EXHIBIT 1

SOLICITATION #2650000396

Intent of Specifications:

The award of this solicitation is for a CCRA (College-and-Career-Readiness Assessment) system which has the capabilities to assess College-and-Career-Ready English Language Arts and Math as well as provide a career readiness indicator and college readiness benchmarks that reliably predict likely success in first year college courses. In addition, the test results must be accepted by four-year colleges and universities. A customized CCRA assessment for high school science and US History will be awarded separately from the Math and ELA awards.

The Bid shall show the ability of the Bidder to meet or exceed the following mandatory specifications:

A.1   The supplier will provide major products and services required to support the OSDE in assessing High School U.S. History and Science assessments aligned to the Oklahoma Academic Standards (OAS).

    A.1.1   The off -the-shelf (ELA and Math) and the customized assessments (US History and Science) **should be bid separately**. Together, the ELA, Math, U.S. History and Science assessments are herein defined to be and are collectively referred to as the "College and Career Ready Assessments" (CCRA)."

A.2   The US History and Science assessments shall <u>not</u> be awarded as a subcontract of the ELA (English Language Acquisition) and Math award(s). The College-and-Career-Readiness Assessment (CCRA) must assess ELA and Math as well as provide a career readiness indicator and college readiness benchmarks that reliably predict likely success in first year college courses.

A.3.   It is the responsibility of suppliers to be cognizant of all State Board of Education rules, state, and federal statutes and regulations pertaining to the assessment program, regardless of whether they are referenced in this contract. These requirements include, but are not limited to, those in Title 70 O.S. Section 1210.508 (OSCN 2020), Oklahoma School Testing Program (OSTP), and Oklahoma Administrative Code 210:10-13.

A.4   The CCRA must follow existing state testing accommodations included in the current OSTP accommodations for Students with an Individualized Education Program (IEP) or Section 504 Plan, as well as best practices for special populations concerning accessibility or accommodations in accordance with applicable state and federal laws, regulations, or administrative codes, including the following guidance from the U.S. Department of Justice:
http://www.ada.gov/regs2014/testing_accommodations.html;
and must also follow the most up-to-date Web Content Accessibility Guidelines (WCAG). Further, the suppliers should discuss the principles of universal design for learning as set forth in 20 U.S.C. § 6311(b)(2) and how that can be incorporated into its product and services available under the CONTRACTS.

A.5   Program Management and Communication

A.5.1   Suppliers must have the capacity and the capability to perform the work requested in this contract. The supplier must provide evidence of sufficient resources to manage and coordinate the activities enumerated in the contract and to produce the specified products and services on time. The supplier must also demonstrate the ability to meet the State's evolving needs and requirements. An overall description of the supplier's approach to managing, implementing, and supporting the product must be provided. The suppliers will identify and describe all resources available to support all program activities including pre- and post-assessment activities.

A.5.2   The suppliers must detail any issues, including any adverse action taken as a result thereof, that the supplier has previously experienced related to large-scale online testing either as a prime supplier or as a provider of a testing platform as a subcontractor. Specifically, the supplier shall summarize the issues, how they were addressed, and what steps and safeguards were put into place to prevent future occurrences.

   A.5.2.1   The supplier shall include a summary of any litigation or administrative proceedings initiated against the supplier within the prior five (5) years relating to the administration or development of items and/or assessments contemplated by this Solicitation.

A.5.3. The supplier shall also detail plans for communications <u>including those</u>:

   A.5.3.1   between the supplier and the State.

   A.5.3.2   between the supplier and school districts with State pre-approval.

A.5.4   The suppliers must adopt the State Student ID Number as a unique identifier used for reporting student assessment results and producing test data files and be SIF-compliant to interact with the Oklahoma Student Information System. Data files should be submitted via secure file transfer protocol (SFTP) provided by supplier.

A.5.5   For purposes related to student data accessibility, transparency, and accountability, the supplier shall specifically state the offices or employees within the Supplier's organization who will have access to student data disclosed by the State. In addition, the suppliers shall indicate how the suppliers will access the information.

A.5.6   The suppliers will provide line-item pricing on invoices.

A.5.7   The supplier shall ensure that all Confidential State Data is housed in the continental United States, inclusive of backup data. The Contractor shall encrypt Confidential State Data at rest and in transit using the current version of Federal Information Processing Standard.

A.5.8   All data shall be stored and manipulated in a manner that is consistent with the requirements of FERPA, and other federal and state laws and policies as referenced in the contract(s) resulting from this solicitation.

A.5.9 All stakeholder facing paper and digital resources, including manuals, assessments, practice tests, and other applicable documents, must meet or exceed expectations of the ADA, UDL principles, and web accessibility as described in the most up to date WCAG Success criteria. All areas of accessibility compliance must be kept up to date with industry standards throughout the duration of the contract.

A.5.10 The supplier shall provide a digital benchmarking platform containing custom items aligned to the Oklahoma Academic Standards for U.S. History and the science assessment. The online platform shall allow districts to select items by standard, administer assessments, and score assessments in real time. Reporting shall be available on demand for the student, classroom, teacher, district and state level. This requirement is optional for the ELA and Math off the shelf options.

A.6 Organization and Personnel

A.6.1 For purposes related to student data accessibility, transparency, and accountability, the supplier shall specifically state the offices or employees within the supplier's organization who will have access to student data disclosed by the State. In addition, the supplier shall indicate how the supplier will access the information.

A.6.2 The supplier must describe the structure of the organization. In addition, the supplier must provide an organizational chart specifically for the Oklahoma project staffing. Names of staff members who will direct the overall project throughout the duration of the contract as well as those of key staff members who will coordinate major activities during each phase of the contract, the time allocations that the personnel described will devote to fulfillment of the contracts, and their office locations must be set out.

