

**STATE OF LOUISIANA  
DEPARTMENT OF EDUCATION  
CONTRACT**

*BE IT KNOWN, the Department of Education, Office of Academic Content of the State of Louisiana (hereinafter sometimes referred to as State) and Data Recognition Corporation 13490 Bass Lake Road, Maple Grove, MN 55311 (hereinafter sometimes referred to as Contractor) do hereby enter into a contract with funds provided by the program entitled Academic Content, under the following terms and conditions. If a federal program, provide Catalog of Federal Domestic Assistance Number various.*

**Scope of Services**

*Contractor hereby agrees to furnish the following services:*

- ***Specific goals and objectives:*** Data Recognition Corporation will provide support services for the development of the LEAP 2025 assessments in math and English language arts including acquisition of items; development of test forms, practice tests, assessment guides, sample items documents; and psychometric support as described in Attachment B (Scope of Work/Services).
- ***Deliverables:*** Refer to Attachments A (The Deliverables/Payment Schedule), B (Scope of Work/Services) and C (Contract Addendum).
- ***Performance Measures:*** Performance will be measured by LDOE staff and determined by timely and accurate completion of all activities as outlined in Attachments A, B, and C.
- ***Monitoring Plan:*** All contract activities will be closely monitored by the Assistant Superintendent of the Office of Academic Content and the Assessment Supervisory staff of the Office of Academic Content and Academic Policy.

**Payment Terms**

*In consideration of the services described above, State hereby agrees to pay the Contractor a maximum fee of \$61,507,905. Payment will be made only on approval of Assistant Superintendent of the Office of Academic Content. The Contractor must use the standard Louisiana Department of Education Professional Services Billing Form for invoicing purposes.*

*Contracts with services completed by June 30 must submit invoices no later than July 5. Due to funding constraints, funding may be unavailable for payment of services if invoices are not received by this date.*

*If progress or completion is obtained to the reasonable satisfaction of the agency, payments are scheduled as follows: Refer to Attachment A (The Deliverables/Payment Schedule).*

The State intends that ten percent (10%) of fees approved by the State Project Coordinator to be paid shall be withheld as retainage as surety for performance. On successful completion of contract deliverables, the retainage amount may be released annually. Within ninety (90) calendar days of the termination of the contract, if the Contractor has performed the contract services to the satisfaction of the State Project Coordinator and all invoices appear to be correct, the State shall release all retained amounts to the Contractor.

**Term of Contract**

*This Contract shall begin on **October 1, 2016** and shall terminate on **June 30, 2021**.*

## **Taxes**

Contractor hereby agrees that the responsibility for payment of taxes from the funds thus received under this Contract and/or legislative appropriation shall be Contractor's obligation and identified under Federal tax identification number 411810970-00.

## **Reporting Income to State-Funded Retirement Systems**

*If the Contractor is receiving benefits from any State-funded retirement system, the Contractor is responsible for fully disclosing to the State, on or before the effective date of this contract, the existence and amount of such benefits and the date(s) of retirement. Failure by the Contractor to so disclose truthfully and accurately will be grounds for placing the Contractor in default. If said failure results in the State being liable to any State-funded retirement system for penalties, interest, or repayment of benefits, the Contractor shall be liable to the State for repayment of such amounts.*

## **Termination for Cause**

The State may terminate this Contract for cause based upon the failure of the Contractor to comply with the terms and/or conditions of the Contract; provided that the State shall give the Contractor written notice specifying the Contractor's failure. If within thirty (30) days after receipt of such notice, the Contractor shall not have either corrected such failure or, in the case of failure which cannot be corrected in thirty (30) days, begun in good faith to correct said failure and thereafter proceeded diligently to complete such correction, then the State may, at its option, place the Contractor in default and the Contract shall terminate on the date specified in such notice. The Contractor may exercise any rights available to it under Louisiana law to terminate for cause upon the failure of the State to comply with the terms and conditions of this contract; provided that the Contractor shall give the State written notice specifying the State's failure and a reasonable opportunity for the State to cure the defect.

## **Termination for Convenience**

The State may terminate the Contract at any time by giving thirty(30) days written notice to the Contractor. The Contractor shall be entitled to payment for deliverables in progress, to the extent work has been performed satisfactorily.

## **Remedies for Default**

Any claim or controversy arising out of this contract shall be resolved by the provisions of LSA - R.S. 39:1672.2 - 1672.4.

## **Governing Law**

This contract shall be governed by and interpreted in accordance with the laws of the State of Louisiana, including, but not limited, to La. R.S. 39:1551-1736; rules and regulations; executive orders; standard terms and conditions, special terms and conditions, and specifications listed in the RFP(if applicable); and this contract. Venue of any action brought, after exhaustion of administrative remedies, with regard to this contract shall be in the Nineteenth Judicial District Court, Parish of East Baton Rouge, State of Louisiana.

## **E-Verify**

Contractor acknowledges and agrees to comply with the provisions of La. R.S. 38:2212.10 and federal law pertaining to E-Verify in the performance of services under this Contract.

## **Ownership**

All records, reports, documents, *products* and other material delivered or transmitted to Contractor by State shall remain the property of State, and shall be returned by Contractor to State, at Contractor's expense, at termination or expiration of this contract. All records, reports, documents, *products* or other material related to this contract and/or obtained or prepared or by Contractor in connection with the performance of the services contracted for herein shall become the property of State, and shall, upon request, be returned by Contractor to State, at Contractor's expense, at termination or expiration of this contract.

*Any work undertaken by Contractor pursuant to this contract shall be work made for hire, and Contractor hereby*

*transfers and assigns to the State any and all intellectual property rights, included but not limited, to copyright to any records, reports, documents, products or other material created or developed by Contractor in connection with the performance of this contract. No records, reports, document, products or other materials created or developed under this contract can be distributed for free or for profit without the explicit written approval of the State Superintendent of Education. This provision does not extend to existing items or materials owned by PARCC or DRC prior to the commencement of this contract for use in multiple states. To the extent that Contractor includes, incorporates or imbeds into any of the deliverables created or developed under this Contract anything, including but not limited to work created by the Contractor prior to the commencement of Contractor's work under this contract and/or which are the property of any third party, Contractor grants to, or shall procure for, the State a royalty-free, paid up, non-transferable license to use, display, reproduce, and/or distribute the work(s) during the term of the contract.*

*The State shall not disclose any licensed secure test items or other licensed secure materials within the scope of this Contract to any person or entity in any form outside of the terms of this Contract without the permission of the Item Licensor.*

*If the contract is 8(g) funded, all provisions of this ownership clause apply except that upon termination or at the completion of 8(g) funding for a project/program, the State Board of Elementary and Secondary Education (SBESE) may approve a Contractor's request to retain equipment purchased with 8(g) funds based on the Contractor's assurance that the equipment will be used for educational enhancement.*

#### **Commissioner's Statements**

Statements, acts and omissions made by or on behalf of the Commissioner of Administration regarding the RFP or RFP process, this Contract, any Contractor and/or any subcontractor of the Contractor shall not be deemed a conflict of interest when the Commissioner is discharging her duties and responsibilities under law, including, but not limited, to the Commissioner of Administration's authority in procurement matters.

#### **Contractor's Cooperation**

The Contractor has the duty to fully cooperate with the State and provide any and all requested information, documentation, etc. to the State when requested. This applies even if this contract is terminated and/or a lawsuit is filed. Specifically, the Contractor shall not limit or impede the State's right to audit or shall not withhold State owned documents.

#### **Confidentiality**

*This contract is entered into by Contractor and the Department in accordance with the provisions of La. R.S. 17:3914, the Family Educational Rights and Privacy Act, 20 U.S.C. Section 1231(g), et seq., (FERPA) and the Individuals with Disabilities Education Act, 20 U.S.C. Section 1400, et seq., (IDEA). Contractor hereby acknowledges that all documents which include personally identifiable information contained in or derived from a student's education records are deemed confidential pursuant to La. R.S. 17:3914, FERPA and IDEA. Contractor agrees not to re-disclose any such personally identifiable information without the prior written consent of the student's parent or the student, in the case of students who have reached the age of majority, or unless re-disclosure is otherwise authorized by law. Contractor agrees to return all documents deemed confidential pursuant to La. R.S. 17:3914, FERPA and/or IDEA to the Department at the conclusion of this contract.*

#### **Collections Fees**

*If Contractor invoices the State, and State pays Contractor, for work not done or for work not done in accordance with this contract, or if the State for any reason pays Contractor any amount not actually owed by State to Contractor pursuant to this contract, or if Contractor owes money to the State for any reason whatsoever as a result of this contract, the State may refer this matter to the Louisiana Attorney General for collection. If the State does refer this matter to the Louisiana Attorney General, Contractor agrees to pay, in addition to the debt owed to the State, the State's reasonable attorney's fees, up to a maximum fee of thirty-three and one-third percent (33 1/3%) of Contractor's debt.*

#### **Nonassignability**

No contractor shall assign any interest in this contract by assignment, transfer, or novation, without prior written consent of the State. This provision shall not be construed to prohibit the contractor from assigning his bank, trust company, or other financial institution any money due or to become due from approved contracts without such prior written consent. Notice of any such assignment or transfer shall be furnished promptly to the State.

**Auditors**

It is hereby agreed that the Legislative Auditor of the State of Louisiana and/or the Office of the Governor, Division of Administration auditors shall have the option of auditing all accounts of Contractor which relate to this contract.

**Fiscal Funding**

The continuation of this contract is contingent upon the appropriation of funds to fulfill the requirements of the contract by the legislature. If the legislature fails to appropriate sufficient monies to provide for the continuation of the contract, or if such appropriation is reduced by the veto of the Governor or by any means provided in the appropriations act to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.

**Discrimination Clause** The contractor agrees to abide by the requirements of the following as applicable: Title VI of the Civil Rights Act of 1964 and Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, Federal Executive Order 11246 as amended, the Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, the Fair Housing Act of 1968 as amended, and contractor agrees to abide by the requirements of the Americans with Disabilities Act of 1990. Contractor agrees not to discriminate in its employment practices, and will render services under this contract without regard to race, color, religion, sex, sexual orientation, national origin, veteran status, political affiliation, disability, or age in any matter relating to employment. Any act of discrimination committed by Contractor, or failure to comply with these statutory obligations when applicable shall be grounds for termination of this contract.

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1/13/2017

Contractor agrees not to discriminate in its employment practices, and will render services under this contract without regard to race, color, religion, sex, national origin, veteran status, political affiliation, or disabilities.

Any act of discrimination committed by Contractor, or failure to comply with these statutory obligations when applicable shall be grounds for termination of this contract.

**Continuing Obligation**

Contractor has a continuing obligation to disclose any suspensions or debarment by any government entity, including but not limited to General Services Administration (GSA). Failure to disclose may constitute grounds for suspension and/or termination of the contract and debarment from future contracts.

**Eligibility Status**

Contractor, and each tier of Subcontractors, shall certify that it is not on the List of Parties Excluded from Federal Procurement or Nonprocurement Programs promulgated in accordance with E.O.s 12549 and 12689, "Debarment and Suspension," as set forth at 24 CFR part 24.

**Entire Agreement and Order of Precedence**

The following are attached hereto and incorporated into this Contract as though fully set forth herein: (a) the request for proposals (RFP), and (b) the Contractor's proposal. In the event of any inconsistency between this contract, the RFP and the Contractor's proposal, unless otherwise provided herein, the inconsistency shall be resolved by giving precedence first to the contract, then to the RFP, and finally, the Contractor's proposal. This is the complete contract between the parties with respect to the subject matter and all prior discussions and negotiations are merged into this contract. This contract is entered into with neither party relying on any statement or representation made by the other party not embodied in this contract and there are no other agreements or understanding changing or modifying the terms. This contract shall become final upon final statutory approval.

