Frank Edelblut
Commissioner

Paul K. Leather
Deputy Commissioner

STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
101 Pleasant Street
Concord, N.H. 03301
TEL. (603) 271-6133
FAX (603) 271-1953

April 28, 2017

Dear Colleague:

On behalf of the New Hampshire Department of Education (NH DOE), I am pleased to invite you to participate in the review of the Response for Proposals (RFP) received for the New Hampshire Statewide Assessment Program. The purpose of the Proposal Review Committee is to carefully vet proposals received in order to provide a recommendation for award to the Commissioner for the vendor that provides the best possible solution for the students in New Hampshire. It is important to the NH DOE to include stakeholders with knowledge and expertise in the state's educational system, especially in the areas of instruction and student assessment.

The purpose of the RFP was to solicit a qualified vendor to provide and implement a statewide computer-based assessment system based upon New Hampshire's academic standards in English language arts (ELA) and mathematics for grades 3-8, and science for grades 5, 8 & 11. For your reference, the RFP that was posted and subsequent supporting documents can be viewed at the following link https://www.education.nh.gov/rfp/index.htm. Two proposals were received by the designated submission deadline.

Members of the Proposal Review Committee will be required to sign a confidentiality agreement as state law (Chapter 21-G:37) prohibits sharing vendor identity or proposals during the RFP process until a contract is approved by the Governor and Executive Council.

During the review process, committee members are asked to:

- Understand the RFP's Statement of Work.
- Read each proposal in detail; proposals are approximately 300 pages.
- Use the evaluation criteria established in the RFP Scoring Guide and scoring rubric (to be provided after confidentiality agreement is received) to fairly and objectively evaluate the proposals.
- Ensure all proposals are evaluated in a fair and systematic manner.
- Return the completed scoring rubric to the NH DOE by May 17, 2017.

Please RSVP no later than Wednesday, May 5, 2017 by emailing Julie Couch at Julie.Couch@doe.nh.gov. Please include a signed confidentiality agreement (attached) with your RSVP. You may also drop off a copy of your agreement at the NH DOE (101 Pleasant Street, Concord, NH) addressed to Julie's attention by May 5. Upon receipt of your signed agreement Julie will forward password protected vendor proposals, a scoring guide (presentation) and a scoring rubric.

If you have any questions about the process please feel free to contact me at saundra.macdonald@doe.nh.gov. I look forward to having you join the Proposal Review Committee

Sincerely,

Sandie MacDonald, Administrator
Bureau of Instructional Support and Student Assessment
NH Department of Education

New Hampshire
Department of Education

RESPONSE TO PROPOSAL (RFP)
REVIEW COMMITTEE
CONFIDENTIALITY & CONFLICT OF INTEREST AGREEMENT

Name of Review Committee Member: _____

GENERAL

During the evaluation it is important to treat all proposals fairly and equally, and to evaluate their proposals in accordance with the process described in the Scoring Guide and Rubric. Care must be taken throughout the process not to take any actions or make any decisions that could be construed as providing an unfair advantage to any vendor.

CONFIDENTIALITY

Per RSA 21-G:37, Review Committee Members **must not share the identity of vendors or contents of the proposals** until the Governor and Executive Council has approved a contract. Therefore, it is expected that all reviewers:

a) maintain the proposals and any notes taken relating to them in a secure place where others will not have access to them;

b) not forward any electronic information or grant anyone permission to review any information regarding the vendors, the proposals, or other relevant information;

c) not discuss or disclose any portion of proposals to anyone other than the NH DOE State Team members identified in the Scoring Guide;

d) review the proposals independently;

e) retain all notes, discussions, and rubrics confidential and not disclose their substance or details to anyone until the Governor and Executive Council approves a contract (NH DOE will inform the Review Committee when that has taken place); and

f) not use any information contained in a proposal for his/her personal benefit or make such information available for the personal benefit of any other individual or organization.

CONFLICT OF INTEREST

Review Committee Member will declare any potential conflicts of interest or perceived conflicts of interest. Conflict of interest can occur when a member of the committee:

- Has a friendship or familial relationship with one of the vendors;
- Has been in the employment of prospective vendors within one year prior to the publication date of the RFP document;
- Has a strong bias for or against one of the vendors;

- Has a direct or indirect financial interest in one of the vendors;
- Has received a gift from one of the vendors.

Situations that can result in a conflict of interest are not limited to the examples provided.

Please sign below acknowledging that you have received, read and agree to execute the information contained this information. **Return this signed document to Julie Couch at Julie.Couch@doe.nh.gov by May 5, 2017.** You may also drop off a copy of your signed agreement at the NH DOE (101 Pleasant Street, Concord, NH) addressed to Michelle's attention.

