



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

# Solicitation

NUMBER
EDD398716

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
CONNIE OSWALD 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
08/27/2013

BID OPENING DATE: 09/10/2013

BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 01						
1.				TO PROVIDE CLARIFICATION TO THE LANGUAGE IN THE ORIGINAL SOLICITATION, PAGE 1. THIS SOLICITATION IS A HIGH SCHOOL EQUIVALENCY ASSESSMENT - NOT AN ASSIGNMENT AS LISTED IN ERROR.		
2.				TO PROVIDE ANSWERS TO QUESTIONS RECEIVED.		
3.				TO PROVIDE REVISED PRICING PAGES.		
4.				TO PROVIDE THE ADDENDUM ACKNOWLEDGMENT. THIS DOCUMENT SHOULD BE SIGNED AND RETURNED WITH YOUR BID. FAILURE TO SIGN AND RETURN MAY RESULT IN DISQUALIFICATION OF YOUR BID.		
END OF ADDENDUM NO. 01						

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: EDD398716**  
**Addendum Number: 01**

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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:**

1. To provide clarification to the description of the solicitation.
2. To provide answers to questions received.
3. To provide a revised pricing page.
4. To provide the addendum acknowledgment.

**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

**EDD398716**  
**West Virginia High School Equivalency**  
**QUESTIONS & RESPONSES**

1Q.	Per Solicitation pages 1, 2, and 3, RFQ 4.4.3 and 4.4.12, item B, can the Department please clarify the requirement for paper-based testing (PBT) vs. CBT, i.e., where the Department envisions that PBT would be used vs. CBT and the reasons why? The number of PBT test administrations listed in the Solicitation pages is small in relation to CBT tests. Is there a specific use of PBT that the Department anticipates (such as in correctional institutions), or is PBT meant to be available in limited quantities at all test centers statewide?
1R.	<b>PBT will be used in centers that are not equipped for CBT and for adult institutional sites that do not have access to computers.</b>
2Q.	Per RFQ 4.4.2, can the Department please clarify from which numbers of test sites mentioned in sentence 2 of this paragraph is the 90% of test sites that are to be computer-based testing sites referenced in sentence 3 to be taken? Is it 90% of the 103 total sites or is it 90% of the 24 sites with 12 addendums in juvenile and adult institutions? Also, of the 103 total sites, are 36 of them in juvenile and adult institutions (24 + 12) or is the 12 addendums included in the 24?
2R.	<b>This information is not necessary to answer the RFP.</b>
3Q.	Per RFQ 4.4.3, can the Department please describe the proposed uses for the web-based and off-line versions of the test and why both versions are required? Is web-based testing required, or may off-line computer-based testing be proposed for use outside of corrections facilities?
3R.	<b>Both versions are needed with off-line to be used in institutional education sites.</b>
4Q.	Per RFQ 4.4.6, can the Department please clarify the use of the word "adaptable" as it is used to describe assessment scores? We are unfamiliar with the term "adaptable scores."
4R.	<b>The word adaptable may be removed.</b>
5Q.	Per RFQ 4.4.7, paragraph 4, can the Department please clarify what the "number of usage" for each form means? Is this a reference to the number of testing opportunities available to test-takers? Or is it a reflection of the number of uses of a paper test form?
5R.	<b>The "number of forms" refers to how many versions of the assessment will be available. The "number of usage" refers to how many times one test version may be used.</b>
6Q.	Per RFQ 4.4.7, paragraph 5, can the Department please clarify what "method of providing" items A, B, and C refers to? Is it referring to an ordering process or a registration process, or is it a description of the development process of these various assessment versions?

