

STATE OF ALASKA

Department of Education and Early Development
Division of Finance and Support Services



Statewide Through Year Assessment Services

RFP 200000085

Amendment One

May 21, 2020

Amendment One (A01) is being issued to respond to questions received and to make changes to the RFP as identified herein.

Important Note to Offerors: Only the RFP terms and conditions referenced in this amendment are being changed. All other terms and conditions of the RFP remain the same. **The offeror must acknowledge receipt of A01 on page 1 of Submittal Form A – Offeror Information in the *Addenda Acknowledgement* section.**

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Questions submitted by potential offerors and responses from the state:

Question 1: Please clarify the page limits for Submittal Forms B-D, as the page limits listed are different.
Section Page/# Best Value RFP 200000085, Section 4 Proposal Format, SEC. 4.02 Special Formatting Requirements, page 24 Submittal Forms B-D, pages 7-15
Requirement/Text Page limits listed in the table on page 24 of 4.02 Special Formatting Requirements and on Submittal Forms B-D.

Response 1: Section 4.02 Special Formatting Requirements states, in part:
“The offeror must ensure that their proposal meets all special formatting requirements identified in this section. This includes requirements documents and text and maximum page limits.”
When submitting its proposal, the offeror must abide by the Special Formatting Requirements noted therein.

Submittal Forms have been updated to reflect the Maximum Page Limits described in this section.

Question 2: Please confirm that the pre-proposal conference will be held on May 25, 2020, given that this is the Memorial Day holiday.
Section Page/# SEC. 1.06 EDUCATIONAL AND PRE-PROPOSAL CONFERENCE Page 5,
Requirement/Text An in-person educational meeting and pre-proposal conference will be held in Juneau at 2:00 p.m. Alaska Time on May 25, 2020, to provide a thorough education on the RFP process being used, discuss the RFP with prospective offerors, and allow them to ask questions concerning the RFP.

Response 2: The Best Value RFP 200000085 Assessments Educational Meeting and Pre-Proposal Conference is hereby rescheduled to Wednesday, May 27, 2020 at 2:00pm

BV RFP 200000085 Assessments Educational Meeting and Pre-Proposal Conference
Hosted by Laurel Shoop

Wednesday, May 27, 2020 2:00 pm | 1 hour | (UTC-08:00) Alaska

Meeting number: 287 869 795

Password: HmCtEMJV266 (46283658 from phones)

<https://stateofalaska.webex.com/stateofalaska/j.php?MTID=m535e31afd193e633345f6e27f9771a74>

Join by phone

1-650-479-3207 Call-in toll number (US/Canada)

Access code: 287 869 795

Question 3: Please confirm that the first summative testing window in this is in Spring of 2022. Will the current contractor be responsible for summative assessment administration in Spring 2021?

Section Page/# SEC. 3.04 MAJOR PROJECT MILESTONE TIMELINE

Clarification: if selected, the highest prioritized offeror shall present its plan to meet the requirements of this section during the Clarification phase of the solicitation. Page 19.

Requirement/Text Testing window March 28-April 29, 2022

Response 3: The first operational summative assessment by the new vendor is anticipated be in Spring of 2022. Spring 2021 will be the pilot for the new summative assessment. The current contractor will be administering the State's summative assessment for Spring 2021, and potentially Spring 2022 depending on the progress of the vendor's summative assessment development.

Question 4: Please confirm that this contract does not include assessing science.

Section Page/# SEC. 3.02 GOALS AND OBJECTIVES Page 18

Requirement/Text The Statewide Through-Year Assessment project strives to meet the following primary goals:

1. Provide a Through-Year Assessment System for grades 3-9 in ELA and Math assessments aligned to:
 - a. the Alaska ELA and Mathematics Standards
 - b. a statewide summative assessment as outlined in ESSA (law reference)

Response 4: The current vendor will continue to administer the Alaska Science Assessment. Science is not included in this procurement.

Question 5: Given COVID-19 has caused many organizations to restrict travel for employees out of concern for their safety, will the state allow for interviews to be conducted virtually?

Section Page/# SEC. 1.05 RFP SCHEDULE Page 5

SEC. 5.12 INTERVIEWS OF KEY PERSONNEL Page 34

Requirement/Text Interviews -TBD-6/9/2020

The individuals that will be interviewed must be the same individuals that are identified in Submittal Form A of the offeror's proposal. No substitutes, proxies, phone interviews, or electronic interviews will be allowed.

Response 5: Alaska will adhere to current mandates and CDC requirements. At this time, all meetings/interviews will be done virtually.

