**STATE OF MAINE REQUEST FOR PROPOSALS**

**RFP SUBMITTED QUESTIONS & ANSWERS SUMMARY #2**

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| **RFP NUMBER AND TITLE:** | 202406122 - Statewide Reading and Mathematics Assessments in Grades 3 – 8 and High School |
| **RFP ISSUED BY:** | Department of Education |
| **SUBMITTED QUESTIONS DUE DATE:** | 10/03/2024 |
| **QUESTION & ANSWER SUMMARY #2 ISSUED:** | 10/18/2024 |
| **PROPOSAL DUE DATE:** | 11/14/2024, no later than 11:59 p.m. local time |
| **PROPOSALS DUE TO:** | [Proposals@maine.gov](mailto:Proposals@maine.gov) |

**Provided below are submitted written questions received and the Department’s answer.**

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| **1** | **RFP Section & Page Number** | **Question** |
| C.1 (p. 13) and Appendix E (p. 42) | In C.1, the RFP states, “It is not required that the results from the interim assessments be used to produce an end of year summative score.” But the response request in Appendix E for C.1 also requests “A. The Bidder should provide technically sound and operationally feasible proposals for how information from the interim assessments might contribute to a summative determination.”  Can the Department please clarify what are requirements and what might be preferences (and therefore may justify an optional response) regarding how the interim and summative assessments relate to each other? |
| **Answer** | |
| There is no requirement that the interim assessments be utilized to produce an end of year summative score, and Maine DOE is open to a range of possibilities proposed by Bidders regarding how the interim and summative assessments relate to each other. | |

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| **2** | **RFP Section & Page Number** | **Question** |
| A.8 (p. 10), B.6 (p.12), and C.3 (p. 13) | There are a few topics where requirements are mentioned only for either summative or interim, and it is not clear if the requirement applies to both assessments. For example, “General Assessments,” A.8, notes the need for Braille and large print forms, as does B.6 for the summative. But C.3 for the interims refers only to paper-and-pencil accommodated versions.  Are we to assume that Braille and large print forms are also needed for the interims or for the summative only? |
| **Answer** | |
| Yes, Braille and large print forms will be needed for both the interim and summative assessments. The number of paper-based forms required, including braille, large-print and standard print, varies from year-to-year dependent upon student need. In Spring 2024 those counts were as follows:   * Braille – 3 * Large-print – 12 * Standard print - 4 | |

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| **3** | **RFP Section & Page Number** | **Question** |
| C.8 (p. 14) | C.8 for the interims states the following requirement:  “Ability for the Department and Maine educators to be involved in and contribute to item development, scoring and reporting conversations for all assessed grades.  Minimum of three (3) educators per grade level to be included in the following assessment related activities:  **(1)** Item development  **(2)** Item review  **(3)** Sensitivity and bias review  **(4)** Accessibility and accommodations  **(5)** Form development and review  **(6)** Standard setting / Range finding  **(7)** Reporting”  Similar to the previous question, does this requirement for educator involvement also apply to the summative assessment? |
| **Answer** | |
| The intent is that item development and educator involvement is for both the interim and summative components of the assessment. If an existing item bank is proposed, verification of alignment to Maine’s academic content standards will be required. With the development of future items to refresh and grow the bank for both the interim and summative items, the involvement of Maine educators in the item review process for content and potential bias will be necessary. | |

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| **4** | **RFP Section & Page Number** | **Question** |
| 3. Submission Format (p. 24) | For File 3, can the completed Appendix D (Technical Assessment Form) be provided in its native Microsoft Excel format? |
| **Answer** | |
| The Department will accept Appendix D as PDF format only. | |

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| **5** | **RFP Section & Page Number** | **Question** |
| 3. Submission Format (p. 24) | For File 4, can the completed Appendix F (Cost Proposal Form) be provided in its native Microsoft Excel format? |
| **Answer** | |
| The Department will accept Appendix F as PDF format only. | |

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| **6** | **RFP Section & Page Number** | **Question** |
| Section B.2 Summative Assessment – Assessment Content (p. 40) | “a. If the Bidder proposes using an existing item pool, the Bidder shall propose how alignment to Maine’s state content standards shall be established.”  Does the Department license or own an item pool currently that would need to be migrated and utilized to fulfill the required test design? |
| **Answer** | |
| No, the Maine DOE does not license or own an item pool currently that would need to be migrated and utilized to fulfill the test design. | |

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| **7** | **RFP Section & Page Number** | **Question** |
| 3. Technical Requirements for COTS-SaaS Products (p. 17) | “g. Payment Processing: Ability to integrate payment processing including the state's PayMaine II application”  Can the Department detail this requirement further? I.e., payment for what, and would this be expected within the testing platform? |
| **Answer** | |
| Secure interface with Treasury payment portal, PayMaine, to capture payments and/or refunds. Currently the system allows two forms of payment: credit card and ACH debit. Information captured for payments would include but not limited to: Customer Information, Payment Information and Invoice/Product Information. | |

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| **8** | **RFP Section & Page Number** | **Question** |
| Appendix C, QUALIFICATIONS and EXPERIENCE FORM (p. 36) | Can the Department explain which of the three types of evidence is applicable to the MeCAS, or is the Bidder to decide?  1. For assessments to be newly created  2. For assessments that are currently in development or  3. For pre-existing assessments  Also, how will Bidders submit the required evidence without using nonallowed attachments? E.g., “comprehensive validity evidence; test blueprints and other specifications (e.g., test design documents, test specifications, item specifications, scoring specifications); annual technical reports; results of studies on scaling, equating, and reporting; and exemplar test items, passages, and forms.” |
| **Answer** | |
| The bidder would determine which evidence is applicable based upon their available assessment program and whether an assessment will be newly created, if the assessment is currently in development, or if the bidder will utilize a pre-existing, already developed assessment. Attachments in PDF format are allowable to respond to required evidence, with alternate formats being only accepted in the event PDF is unavailable. | |

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| **9** | **RFP Section & Page Number** | **Question** |
| Cost Proposal Form (p. 46) | Please confirm the “Staff, Resource Hours, Rates” tab of the Cost Proposal Form is only necessary for costs related to cost options or “Work Outside of the Scope of Services Worksheet.” |
| **Answer** | |
| Confirming yes, the form is only necessary for cost options of “Work Outside of the Scope of Services.” | |