**Veteran-Owned and Service-Connected Small Entrepreneurships (Veteran Initiative) and Louisiana Initiative for Small Entrepreneurships (Hudson Initiative) Programs Reporting Requirements**

During the term of the contract and at expiration, the Contractor will be required to report Veteran-Owned and Service-Connected Disabled Veteran-Owned and Hudson Initiative small entrepreneurship subcontractor or distributor participation and the dollar amount of each.

### **Substitution of Key Personnel**

The Contractor's personnel assigned to this Contract shall not be replaced without the written consent of the State. Such consent shall not be unreasonably withheld or delayed provided an equally qualified replacement is offered. In the event that any State or Contractor personnel become unavailable due to resignation, illness, or other factors, excluding assignment to project outside this contract, outside of the State's or Contractor's reasonable control, as the case may be, the State or the Contractor, shall be responsible for providing an equally qualified replacement in time to avoid delays in completing tasks. The contractor will make every reasonable attempt to assign the personnel listed in his proposal.

### **Indemnification and Limitation of Liability**

Neither party shall be liable for any delay or failure in performance beyond its control resulting from acts of God or force majeure. The parties shall use reasonable efforts to eliminate or minimize the effect of such events upon performance of their respective duties under Contract.

*Contractor shall be fully liable for the actions of its agents, employees, partners or subcontractors and shall fully indemnify and hold harmless the State and its Authorized Users from suits, actions, damages and costs of every name and description relating to personal injury and damage to real or personal tangible property caused by Contractor, its agents, employees, partners or subcontractors, without limitation; provided, however, that the Contractor shall not indemnify for that portion of any claim, loss or damage arising hereunder due to the negligent act or failure to act of the State.*

If applicable, Contractor will indemnify, defend and hold the State and its Authorized Users harmless, without limitation, from and against any and all damages, expenses (including reasonable attorneys' fees), claims, judgments, liabilities and costs which may be finally assessed against the State in any action for infringement of a United States Letter Patent with respect to the Products furnished, or of any copyright, trademark, trade secret or intellectual property right, provided that the State shall give the Contractor: (i) prompt written notice of any action, claim or threat of infringement suit, or other suit, (ii) the opportunity to take over, settle or defend such action, claim or suit at Contractor's sole expense, and (iii) assistance in the defense of any such action at the expense of Contractor. Where a dispute or claim arises relative to a real or anticipated infringement, the State or its Authorized Users may require Contractor, at its sole expense, to submit such information and documentation, including formal patent attorney opinions, as the Commissioner of Administration shall require.

The Contractor shall not be obligated to indemnify that portion of a claim or dispute based upon: i) Authorized User's unauthorized modification or alteration of a Product, Material or Service; ii) Authorized User's use of the Product in combination with other products not furnished by Contractor; iii) Authorized User's use in other than the specified operating conditions and environment.

In addition to the foregoing, if the use of any item(s) or part(s) thereof shall be enjoined for any reason or if Contractor believes that it may be enjoined, Contractor shall have the right, at its own expense and sole discretion as the Authorized User's exclusive remedy to take action in the following order of precedence: (i) to procure for the State the right to continue using such item(s) or part (s) thereof, as applicable; (ii) to modify the component so that it becomes non-infringing equipment of at least equal quality and performance; or (iii) to replace said item(s) or part(s) thereof, as applicable, with non-infringing components of at least equal quality and performance, or (iv) if none of the foregoing is commercially reasonable, then provide monetary compensation to the State up to the dollar amount of the Contract.

For all other claims against the Contractor where liability is not otherwise set forth in the Contract as being "without limitation", and regardless of the basis on which the claim is made, Contractor's liability for direct damages, shall be the greater of \$100,000, the dollar amount of the Contract, or two (2) times the charges rendered by the Contractor under the Contract. Unless otherwise specifically enumerated herein or in the work order mutually agreed between the parties, neither party shall be liable to the other for special, indirect or consequential damages, including lost data or records (unless the Contractor is required to back-up the data or records as part of the work plan), even if the party has been advised of the possibility of such damages. Neither party shall be liable for lost profits, lost revenue or lost institutional operating savings.

The State and Authorized User may, in addition to other remedies available to them at law or equity and upon notice to the Contractor, retain such monies from amounts due Contractor, or may proceed against the performance and payment bond, if any, as may be necessary to satisfy any claim for damages, penalties, costs and the like asserted by or against them.

### **Fund Use**

Contractor agrees not to use contract proceeds to urge any elector to vote for or against any candidate or proposition on an election ballot nor shall such funds be used to lobby for or against any proposition or matter having the effect of law being considered by the Louisiana Legislature or any local governing authority. This provision shall not prevent the normal dissemination of factual information relative to a proposition on any election ballot or a proposition or matter having the effect of law being considered by the Louisiana Legislature or any local governing authority.

### **Contract Modification**

No amendment or variation of the terms of this contract shall be valid unless made in writing, signed by the parties and approved as required by law. No oral understanding or agreement not incorporated in the contract is binding on any of the parties.

### **Subcontractors**

If the Contractor intends to enter into subcontracts with third parties for the performance of any part of the Contractor's duties and obligations, express prior written approval must be obtained from the State.

In no event shall the existence of a subcontract operate to release or reduce the liability of the Contractor to the State and/or State Agency for any breach in the performance of the Contractor's duties. The contractor will be the single point of contact for all subcontractor work.

### **Insurance**

Insurance shall be placed with insurers with an A.M. Best's rating of no less than A-: VI.

This rating requirement shall be waived for Worker's Compensation coverage only.

**Contractor's Insurance:** The Contractor shall not commence work under this contract until he has obtained all insurance required herein. Certificates of Insurance, fully executed by officers of the Insurance Company written or countersigned by an authorized Louisiana State agency, shall be filed with the State of Louisiana for approval. The Contractor shall not allow any sub-contractor to commence work on his subcontract until all similar insurance required for the subcontractor has been obtained and approved. If so requested, the Contractor shall also submit copies of insurance policies for inspection and approval of the State of Louisiana before work is commenced. Said policies shall not hereafter be canceled, permitted to expire, or be changed without thirty (30) calendar days' notice in advance to the State of Louisiana and consented to by the State of Louisiana in writing and the policies shall so provide.

**Compensation Insurance:** Before any work is commenced, the Contractor shall maintain during the life of the contract, Workers' Compensation Insurance for all of the Contractor's employees employed at the site of the project. In case any work is sublet, the Contractor shall require the subcontractor similarly to provide Workers' Compensation Insurance for all the latter's employees, unless such employees are covered by the protection afforded by the Contractor. In case any class of employees engaged in work under the contract at the site of the project is not protected under the Workers' Compensation Statute, the Contractor shall provide for any such employees, and shall further provide or cause any and all subcontractors to provide Employer's Liability Insurance for the protection of such employees not protected by the Workers' Compensation Statute.

**Commercial General Liability Insurance:** The Contractor shall maintain during the life of the contract such Commercial General Liability Insurance which shall protect him, the State, and any subcontractor during the performance of work covered by the contract from claims or damages for personal injury, including accidental death, as well as for claims for property damages, which may arise from operations under the contract, whether such operations be by himself or by a subcontractor, or by anyone directly or indirectly employed by either or them, or in such a manner as to impose liability to the State. Such insurance shall name the State as additional insured for claims arising from or as the result of the operations of the Contractor or his subcontractors. In the absence of specific regulations, the amount of coverage shall be as follows: Commercial General Liability Insurance, including bodily injury, property damage and contractual liability, with combined single limits of \$1,000,000.

**Insurance Covering Special Hazards:** Special hazards as determined by the State shall be covered by rider or riders in the Commercial General Liability Insurance Policy or policies herein elsewhere required to be furnished by the Contractor, or by separate policies of insurance in the amounts as defined in any Special Conditions of the contract included therewith.

**Licensed and Non-Licensed Motor Vehicles:** The Contractor shall maintain during the life of the contract, Automobile Liability Insurance in an amount not less than combined single limits of \$1,000,000 per occurrence for bodily injury/property damage. Such insurance shall cover the use of any non-licensed motor vehicles engaged in operations within the terms of the contract on the site of the work to be performed there under, unless such coverage is included in insurance elsewhere specified.

**Subcontractor's Insurance:** The Contractor shall require that any and all subcontractors, which are not protected under the Contractor's own insurance policies, take and maintain insurance of the same nature and in the same amounts as required of the Contractor.

**Code of Ethics**

The contractor acknowledges that Chapter 15 of Title 42 of the Louisiana Revised Statutes (R.S. 42:1101 et. seq., Code of Governmental Ethics) applies to the Contracting Party in the performance of services called for in this contract. The contractor agrees to immediately notify the state if potential violations of the Code of Governmental Ethics arise at any time during the term of this contract.

**Severability**

If any term or condition of this Contract or the application thereof is held invalid, such invalidity shall not affect other terms, conditions, or applications which can be given effect without the invalid term, condition, or application; to this end the terms and conditions of this contract are declared severable.

THUS DONE AND SIGNED AT Baton Rouge, Louisiana. IN WITNESS WHEREOF, the parties have executed this Agreement.

DR  
\_\_\_\_\_  
KK  
LAPDF 1/13/17  
1/13/17

**State Agency Signatures**



Assistant/Deputy Superintendent

**Rebecca Kockler**

**WITNESSES' SIGNATURES**

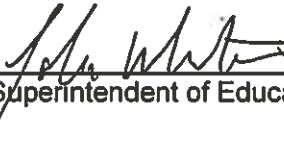


**CONTRACTOR'S SIGNATURE**

By: 

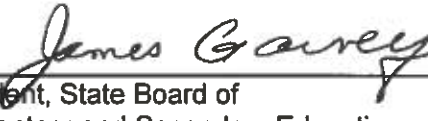
Doug Russell

Telephone: 763 268-2000



State Superintendent of Education

**\*(Contracts exceeding \$50,000 require the following additional signatures)**

 2/1/2017 JAG

\* President, State Board of  
Elementary and Secondary Education



## Deliverables and Payment Schedule

Payment will be based upon successful completion of tasks, services, and deliverables.

Cost Item Description	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	Total
Management Support	\$843,419	\$703,922	\$731,433	\$725,833	\$752,730	\$3,757,337
Planning Meetings	\$35,325	\$28,135	\$28,957	\$30,072	\$30,981	\$153,470
Psychometric Support	\$755,256	\$1,142,995	\$1,148,921	\$1,220,539	\$1,270,040	\$5,537,751
Equating studies	\$53,192	\$56,590	\$58,827	\$61,707	\$64,212	\$294,528
Reliability/Validity studies	\$86,087	\$90,014	\$95,208	\$99,868	\$103,923	\$475,100
Standard Validation Activities and materials	\$19,597	\$182,947	\$268,118	\$22,734	\$23,657	\$517,053
Technical Reports	\$125,491	\$160,481	\$166,799	\$174,936	\$182,010	\$809,717
Development of Assessment Frameworks Grade 3 ELA	\$10,665	\$5,673	\$5,898	\$6,186	\$6,437	\$34,859
Development of Assessment Frameworks Grade 4 ELA	\$10,665	\$5,673	\$5,898	\$6,186	\$6,437	\$34,859
Development of Assessment Frameworks Grade 5 ELA	\$10,665	\$5,673	\$5,898	\$6,186	\$6,437	\$34,859
Development of Assessment Frameworks Grade 6 ELA	\$10,665	\$5,673	\$5,898	\$6,186	\$6,437	\$34,859
Development of Assessment Frameworks Grade 7 ELA	\$10,665	\$5,673	\$5,898	\$6,186	\$6,437	\$34,859
Development of Assessment Frameworks Grade 8 ELA	\$10,665	\$5,673	\$5,898	\$6,186	\$6,437	\$34,859
Development of Assessment Frameworks English I	\$8,973	\$3,677	\$3,803	\$2,651	\$2,758	\$21,862
Development of Assessment Frameworks English II	\$8,973	\$3,677	\$3,803	\$2,651	\$2,758	\$21,862
Development of Assessment Frameworks Grade 3 Mathematics	\$10,665	\$5,673	\$5,898	\$6,186	\$6,437	\$34,859
Development of Assessment Frameworks Grade 4 Mathematics	\$10,665	\$5,673	\$5,898	\$6,186	\$6,437	\$34,859
Development of Assessment Frameworks Grade 5 Mathematics	\$10,665	\$5,673	\$5,898	\$6,186	\$6,437	\$34,859
Development of Assessment Frameworks Grade 6 Mathematics	\$10,665	\$5,673	\$5,898	\$6,186	\$6,437	\$34,859
Development of Assessment Frameworks Grade 7 Mathematics	\$10,665	\$5,673	\$5,898	\$6,186	\$6,437	\$34,859
Development of Assessment Frameworks Grade 8 Mathematics	\$10,665	\$5,673	\$5,898	\$6,186	\$6,437	\$34,859
Development of Assessment Frameworks Algebra I	\$8,973	\$3,677	\$3,803	\$2,651	\$2,758	\$21,862

**Deliverables and Payment Schedule**  
Payment will be based upon successful completion of tasks, services, and deliverables.

