**RFS 19-051**

**TECHNICAL PROPOSAL QUESTIONS - Detailed Scope of Services**

**Early Childhood and Interim K-2 Assessments**

**ATTACHMENT F**

**Instructions: The response must address all items detailed below and provide the information and documentation as required. The response must be structured to address each question listed below.**

1. **General Component Questions**

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| **Question #** | **Component SOW Section Reference** | **Response Area(s)** |
| **1.1** | **(2) Elements** | The Respondent must provide a description regarding how it will meet and address the requirements shared in Section 2: Elements from the Scope of Work document for this RFP. |
| **1.2** | **(3) Technical Requirements: (3a) Overview** | The Respondent must provide a description regarding how it will meet and address the requirements shared in Section 3 Technical Requirements: (3a) “Overview” from the Scope of Work document for this RFP. |
| **1.3** | **(3) Technical Requirements: (3b) Test Administration**  | The Respondent must provide a description regarding how it will meet and address the requirements shared in Section 3 Technical Requirements: (3b) “Test Administration” from the Scope of Work document for this RFP. |
| **1.4** | **(3) Technical Requirements: (3c) Program Manager and Project Management Team** | The Respondent must provide a description regarding how it will meet and address the requirements shared in Section 3 Technical Requirements: (3c) “Program Manager and Project Management Team” from the Scope of Work document for this RFP. |
| **1.5** | **(3) Technical Requirements:** **(3d) Project Plans and Schedules** | The Respondent must provide a description regarding how it will meet and address the requirements shared in Section 3 Technical Requirements: (3d) “Project Plans and Schedules” from the Scope of Work document for this RFP. |
| **1.6** | **(3) Technical Requirements:** **(3e) Status and Planning Meetings** | The Respondent must provide a description regarding how it will meet and address the requirements shared in Section 3 Technical Requirements: (3e) “Status and Planning Meetings” from the Scope of Work document for this RFP. |
| **1.7** | **(3) Technical Requirements:****(3f) Educator Involvement** | The Respondent must provide a description regarding how it will meet and address the requirements shared in Section 3 Technical Requirements: (3f) “Educator Involvement” from the Scope of Work document for this RFP. |
| **1.8** | **(3) Technical Requirements:** **(3g) Test Content and Item Format**  | The Respondent must provide a description regarding how it will meet and address the requirements shared in Section 3 Technical Requirements: (3g) “Test Content and Item Format” from the Scope of Work document for this RFP. |
| **1.9** | **(3) Technical Requirements:****(3h) Item Ownership**  | The Respondent must provide a description regarding how it will meet and address the requirements shared in Section 3 Technical Requirements: (3h) “Item Ownership” from the Scope of Work document for this RFP. |
| **1.10** | **(3) Technical Requirements: (3i) Item Development and Content Review** | The Respondent must provide a description regarding how it will meet and address the requirements shared in Section 3 Technical Requirements: (3i) “Item Development and Content Review” from the Scope of Work document for this RFP. |
| **1.11** | **(3) Technical Requirements: (3j) Accessibility** | The Respondent must provide a description regarding how it will meet and address the requirements shared in Section 3 Technical Requirements: (3j) “Accessibility” from the Scope of Work document for this RFP. |
| **1.12** | **(3) Technical Requirements: (3k) Development of Rubrics for Constructed-Response and Extended-Response Items** | The Respondent must provide a description regarding how it will meet and address the requirements shared in Section 3 Technical Requirements: (3k) “Development of Rubrics for Constructed-Response and Extended-Response Items” from the Scope of Work document for this RFP. |
| **1.13** | **(3) Technical Requirements: (3l) Operational Administration**  | The Respondent must provide a description regarding how it will meet and address the requirements shared in Section 3 Technical Requirements: (3l) “Operational Administration” from the Scope of Work document for this RFP. |
| **1.14** | **(3) Technical Requirements: (3m) Respondent Online System for Scheduling and Registration, Communication, and Reporting** | The Respondent must provide a description regarding how it will meet and address the requirements shared in Section 3 Technical Requirements: (3m) “Respondent Online System for Scheduling and Registration, Communication, and Reporting” from the Scope of Work document for this RFP. |
| **1.15** | **(3) Technical Requirements: (3n) Scoring and Reporting** | The Respondent must provide a description regarding how it will meet and address the requirements shared in Section 3 Technical Requirements: (3n) “Scoring and Reporting” from the Scope of Work document for this RFP. |
| **1.16** | **(3) Technical Requirements: (3o) Pilot Testing** | The Respondent must provide a description regarding how it will meet and address the requirements shared in Section 3 Technical Requirements: (3o) “Pilot Testing” from the Scope of Work document for this RFP. |
| **1.17** | **(3) Technical Requirements: (3p) Item and Test Analysis** | The Respondent must provide a description regarding how it will meet and address the requirements shared in Section 3 Technical Requirements: (3p) “Item and Test Analysis” from the Scope of Work document for this RFP. |
| **1.18** | **(3) Technical Requirements: (3q) Technical and Psychometric Analysis** | The Respondent must provide a description regarding how it will meet and address the requirements shared in Section 3 Technical Requirements: (3q) “Technical and Psychometric Analysis” from the Scope of Work document for this RFP. |
| **1.19** | **(3) Technical Requirements: (3r) Standards Setting (Cut Scores)** | The Respondent must provide a description regarding how it will meet and address the requirements shared in Section 3 Technical Requirements: (3r) “Standards Setting (Cut Scores)” from the Scope of Work document for this RFP. |
| **1.20** | **(3) Technical Requirements: (3s) Scaling and Equating** | The Respondent must provide a description regarding how it will meet and address the requirements shared in Section 3 Technical Requirements: (3s) “Scaling and Equating” from the Scope of Work document for this RFP. |
| **1.21** | **(3) Technical Requirements: (3t) Validity** | The Respondent must provide a description regarding how it will meet and address the requirements shared in Section 3 Technical Requirements: (3t) “Validity” from the Scope of Work document for this RFP. |
| **1.22** | **(3) Technical Requirements: (3u) Reliability** | The Respondent must provide a description regarding how it will meet and address the requirements shared in Section 3 Technical Requirements: (3u) “Reliability” from the Scope of Work document for this RFP. |
| **1.23** | **(3) Technical Requirements: (3v) Technical Reports** | The Respondent must provide a description regarding how it will meet and address the requirements shared in Section 3 Technical Requirements: (3v) “Technical Reports” from the Scope of Work document for this RFP. |
| **1.24** | **(3) Technical Requirements: (3w) Quality Control** | The Respondent must provide a description regarding how it will meet and address the requirements shared in Section 3 Technical Requirements: (3w) “Quality Control” from the Scope of Work document for this RFP. |
| **1.25** | **(3) Technical Requirements: (3x) Professional Development** | The Respondent must provide a description regarding how it will meet and address the requirements shared in Section 3 Technical Requirements: (3x) “Professional Development” from the Scope of Work document for this RFP. |