Question 6: State of Alaska Amendment to Professional Services Contract CT 19000380 allows for an amount of \$4,798,620.00 to be paid to DRC for the provision of the state summative program. The program requested in the RFP represents a significant increase in scope, but much smaller overall budget. Does the state anticipate additional funds becoming available to cover the cost of these assessments?

Section Page/# SEC. 1.02 BUDGET, page 4

Requirement/Text Approval or continuation of a contract resulting from this is contingent upon legislative appropriation. Please note that the state budget is being considered by the legislature, but the state does not know when the current legislative session will conclude or when the budget

will be finalized. If funding for these services is provided, the state does not anticipate receiving more than approximately \$1,500,000 for these services for fiscal year 2021 (July 1, 2020 to June 30, 2021), fiscal year 2022 (July 1, 2021 to June 30, 2022). Fiscal year 2023, 2024, and 2025 may have a budget up to \$3,500,000. While proposals in excess of this budget range will not be considered non-responsive, offerors should be acutely aware of this budget situation and take into consideration when developing their cost proposals.

Response 6: The budget for FY2021 is to cover a pilot administration of a new summative assessment. At this time, no additional funds are anticipated.

Question 7: Would the state please confirm the budget of \$1,500,000 for FY 21 and FY 22?

Section Page/# SEC. 1.02 BUDGET, page 4

Requirement/Text Approval or continuation of a contract resulting from this is contingent upon legislative appropriation. Please note that the state budget is being considered by the legislature, but the state does not know when the current legislative session will conclude or when the budget will be finalized. If funding for these services is provided, the state does not anticipate receiving more than approximately \$1,500,000 for these services for fiscal year 2021 (July 1, 2020 to June 30, 2021), fiscal year 2022 (July 1, 2021 to June 30, 2022). Fiscal year 2023, 2024, and 2025 may have a budget up to \$3,500,000. While proposals in excess of this budget range will not be considered non-responsive, offerors should be acutely aware of this budget situation and take into consideration when developing their cost proposals.

Response 7: The budget for FY21 is \$1,500,000 to pilot an assessment. If the pilot is successful and the new vendor is able to administer a full summative assessment in FY22, the budget can be adjusted.

Question 8: Would the state please confirm that this is accurate? As a vendor that successfully works with a large number of districts in the state, these seem significantly behind.

Section Page/# Sec 2.03 Page 16

Requirement/Text "Browsers that supported the 2018-2019 assessments were: • Firefox 38.7.1 or above • Safari 9.0.3 or above • Internet Explorer 11 or above • Chrome 35 and above"

Response 8: The technical requirements listed in the background information of the RFP is a list of the minimum requirements necessary to administer the current summative assessment online.

Question 9: Are there plans to release a separate solicitation for Science Assessment?

Response 9: DEED will not be releasing a separate solicitation for a Science Assessment at this time.

Question 10: Many components of contractor's proposed assessment system are licensed for the term of the agreement, not sold, and priced accordingly. To avoid later confusion, how should proposers delineate those items that are licensed versus those that are specifically prepared for DEED and retained by DEED?

Section Page/# Article 10. Ownership of Documents, Standard Agreement Form, page 4

Requirement/Text All designs, drawings, specifications, notes, artwork, and other work specifically developed for the State of Alaska under a separate written agreement, such as a Statement of Work,

are produced for hire and remain the sole property of the State of Alaska and may be used by the State for any other purpose without additional compensation to the contractor.

Response 10: Section 5.15 Clarification Period states, in part:

“The state will invite the highest (or second highest) prioritized offeror to the clarification period. The clarification period is carried out prior to the signing of a contract. The intent of this period is to allow the apparent best-value offeror an opportunity to clarify any assumptions, issues, or risks, and confirm that their proposal is accurate. The state’s objective is to have the services completed on time, without any cost increases, in a timely and efficient manner, and with high customer satisfaction. It is the offeror’s responsibility to ensure that the offeror understands the state’s expectations. The offeror is at risk, and part of the risk is understanding state’s expectations (and vice versa).

The offeror will be required to pre-plan the project in detail to ensure that there are no surprises, and to prepare a clarification document (which will be incorporated into the contract), containing at a minimum the information as described below:

- a. Verify the Cost Proposal: Clarify the cost proposal. The offeror is expected, in good faith, to incorporate in and submit any additional data, supporting schedules, or substantiation reasonably required.”

Section 7.02 Standard Contract Provisions states, in part:

“The contractor will be required to sign the state's Standard Agreement Form for Professional Services Contracts (form 02-093/Appendix A). This form is attached with the RFP for your review. The contractor must comply with the contract provisions set out in this attachment. No alteration of these provisions will be permitted without prior written approval from the Department of Law, and the state reserves the right to reject a proposal that is non-compliant or takes exception with the contract terms and conditions stated in the Agreement. Any requests to change language in this document (adjust, modify, add, delete, etc.), must be set out in the offeror’s proposal in a separate document. Please include the following information with any change that you are proposing:

1. Identify the provision that the offeror takes exception with.
2. Identify why the provision is unjust, unreasonable, etc.
3. Identify exactly what suggested changes should be made.”