6R.	<b>The vendor should describe how they will provide all formats listed in under A, B, C.</b>
7Q.	Also related to RFQ 4.4.7, paragraph 7, bullet 2, can the Department please clarify what is meant by the “level of performance necessary to successfully enroll in credit-bearing college courses?” Does this mean being accepted into or, instead, successfully taking and passing credit-bearing college courses? If the latter is what is intended, what courses are being referred to and at what level of passing?
7R.	<b>The “level of performance necessary for the student to successfully enroll in credit-bearing college courses” means that the assessment will indicate that the student is ready to enter college without taking developmental courses and therefore will be ready to enter credit-bearing college courses.</b>
8Q.	Per RFQ 4.4.8, can the Department please clarify what the term "incrementally aligned" means? Is the expectation that the alignment would change or improve over the life of the contract? If so, how would test results from year to year remain comparable?
8R.	<b>The term “incrementally aligned” means that the assessment will change over the life of the contract to be fully aligned with CCSS.</b>
9Q.	Also, per RFQ 4.4.8, item E, can the Department please clarify what other components it has in mind? In order for the Department to fairly evaluate alternatives, shouldn't the alternatives be assessing the same content, and not different content proposed by each potential vendor?
9R.	<b>The other components that may be presented to the Department are at the discretion of the vendor. The Department may accept or refuse any other components.</b>
10Q.	Per RFQ 4.4.9, can the Department please clarify the requirement for the test to "be validated?" Is this referring to the process of conducting a validation study 6 months after award of the contract? The wording in the first paragraph of 4.4.9 seems to indicate a past validation study, but the wording in the second paragraph seems to indicate that this requirement refers to a future process.
10R.	<b>The Department is seeking an assessment that has previously been validated. It is the vendor's responsibility to describe how the assessment has been validated. The second paragraph refers to a continued evaluation of the assessment once it is in place to ascertain that the assessment is measuring skills that are equivalent to a high school diploma.</b>
11Q.	Per RFQ 4.4.10, paragraph 1, can the Department please clarify what flexibility in the accommodations process is desired?
11R.	<b>The Department reserves the right to review the qualification process for accommodations to individuals with disabilities.</b>
12Q.	Per RFQ 4.4.10, paragraph 3, can the Department please clarify whether vendors need to offer some or all of the accommodations listed? Can vendors elect which accommodations they will provide?
12R.	<b>The vendor will need to provide all accommodations or describe why they cannot provide all accommodations.</b>
13Q.	Per RFQ 4.4.10, paragraph 3, bulleted list, would another form of audio presentation besides audiocassette be acceptable for this requirement?

13R.	<b>Yes</b>
14Q.	Per RFQ 4.4.10, paragraph 3, bulleted list, do large print and extended time have to be provided together? In general, extended time is typically a separate accommodation that may or may not be paired with other accommodations, as each individual test-taker situation requires.
14R.	<b>This determination should be based on the needs of the individual test taker.</b>
15Q.	Per RFQ 4.4.10, paragraph 3, bulleted list, since there are other ways of providing instructions to deaf/hearing impaired candidates that do not require signing, would other methods of providing instructions to deaf/hearing impaired candidates be acceptable?
15R.	<b>Yes</b>
16Q.	Per RFQ 4.4.12, item A, can the Department please clarify what is involved in data warehousing? How does data warehousing relate to the January 2 contract start date?
16R.	<b>Vendor will describe how or if they will house student data. If vendor does not house data, they must describe how data will be stored and accessed. The date of January 2, 2014 refers to the delivery of new CBT items.</b>
17Q.	Per RFQ 4.4.12, item A, can the Department please clarify what is meant by "annual downloading of new CBT items?" Typically, CBT tests are transferred to test centers via secure communications protocols and would not normally be downloaded outside of the secure, encrypted testing environment.
17R.	<b>The vendor will need to describe the protocols involved in downloading.</b>
18Q.	Per RFQ 4.5.1, can the Department please clarify how the term "validated" is being used here? Validity of an assessment typically involves collecting evidence of a variety of types over the course of an extended period of time, as opposed to a one-time validation process.
18R.	<b>See answer to question #10.</b>
19Q.	Per RFQ 4.5.4, can the Department please clarify the statement that the assessment must be aligned with West Virginia's Next Generation Customized Content Standards? This appears to contradict the statement in paragraph 4.4.8 that "incremental alignment" with the Standards over the course of the contract is expected.
19R.	<b>See answer to question #8.</b>
20Q.	Per RFQ 4.5.5, can the Department please clarify what personnel forms and approval processes are being referred to in this requirement?
20R.	<b>The vendor should describe what data they will house and how it may be accessed by the Department.</b>
21Q.	Per RFQ 4.20.1, can the Department please clarify when vendors will find out if oral presentations are required? Since the amount of information to be covered in the presentation would be lengthy, how long does the Department anticipate an oral presentation period would be?
21R.	<b>Oral presentations will take place within a two week period following the technical bid opening. Presenters will be allowed 3-4 hours for demonstration.</b>