Cost Item Description	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	Total
Development of Assessment Frameworks Geometry	\$8,973	\$3,677	\$3,803	\$2,651	\$2,758	\$21,862
Development of Assessment Guide Grade 3 ELA	\$7,112	\$5,212	\$5,418	\$5,684	\$5,914	\$29,340
Development of Assessment Guide Grade 4 ELA	\$7,112	\$5,212	\$5,418	\$5,684	\$5,914	\$29,340
Development of Assessment Guide Grade 5 ELA	\$7,112	\$5,212	\$5,418	\$5,684	\$5,914	\$29,340
Development of Assessment Guide Grade 6 ELA	\$7,112	\$5,212	\$5,418	\$5,684	\$5,914	\$29,340
Development of Assessment Guide Grade 7 ELA	\$7,112	\$5,212	\$5,418	\$5,684	\$5,914	\$29,340
Development of Assessment Guide Grade 8 ELA	\$7,112	\$5,212	\$5,418	\$5,684	\$5,914	\$29,340
Development of Assessment Guide English I	\$13,603	\$15,114	\$15,248	\$9,050	\$9,320	\$62,335
Development of Assessment Guide English II	\$13,603	\$15,114	\$15,248	\$9,050	\$9,320	\$62,335
Development of Assessment Guide Grade 3 Math	\$7,112	\$5,212	\$5,418	\$5,684	\$5,914	\$29,340
Development of Assessment Guide Grade 4 Math	\$7,112	\$5,212	\$5,418	\$5,684	\$5,914	\$29,340
Development of Assessment Guide Grade 5 Math	\$7,112	\$5,212	\$5,418	\$5,684	\$5,914	\$29,340
Development of Assessment Guide Grade 6 Math	\$7,112	\$5,212	\$5,418	\$5,684	\$5,914	\$29,340
Development of Assessment Guide Grade 7 Math	\$7,112	\$5,212	\$5,418	\$5,684	\$5,914	\$29,340
Development of Assessment Guide Grade 8 Math	\$7,112	\$5,212	\$5,418	\$5,684	\$5,914	\$29,340
Development of Assessment Guide Algebra I	\$13,603	\$15,114	\$15,248	\$9,050	\$9,320	\$62,335
Development of Assessment Guide Geometry	\$13,603	\$15,114	\$15,248	\$9,050	\$9,320	\$62,335
Development of Practice Test Grade 3 ELA	\$39,249	\$26,908	\$22,646	\$22,278	\$23,026	\$134,107
Development of Practice Test Grade 4 ELA	\$40,728	\$28,290	\$24,165	\$23,855	\$24,667	\$141,705
Development of Practice Test Grade 5 ELA	\$40,728	\$28,290	\$24,165	\$23,855	\$24,667	\$141,705
Development of Practice Test Grade 6 ELA	\$40,728	\$28,290	\$24,165	\$23,855	\$24,667	\$141,705
Development of Practice Test Grade 7 ELA	\$40,728	\$28,290	\$24,165	\$23,855	\$24,667	\$141,705
Development of Practice Test Grade 8 ELA	\$40,728	\$28,290	\$24,165	\$23,855	\$24,667	\$141,705
Development of Practice Test English I	\$122,562	\$84,378	\$80,926	\$77,436	\$83,057	\$448,359
Development of Practice Test English II	\$115,967	\$85,879	\$80,926	\$77,436	\$83,057	\$443,265
Development of Practice Test Grade 3 Math	\$45,227	\$35,895	\$34,089	\$30,368	\$31,409	\$176,988
Development of Practice Test Grade 4 Math	\$51,015	\$41,307	\$34,089	\$30,368	\$31,409	\$188,188
Development of Practice Test Grade 5 Math	\$36,638	\$27,863	\$34,089	\$30,368	\$31,409	\$160,367
Development of Practice Test Grade 6 Math	\$47,140	\$37,684	\$34,089	\$30,368	\$31,409	\$180,690
Development of Practice Test Grade 7 Math	\$49,024	\$39,445	\$36,585	\$32,960	\$34,105	\$192,119
Development of Practice Test Grade 8 Math	\$46,223	\$36,826	\$36,585	\$32,960	\$34,105	\$186,699
Development of Practice Test Algebra I	\$102,833	\$85,380	\$76,004	\$68,062	\$76,455	\$408,734
Development of Practice Test Geometry	\$102,833	\$85,380	\$76,004	\$68,062	\$76,455	\$408,734
Item Acquisition/Development and Forms Construction grade 3 ELA	\$244,762	\$532,800	\$158,461	\$158,650	\$162,622	\$1,257,295

## Deliverables and Payment Schedule

Payment will be based upon successful completion of tasks, services, and deliverables.

Cost Item Description	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	Total
Item Acquisition/Development and Forms Construction grade 4 ELA	\$246,920	\$542,881	\$168,954	\$169,296	\$173,448	\$1,301,499
Item Acquisition/Development and Forms Construction grade 5 ELA	\$256,242	\$547,150	\$166,657	\$166,792	\$170,726	\$1,307,567
Item Acquisition/Development and Forms Construction grade 6 ELA	\$246,920	\$537,836	\$160,312	\$160,457	\$164,389	\$1,269,914
Item Acquisition/Development and Forms Construction grade 7 ELA	\$243,813	\$534,732	\$159,388	\$159,534	\$163,466	\$1,260,933
Item Acquisition/Development and Forms Construction grade 8 ELA	\$243,813	\$534,732	\$159,388	\$159,534	\$163,466	\$1,260,933
Item Acquisition/Development and Forms Construction English I	\$446,375	\$673,775	\$436,897	\$403,009	\$412,635	\$2,372,691
Item Acquisition/Development and Forms Construction English II	\$512,865	\$670,634	\$433,739	\$396,257	\$405,827	\$2,419,322
Item Development and Forms Construction English III	\$192,782	\$120,509	\$124,261	\$125,912	N/A	\$563,464
Item Acquisition/Development and Forms Construction grade 3 math	\$186,248	\$257,673	\$188,669	\$188,166	\$193,661	\$1,014,417
Item Acquisition/Development and Forms Construction grade 4 math	\$186,248	\$257,673	\$188,669	\$188,166	\$193,661	\$1,014,417
Item Acquisition/Development and Forms Construction grade 5 math	\$192,463	\$263,882	\$190,887	\$190,380	\$195,876	\$1,033,488
Item Acquisition/Development and Forms Construction grade 6 math	\$186,928	\$252,486	\$183,491	\$182,786	\$188,062	\$993,753
Item Acquisition/Development and Forms Construction grade 7 math	\$184,856	\$250,416	\$182,752	\$182,048	\$187,324	\$987,396
Item Acquisition/Development and Forms Construction grade 8 math	\$184,856	\$250,416	\$182,752	\$182,048	\$187,324	\$987,396
Item Acquisition/Development and Forms Construction Algebra I	\$230,636	\$399,325	\$301,856	\$320,184	\$325,545	\$1,577,546
Item Acquisition/Development and Forms Construction Geometry	\$228,736	\$400,808	\$303,400	\$322,709	\$328,172	\$1,583,825
Copyright Registration			\$23,318	\$24,222	\$25,036	\$72,576
Other – Copyright Permissions Staff Support	\$19,329	\$56,573	\$26,918	\$27,954	\$29,079	\$159,853
<b>Subtotal for Summative Assessments Tasks/Services</b>	<b>\$7,419,138</b>	<b>\$10,383,564</b>	<b>\$7,117,985</b>	<b>\$6,852,978</b>	<b>\$6,953,627</b>	<b>\$38,727,192</b>
<b>Cost of Supplements:</b>						
K ELA Formative assessments	\$43,111	\$272,744	\$248,752	\$257,203	\$385,672	\$1,245,521
Grade 1 ELA Formative assessments	\$43,111	\$272,744	\$248,752	\$257,203	\$385,672	\$1,245,521

**Deliverables and Payment Schedule**  
 Payment will be based upon successful completion of tasks, services, and deliverables.

Cost Item Description	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	Total
Grade 2 ELA Formative assessments	\$43,111	\$272,744	\$248,752	\$257,203	\$385,672	\$1,245,521
K math Formative assessments	\$21,556	\$136,372	\$129,235	\$131,072	\$254,655	\$634,850
Grade 1 math Formative assessments	\$21,556	\$136,372	\$129,235	\$131,072	\$254,655	\$634,850
Grade 2 math Formative assessments	\$21,556	\$136,372	\$129,235	\$131,072	\$254,655	\$634,850
Grade 3 ELA diagnostic assessment	\$128,072	\$78,168	\$74,448	\$80,908	\$83,470	\$445,066
Grade 4 ELA diagnostic assessment	\$116,580	\$74,128	\$71,693	\$77,888	\$80,330	\$420,619
Grade 5 ELA diagnostic assessment	\$116,580	\$74,128	\$71,693	\$77,888	\$80,330	\$420,619
Grade 6 ELA diagnostic assessment	\$133,030	\$90,831	\$95,954	\$97,001	\$100,207	\$517,023
Grade 7 ELA diagnostic assessment	\$126,450	\$64,150	\$82,156	\$89,356	\$92,256	\$474,368
Grade 8 ELA diagnostic assessment	\$131,933	\$88,604	\$86,806	\$94,453	\$97,557	\$499,353
English I diagnostic assessment	\$168,528	\$69,492	\$83,281	\$90,589	\$93,539	\$525,429
English II diagnostic assessment	\$188,148	\$89,492	\$83,281	\$90,589	\$93,539	\$545,049
Grade 3 math diagnostic assessment	\$120,359	\$104,543	\$100,402	\$87,511	\$90,937	\$503,752
Grade 4 math diagnostic assessment	\$117,612	\$115,144	\$111,519	\$89,958	\$93,482	\$527,715
Grade 5 math diagnostic assessment	\$120,037	\$108,675	\$104,974	\$88,693	\$92,166	\$514,545
Grade 6 math diagnostic assessment	\$137,254	\$134,342	\$131,161	\$110,370	\$114,710	\$627,837
Grade 7 math diagnostic assessment	\$117,222	\$145,690	\$141,608	\$114,387	\$118,888	\$637,795
Grade 8 math diagnostic assessment	\$140,190	\$121,985	\$118,259	\$104,369	\$108,469	\$593,272
Algebra I diagnostic assessment	\$138,387	\$154,137	\$149,352	\$103,178	\$107,231	\$652,285
Geometry diagnostic assessment	\$134,384	\$130,315	\$125,188	\$95,685	\$99,438	\$585,010
Grade 3 ELA interim assessments	\$84,146	\$87,748	\$55,759	\$34,807	\$36,194	\$278,654
Grade 4 ELA interim assessments	\$85,334	\$89,169	\$37,237	\$36,357	\$37,807	\$285,904
Grade 5 ELA interim assessments	\$85,334	\$89,169	\$37,237	\$36,357	\$37,807	\$285,904
Grade 6 ELA interim assessments	\$85,334	\$89,169	\$37,237	\$36,357	\$37,807	\$285,904
Grade 7 ELA interim assessments	\$85,334	\$89,169	\$37,237	\$36,357	\$37,807	\$285,904
Grade 8 ELA interim assessments	\$85,334	\$89,169	\$37,237	\$36,357	\$37,807	\$285,904
English I interim assessments	\$273,439	\$205,364	\$156,189	\$120,997	\$95,909	\$851,898
English II interim assessments	\$273,439	\$205,364	\$156,189	\$120,997	\$95,909	\$851,898
Grade 3 math interim assessments	\$92,048	\$97,205	\$56,228	\$47,264	\$49,072	\$341,817
Grade 4 math interim assessments	\$92,048	\$97,205	\$56,228	\$47,264	\$49,072	\$341,817
Grade 5 math interim assessments	\$92,048	\$97,205	\$56,228	\$47,264	\$49,072	\$341,817
Grade 6 math interim assessments	\$92,048	\$97,205	\$56,228	\$47,264	\$49,072	\$341,817
Grade 7 math interim assessments	\$92,048	\$97,205	\$56,228	\$47,264	\$49,072	\$341,817
Grade 8 math interim assessments	\$92,048	\$97,205	\$56,228	\$47,264	\$49,072	\$341,817
Algebra I interim assessments	\$140,757	\$129,657	\$89,547	\$66,528	\$58,616	\$485,105
Geometry interim assessments	\$140,757	\$129,657	\$89,547	\$66,528	\$58,616	\$485,105

