

**FLORIDA DEPARTMENT OF EDUCATION**

**BUREAU OF CONTRACTS, GRANTS AND PROCUREMENT  
MANAGEMENT SERVICES**

**325 West Gaines Street  
332 Turlington Building  
Tallahassee, Florida 32399-0400**

**Addendum # 3**

**REPLY NO.: ITN 2014-47  
Florida Standards Assessments**

**NOVEMBER 18, 2013**

This addendum is issued to provide applicable changes to the above referenced ITN and to provide the Answers to Questions submitted timely by vendors during the Questions and Answer period. Changes made to the ITN are coded as: words stricken are deletions; words underlined are additions.

**1. Section 5.19 Liquidated Damages, a. Tasks/Activities and Interim Deliverables is revised to read:**

a. Tasks/Activities and Interim Deliverables: For each default on performance and completion of Work Tasks/Activities and Interim Deliverables (see SECTION 7.8), it is agreed that for each and every day work remains uncompleted beyond the time set for its completion the Contractor(s) shall be liable to the Department in a specified amount of ~~three~~ five thousand dollars (\$5,000.00) per business day as liquidated damages for such delay, and not as a penalty, from the date of notice by the Department until the default has been corrected.

**2. Section 7.3.2.1, page 30, first paragraph is removed and replaced with the following:**

Any tests offered on the computer must also be prepared for use in a paper-based format (Braille, large print, regular print, one-item-per-page) as noted in these tables. See Appendix A. In this instance, the paper-based format will only be offered by special request for up to five percent (5%) of the students and can be used at the Department's discretion.

**3. Clarification: Section 7.4.9.3 System Performance Requirements**

The reference to "simultaneous online users" refers to the number of users who are logged in to the system.

**4. Section 7.6.3.4 Implement Achievement Level Standard Setting Meetings, third paragraph, fourth sentence is revised to read:**

The Department desires to present proposed cut scores to the State Board of Education in ~~January~~ November following each meeting; therefore the final report of activities of each meeting should be available for the Department no later than ~~November~~ September following each meeting.

**5. Table 7.7.7 has been revised. Line number 2 Item/Passage Community Sensitivity Base Contract dates and the Renewal month has changed. See new revised Table 7.7.7.**

Table 7.7.7.4 provides information about the number, expected length, approximate number of participants, and estimated cost of such meetings.

**Revised Table 7.7.7 Meetings of Educators and Other Citizens**

<b>Revised Table 7.7.7 Meetings of Educators and Other Citizens</b>									
	<b>Meeting</b>	<b>Area</b>	<b>ITN Ref.</b>	<b>Mtgs/ Year</b>	<b>Base Contract</b>	<b>Renewal</b>	<b>Days / Mtg</b>	<b>Approx # of attendees/ ind mtg</b>	<b>Likely Site</b>
1	Item/ Passage Bias	English Language Arts/ Literacy (ELA/L), Mathematics	7.3.4.1	1	Oct 2015, 2016, 2017	Oct 2018, 2019, 2020	2	30	Jacksonville or Central Florida
2	Item/ Passage Community Sensitivity	ELA/L, Mathematics	7.3.4.1	1	Oct Apr 2015, 2016, May 2017	Oct May 2018, 2019, 2020	2	30	Jacksonville or Central Florida
3	Item Content Review	ELA/L, Mathematics Test Items	7.3.4.2	1/ subject & grade	Oct 2015, 2016, 2017	Oct 2018, 2019, 2020	5	8	Jacksonville or Central Florida
4	Passage Content Review	ELA/L	7.3.4.2	1	Aug 2015, 2016, 2017	Aug 2018, 2019, 2020	5	15	Jacksonville or Central Florida
5	Data Review	Mathematics	7.3.4.3	1	May or Jun 2015, 2016, 2017	May or Jun 2018, 2019	2	9	Tallahassee
6	Standard Setting	ELA/L and Mathematics	7.6.3.4	1/ subject	Aug 2015	N/A	5	300	Central FL
7	Standards Reactor	ELA/L and Mathematics	7.6.3.4	1	Aug 2015	N/A	3	30	Tallahassee
8	Content Advisory	ELA/L, Mathematics	7.3.4.4	3 per subject/ first year; 2 per subject after first year	TBD	TBD	3	25/subject/ meeting	Tallahassee, Jacksonville, or Central FL
9	Technical Advisory Committee	Technical	7.6.0	2	Spring and Nov 2015, 2016, 2017	Spring and Nov 2018, 2019	2	20	Tallahassee, Jacksonville, Central FL, or site of FERA
10	Field Test Rangefinding	ELA/L, Mathematics	7.5.4.5	2/ subject	May and Sep 2015, 2016, May 2017	Sep 2017; May and Sep 2018, 2019, May 2020	5	10/subject per grade (3 grades/courses per subject)	Tallahassee
11	Operational Rangefinder Selection	ELA/L, Mathematics	7.5.4.5	1/ subject	Sep 2015, 2016	Sep 2017, 2018, 2020	5	8	Tallahassee

