

# Indiana I AM Alternate Assessment Research

**22-70622**

## Cost Proposal Narrative

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**Submitted To:**

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# Cost Proposal Narrative

The following table shows WestEd’s cost proposal (included separately as Attachment D per the RFP). In the following sections, we provide our assumptions for these costs. We would be happy to discuss any of our assumptions and make adjustments as needed.

Respondent Cost Proposal	
	2022-2023
Program Management	\$57,393.00
Literature Review	\$168,101.00
Design of an Alternate Assessment	\$354,239.00
Data Collection	\$241,989.00
Implementation Report	\$107,884.00
<b>Total Cost</b>	<b>\$929,606.00</b>

## Program Management

**Staff time:** The costs for this task include WestEd staff and subcontractor time for the following:

- Kickoff project meeting and one additional planning meeting
- Attendance at ongoing project management meetings with IDOE (weekly)
- Attendance at ongoing internal WestEd project team meetings (weekly)
- Maintenance of meeting agendas, notes, and project schedule from internal and external meetings

**Travel:** We understand the initial project planning meeting will be virtual per the RFP, but have included travel costs for 3 WestEd staff and one representative from each subcontractor to attend an additional one-day in-person planning meeting in Indiana at a later date.

## Literature Review

**Staff time:** The costs for this task includes WestEd staff and subcontractor time for the following activities:

- Conduct a comprehensive state policy review to gather information on current policy and practice in alternate assessment, including up to 10 conversations with state staff
- Carry out a systematic review of literature related to alternate assessment and through-year assessment
- Review prioritized standards in relation to Content Connectors and crosswalk them to two sets of learning progressions to identify critical skills and content needed for a potential through-year assessment design, then compare to the items in the current item bank to determine what gaps may exist
- Design, administer, and analyze data from a survey of Indiana teachers of significant cognitive disabilities to gather information about sequencing of standards-based instruction across the state
- Develop a study plan that summarizes information from all the previous activities

## Design of an Alternate Assessment

**Staff time:** The costs for this task includes WestEd staff and subcontractor time for the following activities:

- Convening and working with expert and practitioner panels and developing a comprehensive design document (management of meetings by Brilljent)
  - Four expert panel meetings (one in-person, three virtual)
  - Three practitioner panel meetings (one meeting in-person, two meetings virtual), as two written feedback opportunities
  - Item review meeting (one meeting, in-person; focus: bias, sensitivity, and accessibility)
  - Two virtual focus groups with additional educators (outside of practitioner panel) to gather feedback on initial assessment design
- Creating and finalizing exemplar forms for one grade in ELA and one grade in mathematics
  - We assume development of 32 new items in math and 32 in ELA, plus task/form creation from these items including a full item development process to be led by Cognia
- Determining a sampling plan to try out the exemplar forms in cognitive lab settings

**Travel:** This task also includes travel costs for 3 WestEd staff members and 1-2 subcontractor staff members (depending on role) to attend in-person expert and practitioner panel meetings, plus travel reimbursements for 12 practitioner panel members and 6 expert panel members.

**Other costs:** This task also includes stipends for 12 practitioner panel members and 6 expert panel members at the rates suggested in the RFP of \$150/hour for expert panelists and \$20/hour for practitioner panelists for up to 80 hours. Estimated costs for meeting space in Indianapolis for two in-person meetings for panel meetings are also included.

## Data Collection

The costs for this task include WestEd staff and subcontractor time for the following activities:

- Develop protocols for and carry out observations of up to 40 student interactions with test forms, including recruitment and scheduling based on IDOE and practitioner panel recommendations for participation, gaining parent consent, training teachers/test administrations on use of exemplar forms, and summarizing observational data
- Plan and carry out up to 8 in-person focus groups with teachers or others who administered exemplar forms
- Analysis of observational/cognitive lab data, focus group data, and simulated data for learning progressions; development of summative score calculation method
- Develop sample score reports

**Travel:** Task includes travel for subcontractor staff from Brilljent to carry out focus groups (we assume potentially 4 locations), from BCforward to conduct cognitive lab observations, and one WestEd staff person to work with BCforward on early observations.

**Other:** We include \$100 gift cards for teacher participation in test administration/observations and focus groups (\$100 for each event for up to 20 participants).

## Implementation Report

**Staff time:** The costs for this task includes WestEd staff time for development of a final report that includes final project materials (e.g. exemplar forms), summaries of all relevant analyses, and recommendations for operational psychometric processes and other next steps.