## Deliverables and Payment Schedule

Payment will be based upon successful completion of tasks, services, and deliverables.

Cost Item Description	FY 16-17		FY 17-18		FY 18-19		FY 19-20		FY 20-21		Total
	Part A	Part B	Part A	Part B	Part A	Part B	Part A	Part B	Part A	Part B	
Development of Released Test Items Documents Grade 3 ELA	Part A	\$47,196	Part A	\$0	Part A	\$0	Part A	\$0	Part A	\$0	\$47,196
	Part B	\$0	Part B	\$23,692	Part B	\$24,193	Part B	\$25,324	Part B	\$26,297	\$99,506
Development of Released Test Items Documents Grade 4 ELA	Part A	\$48,489	Part A	\$0	Part A	\$0	Part A	\$0	Part A	\$0	\$48,489
	Part B	\$0	Part B	\$24,208	Part B	\$24,729	Part B	\$25,886	Part B	\$26,883	\$101,706
Development of Released Test Items Documents Grade 5 ELA	Part A	\$48,489	Part A	\$0	Part A	\$0	Part A	\$0	Part A	\$0	\$48,489
	Part B	\$0	Part B	\$24,208	Part B	\$24,729	Part B	\$25,886	Part B	\$26,883	\$101,706
Development of Released Test Items Documents Grade 6 ELA	Part A	\$48,489	Part A	\$0	Part A	\$0	Part A	\$0	Part A	\$0	\$48,489
	Part B	\$0	Part B	\$24,208	Part B	\$24,729	Part B	\$25,886	Part B	\$26,883	\$101,706
Development of Released Test Items Documents Grade 7 ELA	Part A	\$48,489	Part A	\$0	Part A	\$0	Part A	\$0	Part A	\$0	\$48,489
	Part B	\$0	Part B	\$24,208	Part B	\$24,729	Part B	\$25,886	Part B	\$26,883	\$101,706
Development of Released Test Items Documents Grade 8 ELA	Part A	\$48,489	Part A	\$0	Part A	\$0	Part A	\$0	Part A	\$0	\$48,489
	Part B	\$0	Part B	\$24,208	Part B	\$24,729	Part B	\$25,886	Part B	\$26,883	\$101,706
Development of Released Test Items Documents English I	Part A	\$37,007	Part A	\$0	Part A	\$0	Part A	\$0	Part A	\$0	\$37,007
	Part B	\$0	Part B	\$26,660	Part B	\$27,118	Part B	\$37,125	Part B	\$36,987	\$127,890
Development of Released Test Items Documents English II	Part A	\$37,007	Part A	\$0	Part A	\$0	Part A	\$0	Part A	\$0	\$37,007
	Part B	\$0	Part B	\$26,660	Part B	\$27,118	Part B	\$37,125	Part B	\$36,987	\$127,890
Development of Released Test Items Documents Grade 3 Math	Part A	\$35,161	Part A	\$0	Part A	\$0	Part A	\$0	Part A	\$0	\$35,161
	Part B	\$0	Part B	\$16,059	Part B	\$16,308	Part B	\$17,106	Part B	\$17,800	\$67,273



## **PART II: SCOPE OF WORK/SERVICES**

Part II presents information about the development of the English language arts/literacy (ELA) and mathematics assessments.

### **2.1 Overview**

This Request for Proposals (RFP) is issued by the Louisiana Department of Education (LDOE) (herein referred to as the State) for the purpose of developing statewide summative and non-summative assessments in English language arts/literacy (ELA) and mathematics for grades kindergarten through high school that are aligned to the Louisiana Student Standards. The tests will include performance components (e.g., writing in response to text and requiring students to provide textual evidence in support of their response, modeling and making mathematical arguments, etc.) and provide results comparable with a significant number of states, including using Louisiana's 2016 grades 3 through 8 ELA and mathematics assessments as a baseline for results in grades 3 through 8. Through this contract, the high school EOC tests will transition from reporting student performance at four levels to five levels for Algebra I, Geometry, and English II, phase out the existing English III EOC test, and add an English I EOC test reporting student performance at five levels. The tests will hold high expectations for students and give parents and teachers information on the academic achievement of their students compared to their peers in other states while producing student achievement and growth data required to comply with state and federal laws and regulations. Specifically, this data will be used to provide valid information regarding school accountability and improvement; individual principal and teacher effectiveness for purposes of evaluation and identification of professional development and support needs; and individual student gains and performance.

The comprehensive assessment system will include:

- Uniquely-Louisiana summative assessments in grades 3 through 8, English I, Algebra I, English II, and Geometry to be administered beginning in winter 2016 for high school and spring 2017 for grades 3 through 8 (through a separate contract) that include performance components (e.g., writing in response to text and requiring students to provide textual evidence in support of their response, modeling and making mathematical arguments, etc.); and
- Additional supports including:
  - formative assessment tasks for grades K through 2, which will be made available for all Louisiana ELA and mathematics educators to access and use at the discretion of each district;
  - beginning-of-year diagnostic assessments for grades 3 through 8, English I, Algebra I, English II, and Geometry for Louisiana educators to access and use at the discretion of each district; and
  - interim assessments aligned to diagnostic and summative assessments for grades 3 through 8, English I, Algebra I, English II, and Geometry for Louisiana educators to access and use at the discretion of each district.

The assessments developed through this RFP will end duplicative testing and seamlessly align grades 3 through high school assessments with formative tools, to be used by districts at their discretion. The comprehensive assessment package (K through high school) results in a cohesive assessment system that holds high expectations for students, provides educators and parents information about students' readiness for college and career, and provides for comparisons of Louisiana students to students in other states as mandated by state law.

The uniquely-Louisiana assessments shall be:

- aligned to the ELA and mathematics Louisiana Student Standards;

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The assessments shall include accessibility and accommodation features as follows:

- Large print
- Braille
- Kurzweil
- Spanish (mathematics only)
  - Paper
    - Large print
    - Braille
    - Kurzweil
    - Mp3 human reader
    - PDF
  - Online
    - Text to speech
    - Recorded voice
    - Large computer screen version
- Administrative directions in Spanish, Vietnamese, Arabic, Chinese (Cantonese and Mandarin), French, and Urdu as needed based on student population
- An audio component that reads aloud paper-based assessments (*text-to-speech and mp3*)
- Provision of paper test booklet for online summative assessments, as needed

The contractor is responsible for ensuring all tagging, QTI exports, special instructions and/or notes are transferred to the ADP vendor accurately and according to the agreed upon schedule.

Grades 3 through 8 summative assessments are administered in spring. High school End of Course (EOC) tests are administered in winter, spring, and summer. EOC tests capable of reporting student achievement at 5 performance levels (i.e., Advanced, Mastery, Basic, Approaching Basic, Unsatisfactory) will begin in 2017-2018. See Table 1.



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conditions. The State shall have the right to contract for up to a total of 12 years with the concurrence of the Contractor and all appropriate approvals.

### 2.3 Tasks and Services

The contractor shall provide the following tasks and services. Detailed requirements for each part are described in Section 2.6.1, Functional Requirements.

Major tasks and services for this project shall include:

- **Assessment Frameworks** — The contractor shall develop an assessment framework for each grade/course and content area and evaluate and adjust the frameworks, as needed, each year of the contract.
- **Key Dates** — The contractor shall annually develop a workable timeline for each test administration to be approved by the LDOE.
- **Assessment Guides** — The contractor shall develop assessment guides for each grade/course and content area and evaluate and adjust the assessment guides, as needed, each year of the contract.
- **Practice Tests** — The contractor shall develop practice tests for each grade/course per content area that mirror the length, blueprint, and cognitive complexity of the operational assessments. The practice tests should be evaluated and adjusted, as needed, each year of the contract.
- **Item Acquisition and Development** — The contractor shall annually acquire and/or develop high-quality and error-free items directly aligned with Louisiana's content standards to create summative assessments.
- **Item Reviews** — The contractor will annually conduct reviews of acquired and developed test items and their scoring rubrics with LDOE assessment staff and the Louisiana Item/Bias Review Committees.
- **Face-to-Face Review** — The contractor will annually conduct face-to-face review meetings with LDOE staff.
- **Field Test Development** — The contractor shall develop field tests, as needed.
- **Data Review** — The contractor shall conduct data review meetings with the Item Data Review Committee, as needed.
- **Forms Development** — The contractor shall develop operational forms, conduct quality control over all development activities and procedures, provide high-quality editorial review and proofing, and include the LDOE assessment staff in the approval process.
- **Psychometric Support** — The contractor shall provide psychometric services and support in every phase of test development.
- **Standard validation** — The contractor shall validate performance standards as needed.
- **Technical Reports** — The contractor shall develop reports that provide documentation of all technical work for all assessments annually.
- **Transmission of Content to ADP Vendor** — The contractor shall successfully transfer assessment items and forms to the ADP vendor. This includes a full review process to include the delivery of sample files and correction of files until the transfer process is complete. The contractor shall work with the ADP vendor to define the process prior to delivery.