6. Appendix K is hereby added to indicate the budget for reimbursables that will be added during the final contract negotiations.

7. Section 7.7.9 Reimbursables has been removed and replaced to read:

#### 7.7.9 Reimbursable Funding Categories

Six funding categories are designated for specified program functions and may be used only for those functions. Use of these funds requires authorization by the Department contract or program manager or program area leads. Authorization may be provided by specific email or other written communication, or by Department approval of a specific plan for a meeting(s) or activities requiring use of these funds. Amounts are designated for administration tasks. Respondents should not include these amounts in their cost replies.

~~Monies not expended from these funds will be deducted from final contract payment at the conclusion of the contract during contract resolution.~~ The reimbursable fund balances will be reported by the contractor quarterly with each invoice submission in the Accounting Report. The amounts specified in this section may be increased or decreased by an appropriately negotiated amendment at any time during the lifetime of the contract. The Accounting Report will indicate expenditures from, and the balances remaining, in these funds. The final contract invoice will be accompanied by the final balance sheet for these funds. The amounts allocated for these funds should not be identified ~~separately~~ in the Respondents' cost reply.

##### 7.7.9.1 Consultant Services

The contractor will provide to the Department technical advice and consultant service, as required, from outside the contractor's staff. The contractor will recommend and the Department will select the consultant(s) to be used, who may or may not have been recommended by the contractor. A contract between the consultant and the contractor will be required and will include the amount allocated for honorarium, travel, lodging, and per diem as authorized by the Department. Reimbursement for travel will be at rates authorized by Section 112.061, F. S., for travel and per diem. The Respondent should be aware that include in the reply the amount of \$84,375.00 as a fixed amount for the base contract period and \$28,125.00 as a fixed amount for each year of the optional renewal period will be available for reimbursable expenses. These expenses, however, should not be included in the Respondent's price reply.

##### 7.7.9.2 Contingency Services

It is possible that unforeseen circumstances will make it either necessary or desirable to perform tasks not specifically anticipated at this time, for example, data analyses beyond those described herein, unexpected data processing, acquisition of additional materials, or programming for test functionality not yet envisioned. These circumstances cannot be defined in advance, and the Department must be able to request such extra services in a timely fashion so as not to impede implementation of the assessments. ~~In the reply, the~~ The Respondent should be aware that include \$84,375.00 as a fixed amount for the full term of the base contract period and will include \$28,125.00 as a fixed amount for each year of the optional renewal period will be available for reimbursable expenses. These expenses, however, should not be included in the Respondent's price reply.

### **7.7.9.3 Author's Alterations and Design Control**

The Department reserves the right to make changes in materials at any stage of the program prior to final production or delivery. Any changes to the Department approved, production-ready product (e.g., digital proofs or final computer-based test files) that are required due to contractor error will be paid for by the contractor. Otherwise, changes made to the Department approved, production-ready product will be paid for as author's alterations. If any alterations are necessary, the Department will identify in writing to the contractor the alterations to be made. ~~In the reply, the~~ The Respondent should be aware that include \$84,375.00 as a fixed amount for the full term of the base contract period and will include \$28,125.00 as a fixed amount for each year of the optional renewal period will be available for reimbursable expenses. These expenses, however, should not be included in the Respondent's price reply.

### **7.7.9.4 Provision for Meetings with Florida Educators**

The Respondent will include a fixed amount to cover the costs of travel and per diem for Florida educators, Florida citizens, and others participating in the meetings identified in Section 7.7.7. The contractor will be responsible for the travel reimbursement for participants at rates authorized by Section 112.061, F. S., for travel and per diem. ~~In the reply, the~~ The Respondent should be aware that include \$5,491,496.00 as a fixed amount for these meetings with Florida educators during the base contract period and \$1,830,498.00 for each year of the optional renewal period will be available for reimbursable expenses. These expenses, however, should not be included in the Respondent's price reply.