A.6.3 At all times, the supplier will allocate sufficient experienced personnel capable of and dedicated to the successful delivery of all services and deliverables required under the contract. The supplier must demonstrate the preparedness to address foreseeable and unforeseeable personnel changes during the contract. All changes to key personnel must be approved by the State, and any organizational changes must be documented and provided to the State prior to the change taking effect.

A.7 Project Management Methodology

A.7.1 Due to the high level of attention focused on these tests and their importance, the goal for the State and the supplier is 100% accuracy in every aspect of the program. Toward that end, the supplier will utilize formal project management methodology and provide the State with a Project Management Plan.

A.7.2.1 The plan will include position assignments with areas of responsibility, project schedules and milestones, tasks, subtasks, critical path analysis, specifications for key systems, and Gantt charts detailing the production schedules and critical deadlines.

A.7.2.2 The supplier is required to obtain the State's approval of the timelines and all materials prior to their use, distribution, or publication. Review time for the State will be a

minimum of seven calendar days; for very lengthy documents the lead time shall be longer than that. The supplier must include the review time requirements into the appropriate project management plans.

A.7.2.3   The supplier will detail the methodology to be employed and provide samples of the documents that will be used for project management, including progress reports.

A.8   Planning and Management Meetings

A.8.1   The suppliers shall propose a plan for regular weekly meetings between the supplier and State staff. These may include conference calls or virtual meetings. Each week the supplier will submit an open action item report that, at a minimum, indicates the responsible party, the issue, the status or action required, and completion date. The supplier will summarize the weekly meetings within two days. The supplier shall provide a 4-week look ahead document at each weekly meeting that includes all upcoming program components. The supplier will describe the planned documentation of the weekly meetings.

A.8.2   On a mutually agreed upon schedule, the State and the suppliers' staff will meet in Oklahoma City or the surrounding area, or the supplier's headquarters twice annually for planning and review purposes. For purposes of this contract, the suppliers shall plan on sole responsibility for the meeting arrangements including meeting space. The supplier shall be responsible for the logistics, facilities, and travel costs of their staff for all meetings. The supplier shall be responsible for travel costs for relevant State staff for all management meetings and oversight activities. If needed, electronic participation will be arranged by the suppliers for any staff member unable to travel to these meetings. The suppliers will produce summaries of these meetings and action items that come out of them and provide those to the State within seven calendar days.

A.8.3   The contracted suppliers shall provide travel and time for appropriate staff to be available as needed to consult with the State or the State Technical Advisory Committee (TAC).

A.8.4   The contracted supplier shall be responsible for 15% of the total cost of all TAC meetings.

A.9   Online Delivery Interface

A.9.1   The State desires a secure online computer-based testing program for the State CCRA. The supplier shall provide a detailed description of the online delivery interface system that addresses each of the components below. In addition, the supplier must include an online application to demonstrate the supplier's proposed system.

A.9.2   The supplier shall upgrade and enhance the test engine as new technology for assessment delivery becomes available and as assessment needs dictate. The State shall have the opportunity to suggest, discuss, review, and approve all proposed changes to the test engine that could potentially impact the State. The State shall approve the schedule for roll-out of any such proposed changes.

A.9.3   The Accessible Portable Item Protocol (APIP) Standard and the IMS Access for All Personal Needs and Preferences AFA PNP v2.0 Specification.

A.10   Minimum System Requirements

A.10.1   While technology requirements may evolve, Oklahoma's goal is to minimize the cost to, the impact on, and required updates to state, district, and local school specific systems (e.g., networks, servers, bandwidth, and testing devices). This includes efforts to minimize the technical footprint required for student testing including devices, software, add-ons to servers and PCs, data exchange, and additional data storage requirements.

A.10.2   The supplier will develop, deliver, and continuously improve support of web browsers as they are released. The supplier will propose a plan for web browser support including Apple Safari, Google Chrome, Microsoft Internet Explorer/Edge, and Mozilla Firefox. This requirement applies to any online system components, online delivery interfaces, and student/administrative workstation specifications the supplier will provide an online graphing calculator or other tools required for student use during testing.

A.10.3   Ideal Student Workstation Specifications:

Component	Minimum	Recommended
Connectivity	Must be able to connect to the internet via wired or wireless networks	
CPU	1.3 GHz	
Memory	2 GB	
Screen Size	9.7" screen size or larger/ "10-inch class" tablets or larger	
Screen Resolution	1024 x 768	
Windows Desktops/Laptops*	Windows 7, 8.1, 10 and 10s 32-bit, 64-bit	
Windows Touch-Enabled Desktops and Laptops/Tablets	Windows 8.1 up to present	
Mac Desktops/Laptops	10.13 up to present	
Chrome OS for Chromebooks	69 69 up to present	
Apple iOS Tablets	iPad 2 running iOS 11.4 up to present (with 512 MB RAM or greater)	
Input Device Requirements for All Desktops/Laptops	Keyboard – wired or wireless/Bluetooth Mouse or Touchpad 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, symbols, 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.	

A.10.4 The supplier must detail device specifications needed beyond this table for test accessibility features.

A.10.5 The supplier will provide a means for schools and districts to test their computer systems and network capacity to administer exams before the test window opens in order for them to address any issues. The supplier must outline this system.

A.11   Secure Test Delivery

A.11.1 The online test delivery system must ensure a secure testing environment that limits 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. <u>The supplier shall specify security components that include</u>:

A.11.1.1   Use of secure socket connection (https).

A.11.1.2   HTML 5 capabilities that do not require additional software plugins.

A.11.1.3   Confidentiality regarding test access and access to student information before, during, and after testing.

A.11.1.4   Criteria for the supplier to resume a test or restart a test session.

A.11.1.5   Ability to test over multiple sessions or days.

A.12   Security Model and System Safeguards

A.12.1 The response shall provide a detailed overview of the proposed solution's security model. The 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 to include test storage on local servers. The supplier must describe how district/building administrators, test administrators, and students are authenticated, and detail how accounts are issued and expired and explain the auditing and transaction logging systems.