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**Table 2: Schedule of Major Deliverables**

<b>Year 1 September 2016 – June 2017</b>	
<b>Date</b>	<b>Activity</b>
<b>September 2016</b>	<ul style="list-style-type: none"> <li>• Kickoff Meeting</li> <li>• Submit Key Dates</li> <li>• Submit 2016-2017 Assessment Guides to LDOE (first draft)</li> <li>• Submit 2017-2018 assessment frameworks to LDOE (first draft)</li> <li>• 2016-2017 item development targets approved</li> <li>• Submit form construction plan for English I and review schedule</li> <li>• Submit items/forms for review by LDOE assessment staff (winter EOCs)</li> <li>• Submit formative tasks for review by LDOE assessment staff</li> <li>• Submit grades 3 through 8 interim assessments for review by LDOE assessment staff</li> <li>• Conduct transmission testing with ADP vendor</li> </ul>
<b>October 2016</b>	<ul style="list-style-type: none"> <li>• Finalize 2016-2017 assessment frameworks</li> <li>• Finalize 2017-2018 assessment frameworks</li> <li>• Submit 2017-2018 form construction plan and review schedule</li> <li>• Submit 2017-2018 psychometric work plan</li> <li>• Submit 2017-2018 special study plan</li> <li>• Submit final 2016-2017 Assessment Guides to LDOE to post</li> <li>• Item/Bias reviews for EOCs</li> <li>• Submit forms to ADP vendor for winter testing window (EOCs)</li> <li>• Submit formative tasks for review by LDOE assessment staff</li> <li>• Submit grades 3 through 8 practice tests to LDOE (first draft)</li> <li>• Submit final grades 3 through 8 practice tests</li> <li>• Submit formative tasks to ADP vendor for posting</li> <li>• Submit grades 3 through 8 interim assessments to ADP vendor</li> </ul>
<b>November 2016</b>	<ul style="list-style-type: none"> <li>• Submit items/forms for review by LDOE assessment staff (grades 3 through 8)</li> <li>• Item/Bias reviews for grades 3 through 8</li> <li>• Submit diagnostic assessments for review by LDOE assessment staff</li> </ul>
<b>December 2016</b>	<ul style="list-style-type: none"> <li>• Submit items/forms for review by LDOE assessment staff spring EOCs</li> <li>• Submit diagnostic assessments for review by LDOE assessment staff</li> <li>• Submit diagnostic assessments to ADP vendor</li> </ul>

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<b>January</b>	<ul style="list-style-type: none"> <li>• Planning Meeting</li> <li>• Submit spring EOC forms to ADP vendor</li> <li>• Submit diagnostic assessments to ADP vendor</li> </ul>
<b>February</b>	<ul style="list-style-type: none"> <li>• Item Development Targets Approved</li> </ul>
<b>March</b>	<ul style="list-style-type: none"> <li>• Submit new development to LDOE staff for review</li> <li>• Submit summer forms to ADP vendor</li> </ul>
<b>April</b>	<ul style="list-style-type: none"> <li>• Submit new development to LDOE staff for review</li> </ul>
<b>May</b>	<ul style="list-style-type: none"> <li>• Submit Frameworks</li> <li>• Submit Assessment Guides to Post</li> </ul>
<b>June</b>	<ul style="list-style-type: none"> <li>• Submit Practice Tests</li> <li>• Conduct Item and Bias Review Meetings</li> </ul>

Accurate and timely delivery is imperative, and as a result, the Contractor shall be required to enter into the following agreement for the completion of the critical activities identified below.

Failure to complete key activities within the time fixed in the contract will result in substantial injury to LDOE, and as damages arising from such failure cannot be calculated with any degree of certainty, it is agreed that for each day work remains uncompleted on key activities or deliverables beyond the time set for its completion, the Contractor shall pay liquidated damages to the LDOE. For failure to meet the delivery schedule shown in Table 3, the sum as shown in Table 3 below shall be assessed as liquidated damages for such delay, and not as a penalty. At the sole option of the LDOE, these liquidated damages (a) shall be immediately due and payable to the LDOE; or (b) shall be deducted from money due the Contractor as compensation under this agreement. This shall be in addition to any other remedies the LDOE has by law. The dates shown below may be adjusted at the mutual consent of the LDOE and the Contractor.

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- transition activities;
- all test items, forms, ancillary materials, permissions information, and documentation including documentation update procedures during transition; and
- resource requirements associated with transition tasks.

The detailed plan for transition shall ensure an orderly transfer of responsibility and/or the continuity of those services required under the terms of the contract to a new CONTRACTOR or STATE and shall include the following:

- A realistic schedule and timeline to hand-off responsibilities to the replacement CONTRACTOR or STATE.
- The CONTRACTOR shall develop a plan on how to best inform and keep CONTRACTOR employees during the transition.
- The names of staff that shall be utilized during the hand-off of duties and their responsibilities such that there shall be clear lines of responsibility between the CONTRACTOR, the replacement CONTRACTOR and/or STATE.
- The actions that shall be taken by the CONTRACTOR to cooperate with the replacement CONTRACTOR and/or STATE to assure a smooth and timely transition.
- A matrix listing each transition task, the functional unit and the person, agency or CONTRACTOR responsible for the task, the start and deadline dates to complete the planned task, and a place to record completion of the task.
- A plan to transition items, forms, permissions information, documentation and information maintained by the CONTRACTOR to either STATE, a subsequent CONTRACTOR, or a third party designated by STATE.

If the contract is not terminated by written notification as provided above, the CONTRACTOR shall propose a Transition Plan six (6) months prior to the end of the contract period, including any extensions to such period. The Plan shall address all the requirements listed above.

As part of the Transition Plan, the CONTRACTOR must provide STATE with copies of all items, forms, ancillary materials, permissions information, documentation, or other pertinent information necessary, as determined by STATE, for STATE or a subsequent CONTRACTOR to assume the operational activities successfully. This includes correspondence, documentation of ongoing outstanding issues, and other operations support documentation. The Plan will describe the CONTRACTOR's approach and schedule for transfer of all materials and information, as applicable. The information must be supplied in media and format specified by STATE and according to the schedule approved by STATE.

The CONTRACTOR shall report, in writing, to the State Contract Monitor and within 48 hours of identification of any problems and corrective actions taken regarding the plan for transition.

### **2.4.2 Transition Services**

The CONTRACTOR shall complete all work in progress and all tasks called for by transition plan prior to final payment to the CONTRACTOR. If it is not possible to resolve all issues during the end-of-contract transition period, the CONTRACTOR shall list all unidentified or held items that could not be resolved, including reasons why they could not be resolved, prior to the end of the contract and provide an inventory of open items along with all supporting documentation. To the extent there are unresolved items, the cost to complete these items will be deducted from the final payment or withheld from retainage. The CONTRACTOR shall specify a process to

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including sample test questions for each item type along with scoring information and annotated, authentic student work samples. The sample test questions will also be used in the Online Tools Training (OTT) of the ADP vendor's platform. The OTTs allow students to practice using the online tools (e.g., magnifier, line reader, reference sheets) that are available during operational testing. OTTs may be grade-specific or may span 2 or 3 grade levels depending upon the content of the assessments.

### **B. Development of Practice Tests**

The contractor shall develop and annually refresh, as needed, practice tests for each grade/course per content area that mirror the length, blueprint, and cognitive complexity of the operational assessments. The practice tests are to be available in paper and online versions, including Spanish (math), large print, and braille versions that include all accessibility and accommodation features (see page 33) available for the operational assessments. Keys and rubrics with item alignments, and anchor sets to be used when scoring the practice tests are to be developed. Practice tests for EOC courses (English I, Algebra I, English II, and Geometry) will mirror the 5-level assessments. Items used in the practice test must be different from those used in the assessment guides and/or released test items.

### **C. Item Acquisition, Development, and Reviews**

The contractor shall develop and/or acquire the use of necessary items and forms directly aligned with Louisiana's academic content standards to create summative assessments. All items shall be equitable (by race, ethnicity, gender, and all other applicable criteria), free from bias to the extent possible, and cover the full range of difficulty levels. The contractor shall be responsible for acquiring and resolving all permissions associated with texts and stimuli for administration in paper-based and online formats, including all accommodated and accessibility versions. The contractor shall ensure that all secure test content (items/forms) owned by the vendor or the state is registered with the United States Copyright Office ([www.copyright.gov/circs/](http://www.copyright.gov/circs/)) See circular 64, Copyright Registration for Secure Tests. The contractor will be responsible for all fees associated with the copyright registration process.

The contractor shall be responsible for resolving issues related to items that are deemed to be flawed as well as costs associated with the resolution. The LDOE has the right to refuse the use of items that are not acceptable to the Department. It is expected that some of the items will be lost in the process of item review. Therefore, the contractor shall submit 50% more items (of all item types) than the quantity identified in the assessment frameworks. The contractor must guarantee that the test and the items being used in Louisiana assessments are securely held and are not otherwise sold or distributed in such a manner that the availability would compromise the Louisiana ELA and mathematics assessments. All developed and/or acquired items must be reviewed by LDOE assessment staff and the Louisiana item/bias review committees. The LDOE reserves the right to reject poor items and scoring rubrics as well as items with poor alignment with the standards or items with poor statistical qualities.

The items developed and/or acquired must provide accessibility to all students, including English language learners and students with disabilities, and be strongly aligned to Louisiana's ELA and math academic standards.

- The assessment items must have been developed in accordance with the principles of universal design and sound testing practice, so that the testing modality does not impede student performance.
- For ELA, the items must assess student reading and writing achievement in both ELA and literacy using an aligned balance of high quality literary and informational texts.
  - Texts are balanced across literary and informational types and across genres, with more informational than literary texts used as the assessments move up in the grade bands.

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**Item Format.** The contractor will develop and/or acquire, at a minimum, selected-response, interactive, and extended-response items, as needed. The reading level for all test items and text sources should be grade-level appropriate according to the guidelines established by the Louisiana Student Standards. Items shall reflect a range of difficulty levels (easy, medium, and hard).

Selected-response (SR) items will include both multiple-choice and multiple-select items – including two-part Evidence Based Selected Response (EBSR) items. Multiple-choice items will have four answer options and be scored as right or wrong. Multiple-select items will have 5 to 7 answer options where one or more answer options are correct. An item card shall be provided for each SR item. The item card shall include all pertinent information about the item, including but not limited to its image, grade level, associated text complexity (for ELA), estimated cognitive complexity, and content standard to be assessed.

Interactive items will include, but not be limited to, drop-down menus, drag-and-drop capability, fill-in-the-blank, hotspots, and an equation/text editor. An item card shall be provided for each interactive item. The item card shall include all pertinent information about the item, including but not limited to its image, grade level, associated text complexity (for ELA), estimated cognitive complexity, and content standard to be assessed.

Extended-response (ER) items will include performance tasks (e.g., writing in response to different text types, student use of multiple standards in combination to complete a task requiring justification, etc.) Student responses to extended-response items will be scored by trained readers and/or automated scoring by the ADP vendor according to the scoring rubrics for each item acquired through this contract. Item cards shall include all pertinent information about the items, including but not limited to the item image, all stimuli to accompany the item, the rubric, grade level, associated text complexity (for ELA), estimated cognitive complexity, and content standard to be assessed. Scoring rubrics shall be written clearly.

**Ancillary Test Materials.** The contractor shall develop specifications for all materials needed to answer the questions (e.g., mathematics reference sheets, rulers, protractors, etc.) for multiple modalities. The ADP vendor will be responsible for delivery of the materials during test administrations.

**Copyright/Proprietary Materials.** For content passages, the contractor will provide sources that state the author's name, title of the work, publisher, and year and will be responsible for providing documentation of permission to use any material that is restricted by copyright for use across multiple modalities (i.e., paper and online). The contractor must guarantee that the test and the items being used in Louisiana assessments are securely held and are not otherwise sold or distributed in such a manner that the availability would compromise the Louisiana ELA and mathematics assessments. These assurances shall be maintained by the contractor throughout the term of the contract.

**Item Development.** The item development plan from the RFP will be finalized with the contractor and should include (a) criteria that will be used to judge content validity and the technical quality of test items, (b) criteria that will be used to develop test items across the full range of difficulty levels, (c) criteria that will be used to judge the item quality, (d) procedures to be used to determine the alignment between test items and standards, (e) procedures to be used by the contractor for ensuring the application of the criteria mentioned in a, b, c, and d throughout the item development process, and (f) an item development schedule.

**Item Writers.** Before the initial stage of item development, the contractor will provide the LDOE with the names and resumes of all item writers. All item writers shall hold at least a Bachelor's Degree and have credentials in the content area for which they are writing test items. The LDOE

## Attachment B

prior to the data review, the contractor will deliver complete item sets to the LDOE. The contractor will provide all committee members with a data review booklet that contains an item card with necessary metadata for each of the developed items. The contractor will also provide four copies of the item review booklets to the LDOE staff. The booklets should be bound.

