

Addendum 2 SBAC RFP-06
Smarter Balanced Assessment Consortium
Develop Accessibility and Accommodations Policies and Materials
Information, Questions & Answers

PROJECT TITLE: SMARTER Balanced Assessment CONSORTIUM Request for Proposals to Develop Accessibility and Accommodations Policies and Materials.

Section A	INTRODUCTION 4. Objectives and Scope of Work	pg. 11
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Q1. “Determine item portability standard solution” is listed as a bulleted task in ID3 in the Master Work Plan Narrative. The only reference to “item portability” in the RFP is in the introductory Section 4 Objective and SOW, not in the Components or as a deliverable.

Was this a deliberate omission?

Answer: The focus of this RFP is to identify, research, and recommend accessibility and accommodation guidelines and policies for ELLs, SWDs, ELL SWDs, and Students with 504 plans and to develop strategies and procedures for monitoring the fidelity in application of participation, accessibility of participation, accessibility and accommodations guidelines and/or policies by States. To the extent that “item portability” is relevant to these activities, it should be included, especially as it relates to Deliverable 2.1a under Computer Delivery and Technology.

Section A	INTRODUCTION 6. Proposer Qualification Minimum Qualifications Bullet 8	pg. 12
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Q2. Can Proposers include different staff members to lead each separate component and still meet the minimum qualification of having a senior staff member full time?

Answer: Yes. The requirement stipulates only that a senior project director be full-time staff. Proposers may include as many individuals to conduct the work as have the proper qualifications and experience.

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	A. Project Approach/Methodology and Exhibit E – Evaluation Criteria	

Q3. RFP states that "...Proposers may present proposals for the entire project or for components of the overall project." Please confirm or correct that only one proposal, rather than three separate proposals, is required if we choose to bid on all components.

Could the one proposal contain three separate technical and cost proposals (one each per component), a single management proposal as suggested by the Exhibit E Evaluation Criteria, and a single letter of submittal?

Answer: Proposers are strongly encouraged to submit one proposal for all components. A single proposal should contain distinct technical and cost discussions for each component but can reference a single management proposal and single letter of submittal. This is at the discretion of the proposer for best presenting their proposal.

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	2. Technical Proposal	
	Deliverables 1.1a:	

Q4. Regarding, "Conduct a survey of CONSORTIUM member States to determine current definitions, participation, and accessibility and accommodations guidelines; and/or policies ..."

Is there a minimum number of Consortium State surveys required to be returned? If yes, what is that number?

Answer: It is expected that all CONSORTIUM member states will participate.

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	6. Technical Proposal	
	Deliverables 1.1d:	

Q5. Does the word "Publish" have any special connotation for the final presentation of the deliverable?

Answer: In Deliverable 1.1d, "publish" means provide a written report.

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Deliverables 1.2a section (3):		

Q6. Regarding “(3) present findings... to approximately 3 CONSORTIUM Advisory Panels including the CONSORTIUM’s Technical Advisory Committee and ELL and SWDs Advisory Committees.”

Will this be one meeting with combined Advisory Panels or three separate meetings for each Advisory Panel on different days/places?

Answer: This has yet to be determined. Proposers should, however, assume separate meetings will be required for each Advisory Panel .

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6. Technical Proposal		
Deliverables 3.1c:		

Q7. Regarding “Conduct 3 to 4 webinars ... to obtain stakeholder feedback and consensus on how the manual will be used in the CONSORTIUM States.”

- Is the vision here to conduct these webinars one session per section (3 webinars) with a focus on each the three manual sections [ELL; SWDs/504s; and ELL SWDs] then perhaps a second duplicate webinar (the 4th webinar) on different day for ELL? Or cover all three sections in the same meeting and schedule on 3-4 webinars on different days to reach a wider audience?

Answer: The statement “Conduct 3 to 4 webinars ... to obtain stakeholder feedback and consensus on how the manual will be used in the CONSORTIUM States” in Deliverable 3.1c was envisioned to have the vendor address all sections of the manual in the same meeting and/or webinar and schedule three to four of these meetings to both reach a wider audience and, as needed, conduct follow-up meetings and/or webinars to probe deeper into a specific area or area(s). For example, the vendor may decide to accomplish this by conducting two identical “initial” meetings and/or webinars to provide consortium States two opportunities to attend and then conduct two identical “follow-up” webinars based on what was learned in the initial meetings and/or webinars. The vendor should apply their own discretion in proposing the make-up of these meetings and/or webinars.

