question #38: Can the State please provide a sample(s) of the following documents currently used for review?

- Answer documents/Response Forms
- Student Questionnaires

Response: The only information that is currently available about the test is available at <http://wvconnections.k12.wv.us/assessment.html>.

Question #39: Pg. 20 "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." - What is the state actually asking for, in terms of a recommendation or are there set standards in place that the state currently uses?

Response: There are currently set standards in place being utilized.

Question #40: Page 9. Table 2 provides a student count for the K-2 grade span of 400. Please provide a breakout of students by grade span (K) and grade span (1-2).

Response: The approximate number of students for each grade is as follows: K=170; 1=150; 2=130.

Question #41: Page 11. The administration materials listed on page 11 include student questionnaires. We are aware that student questionnaires were included with the initial ELDA operational administration, but they have not been used since. Does WVDE want to administer such questionnaires in 2009 and beyond?

Response: The questionnaire on Page 11 refers to the student identification information (this information can be captured electronically through Student Pre-ID files for existing students but there must be a questionnaire to capture at a minimum student name, ID #, etc. for students that were not enrolled or included in the Pre-ID files).

Question #42: Page 22. In the Management Meetings section of the RFQ, the first sentence refers to bi-weekly management meetings, while the second sentence refers to weekly management meetings; which is correct?

Response: It is anticipated that there be 2 meetings conducted per month.

Question #43: Page 25. This contract involves both fixed costs and per-student costs; how do we reflect the former on the cost page?

Response: Regardless of any cost category, all costs (fixed, variable, indirect, direct, reimbursable etc.) must be determined by the vendor and accounted for and included in the per student costs.