### **7.7.9.5 Provision for Meetings with Department Staff**

A fixed amount will be included ~~in the reply~~ to cover the costs of travel and per diem for the Department of Education staff or others participating in meetings with the contractor on behalf of the Department. Reimbursement for staff will be at rates authorized by Section 112.061, F.S. These funds will not be used to fund travel and per diem of the contractor's staff. These funds will be expended only with the approval of the Department. ~~In the reply, the~~ The Respondent should be aware that include \$438,750.00 as a fixed amount for ten (10) staff members to attend as many as fifteen (15) meetings per year requiring four (4) travel days each during the contract during the base contract period and \$146,250.00 for each year of the optional renewal period will be available for reimbursable expenses. These expenses, however, should not be included in the Respondent's price reply.

### **7.7.9.6 Contractor Staff Positions**

To improve work flow, work quality, and communications, the contractor will fund salary and benefits for five (5) professional positions to work under the direction of the Bureau of K-12 Assessment within the Florida Department of Education. These positions will be three editors and two Systems Project Consultants. The Department will work closely with the contractor to interview and select individuals who are acceptable to both parties. The contractor will employ its standard recruiting, screening, and hiring procedures to secure individuals to fill these positions. The employees will be full-time employees of the contractor. The employees will receive benefits typically provided to the

contractor's employee classification system. The employees will be paid at a rate comparable to similarly skilled and experienced Department employees using the contractor's employee classification system.

The basic duties of the Computer-Based Test Editor (1) and the Materials Editors (2) include: (a) write and edit materials for content, such as items, tests, reports, training materials, brochures, scripts, or on-screen presentations; (b) develop, analyze, and select appropriate information and present it in a form and at a level suitable for the intended audience; (c) review written products and materials for conformity with standards of objectivity, style, and presentation; and, (d) perform a variety of editorial duties related to editorial production. Candidates must possess one (1) year of specialized experience directly related to these duties. Candidates may substitute two (2) full academic years of related graduate level education in lieu of the work experience requirement.

The basic duties of the Systems Project Consultants (2) include: (a) participating in weekly meetings and communicating issues between the FDOE and the contractor's program managers, (b) making suggestions for improvement to the contractor's procedures to aid FDOE staff in data verification activities, (c) assisting FDOE staff debugging SAS computer programs and analyzing data files, (d) traveling, at the contractor's expense, with FDOE staff to check scanning at the contractor's site, (e) assisting in the verification of reports of results using SAS computer programs, (f) assisting in the verification of posting of files and reports on the portal, and (g) communicating issues with District Coordinators of Assessment related to scoring and reporting activities and issues. Candidates must have a thorough understanding of large scale standardized testing programs and data verification techniques. The candidate must also have experience managing data activities such as those required for this project, verifying data files, and using SAS, Excel, and other Microsoft Office products.

The Respondent should be aware that ~~include in the response~~ \$1,800,000.00 as a total amount during the base contract period and \$600,000.00 for each year of the optional renewal period will be available for reimbursable expenses. These expenses, however, should not be included in the Respondent's price reply.

**8. Attachment 1a Deliverables Pricing Sheet Instructions and Attachment 1b Deliverables Pricing Sheet are hereby added.**

**To obtain a copy of Attachment 1b Deliverables Pricing Sheet in Microsoft Excel format, send an email request to:** Fran Shewan, 325 West Gaines Street, 332 Turlington Building, Tallahassee, Florida 32399-0400, fran.shewan@fldoe.org (email preferred), or via Fax Number: (850) 245-0719.