A.12.2 The supplier shall submit a list of the digital devices that students may use that meet the online testing hardware and software requirements. Security procedures that should be implemented when using the devices must also be specified.

A.12.3 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 limited to the ability to recover entered data and responses. Districts must have the ability to proctor cache.

A.12.4 The supplier shall provide a local caching solution of encrypted test content to reduce bandwidth during testing and must, at a minimum, <u>address the following</u>:

A.12.4.1   Must not require server class hardware for the caching solution.

A.12.4.2   Must be simple enough to function in a classroom or computer lab setting and flexible

enough to scale up for use in enterprise network environments.

A.12.4.3 Must include a method for local backup of student responses in the event of a loss of internet connectivity.

A.13 Online System Components

A.13.1 The online system must have user-friendly administrative tasks. The system shall be architected to provide maximum flexibility for different schools' needs, while requiring minimal time and training for school personnel.

A.13.2 The online system must meet or exceed expectations of the ADA, UDL principles, and web accessibility as described in the most up to date WCAG. All paper and online tests or practice tests must adhere to these criteria. Compliance must be kept up to date with industry standards throughout the duration of the contract.

A.14 System Performance Requirements

A.14.1 The supplier shall specify the minimum peak download and upload speeds in kbps and during question transition and background upload and download activity in kbps. The supplier 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.

A.14.2 The supplier must describe the ability to support a substantial number of simultaneous online users of the system (at least 45,000 online test takers) and is required to provide dedicated server capacity for Oklahoma's program.

A.15 System Testing Requirements

A.15.1 The supplier shall develop specifications for and will manage all system testing activities including but not limited to developing a user acceptance test plan, developing test scripts, testing all software components, testing student response scoring components, parallel tests (if parallel processing is appropriate), security testing, end-user activity testing, data conversion testing, hardware and network capacity testing, and integration testing.

A.16 Server Connectivity and Reliability

A.16.1 The supplier shall specify in the proposal how it will measure each of these parameters and whether these tests will be conducted internally or by an external third party:

A.16.1.1 Load (applying load or demand on a system or device and measuring its response).

A.16.1.2 Stress (applying unusual load to understand the upper limits of capacity or robustness in terms of extreme load).

A.16.1.3 Spike (a subset of stress testing by spiking the number of users or other aspect).

A.16.1.4 Endurance/Soak (applying significant constant load over an extended period).

A.16.1.5   Configuration (performance within broad range of hardware, peripheral configurations, operating systems, and/or software configurations).

A.16.1.6   Scalability (measuring capability to scale up or scale out in terms of any of its non-functional capabilities).

A.16.1.7   Isolation (repeat testing of known system problem).

A.17   Workstation Set-Up/Certification Requirements

A.17.1 The supplier shall develop specifications for and deliver a system to download and install via Internet connections all software required to deliver online tests, scoring, and appropriate reporting functionality, which shall include a system check, monitoring required computer software and connectivity readiness for testing, that can be run from individual machines.

A.18   Infrastructure Trial Testing for Districts

A.18.1 The supplier shall assist schools in certifying that computers are properly prepared and can make the necessary Internet connections to successfully deliver tests.

A.18.2 The supplier shall develop a guide and checklist to walk users through running the trial on machines that will be used for testing to help them identify technical issues and adjust prior to live testing.

A.18.3 The supplier shall develop and provide an infrastructure test, consisting of mock items, that replicates the size of the largest computer-based test (CBT) 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). In addition, supplier shall provide a methodology for validating that schools have completed the necessary steps for ensuring technological readiness to administer the assessments.

A.19   Online Test Training

A.19.1 The supplier shall be responsible for providing training, users' guides, and other instructions for all components of the online system. Topics will include workstation set-up and test scheduling. The supplier will outline the materials to be used, how the training will be delivered to various audiences, and the timeline for training. Materials shall be customized for Oklahoma and include appropriate terminology, and the State shall review and approve prior to publication.

A.19.2 All program resources shall be available via a single, user friendly, online dashboard that is searchable and logically organized.

A.20   Online Practice Tests

A.20.1 The supplier shall produce online practice tests to familiarize students and administrators with the system and help districts test their systems. The practice tests must incorporate the same features as the secure test, including audio capabilities, universal tools, and accessibility tools and systems that adhere to UDL, and WCAG. The practice tests will be HTML5-compliant and will not require

the use of additional browser plugins. Additionally, for the science and USH assessment, no more than 75% of the test may be composed of previous practice test items, with the remainder being replaced during an annual test revision cycle.

A.20.2 The practice tests shall be available for schools, at a minimum, 60 days prior to the test administration date. Practice test shall contain a tutorial of the online tools, test navigation, and the review screen. The supplier will describe the plan and timeline for producing the tutorial and implementing the online practice tests and specify minimum browser requirements.

A.21   Test Accommodations

A.21.1 The supplier shall provide accessibility features and special accommodations compliant with the following design principles:

A.21.1.1   US Rehabilitation Action Section 508, requiring all web site content be equally accessible to people with disabilities.

A.21.1.2   The most up to date WCAG, that provides a wider range of recommendations to support people with disabilities, including but not limited to blindness and low vision, deafness and hearing loss, learning disabilities, cognitive limitations, limited movement, speech disabilities, photosensitivity, and combinations of these.

A.21.1.3   Universal accessibility for all students including but not limited to line reader, magnification, highlighter, answer eliminator, increased font size, text-to-speech, alt text, and vector scalability.

A.21.1.4   The most up to date Universal Design for Learning framework (UDL) to support learning for all people based on scientific insights.

A.21.1.5   The supplier shall describe the process used to request and assign accommodations including the utilization of bulk upload requests and download requests for by the State and districts. The process shall include a mechanism to ensure accommodations and tools can be customized to meet individualized needs of students and are only available to the students for whom they have been configured.

