



State of Oklahoma
Office of Management and Enterprise Services
Central Purchasing Division

Solicitation

1. Solicitation #:

2. Solicitation Issue Date:

3. Brief Description of Requirement:

4. Response Due Date¹:

Time: 3:00 PM CST/CDT

5. Issued By and RETURN SEALED BID TO:

Personal or Common Carrier Delivery:

Office of Management and Enterprise Services
Central Purchasing Division
Will Rogers Building
2401 N. Lincoln Blvd, Suite 116,
Oklahoma City, OK 73105

U.S. Postal Delivery:

Office of Management and Enterprise Services
Central Purchasing Division
P.O. Box 528803,
Oklahoma City, Oklahoma 73152-8803

6. Solicitation Type (check one below):

- ☐ Invitation to Bid
☐ Request for Proposal
☐ Request for Quote

7. Requesting Agency:

8. Contracting Officer:

Name:

Phone: (405)

Email:

¹ Amendments to solicitation may change the Response Due Date (read CP GENERAL PROVISIONS, section 3, "Solicitation Amendments")



State of Oklahoma
Office of Management and Enterprise Services
Central Purchasing Division

Responding Bidder Information

"Certification for Competitive Bid and Contract" **MUST** be submitted along with the response to the Solicitation.

1. RE: Solicitation # _____

2. Bidder General Information:

FEI / SSN : _____

VEN ID: _____

Company Name: _____

3. Bidder Contact Information:

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Name: _____

Contact Title: _____

Phone #: _____ FAX#: _____

Email: _____ Website: _____

4. Oklahoma Sales Tax Permit²:

☐ YES – Permit #: _____

☐ NO – Exempt pursuant to Oklahoma Laws or Rules

5. Registration with the Oklahoma Secretary of State:

☐ YES - Filing Number: _____

☐ NO - Prior to the contract award, the successful bidder will be required to register with the Secretary of State or must attach a signed statement that provides specific details supporting the exemption the supplier is claiming (www.sos.ok.gov or 405-521-3911).

6. Workers' Compensation Insurance Coverage:

Bidder is required to provide with the bid a certificate of insurance showing proof of compliance with the Oklahoma Workers' Compensation Act.

☐ YES – include a certificate of insurance with the bid

☐ NO - attach a signed statement that provides specific details supporting the exemption you are claiming from the Workers' Compensation Act (Note: Pursuant to Attorney General Opinion #07-8, the exemption from 85 O.S. 2011, § 311 applies only to employers who are natural persons, such as sole proprietors, and does not apply to employers who are entities created by law, including but not limited to corporations, partnerships and limited liability companies.)³

Authorized Signature

Date

Printed Name

Title

² For frequently asked questions concerning Oklahoma Sales Tax Permit, see <http://www.tax.ok.gov/faq/faqbussales.html>

³ For frequently asked questions concerning workers' compensation insurance, see <http://www.ok.gov/oid/faqs.html#c221>



State of Oklahoma
Office of Management and Enterprise Services
Central Purchasing Division

Certification for Competitive
Bid and/or Contract
(Non-Collusion Certification)

NOTE: A certification shall be included with any competitive bid and/or contract exceeding \$5,000.00 submitted to the State for goods or services.

Solicitation or Purchase Order #: _____

Supplier Legal Name: _____

SECTION I [74 O.S. § 85.22]:

A. For purposes of competitive bid,

1. I am the duly authorized agent of the above named bidder submitting the competitive bid herewith, for the purpose of certifying the facts pertaining to the existence of collusion among bidders and between bidders and state officials or employees, as well as facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in the letting of any contract pursuant to said bid;
2. I am fully aware of the facts and circumstances surrounding the making of the bid to which this statement is attached and have been personally and directly involved in the proceedings leading to the submission of such bid; and
3. Neither the bidder nor anyone subject to the bidder's direction or control has been a party:
 - a. to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding,
 - b. to any collusion with any state official or employee as to quantity, quality or price in the prospective contract, or as to any other terms of such prospective contract, nor
 - c. in any discussions between bidders and any state official concerning exchange of money or other thing of value for special consideration in the letting of a contract, nor
 - d. to any efforts or offers with state agency or political subdivision officials or others to create a sole brand acquisition or a sole source acquisition in contradiction to 74 O.S. 85.45j.1.

B. I certify, if awarded the contract, whether competitively bid or not, neither the contractor nor anyone subject to the contractor's direction or control has paid, given or donated or agreed to pay, give or donate to any officer or employee of the State of Oklahoma any money or other thing of value, either directly or indirectly, in procuring this contract herein.

SECTION II [74 O.S. § 85.42]:

For the purpose of a contract for services, the supplier also certifies that no person who has been involved in any manner in the development of this contract while employed by the State of Oklahoma shall be employed by the supplier to fulfill any of the services provided for under said contract.

The undersigned, duly authorized agent for the above named supplier, by signing below acknowledges this certification statement is executed for the purposes of:

☐ the competitive bid attached herewith and contract, if awarded to said supplier;

OR

☐ the contract attached herewith, which was not competitively bid and awarded by the agency pursuant to applicable Oklahoma statutes.

Supplier Authorized Signature

Certified This Date

Printed Name

Title

Phone Number

Email

Fax Number

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A. GENERAL PROVISIONS

A.1. Definitions

As used herein, the following terms shall have the following meaning unless the context clearly indicates otherwise:

- A.1.1. "Acquisition" means items, products, materials, supplies, services, and equipment a state agency acquires by purchase, lease purchase, lease with option to purchase, or rental pursuant to the Oklahoma Central Purchasing Act;
- A.1.2. "Bid" means an offer in the form of a bid, proposal, or quote a bidder submits in response to a solicitation;
- A.1.3. "Bidder" means an individual or business entity that submits a bid in response to a solicitation;
- A.1.4. "Solicitation" means a request or invitation by the State Purchasing Director or a state agency for a supplier to submit a priced offer to sell acquisitions to the state. A solicitation may be an invitation to bid, request for proposal, or a request for quotation; and
- A.1.5. "Supplier" or "vendor" means an individual or business entity that sells or desires to sell acquisitions to state agencies.

A.2. Bid Submission

- A.2.1. Submitted bids shall be in strict conformity with the instructions to bidders and shall be submitted with a completed Responding Bidder Information, OMES-FORM-CP-076, and any other forms required by the solicitation.
- A.2.2. Bids shall be submitted to the Central Purchasing Division in a single envelope, package, or container and shall be sealed, unless otherwise detailed in the solicitation. The name and address of the bidder shall be inserted in the upper left corner of the single envelope, package, or container. SOLICITATION NUMBER AND SOLICITATION RESPONSE DUE DATE AND TIME MUST APPEAR ON THE FACE OF THE SINGLE ENVELOPE, PACKAGE, OR CONTAINER.
- A.2.3. The required certification statement, "Certification for Competitive Bid and/or Contract (Non-Collusion Certification)", OMES-FORM-CP-004, must be made out in the name of the bidder and must be properly executed by an authorized person, with full knowledge and acceptance of all its provisions.
- A.2.4. All bids shall be legible and completed in ink or with electronic printer or other similar office equipment. Any corrections to bids shall be identified and initialed in ink by the bidder. Penciled bids and penciled corrections shall NOT be accepted and will be rejected as non-responsive. In addition to a hard copy submittal, the bidder will also be required to submit an electronic copy. Electronic responses must be submitted in the identical format contained in the solicitation (for example Microsoft Word, Microsoft Excel, but not Adobe PDF). In the event the hard copy of the price worksheets and electronic copy of the price worksheets do not agree, the electronic copy will prevail.
- A.2.5. All bids submitted shall be subject to the Oklahoma Central Purchasing Act, Central Purchasing Rules, and other statutory regulations as applicable, these General Provisions, any Special Provisions, solicitation specifications, required certification statement, and all other terms and conditions listed or attached herein—all of which are made part of this solicitation.

A.3. Solicitation Amendments

- A.3.1. If an "Amendment of Solicitation", OMES-FORM-CP-011, is issued, the bidder shall acknowledge receipt of any/all amendment(s) to solicitations by signing and returning the solicitation amendment(s). Amendment acknowledgement(s) may be submitted with the bid or may be forwarded separately. If forwarded separately, amendment acknowledgement(s) must contain the solicitation number and response due date and time on the front of the envelope. The Central Purchasing Division must receive the amendment acknowledgement(s) by the response due date and time specified for receipt of bids for the bid to be deemed responsive. Failure to acknowledge solicitation amendments may be grounds for rejection.
- A.3.2. No oral statement of any person shall modify or otherwise affect the terms, conditions, or specifications stated in the solicitation. All amendments to the solicitation shall be made in writing by the Central Purchasing Division.
- A.3.3. It is the Bidder's responsibility to check the OMES/Central Purchasing Division website frequently for any possible amendments that may be issued. The Central Purchasing Division is not responsible for a bidder's failure to download any amendment documents required to complete a solicitation.

A.4. Bid Change

If the bidder needs to change a bid prior to the solicitation response due date, a new bid shall be submitted to the Central Purchasing Division with the following statement "This bid supersedes the bid previously submitted" in a single envelope, package, or container and shall be sealed, unless otherwise detailed in the solicitation. The name and address of the bidder shall be inserted in the upper left corner of the single envelope, package, or container. SOLICITATION NUMBER AND SOLICITATION RESPONSE DUE DATE AND TIME MUST APPEAR ON THE FACE OF THE SINGLE ENVELOPE, PACKAGE, OR CONTAINER.

A.5. Certification Regarding Debarment, Suspension, and Other Responsibility Matters

By submitting a response to this solicitation:

- A.5.1. The prospective primary participant and any subcontractor certifies to the best of their knowledge and belief, that they and their principals or participants:
 - A.5.1.1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal, State or local department or agency;
 - A.5.1.2. Have not within a three-year period preceding this proposal been convicted of or pled guilty or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) contract; or for violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - A.5.1.3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph A.5.1.2. of this certification; and
 - A.5.1.4. Have not within a three-year period preceding this application/proposal had one or more public (Federal, State, or local) contracts terminated for cause or default.
- A.5.2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to its solicitation response.

A.6. Bid Opening

Sealed bids shall be opened by the Central Purchasing Division at the Will Rogers Building, 2401 N. Lincoln Blvd. First Floor, Suite 116, Oklahoma City, Oklahoma, 73105 at the time and date specified in the solicitation as Response Due Date and Time.

A.7. Open Bid / Open Record

Pursuant to the Oklahoma Public Open Records Act, a public bid opening does not make the bid(s) immediately accessible to the public. The procurement or contracting agency shall keep the bid(s) confidential, and provide prompt and reasonable access to the records only after a contract is awarded or the solicitation is cancelled. This practice protects the integrity of the competitive bid process and prevents excessive disruption to the procurement process. The interest of achieving the best value for the State of Oklahoma outweighs the interest of vendors immediately knowing the contents of competitor's bids. [51 O.S. § 24A.5(5)]

Additionally, financial or proprietary information submitted by a bidder may be designated by the Purchasing Director as confidential and the procurement entity may reject all requests to disclose information designated as confidential pursuant to 62 O.S. (2012) § 34.11.1(H)(2) and 74 O.S. (2011) § 85.10. Bidders claiming any portion of their bid as proprietary or confidential must specifically identify what documents or portions of documents they consider confidential and identify applicable law supporting their claim of confidentiality. The State Purchasing Director shall make the final decision as to whether the documentation or information is confidential pursuant to 74 O.S. § 85.10. Otherwise, documents and information a bidder submits as part of or in connection with a bid are public records and subject to disclosure after contract award or the solicitation is cancelled.

A.8. Late Bids

Bids received by the Central Purchasing Division after the response due date and time shall be deemed non-responsive and shall NOT be considered for any resultant award.

A.9. Legal Contract

- A.9.1. Submitted bids are rendered as a legal offer and any bid, when accepted by the Central Purchasing Division, shall constitute a contract.
- A.9.2. The Contract resulting from this solicitation may consist of the following documents in order of preference:
 - A.9.2.1. Purchase order, as amended by Change Order (if applicable);
 - A.9.2.2. Solicitation, as amended (if applicable); and
 - A.9.2.3. Successful bid (including required certifications), to the extent the bid does not conflict with the requirements of the solicitation or applicable law.

A.9.3. Any contract(s) awarded pursuant to the solicitation shall be legibly written or typed.

A.10. Pricing

A.10.1. Bids shall remain firm for a minimum of sixty (60) days from the solicitation closing date.

A.10.2. Bidders guarantee unit prices to be correct.

A.10.3. In accordance with 74 O.S. §85.40, ALL travel expenses to be incurred by the supplier in performance of the Contract shall be included in the total bid price/contract amount.

A.11. Manufacturers' Name and Approved Equivalents

Unless otherwise specified in the solicitation, manufacturers' names, brand names, information and/or catalog numbers listed in a specification are for information and not intended to limit competition. Bidder may offer any brand for which they are an authorized representative, and which meets or exceeds the specification for any item(s). However, if bids are based on equivalent products, indicate on the bid form the manufacturer's name and number. Bidder shall submit sketches, descriptive literature, and/or complete specifications with their bid. Reference to literature submitted with a previous bid will not satisfy this provision. The bidder shall also explain in detail the reason(s) why the proposed equivalent will meet the specifications and not be considered an exception thereto. Bids that do not comply with these requirements are subject to rejection.

A.12. Clarification of Solicitation

A.12.1. Clarification pertaining to the contents of this solicitation shall be directed in writing to the Central Purchasing Contracting Officer specified in the solicitation.

A.12.2. If a bidder fails to notify the State of an error, ambiguity, conflict, discrepancy, omission or other error in the SOLICITATION, known to the bidder, or that reasonably should have been known by the bidder, the bidder shall submit a bid at its own risk; and if awarded the contract, the bidder shall not be entitled to additional compensation, relief, or time, by reason of the error or its later correction. If a bidder takes exception to any requirement or specification contained in the SOLICITATION, these exceptions must be clearly and prominently stated in their response.

A.12.3. Bidders who believe proposal requirements or specifications are unnecessarily restrictive or limit competition may submit a written request for administrative review to the State prior to the closing date.

A.13. Rejection of Bid

The State reserves the right to reject any bids that do not comply with the requirements and specifications of the solicitation. A bid may be rejected when the bidder imposes terms or conditions that would modify requirements of the solicitation or limit the bidder's liability to the State. Other possible reasons for rejection of bids are listed in OAC 580:16-7-32.

A.14. Award of Contract

A.14.1. The State Purchasing Director may award the Contract to more than one bidder by awarding the Contract(s) by item or groups of items, or may award the Contract on an ALL OR NONE basis, whichever is deemed by the State Purchasing Director to be in the best interest of the State of Oklahoma.

A.14.2. Contract awards will be made to the lowest and best bidder(s) unless the solicitation specifies that best value criteria is being used.

A.14.3. In order to receive an award or payments from the State of Oklahoma, suppliers must be registered. The vendor registration process can be completed electronically through the OMES website at the following link: <https://www.ok.gov/dcs/vendors/index.php>.

A.15. Contract Modification

A.15.1. The Contract is issued under the authority of the State Purchasing Director who signs the Contract. The Contract may be modified only through a written Contract Modification, signed by the State Purchasing Director.

A.15.2. Any change to the Contract, including but not limited to the addition of work or materials, the revision of payment terms, or the substitution of work or materials, directed by a person who is not specifically authorized by the Central Purchasing Division in writing, or made unilaterally by the supplier, is a breach of the Contract. Unless otherwise specified by applicable law or rules, such changes, including unauthorized written Contract Modifications, shall be void and without effect, and the supplier shall not be entitled to any claim under this Contract based on those changes. No oral statement of any person shall modify or otherwise affect the terms, conditions, or specifications stated in the resultant Contract.

A.16. Delivery, Inspection and Acceptance

A.16.1. Unless otherwise specified in the solicitation or awarding documents, all deliveries shall be F.O.B. Destination. The bidder(s) awarded the Contract shall prepay all packaging, handling, shipping and delivery charges and firm

prices quoted in the bid shall include all such charges. All products and/or services to be delivered pursuant to the Contract shall be subject to final inspection and acceptance by the State at destination. "Destination" shall mean delivered to the receiving dock or other point specified in the purchase order. The State assumes no responsibility for goods until accepted by the State at the receiving point in good condition. Title and risk of loss or damage to all items shall be the responsibility of the supplier until accepted by the receiving agency. The supplier(s) awarded the Contract shall be responsible for filing, processing, and collecting any and all damage claims accruing prior to acceptance.

- A.16.2. Supplier(s) awarded the Contract shall be required to deliver products and services as bid on or before the required date. Deviations, substitutions or changes in products and services shall not be made unless expressly authorized in writing by the Central Purchasing Division.

A.17. Invoicing and Payment

- A.17.1. Pursuant to 74 O.S. §85.44(B), invoices will be paid in arrears after products have been delivered or services provided.

- A.17.2. Interest on late payments made by the State of Oklahoma is governed by 62 O.S. §34.71 and 62 O.S. §34.72.

A.18. Tax Exemption

State agency acquisitions are exempt from sales taxes and federal excise taxes. Bidders shall not include these taxes in price quotes.

A.19. Audit and Records Clause

- A.19.1. As used in this clause, "records" includes books, documents, accounting procedures and practices, and other data, regardless of type and regardless of whether such items are in written form, in the form of computer data, or in any other form. In accepting any Contract with the State, the successful bidder(s) agree any pertinent State or Federal agency will have the right to examine and audit all records relevant to execution and performance of the resultant Contract.

- A.19.2. The successful bidder(s) awarded the Contract(s) is required to retain records relative to the Contract for the duration of the Contract and for a period of seven (7) years following completion and/or termination of the Contract. If an audit, litigation, or other action involving such records is started before the end of the seven (7) year period, the records are required to be maintained for two (2) years from the date that all issues arising out of the action are resolved, or until the end of the seven (7) year retention period, whichever is later.

A.20. Non-Appropriation Clause

The terms of any Contract resulting from the solicitation and any Purchase Order issued for multiple years under the Contract are contingent upon sufficient appropriations being made by the Legislature or other appropriate government entity. Notwithstanding any language to the contrary in the solicitation, purchase order, or any other Contract document, the procuring agency may terminate its obligations under the Contract if sufficient appropriations are not made by the Legislature or other appropriate governing entity to pay amounts due for multiple year agreements. The Requesting (procuring) Agency's decisions as to whether sufficient appropriations are available shall be accepted by the supplier and shall be final and binding.

A.21. Choice of Law

Any claims, disputes, or litigation relating to the solicitation, or the execution, interpretation, performance, or enforcement of the Contract shall be governed by the laws of the State of Oklahoma.