**Questions and Answers**

Please be advised all questions are **keyed as submitted.**

**ITN 2014-47 Questions and Answers**

Question #	Vendor Name	Vendor Question #	Vendor Question/Comments	Answer
1	Data Recognition Corporation	1	Can the Department provide more information on the requirements for "performance tasks?" Are examples of Performance Tasks available to review?	The Department has no strict expectations nor requirements regarding performance tasks beyond what is described in Sections 7.3.0 and 7.3.1. The overall assessment should meet the key criteria outlined in Sections 3.1 and 7.2.0.
2		2	Are there any requirements to release operational items or operationally-representative items during the contract (once or an annual basis)?	There is an expectation to release operational or operationally-representative items for certain interpretive products (see 7.3.7.5) and for the individual student reports for grades/subjects containing performance tasks (see 7.5.5). These releases may be limited to one item per grade and subject.
3		3	Is there a bank of items that need to be reviewed and realigned to the Florida Standards? If so, approximately how many items would need to be reviewed for possible use?	At this time, there are no plans to review and realign items in Florida's Item Bank to the Florida Standards.
4		4	It is understood that an English-to-Heritage Language Translation Dictionary is requested for online assessments. Is there an expectation to translate any of the paper/pencil deliveries of the forms to Spanish and Haitian Creole?	No.
5		5	How has district route code information been previously provided to contractors? Is this information provided by districts in electronic or paper format?	Districts submit route codes electronically via an Excel spreadsheet.
6		6	Please define the types of materials that would be considered "miscellaneous materials." Are these additional or supplemental testing materials? Can the Department provide an estimate of the number of such shipments and the quantities of districts involved?	Miscellaneous materials in this case would apply to non-scheduled materials deliveries. For instance, additional orders require supplemental shipments, as needed, and it is difficult to anticipate how many orders will be placed for each administration. In addition, the department may request samples of materials or used secure materials that are not included in scheduled reviews or shipments.
7		7	Please clarify the difference between the <b>Item/Passage Bias Meeting</b> and the <b>Item/Passage Community Sensitivity Meeting</b> ? Will a meeting be conducted with Florida educators and the latter conducted with other citizens? Are both review committees reviewing potential concerns for bias and sensitivity issues?	The <b>Community Sensitivity Committee</b> is composed of Florida citizens and reviews all passages, prompts, and items for issues of potential concern to the members of the community at large. Reviewers are asked to consider whether the subject matter and language of each passage, prompt, and item is acceptable to Florida students, their parents, and other members of Florida communities. The <b>Bias Review Committee</b> is composed of Florida educators representative of Florida's demographic make-up. Reviewers look for gender, racial/ethnic, linguistic, religious, geographic, and socioeconomic bias in passages, prompts, and items. Comments made by each of these committees are collected, reviewed, and acted upon by <b>Content Item Review Committees</b> . Item Review Committees are composed of Florida educators who are content experts.
8		8	Please confirm that Attachment 5 is a form that is used in management of the awarded contract and does not need to be submitted with the proposal.	The Respondent may submit Attachment 5 with their reply; however, it is a requirement for the Contractor to submit this form with each invoice submitted for payment, whether or not funds have been spent with a small, minority-, women-, and service-disabled veteran business enterprise subcontractor for the period covered by the invoice.

9	CTB/ McGraw Hill	1	It is unlikely that the number of copies requested (20 with original and copies), for both the technical proposal and the price proposal could be packaged in one box each weighing less in 25 pounds. Are multiple, clearly labeled, boxes acceptable?	Yes.
10		2	How should bidders reply to requirement 7.7.9? If bidders include requirement 7.7.9 and our response in the technical proposal, will proposals be deemed non responsive?	The price reply should not include Reimbursable Funding Categories (7.7.9). See Addendum 3 and Appendix K.
11		3	Does Florida have items that are aligned Common Core that are available in for 3 – 8 English 9, 10, 11 and the End of Course Mathematics?	No.
12		4	For grades 3 – 8, ELA and Math, how many operational forms are required?	The Department will consider any number of operational forms, however, currently for Grades 3-8 in ELA/L and Mathematics, the Department uses one unique operational form for each grade and subject spiraled in such a way as to yield up to forty field test and anchor forms. Only one of these forms is used for all accommodated forms, however.
13		5	In order to meet the two week turnaround for EOC reporting, it appears that pre-equating will be required. Thus, a field test will need to be conducted to establish reliable item parameters. The EOC items should be field tested on FL students who recently completed the associated courses to obtain valid and reliable item parameters. To have the assessments pre-equated for a spring 2015 administration, these items will have to be field tested either in spring 2014 (preferred) or fall 2014. Will students be enrolled in courses in spring or fall 2014 that are similar enough to those expected to be offered in spring 2015 that we can expect fall or spring 2014 field test parameters to be validly applied to the operational assessments? If not, will DOE consider post-equating and possibly extending the time between assessment and reporting?	As indicated in the scope of work, equivalency of the multiple forms of each EOC assessment administered in spring is verified through concurrent calibration, plus post-equating via common items between the item bank and the new test forms. Thus, EOC assessments administered in the spring must be post-equated, and the selected contractor must come up with a plan that will allow implementation of these psychometric operations in a short timeframe.
14		6	Please confirm that the cost of this independent contractor should NOT be included in this bid.	This is to confirm that the Department's independent contractor in 7.5.6 is handled under a separate procurement and is not the responsibility of the selected contractor.
15		7	In Section 7.5.6.5, you indicate that the contractor must identify student in each grade who failed by 5 or fewer Scale Score points or 15 Developmental Scale Score points for Manual Rescoring. Can you clarify the difference in the criteria 5 or fewer Scale Score points and 15 Developmental Scale Score points?	For the tests required for graduation, the contractor must identify students in each grade who failed by 0.1 or fewer points in standard deviation units for Manual Rescoring.

