



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

Solicitation

NUMBER
EDD380738

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
CONNIE HILL 304-558-2157

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

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

DATE PRINTED
08/24/2012

BID OPENING DATE: 08/29/2012 BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
				ADDENDUM NO. 01		
				1. ANSWERS TO QUESTIONS RECEIVED.		
				2. ADDENDUM ACKNOWLEDGMENT. THIS DOCUMENT SHOULD BE SIGNED AND RETURNED WITH YOUR BID. FAILURE TO SIGN AND RETURN WITH YOUR BID MAY RESULT IN DISQUALIFICATION OF YOUR BID.		
				END OF ADDENDUM		
0001	1	JB		924-10		
				CONSULTING, EDUCATIONAL		
				OPERATIONS CONTRACTOR FOR THE WEST VIRGINIA TEST OF ENGLISH LANGUAGE LEARNING (WESTELL) ASSESSMENT OF ALL WEST VIRGINIA LIMITED ENGLISH PROFICIENT (LEP) STUDENTS IN ACCORDANCE WITH THE ATTACHED JOB REQUIREMENTS AND SPECIFICATIONS. THE CONTRACT WILL BE FOR THE SPRING		

SIGNATURE		TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE	

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



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2013 ADMINISTRATION.						
PLEASE REFER TO THE ATTACHED INSTRUCTIONS TO BIDDERS.						
***** THIS IS THE END OF RFQ EDD380738 ***** TOTAL:						_____

SIGNATURE		TELEPHONE		DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE		

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

SOLICITATION NUMBER: EDD380738

Addendum Number: 01

The purpose of this addendum is to modify the solicitation identified as (“Solicitation”) to reflect the change(s) identified and described below.

Applicable Addendum Category:

- Modify bid opening date and time
- Modify specifications of product or service being sought
- Attachment of vendor questions and responses
- Attachment of pre-bid sign-in sheet
- Correction of error
- Other

Description of Modification to Solicitation:

To provide answers to questions received.

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

ATTACHMENT A

EDD380738

Questions & Responses

1Q.	Will online delivery of the WESTELL for LEP's be considered in this RFP?
1R.	Yes, however we are still requiring paper and pencil at this time.
2Q.	Would the Dpt. Consider a response that contemplated paper and pencil for some districts and online delivery for districts who opt for online testing?
2R.	Yes
3Q.	How many copies of the bid should be submitted?
3R.	2
4Q.	Please confirm a bidder is only responsible for items checked in the RFQ when submitting a bid.
4R.	The only things "checked" in the RFQ are the instructions and terms and conditions. According to #2 of the Instructions to Vendors Submitting Bids, "Mandatory Terms: The solicitation may contain mandatory provisions identified by the use of the words "must", "will" and "shall". Failure to comply with a mandatory term in the Solicitation will result in bid disqualification.
5Q.	What are the six languages used for the Guide to Understanding Scores?
5R.	Arabic, English, Korean, Spanish, Chinese, Vietnamese
6Q.	The RFQ indicates that the Contractor "will implement the following: 1) a common scale for the domains of..., and 2) a longitudinal vertical scale from K-12 to measure student incremental growth." Is the current WESTELL scaled, or is the new contractor responsible for scaling (both the common and longitudinal scales)? Has a standard setting

	been conducted for the WESTELL, or is a standard setting required under the new contract?
6R.	It is scaled.
7Q.	Are the speaking tests currently scored locally, or are the responses captured and scored at a centralized location? If the responses are scored locally, how are the local scorers currently trained?
7R.	Some are scored locally by trained teachers. Some counties record students response to the tape and vendor score.
8Q.	<p>The RFQ states: "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." ELDA Speaking Scoring Guides have scoring rubrics, scoring notes, and pre-scored sample responses that can provide test administrators with clear guidelines for scoring Speaking responses. Does the State believe that the ELDA Speaking Scoring Guides would suffice as standalone training materials?</p> <p>In addition to providing the Scoring Guides, does the State believe that the vendor would also need to provide some sort of scorer training sessions to West Virginia personnel (e.g., train-the-trainer sessions)?</p>
8R.	Yes, to paragraph one. No, to second paragraph.
9Q.	Do all costs need to be rolled up into a per student cost? There are several costs areas (e.g., project management, reporting systems, data warehouse, etc.) that are not volume dependent. Can these costs be included separately as fixed costs?
9R.	Yes, all cost must be rolled up into a per student cost.

10Q.	What is the current process and desired future process used for scoring of the K-2 tests (for each domain)?
10R.	Inventory Test. Teacher bubbled in the answer documents and send them to testing vendor for scoring.
11Q.	What is the State's budget for this contract, or the per student cost that has been used in prior years? Does that include vendor or local scoring of the speaking test?
11R.	\$35,000 last fiscal year, however "annually" there is no guarantee in funding.
12Q.	On page 19 of the RFQ, it indicates a purpose of the ELP assessment is to determine State and District accountability on annual measurable achievement objectives (AMAOs) under No Child Left Behind. Is this the Contractor's responsibility?
12R.	WVDE will do AMAO calculations. So it is not contractor's responsibility.
13Q.	On page 22 of the RFQ, Table 2 does not include estimated number of students in Grade Span 1-2. Can you please provide this information?
13R.	200
14Q.	On page 23 of the RFQ, a mandatory specification states that an actual sample of a report of a similar project, produced for another state be included. What kind of report should be included? Technical, scoring, etc?
14R.	Both technical and scoring.
15Q.	On page 35 of the RFQ 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?
15R.	Bi-weekly management meetings will be good.

16Q.	Please confirm a technical proposal AND a cost proposal should be submitted
16R.	No, this is not a Request for Proposal, submit mandatory requirements and cost.
17Q.	Are there evaluation criteria for the technical proposal?
17R.	See #16.

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: EDD380738

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

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

Addendum Numbers Received:

(Check the box next to each addendum received)

- | | |
|---|--|
| <input type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

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

Company

Authorized Signature

Date

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