A.22. Choice of Venue

Venue for any action, claim, dispute or litigation relating in any way to the Contract shall be in Oklahoma County, Oklahoma.

A.23. Termination for Cause

- A.23.1. The supplier may terminate the Contract for default or other just cause with a 30-day written request and upon written approval from the Central Purchasing Division. The State may terminate the Contract for default or any other just cause upon a 30-day written notification to the supplier.
- A.23.2. The State may terminate the Contract immediately, without a 30-day written notice to the supplier, when violations are found to be an impediment to the function of an agency and detrimental to its cause, when conditions preclude the 30-day notice, or when the State Purchasing Director determines that an administrative error occurred prior to Contract performance.
- A.23.3. If the Contract is terminated, the State shall be liable only for payment for products and/or services delivered and accepted.

A.24. Termination for Convenience

- A.24.1. The State may terminate the Contract, in whole or in part, for convenience if the State Purchasing Director determines that termination is in the State's best interest. The State Purchasing Director shall terminate the Contract by delivering to the supplier a Notice of Termination for Convenience specifying the terms and effective date of Contract termination. The Contract termination date shall be a minimum of 60 days from the date the Notice of Termination for Convenience is issued by the State Purchasing Director.
- A.24.2. If the Contract is terminated, the State shall be liable only for products and/or services delivered and accepted, and for costs and expenses (exclusive of profit) reasonably incurred prior to the date upon which the Notice of Termination for Convenience was received by the supplier.

A.25. Insurance

The successful bidder(s) awarded the Contract shall obtain and retain insurance, including workers' compensation, automobile insurance, medical malpractice, and general liability, as applicable, or as required by State or Federal law, prior to commencement of any work in connection with the Contract. The supplier awarded the Contract shall timely renew the policies to be carried pursuant to this section throughout the term of the Contract and shall provide the Central Purchasing Division and the procuring agency with evidence of such insurance and renewals.

A.26. Employment Relationship

The Contract does not create an employment relationship. Individuals performing services required by this Contract are not employees of the State of Oklahoma or the procuring agency. The supplier's employees shall not be considered employees of the State of Oklahoma nor of the procuring agency for any purpose, and accordingly shall not be eligible for rights or benefits accruing to state employees.

A.27. Compliance with the Oklahoma Taxpayer and Citizen Protection Act of 2007

By submitting a bid for services, the bidder certifies that they, and any proposed subcontractors, are in compliance with 25 O.S. §1313 and participate in the Status Verification System. The Status Verification System is defined in 25 O.S. §1312 and includes but is not limited to the free Employment Verification Program (E-Verify) through the Department of Homeland Security and available at www.dhs.gov/E-Verify.

A.28. Compliance with Applicable Laws

The products and services supplied under the Contract shall comply with all applicable Federal, State, and local laws, and the supplier shall maintain all applicable licenses and permit requirements.

A.29. Special Provisions

Special Provisions set forth in SECTION B apply with the same force and effect as these General Provisions. However, conflicts or inconsistencies shall be resolved in favor of the Special Provisions.

B. SPECIAL PROVISIONS

- B.1.** Contract Period: Date of Award thru One year with option to renew for Four (4) additional one year periods at same terms and conditions.
- B.1.1.** The work described in this RFP begins in 2013 and extends until June 30, 2014. There are four optional renewal periods for continued annual administration of the Oklahoma College and Career Readiness Assessment. If field testing is involved, it would take place in the 2013-2014 school year. The operational test would be implemented for the first time in the 2014-2015 school year.
- B.2. Sub-suppliers:**
- B.2.1.** The Supplier may choose to employ sub-suppliers for the completion of one or more tasks. If the supplier proposes to employ a sub-supplier(s), the qualifications and experience of the sub-supplier(s) will be documented in the proposal at the same level of detail as those of the supplier. The following information must be provided for each sub-supplier proposed:
- B.2.1.1.** Name of the company subcontracted by the supplier
 - B.2.1.2.** Name of the sub-supplier's point of contact for the proposed program
 - B.2.1.3.** Experience and documentation of success directly related to the work proposed
 - B.2.1.4.** Names of at least three other states (with appropriate State Agency contact persons' names and current telephone numbers) for which the specific work to be subcontracted for the RFP has been accomplished
- B.2.2.** A separate chart in the proposal will identify all of the sub-suppliers proposed to be involved in the project and the services they are expected to provide. All sub-suppliers must be approved by the Oklahoma State Department of Education.
- B.2.3.** It is assumed that the supplier will use outside printers for some materials. Printers will be documented as sub-suppliers, and the management plan will identify the proportion of materials to be printed by the supplier and by outside vendors.
- B.2.4.** The selected supplier will assume responsibility for all services offered in the proposal whether or not they are performed or produced by the Supplier or by sub-suppliers. The SDE will consider the selected supplier to be the sole point of contact for contractual matters, including payment of any and all charges resulting from the contract.
- B.3. Penalty Clause**
- B.3.1.** Once completion dates are mutually agreed upon, and the supplier fails to perform any of the services and/or make deliveries within the time Specified in the contract, or any extension period, the supplier shall in place of actual damages, pay the State of Oklahoma the sum of \$15,000 per Calendar day for delayed services/deliveries. The supplier shall NOT be charged when delay in performance and or delivery arises out of causes beyond the control and without fault or negligence of the supplier.
- B.3.2.** Failure to correct any errors in materials or prevent disruptions that negatively alter the ability to administer the test, to use the score reports, or that denigrates confidence in the testing program will be viewed as a violation of the contract and the will pay liquidated damages to the SDE in the amount of 3% of the total annual contract amount for each day during which the online, electronic, paper, print or other document is incorrect until a corrected online, electronic, paper, print or other document approved by the SDE is distributed by the supplier. SDE agrees that when liquidated damages become a possibility, it will expedite its responses and requirements in this regard in an effort to limit the amount of liquidated damages.
- B.4. Mutual Responsibilities: The State and supplier agree that under this Agreement:**
- B.4.1.** Neither party grants the other the right to use any trademarks, trade names, or other designations in any promotion or Publication without express written consent by the ther party.

- B.4.2.** This is a non-exclusive agreement and each party is free to enter into similar agreements with others.
- B.4.3.** Each party grants the other only the licenses and rights specified. No other licenses or rights (including licenses or rights under patents) are granted.
- B.4.4.** Where approval, acceptance, consent, or similar action by either party is required under this agreement, such action shall not be unreasonably delayed or withheld.

B.5. Confidentiality

- B.5.1.** Pursuant to Title 62 O. S. §34.12.(C.). "The Office of Management and Enterprise Services and all agencies of the executive branch of the State shall not be required to disclose, directly or indirectly, any information of a State agency which is declared to be confidential or privileged by State or Federal statute or the disclosure of which is restricted by agreement with the United States or one of its agencies, nor disclose information technology system details that may permit the access to confidential information or any information affecting personal security, personal identity, or physical security of State Assets."
- B.5.2.** If required for the performance of this contract, the above information may be given to the contractor after the contract is awarded in accordance with the requirements of this section.
- B.5.3.** The contractor shall maintain strict physical security of all data and records entrusted to it. If certain functions are sub-contracted in accordance with the terms expressed herein, the contractor shall insure that the sub-contractor maintains strict physical security of all data and records transmitted to the sub-contractor.
- B.5.4.** The contractor shall never turn data or records over to a third party unless specifically authorized to do so by the State's CIO, the State Agency Director, or in compliance with a valid court order.

B.6. Unauthorized Obligations

- B.6.1.** At no time during the performance of this contract shall the supplier have the authority to obligate the State or the agency for payment of any goods or services over and above the awarded contract. If the need arises for goods or services over and above the contract for this project, supplier shall cease the project and contact agency for approval prior to proceeding.

B.7. Electronic and Information Technology Accessibility

- B.7.1.** Pursuant to Title 74, Section 85.7d. and OAC 580:16-7-56, electronic and information technology procurements, solicitations, Agreements, and contracts shall comply with applicable Oklahoma Information Technology Accessibility Standards issued by the Oklahoma Office of Management and Enterprise Services. Such standards may be found at www.ok.gov/DCS/Central_Purchasing/index.html or http://www.ok.gov/OSF/documents/isd_itas.doc
- B.7.2.** For Information Technology or Communications Products, Systems and Applications not requiring development and/or customization. The contractor shall provide a description of conformance with the applicable Oklahoma Information Technology Accessibility Standards for the proposed product, system, or application by means of either a Voluntary Product Accessibility Template (VPAT) or other comparable document, upon request.
- B.7.3.** For Information Technology or Communications Products, Systems or Applications requiring development and/or customization. The contractor shall provide a description of conformance with the applicable Oklahoma Information Technology Accessibility Standards for the proposed product, system, or application developed and/or customized by means of either a Voluntary Product Accessibility Template (VPAT) or other comparable document, upon request. Additional requirements and documentation may be required and compliance shall be necessary on the contractor's part. Such requirements shall be stated in documents such as State Bids, Request for Proposals, Contracts, Agreements, Purchase Orders, and Amendments.
- B.7.4.** All representations contained in the VPAT or other comparable document Provided will be relied upon by the State for accessibility compliance purposes.

B.8. Patents and Copyrights

- B.8.1.** If in the performance of this contract, supplier uses any Product covered by a third party's patent or copyright, it is mutually agreed and understood without exception that the supplier's contract prices shall include all royalties or costs charged by the third party arising from the use of such patent or copyright. If such royalties or costs are not covered in the supplier Contract price, supplier's obligations are as outlined immediately below.
- B.8.2.** If a third party claims that a product the supplier provides to an Procuring Agency infringes that party's patent or copyright, the supplier shall defend the State against that claim at supplier's expense and pay all costs, damages, and attorney's fees that a court finally awards, provided the State: (i) promptly notifies the supplier in writing of the claim; and (ii) to the extent authorized by the Attorney General of the State Oklahoma, allows the supplier to control, and cooperates with the supplier in, the defense and any related settlement negotiations; provided however, that if the Attorney General of the State of Oklahoma does not authorize the supplier to have sole control of the defense and any related settlement negotiations, then to the extent allowed by Oklahoma law, supplier shall have no obligation to indemnify the State of Oklahoma under this Section.
- B.8.3.** If such a claim is made or appears likely to be made, the State agrees to permit supplier to enable the State to continue to use the Product, or to modify it, or replace it with one that is at least functionally equivalent. If the supplier determines that none of these alternatives is reasonably available, the State agrees to return the product to the supplier upon written request. Supplier shall then give the State a refund equal to the net book value for the product, provided the State has followed applicable accounting principles. Net book value is the original cost of the product amortized over three (3) years using the straight-line accounting method of depreciation.
- B.8.4.** Supplier has no obligation regarding any claim based on any of the following: (i) anything the State provides which is incorporated into a product; (ii) modification of a product by any party other than supplier, supplier's representative or supplier's sub-supplier, or any State employee acting at the supplier's direction, or a program's use in other than its Specified Operating Environment; (iii) the combination, operation, or use of a product with other products not provided by supplier as a system, or the combination, operation or use of a product with any product, data, or apparatus that supplier did not provide; or (iv) infringement by a non-supplier product alone, as opposed to its combination with products supplier provides to the State as a system.

B.9. Licensed Software

- B.9.1.** Under no circumstances shall the supplier be required to install or maintain software packages that it has reason to believe are not properly licensed. All software/software licensing previously installed by the agency remains the responsibility of the agency. Software used by the supplier in performance of this contract is the responsibility of the supplier.

B.10. Media Ownership (Disk Drive and/or Memory Chip Ownership)

- B.10.1.** In conjunction with the Oklahoma Computer Equipment Recovery Act and the Office of Management and Enterprise Services - ISD's Information Security, Policies, Procedures, and Guidelines – Media sanitization Procedures for the Destruction or Disposal of all Electronic Storage Media: disk drives and memory cards purchased with or for use in leased equipment under this contract remain the property of the State of Oklahoma.
- B.10.2.** Disk drives and memory cards purchased with or included in leased or purchased equipment under this contract shall remain the property of the State of Oklahoma; therefore, 'Keep Your Hard Drive' costs must be included in the offeror's proposed cost.
- B.10.3.** Personal Identification Information may be retained within electronic media devices and components; therefore, the State shall not allow the release of electronic media either between State Agencies or for the resale of refurbished equipment that has been in use by State entities, by the contractor to the general public or other entities. Electronic Media Retention by the State entities for equipment whether purchased or leased shall also be applied to replacement devices and components the selected offeror's may supply during the downtime (repair) of equipment purchased or leased through this contract. If a device has to be removed from a location for repairs, there shall be sufficient safeguards in place (such as a record of hard drive serial numbers) to

protect the Personal identification Information that may be stored within the hard drive/memory of the device.

- B.10.4.** The State of Oklahoma IT Security Policies may be found at:
<http://www.ok.gov/OSF/documents/InfoSecPPG.pdf> **Media Ownership (Disk Drive and/or Memory Chip Ownership)**

B.11. Compliance With Technology Policies

- B.11.1.** The supplier agrees to adhere to the State of Oklahoma “Information Security Policy, Procedures, and Guidelines” available at:
www.ok.gov/OSF/Information_Services/ISD_Publications.html

B.12. Emerging Technologies

- B.12.1.** The State of Oklahoma reserves the right to modify the terms of this contract at any time to allow for technologies not identified elsewhere under this document. If there are repeated requests for an “emerging technology” and the State feels it is warranted to add such technologies, the State reserves the right to include such technology hereunder or to issue a formal modification or amendment to the contract.

B.13. Ownership Rights

- B.13.1.** It is understood and agreed that the Software is being developed by the contractor for the sole and exclusive use of the State of Oklahoma. Moreover, except with regard to any deliverable based on contractor’s reusable or pre-existing intellectual property (“Utilities”), the State of Oklahoma shall be deemed the sole and exclusive owner of all right, title, and interest therein, including all copyright and proprietary rights relating Thereto.
- B.13.2.** Except for any utilities, all work performed by the contractor of software and any supporting documentation therefore shall be considered as Works for Hire (as such are defined under the U.S. Copyright Laws) and, as such, shall be opened by and for the benefit of State of Oklahoma.

B.14. Right of Use

- B.14.1.** The State has the right to use or not use the software, not including any utilities, and to use, reproduce, re-use, alter, modify, edit, or change the software as it sees fit and for any purpose. However, supplier shall bear no liability for any changes the State makes to such software.
- B.14.2.** In the event that it should be determined that any of such software or supporting documentation does not qualify as a “Work Made for Hire”, supplier irrevocably grants to the State an non-exclusive, irrevocable license to use such portion. With respect to any Utilities, the State shall have the right to perpetual, internal use of the Utilities included in the deliverable.
- B.14.3.** Supplier shall assist the State and its Agents, upon request, in preparing U.S. and foreign copyright, trademark, and/or patent applications covering Software. Supplier shall sign any such applications, upon request, and deliver them to the State. The State of Oklahoma shall bear all expenses that it causes to be incurred in connection with such copyright, trademark, and/or patent protection.

B.15. Performance and Upgrades

- B.15.1.** Offeror shall provide documentation of the projected schedule of recommended or required system upgrades to this system or any software provided to service this system for the three (3) year period following the target purchase date. If offeror does not plan recommended or projected system upgrades, the offeror shall provide documentation in the offer that the offeror plans no system upgrades to the high technology system for the three (3) year period following the target purchase date (Title 62 § 34.12).

B.16. Data Storage and Formatting Requirements

- B.16.1.** In order to preserve SDE’s ability to report on any assessment data it is highly preferred that all data storage be done in a non-proprietary format. Currently OMES ISD/SDE prefers data be SIF or CEDS compliant to allow for easy comparison with other data available. The supplier should make

available for reporting and analysis all data collected during use of the system, including but not limited to:

B.16.1.1. Assessment results

B.16.1.2. Number of minutes taken to complete the assessment

B.16.1.3. Number of answers changed before submission

B.16.1.4. Number of times an assessment was stopped and restarted

B.17. FUNDING:

B.17.1. Due to possible future reductions in State and/or Federal appropriations, the Department cannot guarantee the continued availability of funding for this contract. In the event funds to finance this contract become unavailable, either in full or in part, due to such reductions in appropriations, the Department may terminate or reduce the contract in consideration and upon notice in writing to the Vendor. The Department shall be the final authority as to the availability of funds. In the event of non-appropriation of discontinuance of funding for this contract, the Vendor will be paid for products and/or services provided up to the effective date of termination.

B.18. The prospective bidder certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

B.19. DISPUTE RESOLUTION

B.19.1. Any dispute concerning the question of fact in connection with the work, not disposed of by the contract between the parties hereto, shall be referred to the STATE agency that initially awarded this contract (e.g., Office of Management and Enterprise Services). The decision of the administrator of said agency, or his/her duly authorized representatives, shall be final and conclusive on the parties to this contract.

B.20. GOVERNING RULES AND REGULATIONS

B.20.1. The CONTRACTOR and its subcontractor's if any, shall comply with all federal, state, and local laws, statutes, ordinances, rules and regulations, and the orders and decrees of any court or administrative bodies or tribunals in any nature affecting the performance of this Contract, including worker's compensation laws, minimum and maximum salary and wage statutes and regulations. When required, the CONTRACTOR shall furnish the STATE with satisfactory proof of its compliance therewith.

B.21. COVENANT AGAINST CONTINGENT FEES

B.21.1. The CONTRACTOR warrants that it has not employed or retained any company or person specifically to solicit or secure this Contract, and that it has not paid or agreed to pay any fee, commission, percentage, brokerage fee, gifts, or any other consideration, contingent upon or resulting from the award or making of this Contract. For breach or violation of this warranty the STATE shall have the right to annul this Contract without liability, or at its discretion, to deduct from the Contract price or consideration, or otherwise recover, the full amount of such fee, commission, percentage brokerage fee, gift, or contingent fee.

B.22. EQUAL EMPLOYMENT OPPORTUNITY

B.22.1. In connection with the execution of this Contract, the CONTRACTOR shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, age or national origin. The CONTRACTOR shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, age or national origin. Such actions shall include, but not be limited to, the following: employment; upgrading; demotion or transfer; recruitment or advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The CONTRACTOR further agrees to insert a similar revision in all subcontracts, except subcontracts for standard commercial supplies or raw materials.

B.23. TITLE VI - CIVIL RIGHTS ACT OF 1964

B.23.1. The CONTRACTOR shall comply with all the requirements imposed by Title VI of the Civil Rights Act of 1964 (P.L. 88-352), the Regulations of Department of Transportation issued thereunder (CFR Title 49, Subtitle A, Part 21), and the assurance by the CONTRACTOR pursuant thereto.

