

## 1. APPLICABLE REGULATIONS GOVERNING PROCUREMENT

- 1.1. All applicable Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC) documentation can be found at: [www.leg.state.nv.us/law1.cfm](http://www.leg.state.nv.us/law1.cfm).
- 1.2. Prospective vendors are advised to review Nevada's ethical standards requirements, including but not limited to NRS 281A, NRS 333.800, and NAC 333.155.

## 2. PROJECT OVERVIEW

- 2.1. The State of Nevada Purchasing Division, on behalf of the Nevada Department of Education (NDE) Student Achievement Division is seeking proposals from qualified vendors to administer a College and Career Readiness Assessment to all students enrolled in Grade 11.
- 2.2. This vendor will deliver and support this assessment and complete the necessary development, administration, scoring, and reporting services for the assessment as described in the scope of work and attachments.
- 2.3. This is a multi-year project, and the initial term of the contract will be for Four (4) years, the two (2) biennia: Fiscal Years (FY) 2023 - FY 2024 and FY 2025 – FY2026 as per Nevada Legislative Budget Cycle. Option to extend this agreement for the next biennium FY 2027 – FY 2028 will be upon the mutual consent of both parties and in accordance with state policy. The potential entire term of this contract is six (6) fiscal years. Proposal should include detailed cost proposals for each of the contract years, with projected budgets for contracts years beyond FY 2026.
- 2.4. The State intends to award one (1) contract in conjunction with this Request for Proposals (RFP), as determined in the best interests of the State. NDE shall administer contract(s) resulting from this RFP. The resulting contract(s) are expected to be for a contract term of four (4) years, with an option to extend for two (2) additional years, if agreed upon by both parties and in the best interests of the State, subject to the State Board of Education and Board of Examiners approval.

## 2.5. AGENCY BACKGROUND

- 2.5.1. The Nevada Department of Education is an executive state agency that works to provide comprehensive pre-K-12 programs and supports. NDE develops and implements education policy, conducts educator licensure, and supports students, families, schools, educators, and districts via programmatic and technical supports. This work supports our mission to improve student achievement and educator effectiveness by ensuring opportunities, facilitating learning, and promoting excellence.
- 2.5.2. See the Nevada Department of Education website for agency organization and functional units, office locations, and staffing.

## 2.6. GOALS AND OBJECTIVES

- 2.6.1. This College and Career Readiness Assessment must provide data and information to each student who takes the assessment in a manner that will allow the student to review the areas of his or her academic strengths and weaknesses, including, without limitation, areas where additional work in the subject areas tested on the assessment is necessary to prepare for college and career success without the need for remediation. This assessment must also allow teachers and other educational personnel to use the results of a student on the assessment to provide appropriate interventions for the student to prepare for college and career success.
- 2.6.2. The College and Career Readiness Assessment must be a comprehensive, valid, and reliable, holistic, and creative solution. Vendors are encouraged to provide information on related products or assessments that enhance the achievement of students in high school and provide multiple indicators of readiness for college and careers. Vendors are also encouraged to provide information concerning how teachers and other personnel can use the timely results of a student's assessment to provide appropriate interventions for a successful transition out of high school at the classroom level, the school district level, the state level, and for parents and families. Vendors should demonstrate that the assessment is in alignment with the Nevada Academic Content Standards and should highlight any additional value of the assessment (such as acceptance as a college entrance exam, uses in regard to higher education remediation, or other benefits).
- 2.6.3. The vendor must deliver and support the College and Career Readiness Assessment in the manner that reflects large-scale assessment industry best practices in accordance with the *"Standards for Educational and Psychological Testing"*

(2014).