Question 10: Please identify any state, borough regulations, codes and laws applicable to the full performance of the contract resulting from the RFP, which are not specifically referenced in the RFP.

Section Page/# Article 15. Compliance., Standard Agreement Form, page 4

Requirement/Text In the performance of this contract, the contractor must comply with all applicable federal, state, and borough regulations, codes, and laws, and be liable for all required insurance, licenses, permits and bonds.

Response 10: The statewide assessment regulation can be found in Article 4 of the Alaska Administrative Code. The following regulations can be found online on the State of Alaska Website (<http://www.akleg.gov/basis/aac.asp>)

- 4 AAC 06.700. Purpose

- 4 AAC 06.710. Statewide student assessment system
- 4 AAC 06.712. Developmental profile
- 4 AAC 06.718. college and career readiness assessment after student receives a certificate of achievement
- 4 AAC 06.737. Standards-based test
- 4 AAC 06.738 Standards-based test results
- 4 AAC 06.739. Assessment achievement level scores
- 4 AAC 06.761. Test administration
- 4 AAC 06.765. test security; consequences of breach
- 4 AAC 06.775. Statewide assessment program for students with disabilities
- 4 AAC 06.776. Assessment of a student that is an English learner
- 4 AAC 06.790 Definitions

Changes to the RFP:

Change 1: Attachment Submittal Forms BV RFP 200000085 Statewide Through Year Assessment Services are hereby amended and replaced as attached to the Online Public Notices website, hyperlinked [here](http://notice.alaska.gov/198215) or available through <http://notice.alaska.gov/198215>.

Change 2: SEC. 1.06 EDUCATIONAL AND PRE-PROPOSAL CONFERENCE is hereby amended in full to read as follows:

An in-person educational meeting and pre-proposal conference will be held in Juneau at **2:00 p.m.** Alaska Time on **May 25 27, 2020**, to provide a thorough education on the RFP process being used, discuss the RFP with prospective offerors, and allow them to ask questions concerning the RFP. To obtain the greatest benefit of this meeting, offerors are strongly encouraged to send their direct supervisory personnel/critical project team members (in lieu of executives, business development, or sales personnel).

Offerors should read the RFP in full and come to the meeting prepared to discuss any questions or concerns. Offerors with a disability needing accommodation should contact the procurement officer prior to the date set for the pre-proposal conference so that reasonable accommodation can be made. The meeting will be held at the following via WebEx

Best Value RFP 200000085 Assessments Educational Meeting and Pre-Proposal Conference

Hosted by Laurel Shoop

Join online

Monday, May 25 27, 2020 2:00 pm | 1 hour | (UTC-08:00) Alaska

Meeting number: 287 869 795

Password: HmCtEMJV266 (46283658 from phones)

<https://stateofalaska.webex.com/stateofalaska/j.php?MTID=m535e31afd193e633345f6e27f9771a74>

Join by phone

1-650-479-3207 Call-in toll number (US/Canada)

Access code: 287 869 795

Change 3: SEC. 5.12 INTERVIEWS OF KEY PERSONNEL is hereby amended in full to read as follows:

The state may conduct interviews with the key personnel from each of the shortlisted offerors, as identified below (the state reserves the right to request additional personnel):

- 1) Account Manager** – Individual that will be responsible for the overall operation of the Statewide Through Year Assessment Services
- 2) Technical Support Manager** – Individual that will be responsible for providing technical support for the services or managing the team responsible for technical support.
- 3) Implementation Manager** – Individual that will be responsible for the overall design and performance of assessment system used to carry out the required services.

The individuals that will be interviewed must be the same individuals that are identified in Submittal Form A of the offeror's proposal. No substitutes or proxies, ~~phone interviews, or electronic interviews~~ will be allowed. No other individuals (from the offeror's organization) will be allowed to sit in or participate during the interview session. Individuals who fail to attend the interview will be given a "1" score, which may jeopardize the offeror's competitiveness.

Interviews are expected to last approximately 30 minutes per individual. Interviewees may not bring notes, presentation materials, or handouts. The state will interview individuals separately (not as a team). Interviewees may be prohibited from making any reference to their proposed cost/fees. Interviewees may be asked questions regarding their experience, knowledge and understanding of the scope of work, obstacles and challenges, strategies, and their plan/approach. The state may request additional information prior to interviews. The PEC will score each interview individually and may have a group discussion prior to finalizing scores.