B.24. During the performance of this Contract, the CONTRACTOR, for itself, its assignees and successors in interest, agrees as follows:

B.24.1. Compliance with Regulations: The CONTRACTOR shall comply with the regulations relative to nondiscrimination in federally-assisted programs of the U.S. Department of Transportation (hereinafter, "U.S. DOT") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this Contract.

B.24.2. Nondiscrimination The CONTRACTOR, with regards to the work performed by it during this Contract, shall not discriminate on the grounds of race, religion, color, sex, age or national origin in the selection and retention of subcontractors, including procurement of materials and leases of equipment. The CONTRACTOR shall not participate either directly or indirectly in the discrimination prohibited in Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.

B.24.3. Solicitations for Subcontracts: In all solicitations either by competitive bidding or negotiation made by the CONTRACTOR for work to be performed under a subcontract, if such subcontracting is approved by the STATE, including procurement of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the CONTRACTOR of the CONTRACTOR'S obligations under this Contract and the Regulations relative to nondiscrimination on the grounds of race, religion, color, sex, age or national origin.

B.24.4. Information and Reports: The CONTRACTOR shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the STATE to be pertinent to ascertain compliance with such Regulations, orders, and instructions. Where any information is required or a contractor is in the exclusive possession of another who fails or refuses to furnish this information, the CONTRACTOR shall so certify to the STATE, as appropriate, and shall set forth what efforts it has made to obtain the information.

B.24.5. Sanctions for Noncompliance: In the event of the CONTRACTOR'S noncompliance with the nondiscrimination provisions of this Contract, the STATE shall impose such contract sanctions as it may determine to be appropriate, including, but not limited to:

B.24.5.1. Withholding of payments to the CONTRACTOR under the Contract until the CONTRACTOR complies, and/or,

B.24.5.2. Cancellation, termination or suspension of the Contract, in whole or in part.

B.25. Incorporation of Provisions

B.25.1. The CONTRACTOR shall include the provisions of THE ABOVE Paragraphs of this section in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The CONTRACTOR shall take such action with respect to any subcontract or procurement as the STATE may direct as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that, in the event the CONTRACTOR becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the CONTRACTOR may request the STATE to enter into such litigation to protect the interest of the STATE.

B.26. BINDING EFFECT

B.26.1. This Contract shall be binding upon and insure to the benefit of the STATE and the CONTRACTOR and shall be binding upon their successors and assigns subject to the limitations of Oklahoma law.

B.27. HOLD HARMLESS CLAUSE

B.27.1. The CONTRACTOR shall indemnify and save harmless the STATE, their respective officers, employees and agents from all claims, suits, or actions of every kind and character made upon or brought against the STATE, their respective officers, employees and agents, for or on account of any injuries or damages received or sustained by any party or parties by or from acts of said CONTRACTOR or its servants, agents and subcontractors, in doing the work and rendered the services Contracted for, or by or consequence of any negligence in operations or any improper material or equipment used, or by or on account of any act or omission of said CONTRACTOR or his or its servants, agents and subcontractors. This hold harmless and indemnity obligation shall include attorney's fees, court costs and all other expenses incurred in the investigation and defense of any claim or suit.

B.28. PRIOR UNDERSTANDINGS

B.28.1. This contract incorporates and reduces to writing all prior understandings, promises, agreements, commitments, covenants, or conditions, and constitutes the full and complete understanding and contractual relationship of the parties.

B.29. AMENDMENTS OR MODIFICATION OF CONTRACT

B.29.1. No changes, revisions, amendments or alterations in the manner, scope, or type of work or compensation to be paid by the STATE shall be effective unless reduced to writing and executed by the parties with the same formalities as are observed in the execution of this contract.

B.30. VENUE

B.30.1. This contract shall be governed and construed in accordance with the laws of the State of Oklahoma and the applicable rules, regulations, policies, and procedures Oklahoma County, Oklahoma.

B.31. RECORDS

B.31.1. The CONTRACTOR and any subcontractor shall maintain all books, documents, papers, accounting records, and other evidence pertaining to costs incurred under this contract, and shall make all such materials available to the STATE or any of its duly authorized representatives and the State Auditor and Inspector at any reasonable time during the term of work on the contract, and for three (3) years from date of final payment to the CONTRACTOR by STATE for work performed hereunder.

B.32. HEADINGS

B.32.1. Article headings used in the contract are inserted for convenience of reference only and shall not be deemed a part of this contract for any purpose.

B.33. ASSIGNMENT

B.33.1. The CONTRACTOR shall NOT sublet, sell, transfer, assign, or otherwise dispose of the contract or contracts or any portion thereof, or of his right, title, or interest therein, without written consent of the STATE. In case such consent is given, the CONTRACTOR will be permitted to sublet a portion thereof, but shall perform with his own organization, work amounting to not less than 50% of the total contract cost. Request for permission to sublet, assign or otherwise dispose of any portion of the contract shall be in writing and accompanied by a statement showing that the organization which will be performing the work is particularly experienced and equipped for such work. No sub-contracts, or transfer of contract, shall in any case release the CONTRACTOR of his liability under the contract and bonds.

B.34. SEVERABILITY

B.34.1. If any provision, clause, or paragraph of this contract or any document incorporated by reference shall be determined invalid by a court of competent jurisdiction, such determination shall not affect the other provisions, clauses, or paragraphs of this contract which are not affected by the determination. The provisions, clauses, or paragraphs and any documents incorporated by reference are declared severable.

B.35. PAYMENT OF CLAIMS

- B.35.1.** The CONTRACTOR shall pay all just claims due for the payment of all employees and mechanics for labor that shall be performed, for the payment of all material and equipment rental which is actually used or rented in the performance of the contract.

B.36. BREACH OF CONTRACT

- B.36.1.** Failure to perform any and all of the terms and conditions of this contract shall be deemed a substantial breach thereof and give the STATE cause to cancel this contract on seven (7) days written notice to the CONTRACTOR. The STATE then reserves the right to re-award the contract to the next lowest responsible available bidder -OR- should this contract be awarded to multiple vendors, the STATE may utilize those vendors. In the event of cancellation of this contract, the CONTRACTOR shall not be entitled to damages and agrees not to sue the STATE for damages thereof. After notice of cancellation, the CONTRACTOR agrees to perform the terms and conditions of this contract up to and including date of cancellation, as though no cancellation had been made and notwithstanding other legal remedies which may be available to the STATE because of the cancellation, agrees to indemnify the STATE for its costs in procuring the services of a new CONTRACTOR.

B.37. Disclosures Regarding Lobbyist

- B.37.1.** A vendor may not reimburse itself within its state contract pricing for its costs and expenses of lobbyists.
- B.37.2.** Any vendor using the services of a lobbyist to assist in obtaining a contract shall
- B.37.2.1.** Disclose all costs, fees, compensation, reimbursements, and other remunerations paid or to be paid to the lobbyist related to the contract
 - B.37.2.2.** Not bill or otherwise charge the State for such and
 - B.37.2.3.** Certify that no such costs were billed to the State.
- B.37.3.** The name and address of each lobbyist or agent of the vendor, contractor, subcontractor who communicated with a State employee about a proposal or potential proposal must be disclosed with proposal response.

B.38. Cooperative and Multi-State Agreements

- B.38.1.** After the solicitation has closed and an award has been made, additional States may be added with the consent of the contractor and the State of Oklahoma through execution of a Participating Addendum which includes any significant modifications to these terms and conditions or State-specific provisions required by the laws, regulations, or procurement practices of the State(s).
- B.38.2.** Obligations under contracts that result from this cooperative procurement are limited to those states and other eligible purchasing entities that execute a Participating Addendum.
- B.38.3.** Financial obligations of Participating States are limited to the orders placed by the departments or other state agencies and institutions having available funds.
- B.38.4.** Participating States incur no financial obligations on behalf of political subdivisions.
- B.38.5.** Unless otherwise specified in the solicitation, the resulting master price agreement(s) will be permissive.
- B.38.6. GOVERNING LAW AND VENUE:** This procurement shall be governed and the resulting master price agreement construed in accordance with the laws of the State of Oklahoma. The construction and effect of any Participating Addendum or order against the master price agreement shall be governed by and construed in accordance with the laws of the Purchasing Entity's State. Venue for any claim, dispute or action concerning the construction and effect of the master price agreement shall be in the State of Oklahoma. Venue for any claim, dispute or action concerning an order placed against the master price agreement or the effect of a Participating Addendum shall be in the Purchasing Entity's State.

C. SOLICITATION SPECIFICATIONS

- C.1** The purpose of this RFP is to solicit proposals for activities related to the implementation of a statewide summative assessment. The assessment will be aligned to the Grades 3-8 Oklahoma Academic Standards for administrations in the spring of 2015 with additional one-year optional renewals for the administrations in the spring of 2016, 2017, and 2018. Henceforth in this document, this test shall be called the Oklahoma College and Career Readiness Assessment (OCCRA). Development and field testing of custom-created items will occur during the 2013-14 school year.

C.2 This RFP will specify a complete package of products and services so that the OCCRA will be administered, scored, and reported separately from other state assessments. The OCCRA will be administered via paper and pencil to students in Grade 3-5. The OCCRA will be administered online with paper and pencil options to students in Grades 6-8.

C.3 Organization of the Request for Proposal

- C.3.1 Section C.1 of the RFP states the purpose of the RFP, the anticipated project schedule, and a summary of project activities described elsewhere in more detail.
- C.3.2 Section C.5 provides a description of the OCCRA and identifies the required products and services that should be described in supplier's proposals.
- C.3.3 Section E.17 describes the requirements for the OCCRA materials development and production, shipment, administration, scoring and reporting, and other activities that should be described in supplier's proposals.
- C.3.4 Section E.59 identifies specific project management requirements and general principles by which the project will be conducted.
- C.3.5 Sections C & E describe the procurement process, proposal requirements, and the proposal evaluation process. References are made in these sections to appendices that contain forms and other information required for completing proposals.

C.4 Project Schedule

- C.4.1 The scope of work included in this RFP is for the development, production, distribution, scoring, and reporting of results for the OCCRA. Appendix A contains a list of major project activities and the anticipated dates for their completion. It also identifies the project activities considered critical and extremely critical for successful completion of this project.
- C.4.2 Using the major activities identified in Appendix A, the supplier will prepare a detailed project schedule for the contract that incorporates all of the activities described in this RFP. The schedule must include the interim tasks necessary for the completion of the major tasks listed in Appendix A. Following the contract award, the schedule will be further developed into a working document that will be updated regularly, will include completion dates for all tasks, and will be revised as needed throughout the project period as approved by the SDE. A draft schedule will be prepared by the supplier for submission to the SDE one week prior to the initial planning meeting, which will be held no later than two weeks after the execution of the contract. The schedule will be submitted in hard copy and in an electronic format agreeable to the SDE. The electronic format must use software that permits sorting of the file by starting date and by major task group. If key management staff (approximately nine (9) people) of the SDE do not currently have the agreed upon software program, it must be provided to the SDE by the successful supplier.
- C.4.3 Although the state testing dates for spring 2015 have not yet been officially determined, the projected dates are shown in Table 1 below. The final determination of the test administration dates for the OCCRA will be based on statutory requirements for test administration and reporting. Currently, no summative assessment may take place earlier than April 10 of each year. Immediate raw scores are required for all assessments administered online. Complete preliminary reports including the raw score, performance level and scale score must be provided no later than two weeks following the close of the testing window. When standards' setting is needed the two week reports do not include performance levels.

Table 1 Proposed Test Administration Dates	
ACTIVITY	2015
Oklahoma Core Curriculum Test Administration (Grades 3-8)	April 13-May 3
OCCRA Administration	April 13- May 10

C.5 Description of Required Products and Services

- C.5.1 This section describes the documentation required for the proposed OCCRA. The technical proposal shall discuss all issues described herein. In addition, suppliers should provide samples of materials as requested in this section and clearly mark any materials that are proprietary or that should be returned.

C.6 Description of the Proposed Test

- C.6.1 The supplier(s) will provide the State of Oklahoma with a criterion-referenced achievement test measuring mastery of the Common Core State Standards in English Language Arts and Mathematics proficiency for administration to students in Grades 3–8 in all Oklahoma public schools. The student achievement scores must be interpretable in terms of the criterion and must be valid and reliable for use in student promotion, retention, and graduation decisions. The scores must also be valid and reliable for use in teacher, school, and district accountability measures. This RFP does not require nor expect the Supplier to create an entirely custom test but, instead, assumes the purchase of products and services derived from existing products published by the supplier(s). The proposed OCCRA must meet the design shown in Tables 3 and 4.

- C.7 Test development procedures should include: review and revision of proposed test and item specifications, review of test blueprints, review and evaluation of items available for use on the test, field testing for needed items to complete the desired test design, and final operational test creation. The SDE has the right to refuse the use of items that are not acceptable to the state. The supplier should expect some refusal of items. All phases of test development shall use accepted validity, reliability and other testing principles including Universal Test Design. A plan for complete data review of field-tested items should be delineated. The SDE must approve the items and the test forms before they become operational.

C.8 Test Content

- C.8.1 The OCCRA will consist solely of test items as described in the previous section. If the existing “shelf product” test includes additional components beyond those described above, it may be necessary to remove these prior to use on the OCCRA.
- C.8.2 For purposes of evaluating the proposals, the supplier shall provide inspection copies of a proposed test form for each content and grade level and a test administration manual. The supplier shall describe how unique forms, to be created annually, will be derived from or related to the form that is provided for inspection during the proposal evaluation process. The sample forms should include all item types as listed in Tables 2 & 3.
- C.8.3 The supplier shall describe the special materials or manipulative required or permitted for correct administration of the proposed test (e.g., online rulers or calculators). Detailed descriptions of or access to each required item shall be provided with the technical proposal.
- C.8.4 Throughout the development and implementation of the OCCRA, the supplier is required to protect student privacy. Oklahoma state law prohibits administering tests to students for the purpose of “collecting information relative to the personality, environment, home life, parental, or family relationships, economic status, religious beliefs, patriotism, sexual behavior or attitudes, or sociological problems of a student.” (Title 70 O.S. § 1210.511). Therefore, test items which elicit students’ opinions or feelings rather than knowledge of skills and concepts are to be strictly avoided. In regard to the writing assessment, passages and prompts must focus on topics that evoke intellectual as opposed to emotional discussions of issues.
- C.8.5 Reading passages should expose students to grade-level text of appropriate complexity. Texts should reflect a balance of 50 percent authentic literature (stories, drama, and poetry) and 50 percent informational text/literary nonfiction which would include passages in grades 6-8 that address the literacy standards requirement for history/social studies, science, and technical subjects that students are expected to read. Selections should include a combination of single texts and paired passages of sufficient complexity for close, analytical reading which would allow students to discern and locate evidence from the text to support assertions in multiple-choice items or writing responses.
- C.8.6 English/language arts items aligning to each passage should include single and/or two part multiple-choice items as well as short, constructed responses to text-dependent questions. One extended response item should be drawn from a paired or multiple-text passage set. Extended writing prompts should allow students to produce opinion/arguments, informative/explanatory responses, and narratives. Grade 3 students should be able to generate a summary as well.

C.9 Test Usage

- C.9.1 Because the OCCRA program is highly visible and must be treated as a secure testing program, suppliers should propose test items that are not widely used. For example, the SDE requires a test composed of items that are not available for purchase by local school districts either within or outside of Oklahoma, or by private schools. It would not be acceptable for an educator or citizen residing in another state or working in a private school to obtain items that are being used statewide in Oklahoma. Therefore, the

supplier must guarantee that the test and the items on the test being proposed for use in the OCCRA are held as secure and are not otherwise sold or distributed in such a manner that the availability would compromise the Oklahoma assessment. This requirement does not prohibit another entity from purchasing the OCCRA for secure use, but would require the permission of SDE to do so.

C.10 Forms

- C.10.1 Unique OCCRA test forms will be constructed annually using existing items from the supplier's item bank. No form shall be reused during the lifetime of the contract without the specific permission of the SDE. The supplier shall prepare three new forms for each administration year that are parallel in content to all other forms of the test. Two forms will serve as operational forms and the other form will serve as a substitute when an operational form needs to be invalidated. The substitute form must be a paper test for all grade levels. In addition, the supplier will prepare one large print operational form and one Braille operational form plus one substitute form annually for each test. These secure forms must be parallel and must produce scores with comparable reliability and validity. The supplier will report annually to the SDE the results of equating studies and analyses of test quality used to establish the equivalency of the forms. Each year the OARCC forms proposed by the supplier(s) will be reviewed by the SDE under secure conditions. The review must be scheduled sufficiently far enough in advance so that the supplier is prepared to make item substitutions if one or more items are found to be unacceptable. The supplier's proposal shall include a technical manual and any other supplementary materials necessary for interpreting the equivalency of existing test forms at all grade levels.
- C.10.2 The Oklahoma SDE will hold exclusive rights to the custom forms developed for the contract during the duration of the contract. The forms shall not be made available for sale or distribution to other customers during the lifetime of the contract without the express permission of the SDE. However, the supplier agrees that any other state that chooses to do so may purchase similar services available under this contract on the same terms and prices as exist herein.

C.11 Online Testing

- C.11.1 Middle school grades will be administered online, though paper and pencil administrations must be available as an allowable accommodation for students with disabilities or for special circumstances such as technical difficulties.

Table 5	
Content Area Assessed Online	Grades Assessed
English Language Arts	6,7, and 8
Mathematics	6,7, and 8

- C.11.2 Oklahoma's online testing program stems from the need for students and educators to receive the results of testing quickly as required by law. The online system must provide to students immediate raw score results (and performance levels for pre-equated tests) and complete student results within two weeks for schools and districts. The supplier should provide a detailed description of the system that addresses each of the topics below. In addition, the SDE prefers an online management system that enrolls and tracks paper and online testers within the same program.

C.12 Minimum System Requirements

- C.12.1 The requirements in this RFP are written with the full understanding that computer-based testing (CBT) capabilities are expanding quickly. The SDE is interested in reviewing innovative procedures and techniques for item development, test item bank development and maintenance, test delivery, and scoring. The SDE desires to take advantage of the maturation of technology in educational assessment through the life of the contract arising from this RFP. The supplier will agree to work with the SDE to amend the specifications and requirements to ensure that the OCCRA testing program keeps pace with the expanding capabilities of test delivery and management via computer.
- C.12.2 The computer-based test system must be capable of being customized to meet the needs of Oklahoma students, school and district personnel, and the SDE. The proposal will indicate procedures used to ensure that the computer-based tests accurately assess students possessing a diverse range of physical, sensory, and cognitive abilities; the system must ensure adherence to universal design concepts. The system must be easy to use for all participants. This includes item layouts, navigation tools, and administrative controls such as managing participant demographic and performance information, as well as CBT setup activities. The supplier will modify any proposed system to achieve these objectives.

