

HAWAII STATE DEPARTMENT OF EDUCATION
PROCUREMENT AND CONTRACTS BRANCH

April 5, 2024

ADDENDUM A

TO

REQUEST FOR PROPOSALS

RFP D24-098

SEALED PROPOSALS

TO DEVELOP AND IMPLEMENT THE HAWAII STATE ALTERNATE ASSESSMENT
FOR THE HAWAII STATE DEPARTMENT OF EDUCATION

PART I: PRE-PROPOSAL CONFERENCE

The following is a brief summary of the Pre-Proposal Virtual Conference that occurred on March 28, 2024:

The Pre-Proposal Virtual Conference was held on March 28, 2024 at 9:00 a.m. HST. The conference provided an overview of the RFP's purpose to gain an understanding of the breadth and scope of work under this RFP. Questions, concerns, and/or clarifications were responded to informally and everyone was thanked for their participation and interest.

PART II: WRITTEN QUESTIONS

Requirements pertaining to written questions were stated in the original RFP. Written questions received by the Department are listed below. The following responses are hereby provided and incorporated into the RFP:

1. APPENDIX E STATE OF HAWAII'S GENERAL CONDITIONS, Section 26 Ownership Rights and Copyright: Performance of the scope of work will require the use of CONTRACTOR'S proprietary software, technology, materials and other know how. Will the STATE clarify this Section 26 to ensure that CONTRACTOR shall retain all right, title and interest in and to any work, derivative works, ideas, inventions, discoveries, tools, methodology, computer programs, software, processes and improvements and any other intellectual property, tangible or intangible, that has been created by CONTRACTOR prior to entering into this Contract, and any derivations thereof?

Response: The following provision shall be incorporated into Appendix D, Contract Minimum and Special Conditions (refer to Part III, Changes to the RFP):

Ownership of Documents

General Conditions paragraph 26 entitled "Ownership Rights and Copyright" is deleted entirely and replaced with the following:

All documents and reports, and student data/records developed or generated under this contract shall be the sole property of the STATE. CONTRACTOR retains ownership of any proprietary or copyrighted materials, data, software, technologies, test items, test forms that are previously developed, owned and/or copyrighted by the CONTRACTOR and used or adapted for use under this contract.

2. As the RFP is an Electronic Procurement per Section 1.7 of the RFP, in accordance with the Hawaii Uniform Electronic Transactions Act (UETA), will the STATE accept an electronic signature, such as DocuSign, on the Offeror Identification and Information Form (Appendix A)? Is the Offeror required to provide a hardcopy in accordance with RFP Section 4.7 Offeror Identity or does the Electronic Procurement submission of Appendix A suffice pursuant to UETA?

Response: Reference Section 4.7, Offeror Identification and Information Form (Appendix A), 2nd and 3rd paragraphs:

The Offeror's authorized signature on the OFFEROR IDENTIFICATION AND INFORMATION FORM shall be an original signature in ink, which shall be required before an award, if any, can be made. The submission of the proposal shall indicate Offeror's intent to be bound.

A hard copy (original signature in ink) of the OFFEROR IDENTIFICATION AND INFORMATION FORM must also be received by the Hawaii State Department of Education, Procurement and Contracts Branch, 94-275 Mokuola Street, Room 200, Waipahu, Hawaii 96797, within five (5) working days after the proposal due date.

3. Section 6, Test Engine, Page 16 states the following: "Contractor's test engine must include an item library accessible by school users with usernames and passwords throughout the school year."

- a. Could the STATE please clarify the context and purpose of the item library?

Response: The item library referenced in Section 6 is intended to provide school users with access to a range of sample assessment items throughout the school year. These items are not secure AA-AAAS items but rather exemplars or samples that illustrate the types of questions, formats, and content that students may encounter during actual assessments.

- b. Does the item library refer to the AA-AAAS secure items, or another library?

Response: The item library does not contain secure items from the item bank.

4. For Section 1, Test Delivery, there is reference to performance tasks.

- a. Please confirm that the STATE is referring to the current CEAs as the performance tasks.

Response: The reference to "Performance Tasks" in Section 1 pertains to the inclusion of such tasks within the scope of summative assessments, should the Contractor's assessment framework incorporate them. This mention is included to accommodate the potential use of performance tasks as a component of the summative assessment strategy. The term "as needed" is applied to indicate that the inclusion of performance tasks is conditional, depending on whether the Contractor's assessment system employs these tasks as part of its evaluative approach. It is not specifically referring to the current Classroom Embedded Assessments (CEAs) but rather acknowledges the possibility of integrating performance tasks, should they be a relevant and integral part of the vendor's proposed assessment methodology.

- b. Please confirm whether performance tasks are a requirement of the new contract.

Response: Performance tasks are not required for the AA-AAAS.

5. For Section 14.9, Item Maps, will the STATE allow vendors to propose the use of sample items (e.g., from item specifications) to meet this requirement?

Response: Offeror can utilize sample items to develop the Item Maps.

6. For Sections 4 and 5, the RFP requests an option for both practice and training tests with similar requirements for the content of those tests. Could the STATE expand further on the differences it expects to see in the look/feel and functionality between the requested practice and training tests?

Response: Training Tests are designed primarily to familiarize students with the testing interface, item types, and accessibility features they will encounter during the summative assessments. These tests aim to ensure that students are comfortable navigating the test environment, utilizing available tools and supports, and understanding the variety of question formats they may face. Training tests also provide educators an opportunity to engage with the online delivery system, enhancing their ability to guide students through the testing process effectively.

Practice Tests, on the other hand, simulate the full-length summative assessment experience more closely. They include a range of item types and content areas reflective of the summative tests, allowing students to practice in a test-like environment. Practice tests are structured to mimic the composition and rigor of the summative assessments, including the generation of scores. This feature aids students and educators in gauging readiness for the actual summative assessments.

7. In Section 11.2.2, the STATE is requesting a yearly Test Coordinators Manual (TCM) to be developed. We understand that the STATE retired the TCM document from use during the current SY23-24 and folded the information into the summative Test Administration Manual (TAM). Does the STATE expect to start using a TCM again in upcoming school year(s) for this assessment?

Response: The STATE intends to reintroduce the TCM as a standalone document for upcoming school years. The redesigned TCM will be crafted to be concise and specifically tailored to highlight the distinct responsibilities and duties of Test Coordinators. This focused approach aims to streamline the information provided, ensuring that Test Coordinators have direct access to the guidance and resources necessary to effectively manage and oversee the testing process within their schools.

PART III: CHANGES TO THE RFP

The following change is hereby made (additions in **bold/blue/underlined** text):

1. Appendix D, Contract Minimum and Special Conditions – the following provision shall be incorporated:

Ownership of Documents

General Conditions paragraph 26 entitled “Ownership Rights and Copyright” is deleted entirely and replaced with the following:

All documents and reports and student data/records developed or generated under this contract shall be the sole property of the STATE. CONTRACTOR retains ownership of any proprietary or copyrighted materials, data, software, technologies, test items, test forms that are previously developed, owned and/or copyrighted by the CONTRACTOR and used or adapted for use under this contract.