If you have a conflict or a potential conflict, return this acknowledgement for and information about the conflict.

I have read and understand the provisions related to conflict of interest and to my responsibilities when serving on RFP Review Committees. If any such conflict of interest arises during my review of the proposals, I will immediately report it to the Sandie MacDonald at Saundra.macdonald@doe.nh.gov.

Signed: _____

Dated: _____

STATE OF NEW HAMPSHIRE - DEPARTMENT OF EDUCATION
NH Statewide Assessment: ELA, Mathematics, Science
RFP 2017-073 DOE New Hampshire Statewide Assessments
Scoring Rubric

An external team of stakeholders will review and score all proposals. The following criteria, in addition to the requirements, terms and conditions identified in the RFP, will be considered as part of the selection process.

Proposal Evaluation Criteria and Rating System

Each Proposal Evaluation Criterion will be rated for evidence of quality, clarity, completeness, innovation and overall probability of success. Next to each criterion is a reference points scale to assist in assiging points:
Excellent (E) – Exceeds expectations for this criterion. Demonstrates a very high level of quality, clarity, completeness and/or innovation. Very high probability of success.
Good (G) – Meets expectations for this criterion. Demonstrates a high level of quality, clarity, completeness and/or innovation. High probability of success.
Minimal (M) – Meets some expectations for this criterion. Demonstrates an adequate level of quality, clarity, completeness and/or innovation. Moderate probability of success.
Unsatisfactory (U) – Does not meet the expectations for this criterion. Demonstrates a low level of quality, clarity, completeness and/or innovation. Low probability of success.
Components not included as part of proposal always score a zero (0).

- You will assign a number of points for each criterion in the columns to right of the reference scale under the vendor you are reviewing.
- Each vendor has a color-coded separate column.
- The number of points you assign to each vendor for each component will range from 0 to the highest number in the Excellent (E) range.
- Example: If you believe the vendor has exceedingly met the expectations of the component you would chose a value from the E column. If that range is 6-9, you would record a number from that range (6, 7, 8, or 9) in the color coded column for that vendor.
- Below each criterion is a bulleted list of elements you may want to consider when scoring. Detailed information can be found in the RFP. **The items in the bulleted lists are not individually scored**. The items are for guidance and reference.

Evaluator Compliance and Qualification

- Contact the NH Department of Education, Sandie MacDonald (271-3453) or Heather Gage (271-5992), if you have any questions regarding the RFP and/or the vendor's proposal.
- Proposals cannot be discussed with anyone except with the NH DOE identified personnel above to ensure the security of the proposals during the scoring and contracting phase.
- Scoring must be done independently.
- Vendors may not be contacted for any reason during the scoring process. If you are engaged in other work with a bidding vendor you must disclose that information and may not discuss the project or any of the proposals with them.

Name:	**Date review completed:**	**Signature:**

Please include 2-3 sentences about your current and/or pervious roles and experience in K-12 education/assessment. This information will be used to support your qualifications as a reviewer for the NH Statewide Assessment vendor proposals.

Example	**E**	**G**	**M**	**U**	**Vendor 1 Score**	**Notes**	**Vendor 2 Score**	**Notes**
1. Example Component	**16-20**	**11-15**	**6-10**	**0-5**	**7**	Please include any notes in this space.	**4**	Please include any notes in this space.

STATE OF NEW HAMPSHIRE - DEPARTMENT OF EDUCATION
NH Statewide Assessment: ELA, Mathematics, Science
RFP 2017-073 DOE New Hampshire Statewide Assessments
Scoring Rubric

Criterion	E	G	M	U	Vendor 1 Score	Notes	Vendor 2 Score	Notes
1. PROPOSED SOLUTION COMPONENT A: Summative ELA and Math with Reporting Portal	**8-9**	**5-7**	**2-4**	**0-1**				

Items to consider when scoring this component:
• Responds clearly, concisely and completely to RFP priorities and requirements.
• Proposes methods, procedures and strategies that are sound, innovative, and represent current research and best practice in assessment design and delivery.
• Demonstrates understanding of the states' needs and the challenges that need to be met in order to achieve it.
• Assessment will be substantially aligned and include appropriate representations of the New Hampshire's grade level academic standards for ELA, mathematics and science.
• Assessment will align with nationally and/or internationally recognized academic standard(s) with demonstrable longitudinal data supporting both student growth and student achievement models.