- C.12.3 The proposal must include details as specified below about its computer-based testing delivery system. The proposal must list a minimum of three customers, within the preceding twenty-four months, utilizing the base platform proposed, or list a minimum of three customers utilizing fully customized platforms within the preceding twenty-four months. Their names, titles, email addresses, and phone numbers must be included in the proposal. The supplier must be prepared to demonstrate significant portions of the proposed system during the proposal review meeting.
- C.12.4 Oklahoma understands that for successful delivery of the test to all students, minimum system requirements will be needed. Although it is necessary to develop system requirements, the goal of the state is to be able to test all students in selected grades and subjects using an online delivery system. Because there are a variety of computers used throughout Oklahoma schools, the online system should not be over-restrictive in minimum requirements. A technology survey of Oklahoma districts' capabilities is currently being conducted and will be provided. The supplier must provide a means for schools and districts to test their computer system and network capacity to administer the exam a minimum of three months before the test window opens. Requests for data about district and school computers and devices will be provided by the SDE and not districts or schools. As part of the RFP, the supplier will provide a list of the data that is normally expected from schools. The intent is for data gathering to be done routinely by the SDE.

C.13 The system must:

- C.13.1 Support all eligible devices that meet the specifications in the Table 6. The supplier must also commit to continued support for future updates made available on the latest version of Partnership for Assessment of Readiness for College and Careers' (PARCC) Technology Guidelines that can be found at (<http://www.PARCCOnline.org/technology>). Other assistive technologies may be needed for students requiring accommodations.
- C.13.2 Support eligible devices with capabilities to "lock down" the device to temporarily disable features, functionalities, and applications that could present a security risk during test administration. Features that will need to be controlled during test administration include, but are not limited to, unrestricted Internet access, cameras (still and video), screen capture (live and recorded), email, instant messaging, Bluetooth connections, application switching, and printing. The supplier will develop, deliver and continuously improve capabilities to "lock down" the device for the operating systems and browsers.
- C.13.3 Support the current version within six months of release and two prior versions of web browsers listed below as of June 2013. Beyond October 2013, requirements to support web browsers will be defined by OCCRA Technology Guidelines that can be found at: <http://www.PARCCAonline.org/technology>. The supplier will develop, deliver and continuously improve support of web browsers as they are released per PARCC Technology Guidelines.
- C.13.3.1 Web Browser Support List:
- C.13.3.2 Apple Safari
- C.13.3.3 Google Chrome
- C.13.3.4 Microsoft Internet Explorer
- C.13.3.5 Mozilla Firefox
- C.13.4 A bootable CD / DVD and USB is preferred that can be used to boot a Windows-compatible computer directly to the test environment while bypassing the installed operating system. The bootable system should be small enough to fit on a bootable CD, but must fit on a DVD.
- C.13.5 At the time of the development of this RFP, the device specifications that are recommended by PARCC are provided below. The supplier's platform for computer-based testing must be able to perform, at a minimum, on devices that meet the specifications in Table 6.

C.14 Table 6

Desktop, Laptop, Netbook, and Thin Client1/VDI Computers		
Operating System	Minimum Specifications2	Recommended Specifications
Windows	3,4Windows XP – Service Pack 3	Windows 7 or newer
Mac OS	Mac OS 10.5	Mac OS 10.7 or newer
Linux	Ubuntu 9-10, Fedora 6	Linux: Ubuntu 11.10, Fedora 16 or

		newer
Chrome OS	Chrome OS 19	Chrome OS 19 or newer
Memory	512 MB of RAM	1 GB RAM or greater
Connectivity	Computers must be able to connect to the Internet via wired or wireless networks.	Computers must be able to connect to the Internet via wired or wireless networks.
Screen Size	9.5 inch screen size or larger	9.5 inch screen size or larger
Screen Resolution	1024 x 768 resolution ⁵ or better	1024 x 768 resolution ⁵ or better
Input Device Requirements	Keyboard Mouse or Touchpad or Touchscreen	Keyboard Mouse or Touchpad or Touchscreen
	The input device must allow students to select/deselect, drag, and highlight text, objects, and areas. The input device must allow students to enter letters, numbers, and symbols and shift, tab, return, delete, and backspace. To meet security guidelines, each Bluetooth/wireless keyboard must be configured to pair with only a single computer during assessment administration. Other assistive technologies may be needed for students requiring accommodations.	
Headphone/Earphone and Microphone Requirements	Headphones/Earphones Microphone	Headphones/Earphones Microphone
	Some student accommodations may require headphones/ earphones (e.g., text to speech).. Some student accommodations may also require microphones (e.g., speech to text, voice controls).	
Additional Guidance	<p>1 Each computer operating in a thin client environment must meet or exceed minimum hardware specifications, as well as bandwidth and security requirements. 2 Computers meeting only the minimum specifications for the 2014-2015 assessment are not likely to be compatible beyond the 2015-2016 assessment.⁵ Computers must accommodate the 1024 x 768 screen resolution minimum without panning.</p>	

Tablets		
Operating System	Minimum Specifications	Recommended Specifications
Android	Android 4.0 (with 512 MB RAM or greater)	Android 4.0 or newer (with 1GB RAM or greater)
Apple iOS	iPad 2 running iOS 6 (with 512 MB RAM or greater)	iPad 2 or newer running iOS6 or newer (with 512 MB RAM or greater)
Windows	Windows 8 (with 512 MB RAM or greater)	Windows 8 or newer (with 1GB RAM or greater)

Memory	By operating system	By operating system
Connectivity	Computers must be able to connect to the Internet via wired or wireless networks.	Computers must be able to connect to the Internet via wired or wireless networks.
Screen Size	9.5 inch screen size or larger ⁷	9.5 inch screen size or larger ⁷
Screen Resolution	1024 x 768 resolution ⁵ or better	1024 x 768 resolution ⁵ or better
Input Device Requirements	Keyboard Touchscreen or Mouse	Keyboard Touchscreen or Mouse
	Due to the onscreen space occupied by a tablet's virtual keyboard, OCCRAs will require external keyboards for test takers using tablets so as not to limit or obscure the view of test item content and related functionalities when text input is required. External keyboards must allow students to enter letters, numbers, and symbols and shift, tab, return, delete, and backspace. Tablet touchscreen interfaces can be used for student interactions with the assessments other than text input, including to select/deselect, drag, and highlight text, objects, and areas. To meet security guidelines, each Bluetooth/wireless keyboard must be configured to pair with only a single computer during assessment administration. Other assistive technologies may be needed for students requiring accommodations.	
Headphone/Earphone and Microphone Requirements	Headphones/Earphones Microphone	Headphones/Earphones Microphone
	Some student accommodations may require headphones/ earphones (e.g., text to speech).	

C.15 Secure Test Delivery

C.15.1 The online test delivery system must ensure a secure testing environment that controls for inappropriate access to the test, the ability to cheat and/or compromise secure test items, and access to other applications or internet browsers during the test sitting. The supplier shall specify security components that include:

- C.15.5.1 Use of secure socket connection (https);
- C.15.5.2 HTML-5 capabilities as a preferred option.
- C.15.5.3 Student access that requires administrator approval;
- C.15.5.4 Secure test environment that will prevent anyone from copying, pasting, or capturing screen images and saving the information to another file or printing the information;
- C.15.5.5 Student access limited to one form of the test during a valid session only;
- C.15.5.6 Ability to "pause" under allowable conditions with controls to resume the test;
- C.15.5.7 Time out feature that will disable the test after a 20 minute time of nonuse and that does not allow the student to gain access to a session once it has timed out or allow the district to resume the test;
- C.15.5.8 Inability of the district to restart a test if the student has exited the test administration software prior to completing the section;

- C.15.5.9 Prohibiting the use of other desktop applications during the test administration;
- C.15.5.10 Confidentiality regarding test access and access to student information before, during and after testing; and
- C.15.5.11 SDE must have the ability to resume a test or restart a test session.

C.16 Security Model and System Safeguards

- C.16.1 The supplier shall provide a detailed overview of the proposed solution's security model. Supplier must specify all of the security methods employed from client or desktop across the Internet to the underlying database platform and operating system, including specific authentication and encryption methods used including test storage on local servers.
- C.16.2 Describe how district/building administrators are authenticated.
- C.16.3 Describe how test administrators are authenticated.
- C.16.4 Describe how students are authenticated.
- C.16.5 Describe how accounts are issued and expired.
- C.16.6 Describe the auditing and transaction logging facilities.
- C.16.7 The supplier must submit a list of the digital devices that students may use to respond to the assessments including the operating system/browser minimum and recommended requirements for Windows, Mac or Linux, which will support/meet the online testing hardware and software requirements while still maintaining test security. Include in the description any security procedures which should be implemented when using this device for taking an assessment.
- C.16.8 The system shall also provide for the ability to handle power outages, interruptions of Internet service, and other loss of access to the system, to include, but not be limited to, the ability to recover entered data and responses. The SDE prefers the ability for Districts to proctor cache.

C.17 Components of the Online System

- C.17.1 The online system must have user-friendly administrative tasks. The system should be designed to provide maximum flexibility for differing schools' needs, while requiring minimal time and training from the school personnel. The supplier shall describe the usability of the online system that will incorporate the following:
 - C.17.1.1 Test should be presented in a one column format when possible.
 - C.17.1.2 One item per screen with, optimally, all four answer choices or components of the item visible on one screen;
 - C.17.1.3 When necessary, a vertical split-screen design is preferred that allows for questions that may be scrolled and answer choices that are all visible, or a split screen to allow a reading passage to be visible along with an accompanying item;
 - C.17.1.4 The ability to navigate through items non-sequentially;
 - C.17.1.5 A review screen by section that depicts items not answered or items marked for review, as well as completed items;
 - C.17.1.6 Features that allow students to highlight text/erase highlighting, enlarge images, and cross off or eliminate answer choices;
 - C.17.1.7 Accommodations that allow for, at a minimum, changes in font size that does not affect formatting, and screen resolution; background color; an approved, online, four-function calculators for grades 6 and 7 and a scientific calculator for grade 8; and a human voice reader;
 - C.17.1.8 SDE desires to use Accessible Portable Item Protocol (APIP) standards whenever possible.
 - C.17.1.9 Tutorial and practice test for students to get familiar with the online test delivery;
 - C.17.1.10 Each online test will begin with test instructions and a tutorial for online tools with sample test items;
 - C.17.1.11 Data upload capability by file or by manual entry, with all student information and demographics captured.

C.18 System Performance Requirements

- C.18.1. The supplier will specify the minimum peak download and upload speeds in kbps and during question transition, and background upload and download activity in kbps. The contract will specify how the test

system avoids timing out in the event of a congested network or an Internet outage lasting less than 30 seconds. SDE prefers the supplier to meet the following criteria, or specify what criteria they do meet.

C.18.1.1 Deliver less than one second mean screen transition time for 90% of all users; and,

C.18.1.2 Ensure that no users have a refresh time of greater than five (5) seconds.

- C.19 The supplier must describe the ability to support the minimum number of simultaneous online users of the system defined as 7% of the current number of online test takers as found in Table 7. The supplier must continually monitor and report to the SDE the number of simultaneous online users of the system during student testing periods.

C.20 Performance Metric

- C.20.1 For each administration, the supplier will provide to the SDE a computer-based testing availability performance metric that is the ratio of the total number of minutes the system was available for testing at any site in the state to the total number of minutes the system was scheduled to be available across the state. This metric will be tracked each year and the yearly totals will be presented to the SDE at each summer contract management meeting.

C.21 System Testing Requirements

- C.21.1 The supplier will develop specifications for, and will manage all system testing activities including but not limited to:

C.21.1.1 developing a user acceptance test plan;

C.21.1.2 developing test scripts;

C.21.1.3 testing all software components;

C.21.1.4 testing student response scoring components;

C.21.1.5 parallel testing (if parallel processing is appropriate);

C.21.1.6 security testing;

C.21.1.7 end user activity testing;

C.21.1.8 data conversion testing;

C.21.1.9 hardware and network capacity testing; and

C.21.1.10 integration testing.

- C.21.2 The supplier must describe their approach for functional, performance, and integration testing. Testing must ensure that each program, module and subsystem is functioning properly, and that interrelated programs, modules, subsystems and interfaces are correctly functioning together. Supplier must also describe their approach to load testing and recursion testing upon discovery and correction of errors.

C.22 Test Site Set-Up/Certification Requirements

- C.22.1 The supplier will develop specifications for, and deliver a system to download and install via Internet connections all software required to operate/deliver online test materials, scoring, and appropriate reporting functionality including an executable file which serves as:

C.22.2 a secure browser, which both [a] locks access to all other computer and web programs, applications, and files, and [b] masks and directly accesses the testing host web site; and,

C.22.3 a system check, monitoring required computer software and connectivity readiness for testing and which can be copied to and run from individual machines.

- C.23 The supplier will be responsible for assisting schools in certifying that computers are properly prepared and can make the necessary Internet connections to successfully deliver prescribed tests. The supplier will develop and make available an Infrastructure Trial test, consisting of mock items, that replicates the size of the largest live testing situation, and is run on the actual testing platform (i.e., users log in to the testing platform as if they were logging into a live test). The supplier will assist the SDE in developing a guide to walk users through running chins that will be used for testing to help them identify technical issues and make adjustments prior to live testing.

C.24 Online Practice Test

- C.24.1 The purpose of the online practice tests is to help students prepare for the assessment, familiarize students and administrators with multiple-choice, technology enhanced, and constructed response items and contain the same features as the secure test, including audio capabilities. The practice tests should

be available for schools no later than January 10, and remain available for the remainder of the school year. Practice test should contain a tutorial of the online tools, navigating the test, and the review screen. It should be available for use by teachers, students, or parents.

- C.25 The practice test should provide raw score results on multiple-choice and technology enhanced items with the correct answer identified when questions have been missed.
- C.26 The supplier shall provide a description of any technical support, end user support, and Help Desk support associated with the online administration.
- C.27 A functionality matrix displaying the capabilities for district/building administrators, test administrators, and students shall also be developed.
- C.28 The supplier shall provide a description of any pilot or practice testing before implementation of assessments.
- C.29 The supplier may maintain ownership of any preexisting test items, materials or systems while it is "licensed" to the State during the contract period. However, because all custom-created test items, other test content, and student/school information are property of the State, this information must be maintained in a manner conducive to efficient and expedient transfer to the SDE or another contracted supplier at any time requested without property or ownership of systems concerns. The supplier may choose to utilize Supplier-owned systems for maintenance of the Oklahoma program and transfer complete and up-to-date files into another system or application if a request for information contained therein is made. No cost will be incurred by the State in the preparation or delivery of requested information to the SDE or another contracted supplier. Each supplier must clearly and specifically identify in the proposal all intellectual property, any materials, and proprietary computer programs which will be utilized on the project and in which the supplier retains the rights. Each supplier shall also identify any derivative works for which it anticipates it will retain the rights.

C.30 Test Accommodations

- C.30.1 The supplier shall describe the online accommodations that are available for administration of the test to students with disabilities and to students with limited English proficiency (LEP). Suppliers should refer to the existing Oklahoma policies in this regard which can be found in Appendix B of this RFP. The proposal shall confirm that the test can be administered according to these policies. If there are variations of accommodations to be proposed by the supplier, this should be made clear in the proposal.
- C.30.2 Supplier(s) must develop and provide Oklahoma school districts with Braille and large-print versions of the test, answer sheets, and other materials necessary for the administration of the test to visually impaired students.
- C.30.3 Describe any existing testing accommodations, policies, and procedures related to the use of the proposed test items for students with disabilities and students with limited English proficiency.
- C.30.4 Describe who will create the Braille, large-print, and one-item-per-page versions of the proposed test and related materials.
- C.30.5 Describe how the needs of students with disabilities and limited English proficiency were included in the early development of the proposed test items and the extent to which such students were included in field tests and other related studies.

C.31 Student Designations with Special Circumstances

- C.31.1 After the last day of the testing window, SDE will provide the supplier with lists of students eligible for the categories listed below. Students have to be on the list to be included in the following categories:
- C.32 Emergency Exempt: This designation covers situations where an unforeseen medical emergency absolutely prevents the student from being available for testing during the state's testing window. Permissions for this designation must be obtained from the SDE and a list of allowable exemptions is given to supplier the after testing;
- C.33 ELL students may be exempt for the ELA and Math assessments during their first academic year of enrollment in the United States. For every exempt ELL student, the district shall have on file verification that the student has not passed the English Proficiency Exam, is receiving special instruction designed for the purpose of improving the student's English proficiency, and is in the first academic year of enrollment in the United States;
- C.34 Invalid Test: If a student is determined to have an invalid test by the Test Administrator, the Test Administrator will inform the DTC and the DTC will follow the instructions to invalidate the test.

Permissions for this designation must be obtained from the SDE and a list is given to the supplier after testing of allowable exemption. The individual student's test results will state "invalid" for that content area. The student is not counted in any of the performance levels, in either the individual student report or summary reports; however, the student is counted as not tested.

- C.35 Other Placement: This applies if a student from an outside district has been placed by state or court order in a facility within another district. These students will receive an Individual Parent/Student Report of their scores and will appear on class/school lists. However, their scores will not be summarized and reported with the class, school, or district. Instead they will be placed within a "virtual district" at the state level and the state will be accountable.

C.36 Constructed Response/Writing Scoring

- C.36.1 A range-finding meeting is required each year between the supplier's scoring manager, team members, and four SDE representatives, two for ELA and two for math. This will be at the supplier's scoring facility. The supplier will be responsible for all costs and arrangements related to the range finding meetings. This includes arrangement for meeting spaces, refreshments, and meeting materials. The supplier will also assume the cost for the facility, refreshments, lunch, and materials, as well as travel reimbursements (hotel, mileage, meals) for SDE participants. The supplier shall describe their scoring procedures in detail according to the following:
- C.36.2 The SDE requires that written responses be read and scored by two sources with at least one of those sources being a human reader. This may include a machine score and a human score. If using a machine score the supplier shall address appropriate procedures to ensure validity and reliability;
- C.36.3 SDE prefers the ELA writing responses be evaluated on five analytic traits;
- C.36.4 Either scores OR non-score codes will be given to a student response, but not both;
- C.36.5 The supplier shall identify where the scoring will take place.
- C.36.6 Readers should have at least a four-year college degree in a major associated with the content area being assessed. A cross section of readers in terms of age, ethnicity, and sex is important. Previous experience in similar projects should be documented. The supplier should submit a plan for securing an adequate number of readers to accomplish the tasks within time constraints.
- C.36.7 The supplier should identify the project leader and scoring directors and their work status. Procedures for recruiting and selecting readers should be described in detail. Time on tasks for all personnel must be specified. The proposed number of readers and team leaders should be addressed in the proposal, as well as the scoring site and facility.
- C.36.8 There will be no "Did Not Attempt" category on the writing responses. Students writing illegibly, off topic, responding in a language other than English, leaving the page blank, writing the equivalent of "I don't know," or writing an insufficient amount to score will not be scored, but will be reported as a zero score.
- C.36.9 When prompts/performance tasks are available for release the writing prompt/performance tasks, along with the student's written response will be scanned onto a CD-ROM and given to each district by school site, searchable by grade, class, and student.