16		8	Typically, legal defensibility is established by documenting the following of industry standard procedures, including the presentation of the linking method to an appropriately credentialed technical advisory committee for review, and approval (sometimes with modifications based on TAC recommendations). Please confirm that an external technical advisory committee review meets the intent of this requirement.	The external technical advisory committee does not meet the intent of this requirement. A third-party consultant, who has expertise in both measurement and law, must review the linking procedure.
17		9	It seems that the RFP indicates standard setting will occur in educator meetings summer 2015 with proposed cut scores presented to the State Board of Education in January 2016. Is it correct to assume that the first year's score reports will not include performance level information?	As a correction, the Department desires to present proposed cut scores to the State Board of Education in <b>November</b> following the standard-setting meetings; therefore the final report of activities of each meeting should be available for the Department no later than <b>September</b> following each meeting. See Addendum 3. It is correct to assume that 2014-15 score reports will not include performance level information. Scores may be reported in thirds and/or on some type of scale to be determined after contract execution. Proposals may address these or other possible approaches.
18		10	What percentage of students will be Online during each "Transition to CBT" grade/administration?	Each administration that a grade/subject test is scheduled to be computer-based, the expectation is that all participating students are testing online with the exception of a small number of students who require paper-based accommodations (e.g., regular print, large print, braille, one-item-per-page).
19		11	By "full-time" do you mean these Scoring Directors are full-time employees of the vendor, not full-time to the FSA program?	Scoring directors are full-time employees of the contractor and, during operational handscoring, should be 100% dedicated to the FSA program.
20		12	Can the Scoring Director for 3-8 Math also serve as the Scoring Director for EOC Geometry and Algebra I & II, or do you require one for each section?	A single Mathematics scoring director is sufficient.
21		13	If Bidders are only responding to one or more but not all four components (A-D) what should be the amount of reimbursable funds they should include in the Price Reply? It seems the prices provided in the ITN are to cover all four components.	See #10.
22		14	Please confirm that in the Price Reply line/row E is simply the total of the prices in rows A-D. Or, if vendors are submitting bids for the entire scope (A-D), do they simply complete line E?	The Respondent will submit a separate price for each component (A-D) they choose to bid on and additional pricing (E) showing combined cost with the anticipated cost savings if the Respondent is awarded all components.
23		15	Should bidders add rows to the Price Reply document to provide for the Required Reimbursable Funds?	See #10 and #22.
24		16	Please confirm that in the Price Reply line/row E is simply the total of the prices in rows A-D. Or, if vendors are submitting bids for the entire scope (A-D), do they simply complete line E?	See #22.