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Q8. Regarding “... disseminating the participation, accessibility and accommodations manual by providing strategies and materials that the SEAs can use with the LEAs throughout the CONSORTIUM. Dissemination will be through print volumes, online materials, webinars, training modules, conference presentations, and other appropriate means that might be identified.”

- What is the print volume/quantity expected per title?
- What is the estimate of how many different conferences? (to estimate travel costs)
- May the webinars or training modules be pre-recorded for download or CD distribution?

Answer: Proposers should apply their own discretion in proposing the most effective means to address project requirements. Proposers should, however, assume the primary means for distribution of materials will be through digital media. Dissemination of these materials primarily will be executed by the CONSORTIUM. There are no additional travel expenses associated with Deliverables 1.2b or 3.1d. Webinars and training modules may be pre-recorded for download or CD distribution.

Section E	RFP Exhibits Exhibit E – Evaluation Criteria 1.5 Coherence/Scope across requirements (60 pts)	pg. 49
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Q9. Regarding the sixty points for “... a coherent and comprehensive approach that integrates well across the six technical requirements,” are those points to be awarded:

- a) Per component bid, across the six elements a. (project approach/methodology) through f. (risks); or
- b) Just once, for integration across the multiple components on which a contractor is bidding?

If b), how will evaluators score a proposal if it is bidding on only one or two components rather than all three?

Answer: The sixty points for “coherence/scope across requirements” (criteria 1.5) is scored just once per proposal based on the integration across all six technical requirements. The application of the awarded points from this section will be dependent on the comprehensive nature of the proposals received. For example, if all Bidders submit proposals for all components, the “coherence section” will only be

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applied once to the entire rating of the proposal, but if one bidder submits a proposal on one or two of the components, the “coherence section” would be applied to the like components of the other bids enabling an “apples-to-apples” comparison. The remaining component or components would be handled in similar fashion depending on the comprehensive nature of the remaining proposals.

Section E Addendum 1

Q10. Regarding “... two consortium-wide meetings for 25 states, comprising of three lead positions ...”

- Are these two meetings noted in the Addendum in addition to the meetings specified in 1.2a and/or the webinars in 3.1c?

Answer: The meetings noted in Addendum 1 and those specified in Deliverables 1.2a and 3.1c do not need to be mutually exclusive, but for budgeting purpose may best be treated as separate events. If the resulting activities allowed meetings to be combined, the CONSORTIUM would expect to negotiate a reduction in contract costs.

- Are the two meetings in the Addendum to include information across all components or should bidders to plan for separate meetings for each component?

Answer: Proposals supporting either approach will be considered.

Q11. a) Does SBAC wish for the meetings to occur in Washington or can bidders propose otherwise?

Answer: Proposers should recommend meeting locations based on what will work best to meet the requirements of the RFP. Proposers should also, however, be sensitive to the geographical distribution of CONSORTIUM members while planning meetings requiring travel.

b) How many days does SBAC envision for each of these meetings or is this up to bidders’ judgment?

Answer: Proposers should recommend durations as appropriate to satisfy the requirements of the RFP.

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c) What costs are proposers responsible for including in the budget (stipends, food, mileage, airfare, lodging, etc.)?

Answer: Proposers are responsible for all costs to conduct the project, including as stipulated through guidance from SBAC, stipends, food, mileage, airfare, and lodging, as appropriate.

d) In the budget for which component(s) should these costs appear?

Answer: With those components of which they are a constituent part. Costs that fall outside the parameters for conducting the work to develop stated deliverables may be broken out separately and identified by whatever means Proposers deem appropriate.

General Questions

Q12. Can we include honoraria to pay SBAC TAC members as reviewers without making direct contact with them to secure letters of support (to avoid conflict of interest)?

Answer: All costs, including honoraria, are to be budgeted to support fulfilling requirements of the RFP. Proposers should not at this time, however, make direct contact with SBAC TAC members.