The contractor will be responsible for all costs and arrangements related to the review meetings. The contractor will also assume the cost for the facility, refreshments, lunch, and materials, as well as travel reimbursements (hotel, mileage, meals) for participants. In addition, the contractor will provide daily substitute teacher reimbursement (\$90 per day average) and/or honoraria (\$120 per day). The contractor will handle all the administrative tasks relative to the processing of the payments mentioned above.

**Item Banks.** The contractor shall provide a PDF and two hard copies of the final item banks by grade/course and content area. The LDOE will provide the contractor with guidelines for the desired format of the banks. By the designated schedule, the contractor shall also deliver the items to the ADP vendor according to guidelines approved by the LDOE and the ADP vendor.

### D. Development of Field Tests

The contractor shall annually propose a field test administration plan for an even distribution of field test items across the state, so that each is administered to a representative sample of schools with minimal impact on overall testing time. At a minimum, stratification variables should include free/reduced lunch, school achievement level, ethnicity, education classification, and school size. Demographic information from previous statewide assessments will be available to the contractor to assist in planning the field test sample design. The contractor shall develop the field test items and embedding plan, select field test samples, conduct quality control over all development activities and procedures, and provide high-quality editorial review and proofing. The contractor shall design and submit for LDOE approval a detailed procedure for assessing quality control, including plans for proofing all materials before and during development, and checking the accuracy of construction. The procedures shall include contingency plans for correction of errors, should any occur. The proofing process offered by the contractor must be outlined in detail and must allow LDOE assessment staff a minimum of five working days to review materials at all appropriate stage in the development process. Review of materials by LDOE shall not be construed by the contractor as proofing and absolutely does not relieve the contractor of responsibility for error. These procedures should be reflected in the contractor's time schedule. The contractor shall be responsible for proofreading at every stage of development. Required changes shall be shown in writing to LDOE and shall be made to LDOE satisfaction. Final approval shall be indicated in writing when the product meets LDOE final requirements.

### E. Form Construction

The contractor shall be responsible for developing all test forms including all accessibility and accommodation features (psychometrically equivalent forms in multiple modalities, large print, braille, read aloud, Spanish (math) forms—see page 33) for the operational summative assessments (winter, spring, summer retests, and administrative error retests, refer to Table 1). The Contractor must submit detailed form construction plans to LDOE for review. The test forms must be developed based on test construction guidelines that are reviewed, and approved by LDOE staff. The forms should be constructed according to the specifications as approved by LDOE.

- **Test Construction Specifications.** The contractor will develop and maintain test construction specifications that describe the details of the test construction including content and psychometric guidelines for building equivalent forms across multiple modalities. Item selection should be based on matching target test characteristics, test information functions, standard error curves, as well as other content and psychometric

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The contractor shall provide the following services at a minimum:

**Data Files.** The proposer shall develop data files that include item responses for all field-tested and operational-tested students as well as item level statistics. All data files should have a file layout that details the descriptions of data elements included in the files. The contractor shall provide the data files to the ADP vendor who manages Louisiana's item bank so the items will be stored with all appropriate supporting data. Data files that include secure materials, such as item ID and item level statistics must be delivered securely to the ADP vendor to be uploaded into the item management system according to the agreed upon delivery timeline. The data files delivery schedules and content specifications shall be reviewed and approved by LDOE.

**Equating and Scaling.** The contractor shall use technically-sound scaling and equating methods for all of the Louisiana assessments. The contractor shall propose the appropriate measurement model so that the scale of each of the Louisiana assessments is (1) meaningful, accurate, valid, and reliable to evaluate student performance and growth, (2) the same as the Louisiana 2015 and 2016 ELA and mathematics assessment scale for grades 3 through 8, (3) comparable between grades 3–8 and high school, and (4) comparable with a significant number of other states.

The contractor must describe the detailed linking design method to ensure the test forms yield consistent and comparable score meanings for all grades and subjects. The contractor shall propose the scaling and equating methods and procedures that are psychometrically defensible and operationally feasible. The contractor shall provide a comprehensive and detailed description of the psychometric work plan and delivery timelines for all of the scaling, equating and linking studies events and activities, and the plan shall include the review by and revision based on the input of the Louisiana assessment TAC members.

The contractor shall conduct equating studies and provide results to ensure form equivalency between test forms by grade by subject. The details of the equating procedures/methods shall be documented in the technical reports. The equating studies can be performed utilizing commercially available or proprietary processing systems for any of the regular psychometric activities or special psychometric studies for the assessments. It is required that the contractor provide this processing system for use by all relevant staff, including LDOE and any subcontractors.

The scaling and equating activities shall be completed in a timely manner and delivered to the ADP vendor to ensure timely release of student score reports (i.e., release of scores must occur prior to the start of the following school year for grades 3 through 8 with LDOE reserving the right to reduce this timeline after year one of any assessment, and meeting high school graduation timelines as noted earlier).

The contractor shall keep records of all of the documents/electronic files from the scaling, equating, and scoring activities, such as the classical as well as IRT item statistics, equating solutions that summarize the reasons why anchor items were removed or kept in the anchor set, the impact of decisions on the transformation coefficients and the scale scores, and other pertinent decisions made by the LDOE. The format and delivery of these documents should be discussed with and agreed upon by LDOE.

The contractor shall provide a description of how the scaling, equating, and scoring operations are independently verified.



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state results (no more than ten pages) about the operational test will be developed and submitted to the LDOE.

**Validity.** The contractor shall establish and document evidence of validity that may include, but not be limited to evidence

- of the match among test blueprints, item specifications, and items between Louisiana test forms;
- of form equivalence and comparability;
- that the items measure Louisiana academic content standards;
- that test item formats measure the intended content;
- of the interrelationship among standards;
- that items were chosen based on test specifications;
- that alternate forms cover the same content;
- of one or multiple dimensions;
- of criterion validity in its relationship with national or international college and career readiness benchmark tests; and
- of consequential validity.

**Reliability.** The contractor will establish and document methods to collect evidence of the reliability of test scores and scoring of hand-scorable/automated scoring items. Evidence of test score reliability may include but is not limited to inter-rater reliability, internal consistency of standard and total scores, decision consistency, and generalizability estimates of standard errors.

**Validating Performance Standards.** When needed, the contractor shall be prepared to coordinate and conduct standard validation studies and meetings for new operational tests to evaluate the validity of the performance level standards and the associated cut scores. The contractor shall develop a standard validation plan and strategies for each standard validation process and provide detailed description of the procedures that include the use of IRT item values and other appropriate, reliable, valid, and defensible procedures. The contractor shall be responsible for all costs and arrangements related to the standard validation meetings if committee involvement is required. The contractor shall submit an executive summary to LDOE for presentation to the State Board of Elementary and Secondary Education (BESE) for approval of standard validation results.

## G. Quality Control

The contractor shall work with the ADP vendor to develop a quality control process to include extensive reviews of all items and forms that will be imported into the assessment delivery platform as well as all items and forms submitted to the ADP vendor for publication and printing of paper-based assessments. The process shall include steps for internal and external reviews before, during, and after the files are transferred to the ADP vendor. The process shall include contingency plans for correction of errors, should any occur. The proofing process offered by the contractor must be outlined in detail and must allow LDOE assessment staff a minimum of five working days to review materials at all appropriate stages in the development process. Review of materials by LDOE shall not be construed by the contractor as proofing and absolutely does not relieve the contractor of responsibility for error. These procedures should be reflected in the contractor's time schedule. The contractor shall be responsible for proofreading at every stage of development. Required changes shall be shown in writing to LDOE and shall be made to LDOE satisfaction. Final approval shall be indicated in writing when the product meets LDOE final requirements.

## H. Project Management and Collaboration

The contractor will work closely with the LDOE, the ADP vendor, and any of its external sources/partners to develop the necessary timelines and project work plan(s) to ensure that all

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These assessment tasks will be administered and scored by the classroom teacher, using content downloaded from the assessment delivery platform in contract year 2 and beyond. The contractor will be required to work directly with Louisiana's ADP vendor to develop a process for transferring, trouble shooting, and validating the content prior to and during the hand off phase. See Attachment III for general ADP item import guidelines. It is the responsibility of the successful contractor to export all content in the agreed upon format. The LDOE will not be responsible for ensuring content is in an approved format prior to hand off to the ADP vendor.

- The contractor shall tag each item in the delivered item bank as regular or accommodated.
- The contractor shall provide the necessary metadata for each item in the delivered item bank.

The contractor should be prepared to provide input and adjust item tagging and item development plans for future development. The formative assessment tasks will be reviewed and refreshed annually according to the plan submitted by the contractor and approved by LDOE.

### **J. Supplement B: Grades 3-High School Diagnostic Assessments**

Diagnostic assessments (Grades 3–HS) shall be administered to students at the beginning of the school year. The contractor will be responsible for providing the content (i.e., items and forms) and scoring guides with authentic student work samples as anchors. All accommodated and accessibility versions (see page 33) shall be made available for the diagnostic assessments. The ADP vendor will provide assessment administration, scoring of machine-scorable items, and reporting services. The contractor will be required to work directly with Louisiana's ADP vendor to develop a process for transferring, trouble shooting, and validating the content prior to and during the hand off phase. See Attachment III for general ADP item import guidelines. It is the responsibility of the successful contractor to export all content in the agreed upon format. The LDOE will not be responsible for ensuring content is in an approved format prior to hand off to the ADP vendor.

- The contractor shall tag each item in the delivered item bank as regular or accommodated.
- The contractor shall provide the necessary metadata for each item in the delivered item bank.
- The contractor shall align reporting details with summative assessment categories. This may involve working with the ADP vendor to ensure that all item metadata is complete to allow for full reporting options.
- The successful contractor will be responsible for working with the ADP vendor to mockup report templates and provide content specific guidance as the reporting requirements are defined on a year-by-year basis.

The LDOE reserves the right to change and add reporting requirements throughout the course of the contract. The contractor should be prepared to provide input and adjust item tagging and item development plans for future development. The development plan shall be discussed each year and will be finalized once LDOE approves the plan.

The ADP vendor will provide the ability for teachers to score all non-machine-scorable test items beginning in Spring 2017. For the designated items that require human scoring, the ADP vendor's system will provide a scoring interface for use by local teachers. The scoring guides for non-machine-scorable test items, to include authentic student work samples, shall be provided by the contractor.

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off phase. See Attachment III for general ADP item import guidelines. It is the responsibility of the contractor to export all content in the agreed upon format. The LDOE will not be responsible for ensuring content is in an approved format prior to hand off to the ADP vendor

- The contractor shall tag each item in the delivered item bank as regular or accommodated.
- The contractor shall provide the necessary metadata for each item in the delivered item bank.
- The contractor shall align reporting details with summative assessment categories. This may involve working with the ADP vendor to ensure that all item metadata is complete to allow for full reporting options.
- The contractor will be responsible for working with the ADP vendor to mockup report templates and provide content specific guidance as the reporting requirements are defined on a year by year basis.

The assessment delivery platform will allow for immediate scoring of machine-scorable items. The LDOE anticipates that machine-scorable items will be automatically scored through the ADP's platform. The scoring procedures will be consistent with the procedures used to score the state's summative assessments.

The State expects that all non-machine-scorable items will be scored by teachers. The LDOE does not anticipate the need for professional hand-scoring services for of any non-summative items, but may consider this option for future years.

The ADP vendor will utilize the reporting component of the assessment delivery platform to host all student and aggregate/summary reports.

- The contractor will work with LDOE and the ADP vendor to ensure that the content is reported accurately. The metadata for all items developed under this contract will be tagged and identified by the contractor.
- The contractor will be required to join appropriate discussions regarding reporting of the content developed.