22Q.	Per RFQ Section 5, Proposal Format, Attachments A, B, and C, since vendors must enter their responses to the RFQ Section 4 requirements in Attachments A and B and provide costs by entering them in Attachment C, would it be possible for vendors to receive these Attachments in a word processing program format such as Microsoft Word?
22R.	<b>Not available</b>
23Q.	Per RFQ Section 5, Proposal Format, where should vendors include the forms that are required to be completed and returned with their proposals, such as the Purchasing Affidavit on page 53 and the Certification and Signature Page on page 56? Should these forms be included with the Technical Proposal or the Cost Proposal?
23R.	<b>Technical Proposal.</b>
24Q.	Does the 2,350 estimated quantity represent a single test of one subject
24R.	Cost sheet has been revised
25Q.	Page 3, Line 0007. Annual Data Warehousing fee. Please provide more information about the annual data warehousing fee listed in the Solicitation Sheet (Item Number 924-20).
25R.	<b>All costs are to be provided on the cost sheet and mailed separately from the technical proposal.</b>
26Q.	Page 4, Total. Please confirm the content of the "Total ____" found on page 4. Is the "Total" the sum of Line 0001 through 0007?
26R.	<b>See answer to question #25</b>
27Q.	Page 5, 3. Schedule of Event . Please provide an expected contract award start date.
27R.	<b>Expected contract start dated is January 1, 2014.</b>
28Q.	Page 5, 3. Schedule of Events. Please confirm the January 2014 contract start date.
28R.	<b>See answer to questions #27</b>
29Q.	Page 16, 17. Payment. Please confirm that the new contract will be a state-pay model – where the state pays for WV high school equivalency test takers and the test vendor issues invoices to the state for payment.
29R.	<b>Orders and invoices will be made from multiple state and local sources.</b>
30Q.	Page 20, 44. Purchasing Card Acceptance. Regarding the purchasing cards requirement, please provide the possible card issuing agencies for WV's purchasing card program, for example Master Card or Visa. If not Master Card or Visa, what card service is used?"
30R.	<b>No</b>
31Q.	Pages 49-50, Attachment C: Cost Sheet. If available, please provide an Excel version.
31R.	<b>Not Available</b>

# Attachment C: Cost Sheet

Cost information below as detailed in the Request for Proposal and submitted in a separate sealed envelope. Cost should be clearly marked.

CBT\* - includes both web-based and off-line versions.

Annual Recurring Costs After Implementation							
	CBT*			PBT			TOTAL
	Estimated Quantity	Unit Price	Total	Estimated Quantity	Unit Price	Total	
<b>TEST (CBT or PBT) ANY OF THE CONTENT TEST AREAS</b> IN ANY LANGUAGE, EITHER STANDARD, LARGE PRINT, AUDIO, or BRAILLE. <b>Includes:</b> SCANNABLE ANSWER SHEETS (LANGUAGE ARTS, WRITING, SOCIAL STUDIES, SCIENCE, LANGUAGE ARTS, READING, AND MATHEMATICS); CALCULATORS; TRANSCRIPTS; CORRECTION OF ERRORS ON REGISTRATION FORM; PRACTICE TEST, TESTING FEE , START-UP FEE ; and SCORING FEE	1000			1000			
<b>BATTERY TEST (CBT OR PBT) PACKAGE</b> (INCLUDES THE CONTENT TEST AREAS ) IN ANY LANGUAGE, EITHER STANDARD, LARGE PRINT, AUDIO, or BRAILLE. <b>Includes:</b> SCANNABLE ANSWER SHEETS (LANGUAGE ARTS, WRITING, SOCIAL STUDIES, SCIENCE, LANGUAGE ARTS, READING, AND MATHEMATICS); CALCULATORS; TRANSCRIPTS; CORRECTION OF ERRORS ON REGISTRATION FORM; PRACTICE TEST, TESTING FEE , START-UP FEE and SCORING FEE	3000			3000			
<b>FEE FOR RETESTING</b> (ONLY APPLIES TO A TEST BEING RETAKEN DUE TO PREVIOUS FAILURE OF TEST) AND INCLUDES CALCULATORS, TRANSCRIPTS; CORRECTIONS OR ERRORS ON REGISTRATION FORM; PRACTICE TEST, TESTING FEE, AND SCORING FEES	1150			1150			



<u>Annual Data Warehousing Fee</u>	5		
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Overall Total Cost is equal to : CBT Total (Estimated X Unit Price) plus (+) PBT Total (Estimated X Unit Price) plus Annual Data Warehousing Fee (Estimated X Unit Price)

**Overall Total Cost:**            \$ \_\_\_\_\_

*Cost shall be all-inclusive. No separate reimbursement will be made for any travel, overhead or incidental expenses, incurring costs, etc. Payments shall only be authorized upon delivery and subsequent invoice from vendor.*

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 RFP that this contract be awarded as an open-end contract. 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 advanced by the Agency.

Vendor Name: \_\_\_\_\_

Representative's Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Signature of Representative: \_\_\_\_\_

Date: \_\_\_\_\_

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: EDD398716**

**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.

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Company

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Authorized Signature

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Date

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