1. **IT Related Questions**

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| **Question #** | **Question(s)** |
| **2.1** | Provide detailed information regarding the Respondent's current delivery infrastructure for services related to the delivery of the assessment(s) for which the Respondent is bidding, including:* How will the Respondent handle significant increases in web traffic?
	+ Is this solution a manual or automatic adjustment?
	+ With either solution, what is the time period expected for implementing these adjustments?
 |
| **2.2** | Describe the Respondent's server scalability plan and capabilities in the event unforeseen traffic spikes or high levels of demand on system resources and its ability to address these demands dynamically and in a timely manner. |
| **2.3** | Provide a description of the type of risk assessments that have been completed to prepare the Respondent’s staff as well as the list of resources available to handle different scenarios. Describe recent steps the Respondent has taken to reduce IT related risks that the Respondent has found or become aware of. |
| **2.4** | Describe any additional internal/external training that Respondent has completed in order to mitigate or reduce overall risks.  |
| **2.5** | Has the Respondent utilized any third party resources to complete any technology assessments of its IT systems? If so, what were the findings and how are they being addressed? |
| **2.6** | What measures have been put in place by the Respondent to detect and remedy any situation that may arise during the testing phases? |
| **2.7** | What improvements or process adjustments have recently come out of the Respondent's Quality Assurance department? |
| **2.8** | What specific I/O (input / output) performance tuning has been completed recently? |
| **2.9** | From how many different physical sites can the Respondent provide the assessment?  |
| **2.10** | Describe the Respondent’s disaster recovery process. |
| **2.11** | **Meeting all requirements for data privacy and ownership:** All assessments must meet federal and State requirements for student privacy, and all data is owned exclusively by the State.* Provide an assurance of student privacy protection, reflecting compliance with all applicable federal and State laws and requirements.
* Provide an assurance of State ownership of all data, reflecting knowledge of State laws and requirements.
* Provide an assurance that the State will receive all underlying data, in a timely and useable fashion, so it can do further analysis as desired, including, for example, achievement, verification, forensic, and security analyses.
* Provide a description for how data will be managed securely, including, for example, as data is transferred between vendors and the State.
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**2. IT Related Questions**

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