A.21.1.6   The supplier shall describe system imbedded process steps for evaluating item accessibility, bias and sensitivity that incorporates the relevant guidelines.

A.22   Online Test Management System

A.22.1 The proposal must describe the supplier's online management system, which shall be a unified system for all student data management for computer-based testing (CBT) and paper-based testing (PBT) as well as test administration and reporting tasks. At a minimum, the online management system shall:

A.22.1.1   Contain a secure site that requires usernames and passwords.

A.22.1.2   Allow customizable accounts based on user access (state-level, district-level, school-level, etc.).

A.22.1.3   Depending on the access level, allow views of and modifications/alterations to other organizations in the system (i.e., a state-level user may select and view any district or school in the state).

A.22.1.4   Depending on the access level, allow for the addition of schools that are not on the State file (e.g., private schools), and that may require special school types as determined by the State.

A.22.1.5   Allow an online test materials ordering process for CBT and PBT administrations.

A.22.1.6   Support secure, unattended file transfers, including web-based solutions for pre-identification and enrollment data.

A.22.1.7   Permit the creation of new accounts individually or via file upload to create multiple new accounts or make updates to existing accounts.

A.22.1.8   Provide user access to various non-secure and secure links.

A.22.1.9   Accommodate CBT delivery.

A.22.1.10   Encrypt all personally identifiable information during transmission and in storage.

A.22.1.11   Comply with state and federal law as it relates to student information.

A.22.1.12   All systems that identify, prepare for, and monitor student test participation shall have the capacity to distinguish between CBTs and PBTs, including all applications of pre-identification and enrollment files. These systems shall also be able to accurately track student participation by delivery mode (CBT, PBT, or both) and reflect the test delivery mode(s) in each student file.

A.22.1.13   Using the State's file, the supplier will populate the system with all participating sites/schools/districts. The State will provide the supplier with a list of the current names, addresses, e-mail addresses, and phone numbers of the district test coordinators. In accordance with federal and state privacy laws, the supplier will populate the password-protected online system with this information to create initial district-level user accounts.

A.23   Online System Documentation, Functionality, and Recovery

A.23.1 The supplier shall work with the State to provide documentation for all specifications of the online system.

A.23.2 The supplier must send immediate outage notifications to State approved users.

A.23.3   The supplier shall recommend an industry-standard recovery approach that meets applicable OSDE standards with a reasonable expectation that testing requirements can be successfully achieved. The disaster recovery approach shall include a description of how materials and data for this project will be backed-up and recovered in the case of an emergency. OSDE shall have final approval of the disaster recovery solution.

A.23.4   The supplier or its subcontractors shall perform at least two Disaster Recovery Test every three hundred sixty-five (365) calendar days. A "Disaster Recovery Test" shall mean the process of verifying the success of the restoration procedures that are executed after a critical IT failure or disruption occurs. The Disaster Recovery Test shall use actual State Data Sets that mirror production data.

A.23.5   The supplier shall monitor and report all denial-of-service attempts or unauthorized intrusions throughout the duration of the contract. The Contractor must notify OSDE of all identified risks related to the possible denial of service, along with an associated avoidance/mitigation plan.

A.24   Support Services and Help Desk

A.24.1   The supplier will provide customer service via toll-free phone lines and e-mail. The supplier will specify how the supplier will ensure that calls and e-mails are answered, or issues resolved with accurate information in a consistent and appropriate manner.

A.24.2   The supplier must provide real-time technical assistance during normal school hours outside of the assessment window and for two hours before and after normal school hours during the assessment window. Assessment window help desk extended hours should start 3 weeks prior to testing and continue for one week post assessment window. Response times shall be no longer than 24 hours outside of the assessment window and within 2 hours of receipt within the assessment window.

A.24.3   Supplier shall describe the following:

A.24.3.1   Help desk support model that is offered to all customers, including assistance for authorized users utilizing a parent/guardian facing reporting platform.

A.24.3.2.   Means of customer contact to the help desk.

A.24.3.3   Request for details about open defaults, who reported, when reported, etc.

A.24.3.4   The knowledge level of the customer service representatives with regard to Oklahoma reporting.

A.24.3.5   The supplier shall describe the procedures for incident management and problem escalation during the performance of the contract.

A.24.3.6   Procedure must describe how the supplier will address problem situations as they occur and timeframes for resolutions and levels of escalation during the performance of the contract.

A.24.3.7   Supplier's process for establishing the existence of a problem.

A.24.3.8   Reporting methods and available options.

A.24.3.9   The ability for OSDE, OMES, Districts and Sites to open and track trouble tickets online.

A.24.3.10   How trouble tickets are closed and reported.

A.24.3.11   Initiation and follow through on a customer-initiated trouble ticket.

A.24.3.12   The maximum duration that a problem may remain unresolved at each level before automatically escalating to a higher level of resolution.

A.24.3.13   Circumstances in which the escalation will occur than the normal timeframe.

A.24.3.14   The nature of feedback on resolution progress, including the frequency of feedback.

A.24.3.15   Identification of and contact information (name, title, address, telephone and fax number, and e-mail address) for progressively higher levels that would become involved in resolving a problem.

A.24.3.16   Contact information (same as above) for persons responsible for resolving issues after normal business hours (i.e., evenings, weekends, holidays, etc.) and on an emergency basis.

A.24.3.17   Escalation process for installation service dates and other commitments that are not met.

A.24.3.18   Provide Helpdesk SLA metrics and specify by providing evidence of experience.

A.25   Paper-and-Pencil Testing

A.25.1   Paper-and-pencil test forms shall be available for student accommodations and special circumstances.

A.26   Number of Tests Administered

A.26.1   The 11th grade predicted student count who will be participating in 2021-22 is 47,000. For subsequent years, this number may increase up to 50,000.