The ADP vendor will provide the ability for teachers to score all non-machine-scorable test items beginning in Spring 2017. The scoring guides for non-machine-scorable test items, to include authentic student work samples, shall be provided by the contractor. For the designated items that require human scoring, the ADP vendor's system will provide a scoring interface for use by local teachers.

The interim assessments will be reviewed and refreshed annually according to the plan submitted by the contractor and approved by LDOE.

## **L. Supplement D: Development of Released Test Items and Full Released Assessments**

(Part A) Full blueprint. The contractor shall develop released test items documents that include a full blueprint set of operational items to be posted to the LDOE web site in August 2017 (or after the first operational administration for EOC courses) for each grade/course and content area. This document will include annotations, answer rationales, and annotated, authentic student work samples at each score point for each extended-response item.

(Part B) Annual Released Item Sets. The contractor shall annually develop a released items document containing a subset of items (10-15 items per set) to be posted to the LDOE web site. This document will include a subset of items (each item type must be represented) for each grade/course and content area. The items will include annotations, answer rationales, and annotated, authentic student work samples at each score point for each extended-response item.

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**Editorial Review and Proofing.** Editorial review and proofing of all materials are among the most critical requirements of this RFP/contract. The contractor shall be responsible for conducting editorial review of all materials. The contractor will be held to the same level of professional editorial review used in the development of nationally published testing programs and textbooks.

Editorial staff must have experience in reviewing educational material for the appropriate content areas.

**Test Security.** Test items and scoring rubrics shall be maintained by the contractor as secure materials.

**Project Report.** At the end of the contract year, the contractor will prepare a final project report that summarizes the year's activities, identifies any problems, and suggests modifications. This project report should also include all the conference call minutes and memos regarding major decisions. Graphs, charts, and diagrams should be included.

**Addendum to Data Recognition Corporation Contract  
For LEAP 2025 ELA and Mathematics Comprehensive Assessment System**

**Summary of Proposed Solution for – Summative**

<b>2016–2017</b>	Acquire content and develop assessments for Grades 3–8 and 4–Level EOC Tests	
<b>2017–2018</b>	Acquire content for Grades 3–8 and new 5–level EOC tests with Louisiana owned embedded field test items	
<b>2018–2019</b>	Continue item acquisition for Grades 3–8 and EOC assessments	
<b>2019–2020</b>	Continue item acquisition for Grades 3–8 and EOC assessments	

**Summary of Proposed Solution for – Non–Summative**

<b>2016–2017</b>	Access to K–2 content through external source for years 1 and 2. Development of Louisiana diagnostic assessments Acquire content for Grades 3–8 and High School Interim assessments for year 1 and year 2.	
<b>2017–2018</b>	Access to K–2 content through external source for years 1 and 2. Diagnostics assessments available for use August 1, 2017 and beyond Acquire content for Grades 3–8 and High School Interim assessment for year 1 and year 2.	
<b>2018–2019</b>	Louisiana –owned K–2 formative assessment tasks developed in year 2 and available for 2018–2019 school year and beyond. Provide Louisiana interim assessments for Grades 3–8 and High School, predictive of summative assessments, including multiple forms and item sets	
<b>2019–2020</b>	Louisiana –owned K–2 formative assessment tasks developed in year 2 and available for 2018–2019 school year and beyond. Provide Louisiana interim assessments for Grades 3–8 and High School, predictive of summative assessments, including multiple forms and item sets	

## Attachment C Detailed Descriptions

### **K–2 Formative Tasks**

The K-2 Formative Tasks will be accessed via a single-sign on from eDIRECT to the PARCC Resource Center to access K-2 formative tasks and resources. These tasks will be aligned to Louisiana Student Standards and branded appropriately. Branding includes, replacement of text, graphics, etc. with Louisiana approved logos and page designs approved by LDOE.

DRC will coordinate permissions, if required, with PARCC.

### **Diagnostic Assessments**

DRC understands that LDOE wants to go live with Diagnostic Assessments for the 2017-2018 school year no later than August 1, 2017. DRC intends to conduct research studies to examine the correlation and predictive capabilities between the interim, diagnostics, and summative assessments.

The research study and results would be available in or before July to allow for the scheduled release of Diagnostic assessments scheduled for no later than August 1, 2017.

### **Interim Assessments**

DRC understands LDOE needs to ensure the math interims are built to support instruction for districts that use a variety of curriculums. These assessments would measure student ability at certain times in the year. Specifically in math, DRC will examine the needs of Louisiana educators to design forms that allow for these differences.

### **Item /Bias Committee Review Meetings Deliverables and Services**

DRC will coordinate and support the Item/Bias Committee review meetings. This includes:

- Coordinating meeting logistics
- Arranging travel and reimbursements for committee members
- Obtaining supplies
- Developing materials and facilitating the reviews

Training materials include:

- Overview of the assessments
- Description of the review process
- Item/test specifications, standards and blueprints
- Guidelines for item alignment, bias/fairness/sensitivity,
- DOK classification levels
- Principles of Universal Design
- Security procedures

The meetings will begin with a large-group training session led by DRC. After the large-group session, participants will break out into content/grade specific meeting rooms. Participants will then begin the review of items along with scoring guidelines. Facilitators will also demonstrate interactive (TEI) items. Participants will review items for difficulty, appropriateness, bias, fairness, sensitivity, and alignment to the intended content standards. If items are judged inappropriate, the committee may suggest to remove the item from the item bank. There will be a debrief meeting with LDOE at the end of each meeting day.

One week after the conclusion of the Item/Bias review meetings, DRC will provide a report on the status of all items reviewed by committees along with the item status (accepted, accepted

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with revisions, rejected). Items accepted with revisions will be revised and sent to LDOE for review.

### **English I Practice**

The PARCC English I Practice Test, to be administered in 2016-2017, follows the same design as the Louisiana operational design English I test. DRC and LDOE will work to refine the final blueprint design.

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**Timeline**

**K-2 Formative Assessment**

Task	Start	Finish
K tasks aligned to LA Standards		10/3/2016
LDOE review of K task alignment	10/4/2016	10/5/2016
Revision of any K task alignment	10/6/2016	10/7/2016
Grade 1 tasks aligned to LA Standards		10/11/2016
LDOE review of Grade 1 task alignment	10/12/2016	10/13/2016
Revision of any Grade 1 task alignment	10/14/2016	10/17/2016
Grade 2 tasks aligned to LA Standards		10/17/2016
LDOE review of Grade 2 task alignment	10/18/2016	10/19/2016
Revision of any Grade 2 task alignment	10/20/2016	10/21/2016
Packaging of English version of tasks for posting to LA-branded PRC via SSO to eDIRECT	10/24/2016	10/26/2016
Posting and Publishing of English version of tasks on LA-branded PRC via SSO to eDIRECT		11/1/2016

**3-8 Interim Assessments**

Task	Duration	Start	Finish
<b>Form 1</b> LDOE Passage and item review – rolling reviews, in batches	15d	10/3/2016	10/21/2016
PARCC delivers items and test maps ( <i>Delivered as reviews completed</i> )	11d	10/17/16	10/31/2016
Items imported into IDEAS ( <i>As test maps are delivered</i> )	16d	10/24/2016	11/14/2016
LDOE review/sign-off of test maps ( <i>rolling approvals</i> )	8d	11/1/2016	11/10/2016
LDOE Review forms in TD environment - Grade 5	5d	12/6/2016	12/12/2016
LDOE Review forms in TD environment - Grades 3-4, 6-8	10d	12/15/2016	12/29/2016
LDOE review in Production - Grade 5	5d	12/30/2016	1/6/2017
LDOE review in Production - Grades 3-4, 6-8	5d	1/19/2017	1/25/2017
Test Administration Window - Grade 5		1/17/2017	
Test Administration Window - Grades 3-4, 6-8		1/27/2017	

<i>Form 2 follows the same blueprint, but has different items and may have different standards coverage. Items are not repeated across Form 1 and Form 2.</i>			
<b>Form 2</b> LDOE Passage and item review – rolling reviews, in batches	15d	12/5/2016	12/23/2016
PARCC delivers items and test maps ( <i>Delivered as reviews completed</i> )	10d	12/19/2016	12/30/2016
Items imported into IDEAS ( <i>As test maps are delivered</i> )	14d	1/3/2017	1/20/2017
LDOE review/sign-off of test maps	8d	1/3/2017	1/12/2017
LDOE review in TD environment	6d	3/3/2017	3/10/2017
LDOE review in Production	4d	3/28/2017	3/31/2017
Test Administration Window		4/3/2017	



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Task	Duration	Start	Finish	LDOE Comments
<b>LDOE Delivers revised blueprints - Form 1 and Form 2</b>		9/27/2016	9/27/2016	DRC needs to deliver blueprints for LDOE to react to and revise
<b>Form 1 LDOE Passage and item review – rolling reviews, in batches</b>	15d	10/3/2016	10/21/2016	
Parcc Inc. delivers items and test maps (Delivered as reviews completed)	11d	10/17/16	10/31/2016	
Items imported into IDEAS ( <i>As test maps are delivered</i> )	16d	10/24/2016	11/14/2016	
LDOE review/sign-off of test maps ( <i>rolling approvals</i> )	8d	11/1/2016	11/10/2016	how does test map approval occur prior to forms construction? what does this mean? Given that blueprints were approved in previous step.
Forms Construction ( <i>Complete Grade 5 first</i> )	15d	11/2/2016	11/23/2016	
Forms pulled into TD environment ( <i>Complete Grade 5 first</i> )	2d	11/28/2016	11/30/2016	
TD Review forms in TD environment and repull if necessary - Grade 5	3d	12/1/2016	12/5/2016	
TD Review forms in TD environment and repull if necessary - Grades 3-4, 6-8	8d	12/1/2016	12/14/2016	
LDOE Review forms in TD environment - Grade 5	5d	12/6/2016	12/12/2016	
LDOE Review forms in TD environment - Grades 3-4, 6-8	10d	12/15/2016	12/29/2016	
TD makes LDOE requested edits - Grade 5	4d	12/13/2016	12/16/2016	clarify rounds of review. Previous experience involves multiple rounds to get correct.
TD makes LDOE requested edits - Grades 3-4, 6-8	6d	12/30/2016	1/9/2017	clarify rounds of review. Previous experience involves multiple rounds to get correct.
Forms pulled to Production - Grade 5	2d	12/19/2016	12/20/2016	

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Forms pulled to Production - Grades 3-4, 6-8	2d	1/10/2017	1/11/2017
TD review in Production - Grade 5	4d	12/21/2016	12/28/2016
TD review in Production - Grades 3-4, 6-8	5d	1/12/2017	1/18/2017
LDOE review in Production - Grade 5	5d	12/30/2016	1/6/2017
LDOE review in Production - Grades 3-4, 6-8	5d	1/19/2017	1/25/2017
Test Administration Window - Grade 5		1/17/2017	
Test Administration Window - Grades 3-4, 6-8		1/27/2017	

again, clarify rounds of review. Very often we are asked to review when not all corrections have been pulled. With such a tight schedule--this has to be perfect.

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<b>LDOE Delivers revised blueprints - Form 1 and Form 2</b>		9/27/2016	9/27/2016
<b>Form 2 LDOE Passage and item review – rolling reviews, in batches</b>	12d	11/21/2016	12/8/2016
Parcc Inc. delivers items and test maps (Delivered as reviews completed)	15d	12/5/2016	12/23/2016
Items imported into IDEAS ( <i>As test maps are delivered</i> )	16d	12/12/2016	1/4/2017
LDOE review/sign-off of test maps ( <i>rolling approvals</i> )	8d	12/27/2016	1/6/2017
Forms Construction ( <i>Grades 5-8 first; then 3-4</i> )	15d	12/30/2016	1/20/2017

DRC needs to deliver blueprints for LDOE to react to and revise

how does test map approval occur prior to forms construction? what does this mean? Given that blueprints were approved in previous step.