- 2.6.4. The vendor must include a data interaction reporting tool that Department Staff and other educational personnel can use to view student assessment results. This tool must have functionality to make student, school, district, subpopulation, and subgroup aggregations and comparisons.
- 2.6.5. Nevada's system of K-12 public education is comprised of 17 local School Districts and a Public State Charter School Authority. The assessment must be administered at the same time within each district high school or charter school, but each individual district and charter school have the option of selecting a different testing window. It is estimated that approximately 37,000 students will take the assessment each year, with that number likely to steadily increase with annual enrollment growth.
- 2.6.6. The vendor must deliver and support a College and Career Readiness Assessment with supports and accommodations to meet the needs of all students, including, but not limited to, English Learners and Students with Disabilities.
- 2.6.7. The vendor must deliver and support a College and Career Readiness Assessment that provides Individual Student Reports that are readily understood by the widest variety of education stakeholders including parents, guardians, caregivers, and students. The vendor must provide communication in a format that meets the needs of all stakeholders including student and parent directed communication and communication directed to the SEA, the LEAs, site administrators and all personnel involved with the assessment at any phase (pre-, during-, post-assessment). Communication directed at stakeholders would be minimally available in the English and Spanish languages.
- 2.6.8. Vendors should see the Nevada Revised Statute 390.610 that requires the State Board of Education to select College and Career Readiness Assessment for Grade 11. Vendors must provide documentation on how the solution fulfills all federal reporting requirements by the SEA.

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**1. GENERAL**

- 1.1. The vendor must describe in general terms how the proposed College and Career Readiness Assessment solution will fit the State's requirements and any specific benefits that the State would receive by choosing this approach over any alternatives. Vendors are encouraged to propose alternative methods or modifications to tasks or identify additional tasks that they feel are necessary or would improve the efficiency of the project and/or quality of the materials produced for the project. However, the vendor's response must address the tasks specified in the RFP in addition to any alternatives proposed.

**2. EXECUTIVE SUMMARY**

- 2.1. The vendor must describe in general terms how the proposed College and Career Readiness Assessment solution will fit the State's requirements and any specific benefits that the State would receive by choosing this approach over any alternatives.

**3. PROJECT TIMELINE**

- 3.1. Vendors must submit a preliminary project timeline to administer the College and Career Readiness Assessment. This should incorporate the testing window and the necessary services to complete the assessment. See Section 2 – Project Overview in RFP. A Gantt chart is preferred.

**4. PROJECT MANAGEMENT**

- 4.1. The vendor must describe their approach to promoting a working relationship with Department staff, including but not limited to the following factors:
- 4.1.1. Regular communications with Department Staff through a variety of methods including e-mail, phone, conference calls, video conferencing, and in-person meetings.
  - 4.1.2. An approach that is collaborative, client-oriented, and proactive in terms of services and planning needed to complete a successful assessment.
  - 4.1.3. Availability of Key Personnel minimally Monday through Friday 12 hours per day to answer questions from Department Staff and offer technical expertise and advice on assessment issues.
  - 4.1.4. Assurances that the assessment will comply with adopted procedures for State-administered assessments and ensure students who are enrolled in public schools can participate in an assessment.
  - 4.1.5. Assurance that the assessment meets compliance and peer review requirements of the United States Department of Education.
  - 4.1.6. Assurance that the assessment meets relevant requirements of the Nevada Revised Statutes (NRS Chapter 390) and Nevada Administrative Code (NAC Chapter 390).
  - 4.1.7. Attendance at all Technical Advisory Committee (TAC) meetings each contract year when requested by the SEA.
  - 4.1.8. Arrangement of a minimum of at least three planning meetings as requested by SEA staff to be held each contract year. The vendor will pay for meeting room and meals provided for the meeting topics to include all matters and questions related to the administration, scoring, and reporting of the solution.
  - 4.1.9. Attendance at relevant Test Security and Administration trainings.
  - 4.1.10. Routine presentations and presentations as needed and requested by the SEA related to program management at TAC and planning meetings.
  - 4.1.11. Routine presentations and presentations as requested by the SEA related to the assessment administration and the results to the State Board, the Legislature, as well as other policymakers and stakeholders.
  - 4.1.12. Development of an annual report with an executive summary that includes an overview and analysis of the testing administration, an analysis of the results from the testing administration, and implications of these results in a national context. The annual report will be completed during each year of the contract.
  - 4.1.13. The vendor must provide professional development for Nevada educators during each year of the contract on the integration and use of the CCR Assessment as part of a balanced assessment system. The methodology, frequency, and content of the professional development will be determined by the SEA.