A.26.2   The 12th grade predicted student count who will be participating in 2021 – 2022 is about 5,500 students. These students need to take at least 1 CCRA.

A.27   Test Booklet Specifications

A.27.1   All test booklets will be labeled with unique numerical codes in sequential order to assist with test booklet security and inventory control. Test booklets will be designed and constructed to ensure durability. The supplier must include samples of a proposed test booklet, demographic collection page, and seal, which must consist of the same paper that will be used in actual test booklets.

A.27.2 The supplier will also be responsible for providing Braille and large-print versions of all tests and practice tests as necessary. It is anticipated that five Braille formats will be needed. For large-print format, approximately 50 copies will be necessary.

A.28   Parent Information Brochure

A.28.1   A guide that helps parents understand the assessment and interpret their child's performance results shall be developed by the supplier. This guide will be provided in English and Spanish in mobile friendly, web-ready versions of these materials

A.29   College-and-Career- Readiness Assessment Advisory Work Group

A.29.1 The supplier must also include a plan to convene a district advisory work group composed of approximately 20 district test coordinators, superintendents, or other appropriate personnel from around the state to elicit input on such topics as policy issues, security and test administration procedures, reporting, and supplier services. Meetings of the work group will occur twice a year, and members will be approved by the State. The supplier shall be responsible for facilities and travel costs for relevant State staff and members of the district advisory work group.

A.30   Training

A.30.1 The supplier shall provide annual, statewide in-person and virtual training for district personnel as needed for successful implementation, support, and maintenance of the assessment such as online testing or the online test management system.

A.31   Materials Packing and Distribution

A.31.1   The supplier shall be responsible for shipping all test materials to school sites (per district request) or to school district with materials for a site package as a unit. Currently, there are approximately 555 school districts, 465 high schools and 4 special sites, such as Oklahoma School for the Blind, involved in a college-and-Career- readiness assessment program.

A.31.2 The supplier will detail the plan for packing and shipping non-secure and secure materials. The plan will describe processes for securing and monitoring the chain of custody of all secure materials. Packaging and labeling of shipments will be done in a clear manner with appropriate packing lists to ensure efficient and effective distribution. An e-mail message must be sent to the district testing coordinator when test materials are shipped and must include the date of the shipment, specific information about which materials are being shipped, the carrier's name, and any tracking number(s). The supplier must also provide an online system for districts to track shipped material and to order additional materials.

A.31.3 All correspondence with school districts and sites must be reviewed and approved by the State before shipping or other communication is initiated.

A.32   Return Packing and Shipping

A.32.1   In the proposal the supplier must outline processes that will maximize the ease with which districts and schools can pack and return materials and minimize errors that may occur and delay scoring. The supplier is responsible for all shipping costs.

A.33   System Design

A.33.1   The supplier must provide the system design for scanning, scoring, and reporting to meet reporting dates. The supplier must describe a structural overview including a description of the system software.   This overview must contain sufficient detail to enable the OSDE to ascertain the programming capabilities of the suppliers.   This overview must include but is not limited to edit specifications during scoring, file structure(s), data base management system(s), computer languages, and statistical analysis software.

A.33.2   The supplier must provide evidence of the ability to provide reports with various levels of aggregation in paper, electronic, and web-based formats.

A.33.3   The suppler must also provide the numbers and qualifications of staff that will be used to generate computer programs for data management and report generation.

A.34   Multiple-Choice and Machine-Scannable Scoring

A.34.1   The supplier will develop a detailed plan for scanning and scoring the test booklets, answer documents, constructed response items, and online assessments.   The supplier will delineate procedures for validation of scoring keys. Quality control procedures that will be exercised during the scoring and editing of student answer documents and online assessments 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.

A.35   Score Reporting

A.35.1   The supplier must have the ability to merge online and paper and pencil administration results. At a minimum the proposal will include the following reports:

A.35.1.1   Electronic Preliminary Reports within calendar 10 days of the close of the assessment window for the State that include prepopulated scale score conversions to the Oklahoma Performance Index (OPI) for comparability. The OPI is an Oklahoma-specific scale between 200-399 that accounts for differences in difficulty across multiple test forms and content areas. The reports must use the State provided unique student identification number and reflect student scores.

A.35.1.2   Electronic and Paper, family Student reports.   The supplier will provide family/student reports using Oklahoma Performance Index scores, performance information, previous test results, and any other information as determined by the State. The report shall be designed to inform families and students of the individual student's performance. The supplier will provide one paper copy for the student

and an electronic student report for the district. The supplier will provide mobile friendly, electronic student reports to multiple authorized users in a secure parent/guardian portal for students/families. The supplier will provide helpdesk support to authorized portal users. The State will review and approve these reports prior to publication. Digital family and student reports shall be available at the time of final reporting with paper reports shipped within 21 business days.

A.35.1.3   The parent portal shall provide secure authentication for parent access in a standalone manner for LEAs that do not have a separate parent portal and shall provide integration with the parent portal in the district Student Information System (SIS) where available, such that a parent who has authenticated to the SIS parent portal can access content in the Assessment parent portal without the need to reauthenticate.

A.35.1.4   Electronic Roster Reports.

A.35.1.5   Electronic Summary Reports. The supplier will provide comprehensive subject, school, district, and state level summary reports that include sub-groups and other specific criteria determined by the State. This report shall contain final student data for all subjects in which the student completed an assessment.

A.35.1.6   Media Reports. For posting on the State's website, the supplier will provide annual reports with state and district results for general public audiences, in accordance with state and federal privacy laws and regulations. Additional reports may be requested for public release. The supplier will include OSDE required and recommended data suppression rules that would be implemented and the quality checks that would be conducted.

A.35.1.7   The supplier will provide digital and adhesive individual student reporting labels to districts.