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Forms pulled into TD environment	2d	1/23/2017	1/24/2017
TD Review forms in TD environment and repull if necessary	11d	1/25/2017	2/8/2017
LDOE review in TD environment	5d	2/9/2017	2/15/2017
TD makes LDOE requested edits	6d	2/16/2017	2/23/2017
Forms pulled to Production	2d	2/24/2017	2/27/2017
TD review in Production and repull if necessary	5d	2/28/2017	3/6/2017
LDOE review in Production	5d	3/7/2017	3/13/2017
Test Administration Window		3/20/2017	

clarify rounds of review. Previous experience involves multiple rounds to get correct.

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**Diagnostic Assessments**

Assigned To	Task	Duration	Start	Finish
	<b>Spring 2017 Diagnostic Field Test</b>			
	Diagnostic Management			
LDOE, DRC, WestEd	Virtual Content Kickoff (tentative)		10/3/2016	10/3/2016
LDOE, DRC, WestEd	Onsite Contract Kickoff (tentative)		10/12/2016	10/12/2016
	Math 3-HS Diagnostic SAFT			
LDOE, DRC	Math: Confirmation of content specifications and test design		10/17/2016	10/17/2016
	Math B1: Calibration set (some grades 3-5, some grades 6-8/HS)			
WestEd	Math B1: Upload for Delivery		11/4/2016	11/4/2016
LDOE	Math B1: LDOE Review (Calibration set)	5d	11/7/2016	11/11/2016
LDOE, WestEd	Math B1: LDOE Feedback (Calibration set)		11/11/2016	11/11/2016
	Math B2: (TBD items Span 3-5, TBD items Span 6-8/HS)			
WestEd	Math B2: Upload for Delivery		11/15/2016	11/15/2016
LDOE	Math B2: LDOE Review	5d	11/16/2016	11/22/2016
LDOE, WestEd	Math B2: LDOE Feedback		11/22/2016	11/22/2016
	Math B3: (TBD items Span 3-5, TBD items Span 6-8/HS)			
WestEd	Math B3: Upload for Delivery		11/18/2016	11/18/2016

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LDOE	Math B3: LDOE Review	5d	11/21/2016	11/30/2016
LDOE, WestEd	Math B3: LDOE Feedback		11/30/2016	11/30/2016
	Math B4: (TBD items Span 3-5, TBD items Span 6-8/HS)			
WestEd	Math B4: Upload for Delivery		11/30/2016	11/30/2016
LDOE	Math B4: LDOE Review	5d	12/1/2016	12/7/2016
LDOE, WestEd	Math B4: LDOE Feedback		12/7/2016	12/7/2016
	Math Batch 1 and 2 LDOE Reconciliation and Content Hand-Offs			
WestEd	Math B1&2: Upload for LDOE Reconciliation Preview (PDF)		12/9/2016	12/9/2016
LDOE	Math B1&2: LDOE Reconciliation Preview (PDF)	5d	12/9/2016	12/15/2016
LDOE, WestEd	Math B1&2: LDOE Virtual Reconciliation		12/15/2016	12/15/2016
	Math Batch 3 LDOE Reconciliation and Content Hand-Offs			
WestEd	Math B3: Upload for LDOE Reconciliation Preview (PDF)		12/16/2016	12/16/2016
LDOE	Math B3: LDOE Reconciliation Preview (PDF)	5d	12/16/2016	12/22/2016
LDOE, WestEd	Math B3: LDOE Virtual Reconciliation		12/22/2016	12/22/2016
	Math Batch 4 LDOE Reconciliation and Content Hand-Offs			
WestEd	Math B4: Upload for LDOE Reconciliation Preview (PDF)		12/29/2016	12/29/2016
LDOE	Math B4: LDOE Reconciliation Preview (PDF)	5d	12/29/2016	1/6/2017
LDOE, WestEd	Math B4: LDOE Virtual Reconciliation		1/6/2017	1/6/2017
	ELA 3-HS Diagnostic SAFT			
LDOE, DRC	ELA: Guidance on Nature of passages (no later than)		10/7/2016	10/7/2016
LDOE, DRC	ELA: Confirmation of content specifications and test design		10/17/2016	10/17/2016
	Passage Searching and Approval			
	ELA Passages B1: Passages for Calibration set (some of each grade band)			
WestEd	B1 Passages Upload		10/14/2016	10/14/2016
LDOE	ELA Passages B1: LDOE Review (Calibration set)	5d	10/17/2016	10/21/2016
LDOE, WestEd	ELA Passages B1: LDOE Feedback		10/21/2016	10/21/2016
	B2: Passages (some of each grade band)			
WestEd	B2 Passages Upload		10/21/2016	10/21/2016
LDOE	ELA Passages B2: LDOE Review	5d	10/24/2016	10/28/2016
LDOE, WestEd	ELA Passages B2: LDOE Feedback		10/28/2016	10/28/2016
	B3: Passages (some of each grade band)			
WestEd	B3 Passages Upload		10/28/2016	10/28/2016
LDOE	ELA Passages B3: LDOE Review	5d	10/31/2016	11/4/2016
LDOE, WestEd	ELA Passages B3: LDOE Feedback		11/4/2016	11/4/2016
	B4: Passages (some of each grade band)			
WestEd	B4 Passages Upload		11/4/2016	11/4/2016
LDOE	ELA Passages B4: LDOE Review	5d	11/7/2016	11/11/2016
LDOE, WestEd	ELA Passages B4: LDOE Feedback		11/11/2016	11/11/2016
	ELA B1: Calibration set (some grades 3-5, some			

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	grades 6-8/HS)			
WestEd	ELA B1: Upload for Delivery		11/11/2016	11/11/2016
LDOE	ELA B1: LDOE Review (Calibration set)	5d	11/14/2016	11/18/2016
LDOE, WestEd	ELA B1: LDOE Feedback		11/18/2016	11/18/2016
	ELA B2: (TBD items Span 3-5, TBD items Span 6-8/HS)			
WestEd	ELA B2: Upload for Delivery		11/23/2016	11/23/2016
LDOE	ELA B2: LDOE Review	5d	11/28/2016	12/2/2016
LDOE, WestEd	ELA B2: LDOE Feedback		12/2/2016	12/2/2016
	ELA B3: (TBD items Span 3-5, TBD items Span 6-8/HS)			
WestEd	ELA B3: Upload for Delivery		12/2/2016	12/2/2016
LDOE	ELA B3: LDOE Review	5d	12/5/2016	12/9/2016
LDOE, WestEd	ELA B3: LDOE Feedback		12/9/2016	12/9/2016
	ELA B4: (TBD items Span 3-5, TBD items Span 6-8/HS)			
WestEd	ELA B4: Upload for Delivery		12/9/2016	12/9/2016
LDOE	ELA B4: LDOE Review	5d	12/12/2016	12/16/2016
LDOE, WestEd	ELA B4: LDOE Feedback		12/16/2016	12/16/2016
	ELA Batch 1 and 2 LDOE Reconciliation and Content Hand-Offs			
WestEd	ELA B1&2: Upload for LDOE Reconciliation Preview (PDF)		12/16/2016	12/16/2016
LDOE	ELA B1&2: LDOE Reconciliation Preview (PDF)	5d	12/16/2016	12/22/2016
LDOE, WestEd	ELA B1&2: LDOE Virtual Reconciliation		12/22/2016	12/22/2016
	ELA Batch 3 LDOE Reconciliation and Content Hand-Offs			
WestEd	ELA B3: Upload for LDOE Reconciliation Preview (PDF)		1/2/2017	1/2/2017
LDOE	ELA B3: LDOE Reconciliation Preview (PDF)	5d	1/3/2017	1/9/2017
LDOE, WestEd	ELA B3: LDOE Virtual Reconciliation		1/9/2017	1/9/2017
	ELA Batch 4 LDOE Reconciliation and Content Hand-Offs			
WestEd	ELA B4: Upload for LDOE Reconciliation Preview (PDF)		1/9/2017	1/9/2017
LDOE	ELA B4: LDOE Reconciliation Preview (PDF)	5d	1/9/2017	1/13/2017
LDOE, WestEd	ELA B4: LDOE Virtual Reconciliation		1/13/2017	1/13/2017
	Test Map Finalization and Hand Off, Spring 2017 Diagnostic, All Grades			
WestEd	Math: upload proposed forms test map		1/13/2017	1/13/2017
LDOE	LDOE Review of final proposed Math Forms	5d	1/17/2017	1/23/2017
LDOE, WestEd	LDOE Feedback and WestEd Reconciliation	2d	1/24/2017	1/25/2017
WestEd, DRC	Hand off of Math Test Map to DRC		1/26/2017	1/26/2017
WestEd	ELA: upload proposed forms test map		1/13/2017	1/13/2017
LDOE	LDOE Review of final proposed ELA Forms	5d	1/17/2017	1/23/2017
LDOE, WestEd	LDOE Feedback and WestEd Reconciliation	2d	1/24/2017	1/25/2017
WestEd, DRC	Hand off of ELA Test Map to DRC		1/26/2017	1/26/2017
	Test Forms Development			

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LDOE	LDOE Review of Forms in TD Environment	3d	2/23/2017	2/27/2017
LDOE	LDOE Review of Forms in Production Environment	2d	3/9/2017	3/10/2017
DRC	Field Test Window	10d	3/13/2017	3/24/2017
LDOE, DRC, WestEd	Data Review with LDOE (electronic review)	2d	4/18/2017	4/19/2017
	<b>SY 2017-18 Operational Diagnostic Administration:</b>			
	<b>Math 3-HS Diagnostic EFT</b>			
LDOE, WestEd	EFT Math B1 LDOE Review (tentative)	5d	2/13/2017	2/17/2017
LDOE, WestEd	EFT Math B2 LDOE Review (tentative)	5d	2/27/2017	3/3/2017
LDOE, WestEd	EFT Math B3 LDOE Review (tentative)	5d	3/13/2017	3/17/2017
LDOE, WestEd	EFT Math B4 LDOE Review (tentative)	5d	3/20/2017	3/24/2017
LDOE, WestEd	EFT Math Reconciliation with LDOE	10d	4/3/2017	4/14/2017
	<b>ELA 3-HS Diagnostic EFT</b>			
LDOE, WestEd	EFT ELA Passages B1 LDOE Review (tentative)	5d	2/6/2017	2/10/2017
LDOE, WestEd	EFT ELA Passages B2 LDOE Review (tentative)	5d	2/13/2017	2/17/2017
LDOE, WestEd	EFT ELA Passages B3 LDOE Review (tentative)	5d	2/20/2017	2/24/2017
LDOE, WestEd	EFT ELA B0 (Stand Alone items) LDOE Review (tentative)	5d	2/27/2017	3/3/2017
LDOE, WestEd	EFT ELA B1 LDOE Review (tentative)	5d	3/22/2017	3/28/2017
LDOE, WestEd	EFT ELA B2 LDOE Review (tentative)	5d	3/29/2017	4/4/2017
LDOE, WestEd	EFT ELA B3 LDOE Review (tentative)	5d	4/5/2017	4/11/2017
LDOE, WestEd	EFT ELA Reconciliation with LDOE	10d	4/17/2017	4/28/2017
	<b>SY 2017-18 Forms Construction</b>			
LDOE	LDOE Review of Forms Selections/Test Maps	5d	5/22/2017	5/26/2017
LDOE	LDOE Review of Forms in TD Environment	5d	6/26/2017	6/30/2017
LDOE	LDOE Review of Forms in Production Environment	2d	7/25/2017	7/26/2017
DRC	Test Administration Window		8/1/2017	