C.37 Test Forms Equating

- C.37.1 The State intends to maintain the statistical equivalence of test forms administered from year to year. The supplier will be required to provide equated tests from form to form and from administration to administration. Pre-equating procedures for test form equating is preferred in order to provide results immediately. The supplier shall address in development and scoring the procedures used to ensure that the statistical equivalence of tests will be maintained.

C.38 Data Management—Student Data

- C.38.1 The Wave, the State's student information management system, is the warehouse for all State mandated testing. The supplier's assessment system must support seamless and secure sharing of student information with the Wave. This includes both the receipt of student data from the state systems and the export of student results back to the state systems. The supplier shall describe the procedures for the how:
- C.38.1.1 The automated data integration will be accomplished between the supplier's system and the state Student Information System (SIS, the Wave), including identification of how standard Advanced programming Interface, business rules, and security protocols will be used. Data must be provided via secure file transfer and CD Rom. Initial corrections to the data file will be made through the WAVE and transferred to the supplier for final processing of score reports.

C.38.1.2 A flow chart explaining the data exchange system is requested.

C.39 Answer Documents/Demographic Page

C.39.1 Unless otherwise agreed, the demographic page will be the outside cover of the answer document/test booklet. All students enrolled will have a demographic page completed either by bar code or by the building test coordinator. The demographic page will be scanned, whether the student takes the test or not. These documents will be customized to fit the needs of Oklahoma (Appendix E).

C.40 Electronic Formats

C.40.1 Parent, Student, and Teacher Guides, Test Preparation Manuals, Test Administration Manuals, and Test Interpretation Manuals are to be provided to the SDE in electronic formats that permit them to be accessed electronically via the internet on both the supplier's and department's websites. Posted products must be available for viewing and downloading and must be provided in an ADA-compliant format. The supplier will be required to modify any noncompliant elements and provide compliant documents. If applicable, the supplier is responsible for securing all copyright requirements for materials submitted for non-secure web posting.

C.41 Communication Between the Supplier and Districts

C.41.1 Oklahoma has approximately 520 districts and 1782 school sites. Within each school district is a District Test Coordinator of assessment assigned to work directly with the SDE to implement statewide assessment programs. All aspects of test administration are administered within the districts through the District Test Coordinators. Other district personnel involved in statewide test administration are one Building Test Coordinator per school and the teachers or guidance counselors who serve as test administrators. In addition to the 520 districts, there are approximately 30 charter schools and special schools. These schools have a testing contact that acts as both district and school coordinator for these test sites. The total number of districts and sites may change slightly during the lifetime of the contract.

C.42 All communication between the supplier and school districts must be directed through and approved by the SDE. Memoranda required to implement various aspects of the assessment will be prepared by the supplier and approved by the SDE prior to release. The supplier will also be required to mail, e-mail, and/or fax up to 12 memoranda or sets of instructions annually to the District Test Coordinators and to one separate addressee with each district, as directed by the SDE.

C.43 Districts will be instructed to communicate directly with the supplier only for the purpose of ordering additional materials produced by the supplier. For this purpose, the supplier will provide a toll-free telephone number or other online method for ordering materials.

C.44 Meetings with Oklahoma Educators

C.44.1 The supplier will be responsible for arranging, organizing, and paying the cost of bringing meeting participants together for the meetings and overseeing the logistics of the meetings as identified in the RFP. The SDE will designate Oklahoma educators along with SDE representatives, educators, parents, and business leaders from across the state to participate in the meetings. SDE will work cooperatively with suppliers to plan locations and logistics for each meeting. Meetings with educators will be held in Oklahoma, usually in a central Oklahoma location. For the OCCRA, the following meetings are required to prepare districts to administer the OCCRA:

C.45 The supplier will support five test preparation professional development sessions in person and ten additional sessions conducted via webinar. The agenda will be developed jointly by the SDE and the supplier. The supplier will be responsible for the cost of these sessions. The SDE will lead the meetings after receiving training from the supplier.

C.46 The supplier will support five technical online assessment training sessions in person and ten additional sessions conducted via webinar. The supplier will secure the locations and the equipment necessary for these events.

C.47 Materials for professional development and staff training shall be submitted to the SDE for review and approval five business days prior to the dates of the training.

C.48 Additionally, committees will be formed for item/bias review, passage review, and standard setting. The supplier will provide expert personnel for the necessary committees. The supplier will be responsible for collecting nominations and maintaining a database of qualified and potential committee members. The supplier will construct the committee to represent the diversity of the student population (regions, size of districts, special education educators, English language learner educators, gender, and ethnicities) to be approved by the SDE. The supplier shall make initial contact and shall be responsible for the process of notifying committee members. The supplier shall provide expert personnel to conduct the

meetings, shall be responsible for funding any meeting rooms, for committee member expenses, for other expenses related to the meetings, and for making all necessary meeting arrangements.

C.49 The following requirements apply in regard to all committee meetings conducted by the supplier.

- C.49.1 The supplier shall facilitate committee meetings in Oklahoma City or the surrounding area. Psychometric expertise shall be the obligation of the supplier. The supplier must supply SDE pre-approved handouts and presentations for their review. The supplier and the SDE will agree on all committee aspects.
- C.49.2 The supplier's program manager or project director shall be responsible for conducting the Oklahoma committee meetings.
- C.49.3 The supplier will be responsible for all costs and arrangements related to the review meetings. This includes arrangement for meeting spaces, refreshments, breakfast, lunch, and dinner allowance on multiple meeting days, and meeting materials. The supplier will also assume the cost for the facility and refreshments as well as travel reimbursements (hotel, mileage, tolls, parking, meals) for participants. In addition, the supplier will provide daily substitute teacher reimbursement (\$85 per day average) or honorarium (\$150-200 per day) during summer break. The supplier will handle all the administrative tasks relative to the processing of the payments mentioned above.
- C.49.4 The supplier shall collaborate with the SDE to plan meeting dates, locations, and agendas at least twelve weeks prior to conducting the meetings. The supplier shall conduct a planning session with the SDE at least two weeks prior to each meeting providing an agenda, samples of handouts to be used, and procedures for conducting the meetings.
- C.49.5 The supplier will provide a final spreadsheet of the committee to the SDE in an electronic format. Committee member demographics should be included within the file, such as, name, county, school/business, district, school/business phone, school/business address, school/business city, teaching position/title, subject, ethnicity, gender, areas of certification, special endorsements/certificates, degree. Committee member participation will be limited to two committees per development cycle, unless approved by SDE.

C.50 Item/Bias and Passage Review Committees

- C.50.1 The field-test item/bias review committee meeting will be conducted by the supplier for all newly developed and/or identified items prior to the field-testing of those items. The supplier is responsible for facilitating the meeting and should submit a plan for the item/bias and passage reviews prior to the meeting. SDE will have the opportunity to review passages and items prior to committee reviews that will allow for SDE edits to be incorporated before items go to committees.

C.51 The committee will review items and validate technical quality as detailed below:

- C.51.1 Each item follows the item specifications for the particular CCSS domain it was written to measure;
- C.51.2 Each item is appropriate for all Oklahoma students;
- C.51.3 Each item is in Universal Design;
- C.51.4 Each item appears to be free from bias toward or against a particular group; and
- C.51.5 Each item has been validated for readability, higher order thinking skills, formatting of item, keys, etc.
- C.51.6 The supplier shall obtain recommendations, if any, regarding revisions or further development of each item and provide the SDE with a master book of all items and passages brought to the review with the requested edits of committee members at the end of the review. The SDE will have final approval on all edits, revisions or substitute items.
- C.51.7 The supplier will provide a written report including revisions of the items as well as comments and suggestions for each item based on the item/bias and passage reviews.
- C.51.8 The state requires a minimum of 15 committee members, not including SDE or supplier's employees per committee. Committees are to be grouped by grade spans of 3-4, 5-6, and 7-8 by content area.

C.52 Standard Setting Committee

- C.52.1 Standards need to be set following the 2014-15 initial administration of the OCCRA. The supplier shall work jointly with standard setting committee members to develop descriptions of what students can do at each performance standard level. These descriptions are to be developed and produced separately for each content area and grade level tested.
- C.52.2 The SDE will provide a list of possible committee members of Oklahoma educators, parents, and business leaders, and the supplier will construct a diverse committee (regions, size of districts, special education educators, English language learner educators, and ethnicities) with a minimum of 24 members

to be approved by the SDE. The supplier shall be responsible for notifying committee members of meeting dates and locations. The supplier will provide the agenda and any other relevant handouts that must be sent with the meeting notification. Standard setting committees should be individual committees by grade level and content area.

C.53 District Test Coordinators Advisory Committee Meeting

- C.53.1 The SDE will provide to the supplier information necessary so that the supplier may contact each school district test coordinator and request their attendance at a joint meeting with any other contracted testing companies. This meeting will take place on one day once per year after the conclusion of all testing within the state. The supplier will work in conjunction with the state's other contracted testing suppliers in arranging the meeting and will be responsible for developing their portion of the day's agenda, conducting their portion of the meeting, securing the facility to be used for the meeting, and providing the participants with one meal.
- C.53.2 All meeting costs, including meeting room and equipment rental, and provision of meeting materials will be paid by the supplier.
- C.53.3 Supplier staff shall participate in the meetings with Oklahoma educators, as required. The supplier will be responsible for all expenses associated with supplier staff travel and participation. The supplier is responsible for onsite meeting organization and management. The supplier's program manager and the SDE will facilitate the meeting. The supplier will also be expected to send staff to participate in meetings.

C.54 Project Management Plan

- C.54.1 A management plan for the contract will be described. The supplier's management plan will meet the requirements of Section E and will identify the personnel involved in the project including documentation of their qualifications.

C.55 Supplier Staff

- C.55.1 The work tasks described in the RFP constitute a large, complex, challenging project that requires year-round activity and close attention. The supplier is expected to provide a sufficient number of qualified personnel to work closely with the SDE to manage the contract. Suppliers will carefully consider the human resources necessary to complete the work activities of the RFP and will demonstrate in their proposals that they have sufficient human resources to complete project work. Companies should consider submitting a proposal only if they are committed to assigning the number of staff and FTE required to complete a project of this magnitude.
- C.55.2 The supplier must assign professional staff members who are qualified, experienced, and capable of providing technical assistance to the SDE. Please note the following staff requirements:
- C.55.3 The supplier will assign a full-time professional Program Manager to manage all project activities. Implementing the program requires considerable activities involving maintaining and updating schedules; developing product specifications; producing management reports and documents; making meeting and travel arrangements; and communicating with district and other personnel.
- C.55.4 The Program Manager must be a member of the regular organizational staff with experience in coordinating implementation activities within the company or institution. The Program Manager must have at least three years' experience with projects of similar scope and size. Experience in the field of education and teaching is preferred. The Program Manager will be committed to the project throughout its duration. At least three references from individuals in states where the proposed Program Manager has coordinated a comparable assessment program should be provided (to include name, address, phone, e-mail). The SDE expects the manager to have sufficient authority within the company to obtain cooperation from all sections and to arrange priority for the Oklahoma project to be completed on time.
- C.55.5 In a separate chart, suppliers will identify the full extent of staff resources to be allocated to the OCCRA program related to online testing, custom form preparation, production, packaging, distribution, scoring, analysis, and reporting activities for each year of the project. The chart will identify the major activities by month and the staff to be assigned to complete the activities. Summary information should also be included in the chart, e.g., annual and/or fulltime equivalent (FTE) allocations by task and staff member. SDE requires a Content Leader, a Quality Assurance Leader, a Lead Psychometrician, a Lead Online Systems Manager, a Help Desk Administrator and a Policy Consultant. The Policy consultant will work closely with the SDE to share information about national assessment and accountability trends, United States Department of Education policy trends, and innovations from other state assessment programs.
- C.55.6 Attendance of appropriate staff is required for monthly State Board meetings.
- C.55.7 Suppliers will indicate by name the professional personnel to be responsible for major contract activities, with an estimation of the amount of time, in full-time equivalent (FTE) person-days, each person will be assigned to the project. This information will be included in a separate chart in the management proposal. The supplier will provide the office location of each key personnel member. An appendix to the technical

proposal will contain one-page vitae for each of the professional personnel to be assigned to the project, indicating relevant educational background and professional experience.

- C.55.8 Suppliers will include charts in their proposals that show the regular institutional organization and the proposed organization of project staff in relation to the regular institutional organization. All key positions will be indicated, with occupants of positions identified by name.
- C.55.9 The SDE shall be given prior notice before removing any key personnel from an appointed position and reserves the right to approve or decline any proposed replacement.

D. EVALUATION

D.1. This proposal will be evaluated on the following:

- D.1.1. Cost
- D.1.2. Proposed Assessment
- D.1.3. Management of the Contract
- D.1.4. Quality of Products and Services
- D.1.5. Online Testing
- D.1.6. Corporate Experience

D.2. Evaluation and Award

- D.2.1. Offers shall be evaluated on the "best value" determination.
- D.2.2. The State reserves the right to request demonstrations and question clarifications from any or all-responding contractors.

D.3. Proposal Clarification Questions

- D.3.1. The State reserves the right, at its sole discretion, to request clarifications of technical proposals or to conduct discussions for the purpose of clarification with any or all contractors. The purpose of any such discussions shall be to ensure full understanding of the proposal. If clarifications are made because of such discussion, the contractor(s) shall put such clarifications in writing. The clarification shall not alter or supplement the proposal.

D.4. Evaluation Process

- D.4.1. Evaluation Process – Determination of Solicitation Responsiveness

D.5. Negotiations

- D.5.1. In accordance with Title 74 §85.5, the State of Oklahoma reserves the right to negotiate with one, selected, all or none of the vendors responding to this solicitation to obtain the best value for the State. Negotiations could entail discussions on products, services, pricing, contract terminology or any other issue that may mitigate the State's risks. The State shall consider all issues negotiable and not artificially constrained by internal corporate policies. Negotiation may be with one or more vendors, for any and all items in the vendor's offer.
- D.5.2. Firms that contend that they lack flexibility because of their corporate policy on a particular negotiation item shall face a significant disadvantage and may not be considered. If such negotiations are conducted, the following conditions shall apply:
 - D.5.2.1. Negotiations may be conducted in person, in writing, or by telephone.
 - D.5.2.2. Negotiations shall only be conducted with potentially acceptable offers. The State reserves the right to limit negotiations to those offers that received the highest rankings during the initial evaluation phase.
 - D.5.2.3. Terms, conditions, prices, methodology, or other features of the offeror's offer may be subject to negotiations and subsequent revision. As part of the negotiations, the offeror may be required to submit supporting financial, pricing, and other data in order to allow a detailed evaluation of the feasibility, reasonableness, and acceptability of the offer.
 - D.5.2.4. The requirements of the Request for Proposal shall not be negotiable and shall remain unchanged unless the State determines that a change in such requirements is in the best interest of the State Of Oklahoma.
- D.5.3. A responsive offer is defined as an offer that meets all the general mandatory requirements as outlined below:

D.5.3.1. Responding Bidder Information Sheet complete Form 076

D.5.3.2. Certification for Competitive Bid and Contract (Non-Collusion Certification) Form 004

D.5.3.3. Amendments, if issued, are acknowledged.

D.5.3.4. Pricing

D.5.3.5. Experience

D.5.3.6. Offerors response to Section C

D.5.4. Meeting all requirements outlined above allows the offer to proceed in the evaluation process. Failure to meet all of the above may result in the proposal being disqualified from further evaluation.

D.5.5. Note: The following evaluation process is not presented in any sequence as any selection process may overlap the other in the evaluation.

D.5.6. Evaluation Process - Evaluation of Offer

D.5.6.1. The technical section of the offer is evaluated based on the required submittals in Section E.

D.6. Evaluation Process - Evaluation of Cost

D.6.1. Cost comparisons are performed.

D.7. Best Value Evaluation of Product/Services

D.7.1. Selection

D.8. The selection and award of contractor is based upon which contractor best meets the needs of the State.

D.9. The State reserves the right to negotiate with one or more contractors, at any point during the evaluation. The State may negotiate any and all content of the offer.

E. INSTRUCTIONS TO SUPPLIER

E.1. Notice to Suppliers

E.1.1. When reviewing the RFP and preparing a proposal, suppliers must take into account the following information:

E.2. The supplier will assume responsibility for all services offered in the response/ whether or not they are performed or produced by the Respondent or by its sub-suppliers. The State Department of Education (SDE) will consider the supplier to be the sole point of contact for contractual matters, including payment of any and all contract invoices. All sub-suppliers must be acceptable to the SDE and to the Office of Management and Enterprise Services-Central Purchasing Division (OMES/CP); changes in sub-suppliers could be required prior to the contract award or during the life of the contract.

E.3. Section C of the RFP describe the work tasks designed to implement the OCCRA. In their proposals, suppliers are expected to explain in detail their plans for completing the work tasks. Each of the work tasks identified in Sections C must be addressed separately in proposals in the order in which they are presented in the RFP. Proposals are expected to convey an understanding of the requirements of each work task and to explain proposed processes and solutions for accomplishing all work tasks.

E.4. The work tasks identified in Section C represent a common basis for the evaluation of proposals. All proposals must be designed to meet all requirements of the RFP.

E.5. The RFP provides for implementation of the OCCRA for one field test administration plus four optional one-year renewal periods that include one operational administration each. Proposals will be evaluated on the basis of the supplier's qualifications and experience, and the technical and cost proposals for the work tasks described herein for the entire span of the ensuing contract, including the optional renewal period.

E.6. This RFP defines the requirements for implementing the OCCRA. The RFP and the selected supplier's proposal, together with clarifying documents, define the work to be conducted under this contract. These documents will be incorporated into the contracts. If suppliers do not understand the requirements of the RFP, they should ask questions during the question and answer period described elsewhere in this RFP.

E.7. The SDE reserves the right to substitute or modify work tasks on a generally equal basis. Substitutions or modifications will be made prior to the supplier's beginning significant efforts to complete the task.

All design changes, substitutions, or modifications will be given to the supplier in writing. It is not the intent of this provision to increase the scope of work of the contract, but rather to protect the SDE as design changes, to improve the assessment, become known during the implementation of test development Supplier activities. The SDE reserves the right to amend the contract resulting from this bid competition, either to add, modify, or delete designated work tasks, products, and/or services.