A.35.1.8   All digital reports and other content must be assessable via a common landing page that contains all public and district facing materials. Secure materials will be password protected.

A.35.1.9   The supplier will provide a system for districts to order reports.

A.35.1.10   The State is interested to know if the supplier has an on-demand or dynamic score reporting system that school districts and the State can use to generate specifically desired reports. Please describe, if available. The supplier will provide an on-demand or dynamic score reporting system that school districts and the OSDE can use to generate specifically desired reports. The supplier will propose a solution for providing such a system and provide a separate cost breakdown.

A.35.1.11   The supplier shall work with the state and other vendors as necessary to facilitate reporting services including but not limited to provision of Lexile Measures and the Quantile Frameworks.

A.36   Preliminary Student Level Data File

A.36.1   The preliminary student data file that includes scores for examinees with valid scores will be delivered via secure file transfer in a CSV file format based upon a mutually agreed upon file layout. The file shall include, at a minimum, State student identification numbers, local education

agency identification codes and all scoring data. The file shall be deliverable to the State no later than two weeks after the completion of the assessment administration. In addition, the State owns all of the data in the system for CCRA purposes.

A.37   Final Student Level Data File

A.37.1 The final student level data file that includes scores for examinees with valid scores will be delivered via secure file transfer in a CSV file format based upon a mutually agreed upon file layout. The file shall include, at a minimum, State student identification numbers, Local Education Agency identification codes, Oklahoma Performance Index scores, and all scoring data, including any subcomponents measured. The file shall be deliverable to the State no later than eight weeks after the completion of the assessment administration. In addition, the State owns all of the data in the system for CCRA purposes.

A.38   Technical Assistance and Digest

A.38.1 The supplier will assist with all reports relating to the assessment program produced for the legislature, the State Board of Education, or as required by the State. In addition, the supplier will provide analyses, documentation, alignment studies, and any other support requested by the State for federal peer review activities that may be conducted during the period of the contract.

A.38.2 The supplier will develop an annual technical digest to inform educators about the development procedures and technical attributes of the statewide assessments. The digest must report on the procedures followed to ensure reliable and valid assessments and must include documentation on how appropriate industry standards were met. The technical digest must be made available in an electronic format that can be posted to and downloaded from the State's website. The supplier will outline the technical digest and the process to be followed for its development.

A.38.3 The applicable regulations found in 34 CFR Part 200 (Title I) and rules for the state assessment system adopted by Oklahoma State Board of Education (effective 1 June 2016) shall be implemented.

A.38.4 If the assessment includes survey items that do not inform assessment scores, the supplier will include a system for LEAs to gather and record parental informed consent for the survey portion.

A.39   Test Development for the US History and Science Custom Assessments

A.39.1 The test development shall add to a preexisting item bank and continue to allow for pre-equating. Public facing Blueprints and the Test and Item Specifications based on currently assessed content standards have been developed for the subjects assessed and are available on the OSDE website. The Test and Item Specifications offer suggestions of what might be included but do not provide an exhaustive list of what may be included. Review of the specifications will be required annually, and revisions may take place. An assessment plan that adheres to peer review expectations and includes annual assessment development and planning blueprints will be developed by the supplier and OSDE.

A.40   Test Forms

A.40.1 Equivalent forms (breach forms) must be provided and revised annually for use when tests are invalidated. The supplier must propose a plan for equivalent forms for each subject area test for the duration of the contract. These forms may include previously used tests items or scrambled tests and shall be pre-equated to that administration's operational test.

A.41 Item Development for the US History and Science Custom Assessments.

A.41.1 The supplier will be responsible for formal and ongoing analysis of the item bank in order to facilitate the development of a robust item pool. An annual report shall be provided to the OSDE by June 30 of every year with item bank viability and proposed development needs. Every standard in US History and Science must be assessed within a 5-year cycle. The supplier is responsible for populating the item bank in order to ensure balance and representation of the test blueprints and maintain alignment with content standards. The supplier will develop new items to satisfy a 35% refresh rate.

A.41.2 All new items developed for each test will be owned by the State and not the vendor. Item types will consist of technology enhanced items, constructed response, multiple choice and other item types as appropriate for the content being assessed.

A.41.3 The supplier shall propose a plan for annually training and facilitating item writer workshops for Grade 11 US History and science. The OSDE will review the supplier-developed training content prior to the training. The OSDE shall actively review progress and approve items in collaboration with the supplier and item writers. The supplier shall revise teacher developed items as needed to ensure alignment and development best practices. This process may involve iterative cycles of supplier organized review and revisions.

A.42   Item Review

A.42.1 The supplier shall provide a plan for convening annual Item Review committees, as needed. At a minimum, these convenings should include diverse committees with a minimum of 8 members from across the state and process for adherence to accessibility, bias and sensitivity but be described with adherence to Mandatory Specification described in sections A.5 and A. 22.

A.43   Item Bank

A.43.1 The vendor must manage an electronic item bank that will be fully accessible to OSDE. The current item bank will be provided to the vendor by OSDE in QTI format within two weeks of contract award.   This bank will include items with field-test statistics and already developed, OSDE-owned items that have not yet been field-tested.

A.43.2 Accurate and detailed item bank records must be kept and reported as requested by the OSDE.   The proposal should detail the item bank structure and the processes the vendor will use to update and maintain the bank. The vendor shall provide electronic copies of the item bank by content area

when necessary.   The vendor should note if a software program for the item pool will be provided to the OSDE as part of the proposal.

A.43.3 Final payment for contract will not be made until the vendor has provided a complete item transfer in the agreed upon format with all the required statistics and information.

A.44   Test Construction

A.44.1 The vendor's response must include a description of the proposed process for item selection to build tests which includes the supplier's item bank analysis report. The selection and ordering of items on the test forms will be based on appropriate psychometric procedures and will meet the requirements of the Test item Specifications. The OSDE will have final approval of the selection of items and test forms. The vendor's response must provide an efficient procedure for cycles of item selection and test form review for digital and print versions.