25		17	What dates should bidder's use for the first year of the contract? Will the first contract 'year' be the award date through June 30, 2014? Or, would it cover more than 12 months and run from the award date through June 30, 2015? Or, would no contract be in place prior to June 30, 2014?	The contract dates will be negotiated and determined prior to contract execution. The Department anticipates contract execution will be prior to June 2014. The original term of the contract will commence upon signing from both parties and be effective for a period of thirty-six (36) months. The contract will overlap the State of Florida's fiscal year which comprises July 1 through June 30.
26	Pearson	1	The ITN states that a performance bond in the amount of 10% of the total annual award is required. On page 153, Attachment 7, Contract Standard Terms and Conditions, Section XVII, it states that a performance bond in the total amount of the contract is required. Please confirm that Section 5.15 governs this ITN and that a performance bond in an amount equal to 10% of the total contract value will be required.	Section 5.15 PERFORMANCE BOND supercedes the Standard Contract Term and Condition regarding bond amount.
27		2	Section 7.3.4.3 makes no mention of a specific subject matter and yet it is cross-referenced in the Meetings table in Section 7.7.7 to a meeting that mentions only Mathematics and only has nine participants over two days. Please clarify the subjects and grades/courses exams for which the data will be reviewed in the Data Review meeting and whether the total number of participants (9) is accurate.	The Data Review Committees meet to adjudicate Mathematics fill-in response items (such as inserting a numeric answer) to ensure items behave as expected, include all correct and appropriate answers, and are fair for all students. Nine participants over a two-day period should be sufficient.
28		3	For costing purposes, does the Department expect the base bid to include scoring of performance tasks and constructed responses in the calibration samples used for equating?	Yes.
29		4	The RFP states, "For these papers that are read a second time, if the two (2) readers' scores do not match, a formal resolution process will be established in order to obtain exact or adjacent scores for quality control purposes only." Please clarify this requirement – does the Department require a resolution process only when the two (2) readers' scores are non-adjacent?	Non-adjacent scores, discrepant condition codes, or a paper that was scored by one reader and given a condition code by another reader would require a resolution process.
30		5	As a cost savings measure, may the contractor propose a lower n-count for handscoring of field test constructed responses and performance tasks?	If the contractor provides evidence to the Department indicating the sample drawn from the respective population is sufficiently large and representative and will allow valid and reliable parameter estimates, and the contractor receives approval from the Department, the contractor may propose a lower n-count for handscoring of field test constructed responses and performance tasks.
31		6	If the contractor is applying for all four components, is it acceptable to propose a total of four full-time project managers?	The proposal should meet the minimum requirements for staffing as described in the ITN. Staffing beyond that is at the respondent's discretion, but sufficient staff should be proposed in order to manage the project.

32		7	Item/Passage bias and sensitivity reviews are listed in the table as meetings occurring at separate times during the year. Would the department consider holding bias and sensitivity at the same time?	The ITN has been corrected to reflect that both meetings will be held at the same time. See Addendum 3.
33		8	Does the department have any preference in how the pricing by deliverable is formatted?	See Addendum 3. Detailed instructions are provided in Attachment 1a.
34		9	Could the department provide some clarification around the evaluation process in regards to comparing respondents who bid on different components? For example, if a respondent wants to bid on all components can they just provide a price for Component E or do they also have to provide prices for A-D separately? Also, if the highest scoring respondent bid only on Component A, and all other respondents only bid on Component E, what would happen?	Scoring will be conducted in accordance with Section 8.1 Criteria for Evaluation. Each price component will be evaluated and points awarded (A - E respectively). Respondents submitting pricing on component E only will not be evaluated and scored against other components (A - D).
35		10	So that all bidders may respond appropriately, will the Florida Department of Education identify its requirement with regard to unique sequence numbers on multi-page response documents (e.g., litho codes)?	The Department requires the use of lithocodes on multi-page response documents. Each answer document has a unique lithocode. The lithocode is a machine-readable code and eye-readable number printed on each page in the document. The front half of the answer document has the lithocode on the even numbered pages and the back half of the document has it on the odd numbered pages. If a stack of documents is dropped after the spine has been spliced off, the lithocode number may be used to restack the document ensuring that each student's pages are placed under the correct cover page. During the scanning process, the lithocode on the first page is compared to the other lithocodes on the pages of that student's document. If any lithocode differs from the lithocode on the first page, or is missing, the value is flagged for the editor to review and correct.
36	Osceola County School Board	1	A. Please explain how a not for profit entity can be a respondent to this if they subcontract with a University College of Education to develop the test(s), and also subcontract with a data infrastructure vendor such as IBM for data security & data transfer functions?	All replies should be from independent contractors and not individuals or entities that would anticipate being a subcontractor of an independent contractor. Not for profit entities may submit responses that include other entities as subcontractors by clearly identifying who the subcontractors are and what work they will be responsible for. The successful respondent is ultimately responsible for all work on the contract.
37		2	B. Are the tests developed under BID ITN 2014-47 to be used for the current 2013-2014 school year, or for the 2014-2015 school years going forward for the next five years?	The tests developed are for 2014-15 and beyond, for up to six total years.