- E.8.** The SDE understands that it is seeking to purchase products and services that may be subject to existing copyright restrictions. With the exception of products and services that are already copyrighted, all products and materials, including software, test items, test forms, and interpretive materials that are uniquely created by the Supplier for this project, will be the property of the State of Oklahoma.
- E.9.** To the extent that any product or materials constitute a “work” within the meaning of U.S. Copyright Laws, 17 U.S.C.S. 101, et seq., it shall be a “work for hire.” The selected Supplier shall be responsible for acquiring necessary releases or establishing appropriate contract provisions in its dealings with employees and sub-suppliers in order to secure the SDE’s rights. Appropriate copyright notices shall be included on products and materials, which may include acknowledgments of a Supplier’s efforts. In the event that a court or tribunal of competent jurisdiction determines that a product or material is not a work for hire as a matter of law, a supplier shall assign and convey to the SDE all right, title, and interest in the product or material and require its employees and sub-suppliers to do the same.
- E.10.** The supplier will work closely with the SDE to complete all work tasks. The SDE must approve all procedures, processes, and products used by the supplier to complete the contract work. Throughout the contract period, the supplier will confer with the SDE on a continuing and consistent basis and will be involved in frequent face-to-face meetings with the SDE.
- E.11.** The supplier will work closely with the SDE and with groups of Oklahoma educators to complete the specified work tasks. Sections C identify points at which meetings will be conducted with groups of Oklahoma educators associated with the development of the OCCRA program. The SDE will designate Oklahoma educators to participate in the meetings. The supplier will be responsible for arranging, organizing, and paying the cost of bringing the educators together for the meetings. Section E describes the projected meetings and the funding to be included in the proposal for the meetings. The supplier is required to provide staffing to participate in the meetings with Oklahoma educators, equivalent to the staffing requirements for the number, duration, and type of meetings indicated.
- E.12.** The delivery dates for assessment reports produced by the supplier necessitates a restricted time period for completing the scoring and reporting activities. Suppliers are expected to propose efficient and innovative procedures to meet the required delivery dates. Suppliers must demonstrate in their proposals the capability and willingness to commit the human and technological resources needed to complete the required tasks in the specified time period.
- E.13.** The fundamental purpose of the OCCRA program is to provide accurate information about student achievement. The supplier will utilize every means required to ensure that information created by the project is correct. The supplier is responsible for correcting any errors arising from activities that are the responsibility of the supplier at the supplier’s expense. This may involve activities such as conducting analyses to identify the cause and extent of errors; reposting, reprinting or reproducing test documents or other materials; replacing files; reproducing reports; and shipping replacement products or reports to the SDE and to school districts using expedited shipping services as necessary.
- E.14.** News releases or public announcements pertaining to this RFP, to a contract award resulting from the RFP, or to work completed under a contract, will not be made without prior written approval from the SDE.
- E.15.** The supplier agrees that any other state that chooses to do so may purchase services available under this contract on the same terms and prices as exist herein.
- E.16.** Minimum Qualifications of Proposal: Supplier of this RFP must meet the following minimum qualifications:
 - E.16.1.** The supplier must have five (5) years prior experience in working on projects similar in size, scope, technical requirements, and function to the proposed contract.
 - E.16.2.** Names, titles, addresses, e-mails, and telephone numbers of at least three references for whom similar large-scale projects have been developed and implemented shall be supplied. Brief descriptions of these projects in terms of work performed should include the development and implementation of customized online summative assessments from other states in which more than 100,000 students are tested at

several grade levels or subjects per year. The proposal review process will include a survey of these references.

- E.16.3.** The supplier must show evidence, with resumes, that staff members assigned to this project possess experience (as mentioned under Description of Organization and Personnel) and that a sufficient amount of time is allotted to the individuals to complete the task within the approved timeline.
- E.16.4.** The supplier must submit a list of all current state contracts including a summary of the scope of the contract and the time period the contract is in effect.

E.17. Development, Training and Documentation

- E.17.1.** The supplier shall be responsible for providing training, users' guides, and other useful instructions or documentation for all components of the online system. The Department expects the supplier to deliver in-person training to approximately 250 SDE and district personnel in as many as five (5) sessions of not more than one-half day each, held throughout Oklahoma prior to the first implementation of the new computer-delivery platform. Additional training will be provided via WebEx or similar web-delivered, interactive sessions scheduled six (6) weeks in advance of the opening of each online assessment window. The training should include multiple formats such as written materials, CDs or DVDs that can be distributed to schools and districts for both the WebEx delivery, and the hands-on training sessions provided by the supplier. Materials should be customized for Oklahoma and include terminology appropriate for the program. Again, the system should be developed to provide the flexibility to support different schools' needs while requiring minimal time and effort for training and system manipulation. All materials and services regarding training and test preparation, as well as a tutorial and practice test, shall be available to schools and districts no less than three (3) months before the opening of the test window.
- E.17.2.** The supplier will provide customer service via toll-free phone and email between 7:00 a.m. and 7:00 p.m., Central Time. The service will be provided by staff members who respond only to the OCCRA program calls. Customer service staff must document all communications in a log and furnish it weekly to the SDE during each administration or upon request as needed. The supplier will develop a call topic matrix, with the SDE's guidance, to ensure that calls are responded to in a consistent and appropriate manner.
- E.17.3.** Beginning not less than four weeks before and extending one full week after each test administration, the supplier must utilize additional customer service personnel to handle computer-based test administration calls, and personnel who are able to provide advanced technical support must be immediately available for any issues that cannot be resolved by call center staff. The system must employ a job-ticket method of tracking issue types, status, and individual client trouble calls/emails including current aggregate status information for resolution.
- E.17.4.** The supplier shall work with the SDE to provide documentation for all specifications of the online system. The SDE shall be able to review and approve the online system and all its components no less than three months before the test window opens (or in the necessary timeframe to make adjustments to the system if required). A final review of the system on the live platform shall be provided no less than three (3) months before the test window opens. The SDE shall be provided security access allowing designated employees to test the full functionality of the system (e.g., uploading a precode file, assigning students to sessions, actually taking the exam, and administering a make-up session).

E.18. Scoring, Equating and Data Analysis

E.18.1. Machine Scoring:

- E.18.1.1.** The supplier will develop a detailed plan for scanning and scoring the answer documents and online assessments. Quality control procedures which will be exercised during the scoring and editing of student answer documents and online assessments shall be developed. Quality control shall include a process whereby suspect documents are identified for hand-checking and possible key entry if corrections do not result in a complete record. Provisions shall be made for editing answer documents and headers that contain inaccurate gridding of printed information, that are coded incorrectly with respect to student, school, or system identification, or that are deemed partially or wholly un-scorable for any reason. These procedures will be developed in a manner to identify and correct as many coding errors as possible. All headers which contain a pre-slugged unique identifier consisting of county (two characters), district (four characters) and school (three characters) shall be matched with current school and district database and any discrepancies must be resolved. Processes used for online assessments shall meet all of the same quality control criteria as paper answer documents. Procedures to ensure all information is accurate must be developed for the online as well as paper documents.
- E.18.1.2.** The supplier will develop procedures for documenting errors made by the districts in preparing answered documents for scoring. Error logs which identify by school and system all failures to follow established procedure will be maintained. The supplier will send SDE a log of all calls from districts regarding the OCCRA. This log will include date, district, person calling, title, concern, steps to answer or address concerns, and other information as necessary. This

record will be given to SDE upon request as it is an ongoing document being updated as necessary.

- E.18.1.3.** All multiple-choice items will be machine-scored/computer-scored, and short constructed response items can be hand scored by humans or by Artificial Intelligence (AI). Reporting of scores on these items will be based on the procedures specified by the SDE and will include results at the domain level. The supplier will hand score any documents containing student responses upon SDE request to verify student scores.
- E.18.1.4.** Matching of scores or documents may be required in cases such as invalidation, online subjects, and others. The supplier must use the SDE's business rules to develop specifications for student designations and matching criteria that ensures consistent, valid, and reliable reporting.
- E.18.1.5.** All quality control procedures for scoring, equating, and data analysis must include online computer test administration, if applicable.
- E.18.1.6.** For scoring clarification we have defined Full Academic Year (FAY)/Non-Full Academic Year (NFAY), Absent, Emergency Exempt, ELL 1st year in U.S. Exempt, Invalid, and Other Placement classifications.
- E.18.1.7.** FAY/NFAY: Indicates the status of a student's enrollment. If a student has not been in the school, district, or state (as three separate demographics) a full academic year, which is defined as continuous enrollment within the first ten days of the school year and no enrollment lapse of ten or more consecutive days, the student receives a NFAY status.
- E.18.1.8.** Absent: If a student is absent for the content area, the student is placed in the "Absent" (ABS) category. The test results for that student for the content area missed will contain a statement designating the "Absent" status. The student is not counted in any of the performance levels, in either the individual student report or summary reports; however, the student is counted as not tested.

E.19. Technical Qualities

- E.19.1.** The supplier shall be responsible for designing, writing, and producing technical reports to provide documentation of all technical work associated with the testing program. The content of the reports should include detailed narrative descriptions of content and bias reviews, item review and selection, validity and reliability of items, scaling, and item statistics. These reports should provide sufficient information to allow for an independent evaluation of the quality of the assessments.
- E.19.2.** Suppliers must document that the proposed test and the custom forms developed are reliable, valid, and free from bias against students due to gender, ethnicity, disability, socio-economic status, region of residence, or religious beliefs.
- E.19.3.** Suppliers must provide information describing the test publisher's claims regarding test score validity. Include in the proposal specific descriptions and justification for proposed validity claims.
- E.19.4.** Suppliers must provide the technical information required in the United States Department of Education Peer Review or Accountability Reports.
- E.19.5.** Each technical report shall be reviewed by the SDE before a final document is produced. The supplier should provide the technical report to SDE in both hard copy and electronic formats. The hard copy report (2 copies) should be professionally bound and labeled.

E.20. Standard Setting

- E.20.1.** The supplier will conduct standard settings for each content and all grade levels following the Spring 2015 test administration. The SDE will approve the method for setting standards. The supplier will provide psychometricians and content area specialists to facilitate the standard setting meetings. The procedures shall include creating descriptors of what students can do at each of five performance levels. The performance level descriptors are to be unique to each content area. The supplier shall supply evidence of successful standard settings for large-scale assessment programs. The supplier will provide psychometricians and to assist with the information needed for the presentation of cut scores at state board meetings.

E.21. Reports

- E.21.1.** For each administration of the OCCRA numerous reports and data files will be provided to students, schools, districts, and the state with data summarized in a variety of ways. Therefore, the OCCRA supplier must Develop custom assessment reports for students, schools, districts, and the state. The total number of students enrolled should be printed on the first page of all class, group and state reports. School and district level reports will be distributed to school superintendents by name, with Attention: District Test Coordinator on the mailing label. Report designs will be proposed by the supplier and

reviewed by the SDE. The SDE reserves the right of final approval of the design and content for all OCCRA report forms. The specific reports needed are found in Table 7. Reports will reflect Domains and Clusters of the Common Core State Standards.

- E.22.** The SDE intends to utilize the supplier's standard report formats as much as possible as long as the reporting requirements of the SDE can be met. Therefore, the supplier shall provide sample reports that illustrate the supplier's approach to reporting data at the student, school, district, and state level. Examples should include reports for individual students, roster reports, summary reports, and demographic reports that provide performance summaries for gender, ethnic, and other categories separately.
- E.22.1.** Provide examples of reports for students, schools, districts, and the state that illustrate reports for individual students, lists of student scores for schools, summary reports of aggregated scores, and demographic breakdown reports of results.
- E.22.2.** Describe how the examples provided can be customized for the OCCRA program.
- E.23.** The supplier will develop procedures for data identification, receipt control, scoring, and editing of answer documents and online results. Written scoring and reporting specifications will be developed and delivered to the SDE. The procedures are to be described in detail in the supplier's response. The supplier will develop procedures for documenting errors made by the districts and/or schools in preparing answer documents for scoring and with the online administration. Procedures for reconciling duplicate records shall be developed by the supplier and approved by the SDE. Districts have 30 days to correct incorrect demographics and testing status such as Full Academic Year. Corrections are made via the state's longitudinal data system, the WAVE.
- E.24.** Error logs which identify by school and system all failures to follow established procedure will be maintained and delivered to the SDE as part of the final report. Security for all aspects of the test development and administration should be addressed in the proposal. Data must be received in the format that allows for the secure transfer to the state's data system.
- E.25. Erasure Analysis**
- E.25.1.** An erasure analysis will be done for each paper test. It should calculate wrong to right erasures. The erasure analysis reports should be produced immediately after multiple-choice scoring is completed. Analyses such as response changes for online testers are desired as well. These analyses should serve the same purpose for online testers as erasure analyses serve for paper testers. Student level as well as summary results that identify average wrong to right erasures by class that exceed three and four standard deviations from the state mean. These reports will be delivered to the SDE as soon as possible after testing and no later than receipt of final summary reports.
- E.26. Expected Number of Oklahoma Districts, Schools, and Students**
- E.26.1.** The expected number of students, shipping destinations, and schools are provided as a basis for preparing proposals. Suppliers should calculate the quantities of materials needed to implement the OCCRA administrations on the basis of these estimates. If the total number of tests administered across all grades and test administrations exceeds the number of tests required by this section, the SDE will negotiate with the supplier for an amendment to the contract to cover the additional costs on the basis of the actual costs of administering the additional tests.
- E.27.** The administration of the OCCRA within Oklahoma public schools is the responsibility of each district testing coordinator, acting as agents for the SDE. The supplier will package materials for schools in sufficient quantity to test all students, including an overage supply of 10% for schools and of 5% for districts, and an overage supply for the supplier to use for replacing lost shipments or damaged materials, and for short shipments. The approximate number of students to be tested is provided in Table 7 below. Each fall, the DE II provide to the OCCRA supplier population update information obtained from each district relative to the assessment program.

Table 7 Number of Students Tested		
Test Administration	Math	English Language Arts
Grade 3	48,734	48,737
Grade 4	48,220	48,132

Grade 5	47,680	47,609
Grade 6	47,404	47,349
Grade 7	47,266	47,209
Grade 8	46,321	46,389
Total	285,625	285,425

E.28. Oklahoma has approximately 520 districts and 1782 school sites. Materials must be shipped to each district as well as to approximately 30 charter schools and special sites. Proposals should be based on the estimated number of students for each administration shown in Table 7. The supplier should base proposals on the anticipated test order count plus an additional 15% overage.

E.29. Develop Test Books and Answer Documents

E.29.1. The SDE will work with the OCCRA supplier to determine the best design for the test books and answer documents as well as online formats to be used in Oklahoma.

E.30. Test Books

E.30.1. Paper test books will be developed that include both the English Language Arts and the Mathematics assessments in the same book. Annually, the supplier is responsible for preparing or updating document production specifications for all test books and answer documents that will be printed. The production specifications will include a description of each test document to be printed and its layout. Suppliers should identify the grade levels at which test books should be prepared in scannable format as opposed to books with separate answer sheets or folders. If suppliers have used both scannable books and books with separate answer documents during their standardization studies, the specifics of these studies should be explained in the supplier's proposal. SDE wants to use scannable books for the grade 3 test. If suppliers have not included scannable books at third grade in their standardization studies, this information must be made clear to the SDE in supplier's proposal.

E.31. Scannable Answer Documents

E.31.1. The SDE requires that each answer document include certain standard student information across all grade levels and subject areas. This includes such items as name, identification number, gender, date of birth, classification of student as to exceptional education services or limited English proficiency, etc. The answer documents shall include appropriate fields for race/ethnicity and district use. These fields are used when there is a need to update information originally obtained from the data upload from the WAVE. Suppliers should be aware that, in accordance with policy changes from the federal level, the SDE may alter the current design of the fields to be in proper compliance with federal guidelines. The nature of these changes cannot be specified at this time.

E.32. Pack, Distribute, Retrieve, and Manage Materials

E.32.1. The supplier is responsible for all arrangements and costs associated with packing, distributing, and returning materials. Prompt and accurate delivery of materials is important to the SDE and to personnel in local districts who have the responsibility of managing OCCRA materials. There must be 100% accounting of all distributed test books using bar code labeling systems. It will be the responsibility of the supplier to guarantee that distribution procedures are accurate and to make corrections if errors occur. Suppliers will include in their proposal descriptions of the procedures they will use to complete these tasks. Suppliers will identify carriers they propose to use and the procedures for delivery and return of testing materials. The SDE must approve all carriers.

E.33. Shipping, Receiving and Storage

E.33.1. Distribution of all materials will be at the district level. Oklahoma currently has approximately 520 school districts. Labels on packages shall contain the school superintendent's name, the office address, and Attention: District Test Coordinator. Packaging of materials should include a district summary of all materials to be distributed to each school site.

E.33.2. The supplier shall pay all distribution/retrieval costs. Distribution of all materials for every phase of the OCCRA shall be accomplished through a system whereby proof of delivery of materials shall be obtained.

E.33.3. School sites are to receive a 10% overage, and districts are to receive a 5% overage of test booklets and answer sheets. Manuals and test booklets shall be printed and sent to schools in the following manner:

E.33.4. Test Preparation Manuals are to be sent to the districts by October 1st;

- E.33.5.** Test Administration Manuals and Parent, Student, and Teacher Guides will be sent to the districts 6 weeks before the testing window;
- E.33.6.** Boxes are to be stamped or otherwise labeled or coded as to academic content of the materials within each box, e.g., writing or multiple-choice;
- E.33.7.** Shipment of secure testing materials will occur two or three weeks prior to testing date or window. Secure testing materials, such as writing and multiple-choice testing booklets, are not to be shipped at the same time or in the same boxes.
- E.33.8.** Shipment of equivalent or substitute tests will occur within 24 hours of receiving request from the SDE, and must be delivered overnight.
- E.33.9.** Box labels will be appropriately color coded by subject. Although boxes will have address labels on the top, they will also have color coded labels on one side.
- E.33.10.** All boxes shipped to districts shall be numbered, e.g., 1 of 10, 2 of 10, 3 of 10;
- E.33.11.** All shipments, including Additional Orders, will contain a Secure Materials Inventory Form and a Packing List Inventory. The Secure Materials Inventory Form will list barcodes or barcode ranges, and the Packing List Inventory will list all other test materials e.g., Test administrator Manuals, extra forms, surveys, etc.
- E.33.12.** School level reports will be bundled separately from district level reports and appropriately labeled for receipt by District Test Coordinators. School level, district level, and State level summary reports will be formatted as PDFs onto CDs for the SDE. State level reports will also be received by the SDE in hard copy form.
- E.33.13.** The SDE will provide the supplier with a list of the current district coordinators of assessment names, e-mails, addresses, and phone numbers. These persons monitor all aspects of the assessment for their districts.
- E.33.14.** The supplier will be responsible for maintaining the list of district coordinators and updating it as notified by the SDE. At the beginning of the contract the SDE will provide the supplier with a data file containing a list of the districts and schools (names and identification numbers) and the numbers of students tested online and via paper/pencil during the last year. The supplier will be responsible for maintaining this list, updating it, and providing a copy of the data file to the SDE at the end of the contract.