A.44.2 Test ltem Specifications will be utilized for item development and test construction. The vendor will ensure that test construction follows Oklahoma's requirements for aligning the test with the state standards, including categorical concurrence, depth of knowledge consistency, range of knowledge correspondence, balance of representation, and source of challenge.

A.45   UAT Environment

A.45.1 The supplier shall describe how it will provide OSDE with adequate opportunity to engage in User Acceptance Testing ("UAT") with time for the successful supplier to adjust items in response to issues discovered during UAT. The successful supplier's and OSDE's UAT Teams will review item functioning and display in combination with the embedded supports, save state, tools and accessibility features, as well as all accommodations. OSDE shall have the opportunity to review all forms. OSDE approval is required before making a form live. OSDE's testing shall not replace the successful supplier's responsibility for ensuring all forms function on the devices, browsers and operating systems used by the field that fall within established guidelines.

A.46   Field Testing

A.46.1 The proposal will detail a plan for field-testing new items, using embedded field-test items as appropriate. Recommendations on a sampling plan should also be included in the proposal.

A.46.2 After each new item is field-tested, the vendor is to review appropriate item statistics with the OSDE and the Oklahoma Technical Advisory Committee. In the proposal, the vendor will outline the type of student performance item statistics to be used, including analyses and procedures for detecting potential item bias. The supplier will provide expert content and psychometric personnel at this review and will be responsible for meeting arrangements and associated costs. Item acceptance rates after field testing should also be monitored by the supplier.

A.47   Test Preparation Manual

A.47.1 The vendor will review and revise the existing test preparation manual and develop new or additional manuals as necessary for conducting the assessment program. This task may include collaborating with other vendors to produce a unified manual. The vendor will be responsible for writing, developing, proofreading, and revising the manual, which must be as concise and user-friendly as possible. The proposal will include examples of how the vendor will make the manual user-friendly. Information included in the Test Preparation Manual must describe paper-and-pencil and online testing administrations.

A.47.2 The vendor must ensure that sufficient copies of all administration materials are available and must provide the materials in PDF format to OSDE for posting on its website. Each site will receive 5 Test Preparation Manuals with 300 additional manuals available by order. The OSDE and districts will receive copies of Test Preparation Manuals no later than seven working days before the first scheduled spring in-service. Training materials and presentations based on the test preparation manual will be developed and provided by the vendor to the OSDE. Training materials will include handouts, materials to be used for shipping, demonstration, custom presentations, and scripts that coordinate the use of materials for training.

A.48   Test Administration Manuals

A.48.1 The vendor will develop and produce Test Administration Manuals that detail test administration instructions and responsibilities before testing, during testing, and after testing.

A.49   Editorial Review, Proofing, Accessibility, Bias and Sensitivity

A.49.1 For all aspects of the testing program, the supplier shall be responsible for conducting editorial review, proofreading, accessibility, bias and sensitivity review of all materials. The vendor should propose procedures for ensuring high quality review and revision cycles, including descriptions of tasks and review cycles (digital and print), and provision of final copy of test materials to the OSDE for approval. The vendor should demonstrate that the editorial and accessibility staff has satisfactory knowledge, skills, and experience in large-scale assessments. Review of materials by the SDE shall not be construed by the vendor as proofing and absolutely does not relieve the vendor of responsibility for error. The vendor is responsible for correcting any errors in work projects, at the vendor's expense, arising from activities that are the responsibility of the supplier.

A.50.   Production Quality Assurance

A.50.1 The vendor shall design and submit for OSDE approval a detailed procedure for assessing quality production, including plans for proofing all materials before and during production and checking the accuracy of assembly. The assessments and related materials require error-free production and are the responsibility of the vendor. The quality assurance plan shall be robust enough to ensure checks at key production assembly points and descriptions of exactly when those checks will take place. All proposed procedures for quality control should be outlined in the proposal. The vendor shall be responsible for replacing misprinted or otherwise defective materials at the vendor's expense within a time period acceptable to the OSDE.

A.51   Review and Advisory Committees

A.51.1 The supplier will be responsible for arranging, organizing, and paying the cost of bringing participants together for meetings and overseeing the logistics of the meetings as identified in the RFP. The OSDE will work in conjunction with the supplier to plan locations and logistics for each meeting, including the approval of agendas, handouts, and procedures for conducting meetings. Review committee meetings will be held in Oklahoma, usually in a central Oklahoma location.

A.51.2 The vendor 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 vendor will also assume the cost for the facility and travel reimbursements (hotel, mileage, tolls, parking) for participants. In addition, the vendor will provide daily substitute teacher reimbursements ($85 per day average) or, if approved by OSDE, honorarium ($150 per day) if the participant is off contract during the meeting. The vendor will handle all of the administrative tasks relative to the processing of the payments mentioned above.

A.51.3 The vendor will be responsible for logistical arrangements of committee participants. A list of potential committee participants shall be provided by the OSDE and the supplier shall maintain a database of participant demographics as determined by the OSDE. The vendor will construct the committees to ensure appropriate representation based on specifications determined in conjunction with the OSDE. The OSDE will have final approval of selected Oklahoma stakeholders to participate in the review meetings. The vendor shall make initial and subsequent contact and shall be responsible for the process of notifying committee members and confirming participation/ Any payments or honorariums supplied to participants will be facilitated by the supplier.

A.51.4 In general, committees consist of 8 to 25 members depending on meeting purpose. Appropriate vendor staff including content specialists and psychometricians will lead and/or participate in review, training, and advisory committee meetings. The vendor will be responsible for compiling notes, providing documentation, or drafting minutes as required for the various committee meetings.