38	American Institutes for Research	1	<p>a. Q: How will the Department evaluate bids for individual Components versus bids for all Components? b. Q: Is the evaluation of any Component linked to any other Component? For example, is the evaluation of a bid for Component A completely separate from the evaluation of other Components? c. Q: If the evaluation of any Component is linked to any other Component, how will the evaluation points be assigned?</p>	See #22.
39		2	<p>What is covered by the perpetual licenses covering periods after the term of the contract? Test items?</p>	<p>While proposals including perpetual licenses will be considered, the terms of those licenses will be governed by the license itself as detailed by the provider. The terms will be subject to negotiations.</p>
40		3	<p>Due to efficiencies, we will be able to offer lower prices if awarded multiple components. How should Vendors present prices in Attachment 1 (and by deliverable in 7.8) for these efficiencies if awarded multiple Components?</p>	<p>The current pricing structure is designed to reflect a discount when all components are bid together (see Component E pricing). If discounts are available for multiples other than a bid on all components, those contingencies may be explored during negotiations and in Best and Final Offers.</p>
41		4	<p>a. Q: Are reports 2 or 4 pages? Or perhaps 2 pages per subject? b. Q: Does the Department require full-color printing, or is black ink on pre-printed color forms acceptable?</p>	<p>While the number of pages may vary from our current model, the student report should include the same information currently provided in our reports. The Department will accept responses that include black ink on pre-printed color forms, and the pre-printed color forms may include up to 8 colors plus black as indicated in the ITN.</p>
42		5	<p>Section 3.0 indicates the initial term (Contracts Years 1, 2, and 3) shall only be 36 months. Given the award is anticipated February 2014 and the Original Contract Term includes the 2016-17 administrations, this would be longer than 36 months. In completing the schedule and Pricing forms, shall contractors use the following periods for the Original Contract Term? a. Year 1 February 2014 Award – June 30, 2015 b. Year 2 July 1, 2015 - June 30, 2016 c. Year 3 July 1, 2016 – June 30, 2017</p>	See #25.
43		6	<p>This section is very clear with regard to notices of breach, termination, and suspension. However, vendors may interpret this sections' reporting requirement for complaints, investigations, warning letters, or disciplinary actions differently. a. Q: For these items, would the Department accept a common definition of instances that "required a Vendor to pay penalties, fines, or liquidated damages?" b. Q: Are Vendors required to report the amount of any penalties, fines, and liquidated damages? c. Q: Where in the Technical Reply should the Vendor include the required documentation for Poor Performance?</p>	<p>a. Respondent should not limit reporting as suggested here but include any information that falls within the parameters of the listed actions or similar actions. b. Yes, as this information would be considered relevant. c. The Department recommends this information be included in the Qualifications and Experience section of the Technical Reply.</p>

44	Computerized Assessments and Learning	1	In lieu of a bid covering all elements of the ITN, please indicate whether a bidder may submit a partial bid to provide Online Management and Computer-Based Test Administration Systems, in the form of a perpetual and non-exclusive Open license for the use, reproduction and modification of the solution for use in Florida, to support all four assessment components (as summarized in Section 7.1.0), including the requirements of Sections 7.4.8 and 7.4.9, and the full integration of the assessment content to support the requirements of Section 7.4.5, without bidding to create the underlying assessment content, if the bidder agrees to work in conjunction with the selected assessment content provider.	The Department will only consider replies that include all aspects of components bid. Respondents may, however, include subcontractors for portions of the work.
45		2	If the answer to Question 1 above is affirmative, how should cost be provided in the Price Reply (Attachment 1) for the Online Management and Computer-Based Test Administration Systems, including initial onboarding and services to operate and maintain the systems for the duration of the contract?	NA.
46	Strategic Planning Online	1	How do I go about bidding for this job?	Detailed instructions are included in the ITN available through the Florida Vendor Bid System. <a href="http://www.myflorida.com/apps/vbs/vbs_www.ad.view_ad?advertisement_key_number=109751">http://www.myflorida.com/apps/vbs/vbs_www.ad.view_ad?advertisement_key_number=109751</a>
47		2	Can you provide more detail about what your department is looking for?	No.
48		3	How many users will be using this software?	The System Performance Requirements, including the anticipated number of simultaneous users, are provided in 7.4.9.3 of the ITN.
49		4	What software's are you using today to facilitate this process?	The current summative assessment contractor uses TestNav 6.9 to implement computer-based testing.
50	Measurement Incorporated	1	Appendix J, Page 130, Section J4 Will Department approval be required for the handscoring targeted calibration sets?	Yes.
51		2	Appendix J, Page 142, Section J9 Can the State provide established reader Qualification thresholds?	Section 7.5.4.5.5 describes the development of handscoring specifications prior to the beginning of handscoring activities. The Department will conduct discussions with the successful bidder regarding reader qualification metrics, and these metrics will be included in the handscoring specifications.
52		3	Appendix J, Page 143, Section J9 RFP, Page 66, Section 7.5.4.5.3 Handscoring Can the State provide desired reader performance thresholds for IRR, validity items, and calibration sets?	Section 7.5.4.5.5 describes the development of handscoring specifications prior to the beginning of handscoring activities. The Department will conduct discussions with the successful bidder regarding expected reader performance metrics (IRR, Validity, etc.), and these metrics will be included in the handscoring specifications.
53		4	Appendix B, Page 103, Critical and Extremely Critical Activities Can you please confirm that EOC administrations will not require any handscoring activities?	All grade/course assessments with constructed response items will require handscoring activities.