E.34. The supplier's specifications for packing, distributing, and receiving materials will include the following provisions:

- E.34.1.** The supplier will receive from the SDE the annual population update information collected by the SDE's test administration Supplier.
- E.34.2.** The supplier and SDE will decide on the method used to determine the final number of students per school. This number will be the basis for determining the quantities of materials to be printed and shipped for each school and district. The Supplier will generate packing lists based on these numbers.
- E.34.3.** The supplier will provide to the SDE a summary of these counts and print quantities for the state and each district.
- E.34.4.** The supplier will assume that all materials will be shrink-wrapped in quantities specified by the SDE for shipping.
- E.34.5.** No box will weigh more than 30 pounds.
- E.34.6.** The order of schools within a district on all lists and for shipping purposes will be by school number.
- E.34.7.** The supplier will label the boxes of test books with the message "TO BE OPENED ONLY BY DISTRICT TEST COORDINATOR OR BUILDING TEST COORDINATOR" and mark all boxes with special colors or labels so that they can be easily identified as secure OCCRA materials. School boxes will be labeled with the number of the district and school and the name of the school. Only boxes directed to the district-level, such as boxes containing district overage, will be labeled with the name of the district coordinator of assessment. The Supplier will label boxes on all four sides and the top and number boxes as "box 1 of X," where X is the total number of boxes sent to that district. The box containing the packing information will be clearly identified.
- E.34.8.** The supplier will pay charges on all materials shipped to and from the district coordinators. The supplier will make arrangements for and pay for shipment if one district must ship materials to another district. The supplier must use an overnight delivery service for such shipments.
- E.34.9.** SDE approval must be received before shipping printed products. Approval will be provided after the supplier and the SDE have received copies from the printer and have proofread examples of the printed products.
- E.34.10.** Materials will be packaged by school and sent to the district coordinator. The district will be responsible for distributing materials to the schools. The supplier is not responsible for any costs schools may incur in

shipping test materials from their schools to the district office, unless the need to ship is the result of a packaging error by the supplier.

- E.34.11.** Packing lists must be provided for each school shipment and the district overage. The packing list will include a list of materials by security barcode number, when applicable, and an identification of the box number in which they are packed. District coordinators will receive copies of all school packing lists.
- E.34.12.** The supplier will staff toll-free phone and fax lines during the period in which materials are shipped, additional materials are ordered, and materials are picked-up from schools and districts. The supplier will provide materials ordering forms to district coordinators to be faxed to the Supplier. The supplier's telephone lines must be staffed during Central time zone working hours. All communications should be documented in a communications log and furnished periodically to the SDE.
- E.34.13.** Braille and large-print materials are to be packaged and labeled separately and included in the shipment of test materials to districts.
- E.34.14.** The supplier will package materials for each shipment by school in returnable boxes and will prepay charges on return shipments from the districts. Return labels, prepaid postage labels, or freight bills-of-lading and instructions will be provided for the materials being returned.
- E.34.15.** Answer documents shipped for early return will be shipped using overnight or two-day delivery, as necessary.
- E.34.16.** The supplier will be responsible for mailing or shipping by overnight delivery service or other means, as appropriate, any miscellaneous materials to the SDE and districts as situations arise.
- E.34.17.** The supplier is required to secure the services of shippers who will provide inside delivery and unload large shipments onto loading docks.
- E.34.18.** The supplier must develop procedures to monitor the receipt and return of all materials by districts and must develop error logs. The date materials are received and any errors made by districts in packaging and completing forms must be documented. When problems arise, the supplier will be responsible for contacting the districts and the SDE concerning the problem and resolving the problem. The error logs will identify by school and district all failures to follow the established procedures and, if appropriate, how the errors were resolved. The error logs will be delivered to the SDE twice, once immediately after materials from all districts have been received and then again with the Annual Report for each administration.
- E.34.19.** The supplier will verify, by number, all test books and secure answer documents returned after testing, using a bar code numbering system. The supplier will provide a written report to the SDE documenting the check-in of all secure materials. If the supplier's system for barcode verification is demonstrated to be unreliable, each document shall be scanned twice, creating independent data files that can be matched for scanning errors. Beyond these measures, the supplier will be required to manually check answer documents to ensure 100% accuracy of check-in for secure documents.
- E.34.20.** The supplier will include in their check-in procedures a method of checking for and retrieving answer documents erroneously packaged with unused or invalidated tests and other materials not to be scanned. The supplier will keep a log of these situations as they are discovered and inform the SDE at least weekly about these circumstances. The SDE will make decisions on a case-by-case basis about which materials will be scored and reported.

E.35. Missing Materials Report and Inventory

- E.35.1.** The supplier will prepare a missing materials report for test books and secure answer books based on the scanning that is completed during materials check-in. Reports will be prepared for each school with missing materials listing the number of test books and answer books missing and the identification of each. School reports will be delivered to district coordinators with a district-level summary, and a state-level summary report will be delivered to the SDE. Any missing materials returned by districts will be recorded in the missing materials inventory maintained by the supplier. The missing materials reports must be delivered to the districts and the SDE 30 days after the check-in of secure materials has been completed. For each administration, check-in and verification of secure materials must be completed prior to the first shipment of results to Oklahoma districts. The supplier will deliver a final summary report of missing materials to the SDE six months after the missing materials reports have been sent to districts.

E.36. Disposition of Materials

- E.36.1.** After testing, the supplier will inventory and store unused test and answer books, manuals, and other materials for a period of six months. During this time, the supplier will be required to ship to the SDE and districts selected materials as may be required to reconcile a discrepancy or question about the score report.

- E.36.2.** Unused test books may be destroyed after six months with written approval from the SDE. However, the supplier will store 100 copies of Each subject/grade test and answer book throughout the lifetime of the project.
- E.36.3.** Upon verification of the individual test book identification numbers of all OCCRA test books returned by the districts and acceptance by the SDE of accurate student results files, the supplier will store used test books for a period of up to one year. The supplier will destroy the books after receiving written permission from the SDE. Test security requirements will be maintained throughout the destruction process.
- E.36.4.** After acceptance by the SDE of accurate computer files, used scannable Test books and answer documents will be stored by the supplier, at supplier expense, for a period of one year. At the end of the year, the supplier will ship or destroy the used scannable test books and answer documents according to instructions from the SDE. This destruction will be initiated by a letter from the supplier to the SDE requesting permission to destroy specific materials. Upon receipt of such letter from the supplier, the SDE then will prepare the required State of Oklahoma Records Disposition Document for state approval of the testing materials destruction. Upon receiving state approval of the test destruction, the required form will be sent to the supplier for a disposal certification signature. Upon disposal of the listed materials by the Supplier, the signed form will be returned to the SDE for final processing

E.37. Retrieve Answer Sheets and Test Books

- E.37.1.** At the SDE's request, the supplier will periodically be required to retrieve from storage up to 300 answer documents and/or used test books per school year. In some cases, retrieval of answer sheets will require the supplier to conduct a manual verification of machine scoring. The supplier will be responsible for costs associated with retrieval and possible delivery of these materials to the SDE.

E.38. Security

- E.38.1.** Security requires that all test booklets be bar-coded. The term test booklet includes any material containing secured test items including the writing prompts may offer alternatives to barcoding. The State will consider such alternative as long as the recommended procedure accomplishes an accounting for individual test booklets by school site.
- E.38.2.** Security forms (Appendix C) are to be signed by all test administrators, proctors, building test coordinators, building principals, district test coordinators and the district superintendent. These forms are to be organized and stored for one year by to be available to SDE upon request. District and Building Security Forms need to be scannable and a report furnished to the SDE if any are not signed and returned.
- E.38.3.** A barcode with a unique machine-scannable and visually readable sequential identification number will be applied to student booklet covers. Test booklet inventory sheets will be developed by the and distributed with instructions to the district test coordinators. A record of security numbers checked out to each site will be kept in a master file by both the and the district. District test coordinators will receive, from the, a list of each school's barcodes or a listing of the ranges for each school.
- E.38.4.** Packages of test booklets must be sequential within each package and sequential overall for each school. Returned test booklets must be scannable by the supplier and missing booklets must be reported to the SDE. By using the barcode inventory, district test coordinators must be able to accurately locate any missing test booklets.
- E.38.5.** Procedures for distribution of test booklets and accounting for return of same shall be carried out at the district and school site level. Separate forms containing each site-level series of barcodes shall be packaged with test materials. A simple class level checklist where students' names can be matched with barcodes will be used by the District/Building Test Coordinator to account for the receipt and packaging for return of all test booklets by barcode (See Test Preparation Manual, Appendix D). A master list of barcode series by site shall be provided to the District Test Coordinator and shall also be maintained at the office.
- E.38.6.** Receipt control procedures shall be proposed to ensure a 100 percent accounting for all used and unused test booklets, used answer documents, and other returnable materials distributed to and collected from school districts. A report that identifies missing documents by security number for each type of document (test booklet and/or answer document), district, grade, and school are to be produced by the. All unreturned secure documents are to be included in the report. Test security is a critical issue, and the SDE requires a design that will enhance program credibility. The supplier should establish procedures for notifying the districts when it is determined secure documents are missing. The supplier will provide a plan of quality-control procedures for the accounting of returned materials.
- E.38.7.** One month after contacting school personnel, they shall provide an updated report to the State's Designee. A Missing Booklets Report will be delivered to the SDE by June 15 every year listing resolutions and responses by districts regarding their missing materials.

E.39. Security Forms

- E.39.1.** School Administrators, test administrators, and proctors will be required to complete a security form (See Appendix C) certifying that security measures were maintained. The supplier will report to the SDE any district that has not signed and verified their security compliance form by June 5th every year.

E.40. Product Design

- E.40.1.** Innovative designs are required for all OCCRA products developed by the supplier. Designs for publications will include the organization, format, page layout, and covers required for test books, administration manuals, reports of assessment results, and other miscellaneous materials both printed and online. The OCCRA supplier will produce all graphics, charts, and illustrations for the products for which they are responsible and SDE will approve.

E.41. Development of Products

- E.41.1.** The supplier is responsible for producing the first written draft of all materials and products developed for this project. The production stages for printed products are defined as follows:
- E.41.2.** Mockup (rough draft). The mockup stage will begin with delivery of the supplier's first draft of written language for a product. During the mockup stage, the SDE and the Supplier will exchange ideas for improving the document and the SDE will communicate required changes to drafts and subsequent revisions. The purpose of the mockup stage is to complete the writing and editing of the product. The mockup stage will be complete when the SDE approves the wording of the product.
- E.41.3.** Draft. The draft stage will begin with the supplier's first draft of the product in typeset or online form. The draft will be submitted in page layout form resulting from the product design. During the draft stage, the SDE and the Supplier will exchange reactions to the drafts and subsequent revisions by the supplier. The purpose of the draft stage is to complete the layout of the product and to proof the product for expression, usage, and typographical errors. The draft stage will be complete when the SDE approves the design layout and the correctness of the language.
- E.41.4.** Composed Review. The composed review stage will begin with the supplier's first version of the final online or typeset copy that will be submitted to the SDE. The purpose of the composed review stage is to ensure that the product has been prepared for production without error. The supplier will make corrections and submit additional versions as required. Usually two rounds of review are required but three or more may be necessary, depending on the quality of work provided by the supplier.
- E.41.5.** Final Proof. The final proof stage will begin with delivery of the proof of the printed or online product produced. The purpose of the final proof stage is to ensure that the product will be without flaws or errors in its final form. The supplier will make corrections and submit additional proofs as required.
- E.41.6.** The supplier will be responsible for proofreading documents during each stage. Suppliers will propose well-defined procedures to ensure drafts are checked for spelling and proofed for complete accuracy by qualified proofreaders from the supplier's staff before they are sent to the SDE for review. In addition, a qualified proofreader who is not a part of the supplier's staff will proofread the final proofs before they are submitted for the online production. Qualified persons within the supplier's organization and independent editors who will be responsible for proofreading will be named in the proposal and their vitae attached.
- E.41.7.** User Acceptance Test. The supplier will be responsible for demonstrating all functionality, tools and accommodations for the online assessments. The SDE will approve the functionality before the assessments are provided to districts.

E.42. Specifications for Printed Products

- E.42.1.** The supplier will print all test books, manuals, materials, and forms in compliance with SDE printing specifications. The supplier will also print any additional materials needed to implement the project, such as header sheets, labels for packing, and packing lists.
- E.42.2.** The supplier will be responsible for all aspects of production for publishing printed products, including formatting, graphics, and key entry. For each publication, the supplier will submit for approval printing plans that identify type size and style, ink and paper color, paper quality, and layout. Printing examples that show type size and style will be included. The SDE desires attractive, good-quality printed materials of reasonable cost.
- E.42.3.** While the supplier is expected to provide copy that is correct in all respects, there is a possibility that the SDE will request a last-minute change. Therefore, the OCCRA contract will include a provision for "author's alterations." The SDE's contract/Program Manager must authorize the use of these funds in writing.

E.43. Special Formats and Accommodations for Exceptional Education Students

- E.43.1.** The supplier will provide Braille and large-print versions of the OCCRA reading and mathematics test forms to visually impaired students at each grade level. Large-print documents will be printed in 18-point type on 14" x 17" approved paper. Reformatting of documents may be necessary to meet these specifications. The supplier is responsible for having the Braille tests proofread by an independent party. The supplier is also responsible for preparing and proofing Braille notes for test administrators to use during testing.
- E.43.2.** The supplier must specify whether the production of Braille and large-print materials will be done in-house or by an external supplier. If an external supplier is proposed, the SDE reserves the right to approve or reject the designated organization. Test administrator notes and scripts to accompany Braille test versions will also be developed. Approximately 10 copies of the Braille versions and 75 copies of the large-print versions will be produced for each grade level and subject for the spring OCCRA administrations. Additional copies may be needed and can be proposed as Optional costs should other entities desire to participate in the OCCRA.
- E.43.3.** Large-print and Braille test documents require separate handling during the scoring process. Student responses from large-print and Braille documents may be transcribed by school personnel or may be returned to the supplier for transcription. It is the responsibility of the supplier to transcribe all responses onto scannable answer documents. It is also the responsibility of the supplier to verify the accuracy of the transcriptions completed by the supplier and those completed by school personnel before the answer documents are scanned and scored. Additionally, if all items in the OCCRA cannot be translated into Braille, student responses for these forms may need to be scored using separate scoring and scaling programs. The SDE will work with the supplier to make this determination based on the technical and standardization information available for the proposed test.

E.44. Manuals, Reports and Forms

- E.44.1.** The supplier shall develop test booklets, online assessments, and ancillary materials for both types of administrations according to the State's specifications of content and format, and provide annually in the quantities indicated for each. The supplier shall provide the SDE with a draft of ancillary materials within a time frame allowing for review, edits, and sufficient time for mass printing. The supplier is invited to expand on content of each document to achieve the purposes of each. Suppliers must supply SDE with final versions of all test forms, answer documents and manuals.
- E.44.2.** The supplier is responsible for the accuracy, format, and correctness in all aspects of all test related materials and ancillaries covered by the contract. All materials must be reviewed for accuracy in relation to all contractual requirements. Correction of errors prior to distribution is the sole responsibility of the supplier.

E.45. Parent, Student, Teacher Guides (Appendix D)

- E.45.1.** The purpose of these guides is to help parents and teachers work with students and prepare them for the OCCRA. The Parent, Student, Teacher Guides (PSTG) are integral to the success of the OCCRA. The guides are to be written at or below the eighth grade level and are to be color coded by subject. They are to communicate effectively the purpose and benefits of the OCCRA. The PSTGs must also be available in large-print and Braille. The PSTGs shall contain an explanation of the test for each content area, the format of the tests, and sample items. The purpose and approximate timing of the tests shall also be included. Testing strategies will be presented. One Guide is needed for each student taking the OCCRA.

E.46. Test Preparation/Coordinator Manual (Appendix D)

- E.46.1.** This manual shall be developed to provide a description of the OCCRA; responsibilities of the district test coordinators, building test coordinators, test administrators, and monitors; procedures for distribution, retrieval, and return of all materials to the supplier; and procedures for maintenance of security. This manual will include logistical information for writing and multiple-choice. Such procedures shall be accompanied by graphic illustrations where appropriate for gaining clarification of instructions. The supplier shall make this manual as user-friendly as possible. The SDE intends to update and reorganize the present manual yearly.
- E.46.2.** The State shall have the opportunity to revise the Test Preparation Manual as needed and shall have final approval before printing. Ten Test Preparation Manuals will be supplied to each school site with additional manuals available by order.
- E.46.3.** The SDE and districts will receive copies of Test Preparation Manuals by mid-October and no later than seven working days before the first scheduled in-service.
- E.46.4.** Training materials and presentations will be provided by the supplier for use by the SDE. Training materials will include handouts, materials to be used for shipping, demonstration, custom presentations, and scripts that coordinate the use of the training materials.

E.47. Posters

- E.47.1.** An 18 x 26 inch, three-color poster will be developed each year showing a diagram of returning scoreable and non-scoreable materials. One poster is required for each building site administering the OCCRA.

E.48. Test Interpretation Manual (Appendix D)

- E.48.1.** The Test Interpretation Manual shall be developed to provide a description of scoring and reporting procedures for writing and multiple-choice tests; explanations of the specific scores reported; interpretations of scores for instructional program improvement at the class, building, and district levels; and provide information for remediation of students where appropriate. The supplier shall make this document as user-friendly as possible.
- E.48.2.** The State shall have the opportunity to revise this manual as needed and shall have final approval before printing. The successful supplier must provide one manual for every 15 students tested per school site. The manuals shall be distributed to districts and SDE staff for the interpretation in-services. An additional 100 copies should be supplied to the SDE. The SDE and districts will receive copies of Test Interpretation Manuals as soon as possible following delivery of final reports.
- E.48.3.** Training materials and presentations will be provided by the supplier for the SDE to use and/or modify. Training materials will include handouts, electronic copies of reports, custom presentations, and scripts that coordinate the use of the training materials.