**5. FUNCTIONAL AND TECHNICAL REQUIREMENTS**

- 5.1. Test Design, Item Development, and Form Publishing

- 5.1.1. The vendor must demonstrate how the College and Career Readiness Assessment will align with the Nevada Academic Content Standards in at least English Language Arts and Mathematics.
- 5.1.2. The vendor must demonstrate the ability to provide all students, including those with a disability and English Learners, access to the assessment, including but not limited to printing vision-impaired assessment booklets based on order amounts from school districts, the ability to create Braille assessment booklets based on order amounts from school districts if the assessment is delivered in a paper/pencil format, and translation services across multiple languages, such as directions, thesaurus, or test items as appropriate.
- 5.2. Test Administration, Logistics, and Data Processing
  - 5.2.1. The vendor must provide a service call center/help desk one month prior to, during, and one month after the assessment window(s).
  - 5.2.2. The vendor must deliver and/or provide access to the assessment Test Coordinator Manual and the Test Administer Manual to schools at least one month before the testing window.
  - 5.2.3. The vendor must provide a student rostering solution that meets the needs of all LEAs including a solution that accepts large data updates, daily if needed, to students who have been identified to take the assessment. The vendor must provide access to all LEAs to make edits as required to any student information in the rostering solution.
  - 5.2.4. The vendor must provide a process for validation of the data by LEAs that is included in the proposed solution.
  - 5.2.5. The vendor must sequence the dates for return and scoring of the assessment to minimize turnaround time for reporting student scores to schools and school scores to the Department in order to meet Department data analysis deadlines and mandated reporting timelines.
  - 5.2.6. The Department will expect electronic reporting of student scores for the college and career readiness assessment to occur within a timeframe to be negotiated but in no instance more than 28 calendar days from return of answer documents.
  - 5.2.7. The vendor must collaborate with Department Staff and develop business decision rules consistent with existing practices for data file layout, data processing, and reporting.
  - 5.2.8. Include a demonstrable proof: how many state-wide testing irregularities did the vendor have in the last 5 years; describe in detail what happened, the impact on the SEA and LEAs; what remediation was completed to ensure it would not happen again.
- 5.3. Scoring, Data Analysis, and Reporting
  - 5.3.1. The vendor must provide comprehensive psychometric support to scoring, data analysis, reporting, and the suggested application of the assessment results for the SEA and LEAs.
  - 5.3.2. The vendor must score all assessments. The vendor must utilize the State identified portal for secure data transfer to and from Department and to and from school districts.
  - 5.3.3. The vendor must provide services on-line. These services must include upcoming assessment schedule, reporting, administration manuals, additional materials order, and assessment materials pickup and return.
  - 5.3.4. The vendor must support to the extent required by the SEA all Peer Review requirements and activities.
  - 5.3.5. The vendor must publish an assessment-specific technical report each contract year. The format and content for this technical report must meet industry standards.
  - 5.3.6. The vendor must publish an interpretation guide to explain student score reporting to teachers and parents in both English and Spanish.
- 6. EQUITY**
  - 6.1. Explain in detail and provide examples of how equity is integrated into the test development process, including but not limited to, the racial composition of the assessment developers, work that occurred around question bias, previous findings and challenges identified concerning equity and how those have been addressed, how is the assessment reviewed for differences in experience based on student groups, and how have parents and families been involved in the development to the assessment.
  - 6.2. Explain in detail and provide examples of how equity will be advanced through the product being proposed for use by Nevada.
- 7. COST SCHEDULE**
  - 7.1. Vendors must submit a per-student cost for the College and Career Readiness Assessment for each fiscal year. For aggregate costs associated with an entire class/year of students, the projected student population of 37,000 students should be used and noted in the cost provided.

7.2. Any support costs for products or services not included in the per-student cost for the College and Career Readiness Assessment should be listed on a fee schedule with the following information:

- 7.2.1. Listing of each product or service.
- 7.2.2. Annual licensing fee, if applicable.
- 7.2.3. Annual maintenance fee.

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