54	Rally! Education	1	Am I reading correctly that the only document due at this time, prior to Dec 12, is the one page form in section 1 of the BID NUMBER: ITN 2014-47?	The Invitation to Negotiate Registration, Intent to Submit Form located on page 5 of the ITN may be submitted anytime. The Form PUR 1001 referenced in Section 1 is an instructional document and need not be returned with the Respondent's Reply.
55	American Institutes for Research	1	1. Is it possible for districts to update the FL DOE data system at any point in time?	This question is not related to ITN 2014-47.
56			2. Is it possible for the state to extract either all of the data in the system or data updates to the system nightly?	This question is not related to ITN 2014-47.
57		2	1. What is the date the rostering system will be online?	This question is not related to ITN 2014-47.
58			2. Will it be possible for districts to update the FL DOE rostering system at any point in time?	This question is not related to ITN 2014-47.
59			3. Will it be possible for the state to extract either all of the data in the rostering system or data updates to the rostering system nightly?	This question is not related to ITN 2014-47.
60		3	1. Is FCAT explorer a state-owned and operated system, or do you expect similar capabilities from the assessment contractor?	This question is not related to ITN 2014-47.
61			2. Will the new contractor be required to provide any content for FCAT Explorer? If yes, what content will the new contractor be required to provide?	This question is not related to ITN 2014-47.
62		4	1. Would Florida please share any results, summaries, or reports available regarding Florida collected with or reported from the PARCC/Smarter Balanced Technology Readiness Tool ( <a href="http://www.techreadiness.net">www.techreadiness.net</a> )?	Florida did not participate in the Readiness Tool activities.
63	ACT	1	1. With regard to Section 5.19 Liquidated Damages, item "a." there is a discrepancy regarding the statement, "...Contractor(s) shall be liable to the Department in a specified amount of three thousand dollars (\$5,000) per business day as liquidated damages." Please clarify if the amount is \$3,000 or \$5,000?	The correct amount is \$5,000. See Addendum 3.

Potential proposers have 72 hours from posting of addenda to protest the requirements of each addendum. Failure to file a protest within the time prescribed in Section 120.57(3), or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

**YOUR REPLY WILL NOT BE COMPLETE WITHOUT THIS DOCUMENT SIGNED AND INCLUDED!**

Vendor Name – written: \_\_\_\_\_

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

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

City, State & Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Facsimile: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_



## Attachment 1a

### ITN 2014-47 FLORIDA STANDARDS ASSESSMENTS DELIVERABLES PRICING SHEET INSTRUCTIONS

The Respondent should complete the Deliverables Pricing Sheet (column F of Attachment 1b) for each component they are responding to and submit all pricing sheets as part of the Price Reply. See 3.1 and Attachment 1 for the components, including that Component E includes Components A, B, C, and D and may show anticipated cost savings if the Respondent is awarded all components. The Deliverables Pricing Sheet will be used for negotiation purposes and any resulting contract.

1. In Attachment 1b, do not modify the content in columns A – E.
2. Complete the “Specify Component” field in the heading of the Deliverables Pricing Sheet. Remember that this should be completed for each assessment component included in the reply.
3. Complete column F for each applicable deliverable. Column B indicates whether the deliverable is Periodic (e.g., Program Management Reports, Conduct Onsite Test Construction) or Administration-Specific (e.g., Fall EOC, Spring ELA/L and Mathematics).
  - a. Prices for Periodic deliverables should be provided for all components, except where the content of the component is not applicable (e.g., delivering Writing Image CDs would not be applicable for Component B: Mathematics in Grades 3-8).
  - b. Prices for Administration-Specific deliverables should be completed for only the deliverables related to that component (e.g., Summer EOC deliverables would not be applicable for Component A: ELA/L in Grades 3-8).
4. The total of the Deliverable Prices in column F of the Deliverables Pricing Sheet should match the Grand Total (Original Term + All Renewals) in Attachment 1 for that component.