E.49. Test Administration Manuals (Appendix D)

- E.49.1.** The Test Administration Manuals will be developed to provide test administration instructions for administering the test. Specific narrative will be written out for use by each test administrator. Responsibilities of the test administrator, before testing, during testing, and following testing, are to be defined. Test security is to be emphasized in this manual, and instructions for test monitors are to be included. A Test Administration Manual is required for writing, multiple-choice, and online computer administered testing.
- E.49.2.** The proposal should include supplying Test Administration Manuals in the ratio of one for every ten students. The supplier will let districts order additional manuals needed at their site. The administrators' manuals will be packaged separately from the test booklets.

E.50. Test Booklets

- E.50.1.** All test booklets will be banded in groups of 10 or fewer, and secured or sealed so that the student is the first to open. Each grade and then subject shall be bound separately. All multiple-choice paper tests will have both a test booklet and a separate demographic page which can be the outside cover of the answer sheet (Appendix E). Test booklets must be made available in large-print and Braille.
- E.50.2.** Test booklet covers and answer sheets shall be color-coded by grade. Test Administration Manuals shall be a darker shade of same color. The color must show on the spine of the booklets so that the color is visible when booklets are stacked on a shelf. A different color shall be selected for use on the documents for each grade.
- E.50.3.** All forms will bear the name of the program, display the SDE logo, and indicate the form name, grade and content area, place for student name, and school name. Once the supplier has completed the printing of the test forms, they will immediately provide all the forms on CD-ROM, as well as five test booklets for each subject, to the SDE for each test administration.

E.51. Precode File and Labels

- E.51.1.** The supplier will be required to be in compliance with Oklahoma's student information system, the Wave, to acquire all student information for pre-coding. The supplier should describe SIF compliance and plan for working with Oklahoma's student information system.

E.52. District Test Coordinators (DTC) Kits

- E.52.1.** DTC Kits are to be distributed to all school district coordinators with district test materials. The estimated quantity needed will be 600 per year, including one per school district and 5 for the SDE. The DTC kits will be packaged in such a way that they are distinguishable from the other test materials. The supplier is encouraged to include any other items as needed. The DTC kits will include but not be limited to the following:
- E.52.1.1.** Instructions for use of materials contained in the packet along with a timeline,
 - E.52.1.2.** Test Preparation Manuals,
 - E.52.1.3.** Pre-slugged header sheets needed in identifying the district's sites,
 - E.52.1.4.** Packaging materials such as return envelopes for answer documents, or paper bands for return test documents and header sheets,

- E.52.1.5.** Pre-printed mailing labels that are color-coded for return of different materials,
- E.52.1.6.** Test Security Forms with sufficient quantities for distribution within the district,
- E.52.1.7.** District, school, and class security checklists,
- E.52.1.8.** Poster diagramming procedure for returning testing materials.
- E.52.1.9.** The SDE shall have the opportunity to revise and shall have final approval before the DTC Kit materials are printed, assembled, and sent to the districts.

E.53. Forms

- E.53.1.** The State suggests the following forms and accompanying design, but the supplier may suggest improvements to be approved by the SDE.
- E.53.2.** Packing List (To be developed by the Supplier, a listing of all booklets, manuals, and materials),
- E.53.3.** Customized demographic page (Appendix E),
- E.53.4.** Test Security Forms (Appendix C),
- E.53.5.** Class Security Checklist (Appendix C),
- E.53.6.** Non-Disclosure Forms (To be developed by the Supplier)

E.54. Customization of Documents

- E.54.1.** The test booklet covers, manuals, student demographic/answers sheets, class/building header sheets, and all other materials for the OCCRA are to be customized. Quantities of materials produced shall be sufficient to meet the requirements of the population, in addition to making allowance for (a) copies for the SDE, District Test Coordinators, and Building Test Coordinators; (b) replacement of lost shipments; and (c) overage.
- E.54.2.** Preliminary state, district, and site level summary and student level results of all tests are to be delivered to the SDE according to the reporting schedule. For subjects tested online, the supplier must provide immediate raw score results of the operational items. Additionally, immediate performance level results must be provided for all pre-equated test forms. For post-equated forms, complete student results (including performance level) must be provided within 2 weeks from the end of the testing window. An exception will be for assessments which require standard settings.

E.55. Data Files

- E.55.1.** Immediately before the electronic release of student data, the supplier must provide to the SDE statewide summary data and district and school summary data and reports.
- E.55.2.** The supplier will generate data files for the SDE and each school district: the State Student Results File and the District Student Results File. The State Student Results File will be sent to the SDE by overnight delivery on media, as determined by the SDE, or can be downloaded to the SDE via a secure FTP site established by the supplier. After the accuracy of scores has been verified and approved by the SDE, the supplier will prepare a District Student Results File for each district with its students' scores. The District Student Results Files will be proposed for a variety of media as requested by local school districts.
- E.55.3.** The supplier shall anticipate that the SDE will specify modifications in computer file formats from administration to administration throughout the lifetime of the contract for these services.

E.56. Data Quality Control

- E.56.1.** The supplier must describe methods that will be used to guarantee the accuracy of the data produced by the OCCRA program. The SDE will be conducting its own independent quality control checks simultaneously with those of the supplier. The supplier will be accountable for the accuracy of all data and all reports; therefore, the SDE requires that the supplier enlist the services of a third party, external to the Supplier and the SDE, to validate the scores obtained by the supplier before data files or score reports are issued to school districts. Suppliers should identify in their proposals the person or organization providing the data quality control services. When the supplier, the SDE, and the third party agree that the data are accurate, permission will be given to prepare the printed reports. In exercising its tasks in this regard, the SDE reserves the right to retain the services of an outside supplier to provide technical expertise to the SDE.

E.57. Disclosure of Previous Problems

- E.57.1.** The SDE desires that the OCCRA be implemented without any errors in online service, printing, scoring, or reporting. Therefore, suppliers for the work described in this RFP must disclose the extent of the problems they have encountered in the past three years. Proposals should include a description of the service, scoring or reporting errors that have occurred with any large-scale assessment programs that

were the responsibility of the supplier. Additionally, suppliers should disclose any occurrences where the timelines for delivery of school or student reports were delayed one or more full weeks beyond the scheduled delivery date. The SDE is interested in the types of problems described above, but is especially interested in problems with the assessment being proposed. As much as possible, suppliers should attempt to explain the causes of the problems as well as how the supplier resolved problems and the timeliness of the resolution.

E.58. Technical Analyses

- E.58.1.** The supplier must provide to the SDE reports or printouts that demonstrate that the desirable technical characteristics of the selected OCCRA have been maintained in the custom form being used in Oklahoma. These analyses will include a mix of test statistics and item statistics. The SDE will work with the supplier to identify the specific information to be provided prior to and after each administration. Examples of the information to be provided are listed below:
- E.58.2.** Item and distractor analyses (p-values, pt. biserials, DIF statistics, FIT statistics, parameter values, etc.)
- E.58.3.** Dimensionality summaries (factor analyses, model fit analyses, etc.)
- E.58.4.** Reliability and validity summaries
- E.58.5.** Comparison of the custom form statistics to the standardization (norm group) study statistics

E.59. Management of Contract Work: This section establishes specific requirements and general principles by which the project will be conducted.

- E.59.1.** Provisions Governing the Work of the Supplier. The work tasks described in Sections C reflect design, development, and implementation aspects of the OCCRA. In preparing their proposals, suppliers should consider the following provisions governing the activities specified in these sections:
 - E.59.1.1.** All of the procedures used by the supplier to implement the work tasks identified in Sections C must be approved by the SDE, and all products must be approved by the SDE at various stages of development. Any procedures not addressed in Sections C will be described in detail and included in the Operational Plan described in this section. The SDE reserves the right to determine specific details of work tasks and products. Changes to any agreed upon procedures or product specifications must be approved by the SDE.
 - E.59.1.2.** Design control of all aspects of this project remains the total responsibility of the SDE. Changes in the design made after the award of the contract will be at the discretion of the SDE.
 - E.59.1.3.** The SDE reserves the right to review and make changes in materials at any stage of the project prior to final printing.
 - E.59.1.4.** Products and procedures are modified to some extent at supplier expense for each assessment. For example, modifications may be made to the design, format, or wording of printed products from one administration to the next. Modifications may also be required for other products and procedures such as data analyses, tape formats, and report designs.
 - E.59.1.5.** Suppliers will be responsible, in consultation with the SDE, for the initial draft, for writing, and for thorough editing and proofing of all text required for printed or software products.

E.60. Contact and Communication Between the Supplier and the SDE

- E.60.1.** The Executive Director of Assessment will be assigned to manage the contract resulting from the RFP with the assistance of the other Student Assessment and Accountability staff, and the Assistant Superintendent of Accountability and Assessment. The management staffing requirements for Suppliers.

E.61. Management Meetings

- E.61.1.** The successful operation of the project will require regular management meetings between the supplier and SDE staff. The first project management meeting will take place at the supplier's offices. The remaining meetings may take place at the SDE, the supplier's offices, or in a location convenient for the supplier, the SDE, and other participants.
- E.61.2.** The supplier should expect the appropriate staff members to attend the project management meetings identified below. These meetings will also involve SDE staff. The annual project management meetings and oversight activities anticipated are as follows:
- E.61.3.** One (1) project-planning meeting – The purpose of this meeting will be to develop and review schedules for implementing the project.
- E.61.4.** One (1) ancillary product and report development meeting – The purpose of this meeting will be to design the manual and other ancillary materials for the assessment, and to design the reports.

- E.61.5. One (1) visit to the supplier's data processing site – The purpose of this meeting will be to check the accuracy of the data processing activities that cannot be conducted remotely, e.g., an examination of test documents compared to data files.
- E.61.6. Travel to management meetings will be paid for by the supplier.
- E.61.7. Should other states choose to use the OCCRA, the price to participate would include full staff participation in management meetings.

E.62. Project Management Reports

- E.62.1. Five reports are to be prepared by the supplier to facilitate and document communications with the SDE: the Operational Plan, a Project Schedule, Weekly Status Reports, Annual Report and Summary of Activities, and Accounting Reports.
- E.62.2. The Operational Plan is a working document to be developed and added to as the project progresses. The Supplier will provide and continually update the Operational Plan, which is to be bound in loose leaf binders for each project year and kept in the possession of the SDE. One part of the Operational Plan will contain secure test forms. The plan components, submitted annually, will document proposed procedures for all work tasks and include copies of all products developed during the course of the project. The plan will also include a final copy of each report and a final copy of each product produced during the year, each stored in a three-hole clear plastic folder.

- E.63. The Project Schedule and work task specifications will be developed for each year of the project and will include both management level summary information and details for individual projects. The project schedule will be developed once and updated quarterly in a format that is mutually agreeable to the SDE and the Supplier. If significant changes in the project schedule occur between quarterly submissions of the project schedule, the SDE may request an updated schedule that reflects the changes.

- E.64. The supplier will provide a Weekly Status Report to the SDE. The report will identify the status of major tasks in process for recent and upcoming work tasks and identify progress on important project issues. The supplier will e-mail the weekly status report to the SDE by close of business on Tuesday of each week for the previous week's work.

- E.65. The Annual Report is an annual summary of activities and will be produced by the Supplier for each year of the contract. The purpose of the report will be to record all activities for the year and review their implementation. The report is intended to become a working summary for documenting completed activities and recommending changes for the next year. The Summary will be based on information gathered by the management staff as the project progresses. The Summary will address all OCCRA activities and processes, particularly the processes related to the development of the custom test forms, test production, shipment and receiving, and scoring and reporting. Discrepancies from established procedures and timelines would be noted with explanations of the causes of the discrepancies. Recommendations will be included for actions to improve procedures, plans, and activities for the subsequent year.

- E.66. The Accounting Report will provide a summary of balances of Reimbursable Fund Categories and balances resulting from substitutions of work tasks. This report will be submitted to the SDE every six months (July and January).

E.67. SDE Responsibilities

- E.67.1. In completing the work of this contract, the SDE will be responsible for providing staff to coordinate the contract and for providing the supplier with all necessary materials in timely fashion. The SDE will complete its review of the supplier's products within seven working days of receipt and either approve the design of products as submitted or provide specifications for modification. Suppliers should plan schedules and begin work early enough to permit this amount of time for SDE approval at each stage of the process. Work plans and schedules should take into account the volume of documents to be reviewed. The SDE will work with the supplier to develop an acceptable schedule for workflow given the SDE's staffing constraints. If modification is required, the SDE will notify the supplier if the modified product or design is to be submitted for subsequent review. Upon receipt of final products or procedures, the SDE will notify the supplier if the products or procedures are accepted or if deficiencies were found.

E.68. Contingency Services

- E.68.1. It is possible that unforeseen circumstances will make it either necessary or desirable to perform data analyses beyond those described herein or to handle unexpected data processing or materials acquisition requirements. Since these circumstances cannot be defined in advance and since the SDE must be able to request such extra services in a timely fashion so as not to impede implementation of the

assessment, it is necessary to include in the proposal \$150,000.00 per year to be allocated for data analyses or other needed services as authorized by the SDE.

E.69. Technical Advisory Committee (TAC)

E.69.1. The supplier shall be responsible for all costs and arrangements related to one TAC meeting a year. This includes arrangement for meeting spaces, refreshments, parking, and meeting materials. The Supplier will also assume the cost for the facility, refreshments, breakfast, lunch, and dinner the first day for TAC members, SDE, and all other vendor participants, as well as breakfast and lunch on the following day. Cost for materials, as well as travel reimbursements (hotel, mileage, meals, parking, tolls) will be provided by the Supplier for participants. In addition, the Supplier will provide daily honoraria of \$1500 per day to each of the five TAC members and \$2000 per day for one TAC Chair. The TAC members, selected by SDE, will be nationally recognized experts in psychometric, policy, or legal issues. They will have extensive knowledge and experience at the state and national levels. The supplier will handle all the administrative tasks relative to the processing of the payments mentioned above. The supplier should also provide meeting minutes to SDE within one week after the meeting.

E.69.2. The supplier is required to have psychometricians and program managers familiar with Oklahoma's project attend designated TAC meetings to collaborate efforts. The state maintains the option of conducting all or part of the TAC meetings without the presence of Suppliers.

E.70. Final Delivery of Materials

E.70.1. The supplier agrees to deliver to the SDE, upon request, all materials and products in all forms that are developed for and used in conjunction with this project within 30 days following acceptance by the SDE of the final report for the project.

E.71. Thoroughly review the entire Request for Proposal (RFP) prior to attempting to answer any questions.

E.72. Submissions/Copies

E.72.1. Contractor is to submit THREE (3) complete copies of their response on CD which includes the completed proposal, including the scanned images of the OMES signed forms. CD must be an unprotected document. Original hard copies are not required. **Please ensure that your CD's are marked clearly with the RFP Number.**

E.72.2. PDF is an acceptable format for solicitation responses

F. CHECKLIST

F.1. Please see attached forms:

- F.1.1.** Table 2 – Testing Sessions
- F.1.2.** Table 3 – English Language Arts Reporting Categories
- F.1.3.** Table 4 – Mathematics Reporting Categories
- F.1.4.** Table 7A - Reports

G. OTHER

G.1. Questions

G.1.1. All questions regarding this solicitation must be submitted in writing and are to be emailed to no later than 3:00pm CST Thursday, August 29, 2013. Questions are to be emailed to Jacob.Charries@omes.ok.gov. Questions received after this date will not be answered. An Amendment will be posted after this deadline listing all questions received and their answers.

H. PRICE AND COST

H.1. Cost Information Requirements:

- H.1.1.** Any proposal received relative to this RFP shall be considered an acknowledgement and acceptance of all specifications as set forth in this document unless specifically stated under Cost Information Requirements.
- H.1.2.** Those items not included are to be listed in a document entitled "RFP Requirements Not Included Report."
- H.1.3.** The SDE reserves the right to select options separately.
- H.1.4.** Proposed cost factors will be considered in relation to the quality of products and services offered by Suppliers.

- H.1.5.** A Proposal Price Sheet is provided in Appendix F of this RFP.
- H.1.6.** Legislative appropriations are granted according to the Fiscal Year for Oklahoma, July 1 through June 30.
- H.1.7.** Prospective suppliers are required to separate proposal prices for products and services within each fiscal year.
- H.1.8.** The first year of the contract shall begin Date of Award and continue through June 30, 2014 and the following four years. To provide for such division of costs, the Final Summary of Cost is divided into the following sections.

H.1.8.1.	Section 1	2013 – 2014
H.1.8.2.	Section 2	2014 – 2015
H.1.8.3.	Section 3	2015 – 2016
H.1.8.4.	Section 4	2016 – 2017
H.1.8.5.	Section 5	2017 – 2018

- H.2.** A contract is awarded, will be offered by written notice to the qualified and responsive supplier or suppliers whose proposal is determined to be most advantageous to the state, taking into consideration the evaluation criteria specified in the RFP.



SOLICITATION REQUEST

☐ Request for Quote

☐ Request for Proposal

☐ Request for Bid

Dispatch via Print

Department of Education
STATE DEPARTMENT OF EDUCATION
HODGE BUILDING
2500 N LINCOLN BLVD
OKLAHOMA CITY OK 731054599

Request Quote ID.	Date	Buyer	Page
2650000262	07/26/2013	Jacob Charries (580)	1
Payment Terms	DateTime Quote Open	Closing	
0 Days	08/14/2013 12:23 PM	09/12/2013 03:00 PM	
Requisition Number Reference: From Req ID - 2650000762			

Ship To: STATE DEPARTMENT OF EDUCATION
HODGE BUILDING
2500 N LINCOLN BLVD
OKLAHOMA CITY OK 731054599

Bill To: STATE DEPARTMENT OF EDUCATION
HODGE BUILDING
2500 N LINCOLN BLVD
OKLAHOMA CITY OK 731054599

Vendor: NAME

Address: _____

Address: _____

City: _____ ST: _____ ZIP: _____

Supplier Responses

Line	Cat CD / Item # - Descr	Qty.	UOM	Unit Cost	Ext. Cost
1	86121504 / 1000008980 TESTING: School Elementary and Secondary Schools	1	EA		

Contract for Student Testing: To measure the Oklahoma Academic Standards, Math and English Arts

Contract Period: Date of award thru One Year with option to renew for four (4) additional one year periods at same terms and conditions.

Contract Period: Date of award tru One Year

Price \$ _____

Contract Period: 1st year renewal

Price \$ _____

Contract Period: 2nd year renewal

Price \$ _____

Contract Period: 3rd year renewal

Price \$ _____

Contract Period: 4th year renewal

Price \$ _____

Freight Terms: FOB DEST

Ship Via: COMMON

Lead Time: _____

Supplier Remarks:

COMMENTS:

This is NOT AN ORDER

All returned quotes and related documents must be identified with our request for quote Number.

Authorized Signature