A.52   Standard Setting

A.52.1 The vendor will recommend a procedure for setting the standards that meets the requirements of state and federal regulations. The supplier shall provide evidence of successful use of this procedure with a large-scale assessment program. The vendor will provide psychometricians to assist in standard-setting meetings and will prepare necessary documentation for use with the Commission on Educational Quality and Accountability, which approves the standards, the State Board of Education, or other involved parties, as needed.

A.52.2 As part of the standard-setting process, the vendor will convene performance level descriptor committees to develop student academic performance levels descriptions, as needed.

A.53   District Test Coordinator Advisory Committee Meeting

A.53.1   An annual meeting will take place after the conclusion of spring testing. Participants may include all district test coordinators and district assessment technology coordinators. The supplier will need to attend this meeting.

A.54   Other Advisory Committees

A.54.1   As needed, the vendor will be responsible for convening an advisory committee to address test accommodations or other requirements for special populations. One meeting may occur annually.

A.55   Technical Advisory Committee

A.55.1. The vendor is required to supply appropriate personnel and materials as needed, including psychometricians and program managers from the Oklahoma project.

A.56   Training Modules

A.56.1. The OSDE is interested in exploring training modules for districts and sites covering standardized test administration procedures. The vendor should propose recommendations on the development and implementation of training modules that, for example, would be accessible online and include the capability of embedding video, assessing knowledge via multiple-choice questions, providing trainees with a downloadable certificate of completion, and tracking the completion rates and performance of trainees. The proposal should cost out separately this type of training system.

A.57   District Test Coordinators (DTC) Kits

A.57.1. The vendor will produce and distribute District Test Coordinators kits to all school district coordinators with district test materials. The estimated quantity needed will be 600 per year, including one per school district and ten for the OSDE. The DTC kits will be packaged in such a way that they are distinguishable from the other test materials. The DTC kits will include but not be limited to the following:

A.57.1.1   Instructions for use of materials in the kit and a timeline;
A.57.1.2   Test Preparation Manuals;
A.57.1.3   District Level Test Security Form and pre-addressed return envelope;
A.57.1.4   Group Information Sheets (header sheets);
A.57.1.5   Packaging materials such as return envelopes for documents or paper bands for return test documents;
A.57.1.6   Pre-printed mailing labels that are color-coded for return of different materials;
A.57.1.7   Test Security Forms procedures;
A.57.1.8   District, school, and class security checklists;
A.57.1.9   Materials Return Poster.

A.58   Building Test Coordinator (BTC) Kit

A.58.1. The vendor will provide and distribute BTC Kits to all school district coordinators with district test materials. The estimated quantity needed will be 1850 per year, including one per school site and ten for the OSDE. The BTC kits will include but not be limited to the following:

A.58.1.1 Student Precode Labels

A.58.1.2 Student Precode Roster

A.58.1.3 Test Administrator/Proctor Security and Nondisclosure Form access information.

A.58.1.4 Building Level Test Security Form access information.

A.58.1.5 Group Information Sheets (header sheets)

A.58.1.6 School/Group List

A.58.1.7 Classroom Security Forms

A.58.1.8 Paper Bands and Stack Cover Cards

A.58.1.9 Materials Return Poster

A.58.10 Scorable Return Labels

A.58.1.11 Nonscorable Return Labels

A.59   Posters

A.59.1. The vendor will design and provide each year a poster diagramming the return of scorable and nonscorable materials. Typically, this has been an 18 by 26-inch three-color poster. It will be included in both the DTC and BTC kits. In addition, the vendor should also develop other posters that display critical test administration information to assist districts and schools in completing their tasks accurately thus helping ensure timely delivery of the assessment program. The proposal will describe these posters and their specifications.

A.60   Materials Packing and Distribution

A.60.1. The vendor shall be responsible for shipping all test materials to school districts with materials for a site package as a unit. Currently, there are approximately 1800 sites in about 525 school districts involved in testing these subject areas.

A.60.2 The proposal will detail the plan for packing and shipping nonsecure and secure materials. Packaging and labeling of shipments will be done in a clear manner with appropriate packing lists to ensure efficient and effective distribution. Box 1 of each shipment, which will contain packing lists and other important information necessary to evaluate a shipment, will be easily identifiable by districts. An e-mail message must be sent to the district testing coordinator when test materials are shipped and must include the date of the shipment, specific information about which materials are being shipped, the carrier's name, and any tracking number(s). The vendor must also provide an online system for districts to track shipped material and to order additional materials. The proposal will provide the details of this system.

A.60.3. Whenever secure materials are delivered to a school district, the vendor must obtain   from school districts receipts showing proof of delivery and maintain records of those receipts. The vendor must include in the proposal a plan for a quality-control system to ensure timely and accurate delivery of all materials. All correspondence with school districts and sites must be approved by the SDOE before shipping.

A.60.4 A barcode with a unique machine-scannable and visually readable sequential identification number will be applied to student booklets and answer documents. Test booklet inventory sheets will be developed by the vendor 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 vendor and the district. District test coordinators will receive from the vendor, a list of each school's barcodes or a listing of the ranges for each school.   Packages of test booklets must be sequential within each package and sequential overall for each site.

A.61   Contingency Services

A.61.1 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 OSDE 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 10% of the annual contract cost per year to be allocated on contingency data analyses or other needed services as authorized by the OSDE.

A.62   Minimum Required Experience and Successful Completion of at Least Three (3) Similar Programs.

A.62.1 The supplier <u>must</u> have at least five years prior experience in working on projects similar in size, scope, and technical requirements.

A.62.2 The supplier <u>must</u> submit documentation demonstrating previous successful experience with at least three such programs and specify any experience in Oklahoma. To substantiate the supplier's successful completion of similar programs, appropriate contact names, current telephone numbers, and e-mail addresses must be included in the proposal.

A.62.3 The proposal <u>must</u> include a list of current state or agency assessment contracts including a summary of scope and the time period the contract is in effect.