

KEITH W RHEAULT
Superintendent of Public Instruction

STATE OF NEVADA

SOUTHERN NEVADA OFFICE
9890 S. Maryland Pkwy
Ste 221 Rm. 234
Las Vegas, Nevada 89183-6283
(702) 486-6458 Ext. 268
Fax: (702) 668-4321

GLORIA P. DOPE
Deputy Superintendent
Instructional, Research and Evaluative
Services



JAMES R. WELLS
Deputy Superintendent
Administrative and Fiscal Services

MOODY STREET OFFICE
1749 Moody Street, Suite 40
Carson City, Nevada 89706-2543

DEPARTMENT OF EDUCATION
700 E. Fifth Street
Carson City, Nevada 89701-5096
(775) 687 - 9200 · Fax: (775) 687 - 9101

SUBJECT: Amendment No. 1 to Request for Proposal No. 2010-2

DATE OF AMENDMENT: November 9, 2009

DATE OF RFP RELEASE: October 19, 2009

DATE AND TIME OF OPENING: November 23, 2009 at 4:00 pm PST

AGENCY CONTACT: Lisa Ford, Special Education Consultant

The following shall be a part of RFP 2010-2 for the Independent Alignment Study of the Nevada Alternate Assessment (NAA). If a vendor has already returned a proposal and any of the information provided below changes that proposal, please submit the changes along with this amendment. You need not re-submit an entire proposal prior to the opening date and time.

Questions and Answers to RFP:

1. For what panel and meeting logistics will the contractor be responsible (e.g., meeting room, meals, a/v equipment, panelists' travel expenses)?

Yes, where indicated in the proposal, the contractor will be responsible for all meeting logistics (e.g., meeting rooms, meals, a/v equipment, panelists' travel expenses and substitute reimbursements if necessary). The NDE will work with the contractor to select and solicit Nevada stakeholders to participate as alignment study panelists.

2. Does the Department have a preferred location for the alignment study?

The Nevada Department of Education will evaluate the proposals based on the quality of the proposed alignment study. The Department of is not opposed to, or in favor of, conducting the actual alignment study in the State of Nevada.

3. Is the Nevada Department of Education requesting a study design that anticipates multiple panels of educators across grade levels and content areas?

Yes, the Department is requesting a study design that accounts for the multiple grade levels and content areas that are assessed on the Nevada Alternate Assessment. It is

anticipated that any proposals submitted would account for both the assessed content areas and, at minimum, the assessed grades by grade bands.

4. How many forms per grade level and content area will be included in the studies? How many items are anticipated per form for each assessment?

Reading and Mathematics for grades 3, 4, 5, 6, 7, 8 & 11 contain one form each for Reading and Mathematics. Both reading and Mathematics consist of 18 items each with four trials in each item. Science and Writing for grades 5, 8 and 11 contain one form. Science consists of 9 items with four trials for each item and Writing consists of 6 items with four trials for each item.

5. Does the Nevada Department of Education have performance level descriptors defined for each grade level and content area that could be potentially used in the studies?

Yes, the Nevada Department of Education will have Achievement Level Descriptors drafted for each grade level and content area assessed.

6. Under the Scope of Work- the last bullet: It reads, "The NAA assessment reflects access to the general curriculum." Do you mean the assessment itself or the assessment system? How we would respond to that may differ based upon a consideration of only the assessment or the components within the assessment system (e.g., professional development for the assessment and content standards, the enacted curriculum).

The Nevada Department of Education is interested in learning how the assessment system reflects access to the general education curriculum.

7. If you are interested in the assessment system reflecting access to the general education curriculum, would you like us to include a teacher survey (i.e., the Curriculum Indicator Survey) as part of the proposal? Additionally, do you have an expectation for the format of the survey?

Yes, the Nevada Department of Education is interested in evaluating proposals that included a teacher survey as a means of surveying access to the general education curriculum. The Nevada Department of Education would like the survey, if included in the proposal, to be formatted for web access (e.g., survey monkey, zoomerang).

8. Would you like us to include how our alignment pane of content experts would be selected and how we would work with the NDE for approval of the alignment study panelists as part of the proposal?

Yes the Nevada Department of Education is interested in evaluating proposals that reference information regarding the selection process for content experts.

9. Would you prefer the panelists to be from Nevada and conduct the study in Nevada? Or would we be able to use panelists in our area on conduct the study outside of Nevada?

The Nevada Department of Education will evaluate the proposals based on the quality of the proposed alignment study. The decision of panelist locations will be considered as it pertains to the quality of the proposed alignment study. The Nevada Department of

Education is not opposed to, or in favor of, conducting the actual alignment study in the State of Nevada.

10. An out-of-state vendor must become duly qualified to do business in the State of Nevada as a foreign corporation before a contract can be executed. Would the company need to address becoming a foreign corporation prior to submitting a proposal or once the study is awarded?

Yes, the awarded contractor, upon issuance of the contract, would need to verify that the vendor is legally permitted to conduct business in the State of Nevada.

11. Please confirm that item 7.8 on RFP page 9 (PDF page 11 of 33) requests that vendors structure their technical proposals according to the order and numbering of Section 4 in this RFP.

Yes, responses to each section and subsection should be labeled to indicate which item is being addressed, per item 7.8. Exceptions to this will be considered during the evaluation process.

For the ease of the evaluators, it is anticipated that the proposals will be presented in a format that corresponds to and references the sections outlined in the RFP.

12. Please clarify the ambiguity on RFP page 6 (PDF page 8 or 33) where it says vendors are required to “provide a minimum of three (2) references from similar projects performed...” Are vendors required to submit three (3) references or two (2) references?

Vendors are required to submit three (3) references from similar projects performed for private state and/or large local government clients within the last three years.

A correction for RFP 2010-2 page 6, section 4.2 (PDF 8 or 33) should read as follows:

4.2 REFERENCES:

Vendors should provide a minimum of three (2) references from similar projects performed for private state and/or large local government clients within the last three years. **Vendors are required to submit Attachment C, Reference Form to the business references they list. The business references must submit the Reference Form directly to the Lisa Ford (lford@doe.nv.gov).** It is the vendor’s responsibility to ensure that the completed forms are received by the NDE on or before the proposal submission deadline for inclusion in the evaluation process. Business references that are not received, or are not complete, may adversely affect the vendor’s score in the evaluation process. The NDE may contact any or all business references for validation of information submitted.

References should include:

- 4.2.1 Client name;
- 4.2.2 Project description;
- 4.2.3 Project dates (starting and ending);
- 4.2.4 Technical environment; (i.e., Software applications, Internet capabilities, data communications, network, hardware)

4.2.5 Client project manager name, telephone number, fax number and e-mail address.