

NDE.CEX.2016 Questions and Answers

Q1: Bidders are directed to submit Company Experience and Demonstrated Capability (CEDC) Fact Sheets. Are CEDC FACT Sheets standard forms to be provided by the state? There does not seem to be any additional reference to them. What/where are the CEDC fact sheets referenced? When and where will they be available?

A: No form is available. Bidders will provide the information requested in Section V.C.4-5 of the RFP document as CEDC fact sheets in the order requested on pages 34 and 35, and in table format.

Q2: Bidders are directed to provide “an information document familiarizing Nebraska school personnel with customer service representatives...” Is this document to be developed and included with the proposal or developed as part of the contract?

A: The document referenced is to be developed as part of the contract before operational testing occurs in Nebraska.

Q3: Does the state intend to include a writing score among the college reportable scores the assessment will produce?

A: Yes. However, students will be able to self-select the institutions of higher education, if any, to which writing scores will be submitted. These scores may or may not be included with the typical college reportable scores as determined by the student.

Q4: On what basis should bidders calculate the cost of “rent” for the on-site coordinator? How should the bidder estimate the cost of travel and supplies?

A: Estimated costs for rent are \$2,000 annually for the office space. Estimated costs for travel are \$17,000 for the 2016-2017 fiscal year. Supplies and office costs are estimated at \$15,000 for the 2016-2017 fiscal year.

Q5: Can NDE the elaborate on specific tasks and responsibilities that would be assigned to the on-site coordinator will it rely on the vendor establish these? What aspect of these responsibilities would working directly with NE school and districts? Is the coordinator expected to work directly with departments inside Department of Education? Would NDE consider this person to be a core member of its internal team within the Department of Education?

A: Much of the work would be done from the department in Lincoln, NE, but travel would be required, possibly 20-30 days in the 2016-2017 fiscal year. The coordinator would not work other NDE departments except as support for the NDE Assessment

staff. This person will be auxiliary to the core members of the NDE internal team. Below is list of possible duties.

- Communication of processes and procedures with districts
- Technology Information for test management, accommodations, and test administration
- Technology User Guide communications
- Support to Schools/ school districts for test management, accommodations, and test administration
- Presentations for college entrance exam—various locations
- Preparation of materials for Assessment and Accountability advisory relating to college entrance
- Information for NITC for college entrance exam
- Score Results communications
- Data-Determinations of information, formatting, school/district review, reporting
- School/district Score corrections
- Security Information, documents, questions, reporting, follow-up,
- Alignment –support
- Rangefinding— support
- Support districts in obtaining appropriate accommodations for Nebraska students
- College entrance reportable/non-reportable scores communication with districts
- Provide department support on college entrance exam WebExes and presentations
- Materials Review/Approval of Administrative Manuals: Online and Paper/pencil

Q6: Will the state provide a more extensive description or formal documentation that expands on the references to liquidated damages in these passages and elsewhere?

A: No.

Q7: What is the estimated number of 11th grade students that will qualify for an ACT fee waiver (FRL) in Nebraska?

A: Estimated Number = 8,600 students-FRL

Q8: Please provide additional information regarding the Community Eligibility Provision. Do the students to whom these provisions apply also qualify for an ACT fee waiver? What is the total number of students that would qualify for this program and the program referenced in the previous question?

A: NDE believes so. The projected number for 2016-2017 is fewer than 600.

Q9: The bidder must participate in an independent alignment process. Can NDE provide more detail about the scope of the effort the bidder will be providing? Is the bidder be responsible for identifying, hiring, and hosting Nebraska educators, as well personnel assigned by the vendor that will perform the independent alignment?

A: The bidder would be responsible for attending, providing secure access to items, and cooperating with NDE in the process. NDE will secure the venue, contract with the Nebraska educators and alignment experts, and pay all expenses, except for the bidders'.

Q10: Can the state provide a sample file layout or other information that bidders can inform descriptions of their approaches for the Student Data File that will be provided to the District?

- **Data file should be in industry standard format (.txt, .csv, etc.)**
- **Header row**
- **Student level -- NSSRS ID# provided**
- **ONLY those students completing administration for state test included (not any other testing event)**
- **All metrics available -- complete battery, sub tests, percentile ranks, scale scores, strands, The more the better to inform districts on programs, systems, curriculum, etc.**
- **Others -- elapsed time, accommodations, test format, and other testing variables**
- **List is not all inclusive.**

Q11: Please define the Request for Proposal for Contractual Services form. Which pages of the RFP comprise this form? Are terms and conditions to be initialed part of this form?

A: The RFP document is considered the form for contractual services as it contains elements that require bidder signatures. This form, the RFP, is part of the specification package and must be signed and returned along with proposal documents created by the bidder in response to elements requested within the RFP.