Criterion	E	G	M	U	Vendor 1 Score	Notes	Vendor 2 Score	Notes
2. PROPOSED SOLUTION COMPONENT B - Summative Science with Reporting Portal	**8-9**	**5-7**	**2-4**	**0-1**				

Items to consider when scoring this component.
• Responds clearly, concisely and completely to RFP priorities and requirements.
• Proposes methods, procedures and strategies that are sound, innovative, and represent current research and best practice in assessment design and delivery.
• Demonstrates understanding of the states' needs and the challenges that need to be met in order to achieve it.
• Assessment will be substantially aligned and include appropriate representations of the New Hampshire's grade level academic standards for ELA, mathematics and science.
• Assessment will align with nationally and/or internationally recognized academic standard(s) with demonstrable longitudinal data supporting both student growth and student achievement models.

STATE OF NEW HAMPSHIRE - DEPARTMENT OF EDUCATION
NH Statewide Assessment: ELA, Mathematics, Science
RFP 2017-073 DOE New Hampshire Statewide Assessments
Scoring Rubric

Criterion	E	G	M	U	Vendor 1 Score	Notes	Vendor 2 Score	Notes
3. PROPOSED SOLUTION COMPONENT C - Interim ELA and Math with Reporting Portal	**5**	**3-4**	**1-2**	**0**				

Items to consider when scoring this component:
• Responds clearly, concisely and completely to RFP priorities and requirements.
• Proposes methods, procedures and strategies that are sound, innovative, and represent current research and best practice in assessment design and delivery.
• Demonstrates understanding of the states' needs and the challenges that need to be met in order to achieve it.
• Assessment will be substantially aligned and include appropriate representations of the New Hampshire's grade level academic standards for ELA, mathematics and science.
• Assessment will align with nationally and/or internationally recognized academic standard(s) with demonstrable longitudinal data supporting both student growth and student achievement models.

Criterion	E	G	M	U	Vendor 1		Vendor 2	
4. PROPOSED SOLUTION COMPONENT D - Interim Science Assessment with Reporting Portal	**5**	**3-4**	**1-2**	**0**				

Items to consider when scoring this component:
• Responds clearly, concisely and completely to RFP priorities and requirements.
• Proposes methods, procedures and strategies that are sound, innovative, and represent current research and best practice in assessment design and delivery.
• Demonstrates understanding of the states' needs and the challenges that need to be met in order to achieve it.
• Assessment will be substantially aligned and include appropriate representations of the New Hampshire's grade level academic standards for ELA, mathematics and science.
• Assessment will align with nationally and/or internationally recognized academic standard(s) with demonstrable longitudinal data supporting both student growth and student achievement models.

STATE OF NEW HAMPSHIRE - DEPARTMENT OF EDUCATION
NH Statewide Assessment: ELA, Mathematics, Science
RFP 2017-073 DOE New Hampshire Statewide Assessments
Scoring Rubric

Criterion	E	G	M	U	Vendor 1		Vendor 2	
5. CORPORATE OVERVIEW AND PROJECT MANAGEMENT	**17-21**	**11-16**	**5-10**	**0-4**				

Items to consider when scoring this component:
Corporate Qualifications
• Longevity and financial stability of business and key businesses partners, if part of this proposal.
• Standing in and evaluation of market position of proposed assessment solution(s).
• Demonstrated competence in working with the proposed product or technology, including examples of product updates (e.g., updates for standard changes) and technology over time as market needs have evolved.
• Depth of required technical skill within the company.
• Successful completion of previous similar projects.

Project Management Competence
• Expertise and experience in priority areas.
• Staff qualification and experience.
• Size and composition of the vendor team.

Project Plan
• Work Plan
• Management Meetings
• Communication Model
• Program Improvement Plans
• Risk Management and Quality Assurances

Criterion	E	G	M	U	Vendor 1		Vendor 2	
6. PROJECT EXECUTION	**17-21**	**11-16**	**5-10**	**0-4**				

Items to consider when scoring this component:
Implementation and Operation
• Implementation Approach
• System Testing

Ongoing Operations
• Help Desk Support
• Technical Reporting and Advising
• Customer Solution Center

Criterion	E	G	M	U	Vendor 1		Vendor 2	
7. PRICING MODEL COMPONENT A - Summative ELA and Math	**7-8**	**5-6**	**2-4**	**0-1**				

Items to consider when scoring this component:
Cost Effective Budget
• Appendix F Tables

Evidence of Sound Fiscal Management Practices

Criterion	E	G	M	U	Vendor 1		Vendor 2	
8. PRICING MODEL COMPONENT B - Summative Science	**7-8**	**5-6**	**2-4**	**0-1**				

Items to consider when scoring this component:
Cost Effective Budget
• Appendix F Tables

Evidence of Sound Fiscal Management Practices

Criterion	E	G	M	U	Vendor 1		Vendor 2	
9. PRICING MODEL COMPONENT C - Interim ELA and Math	**4**	**3**	**2**	**0-1**				

Items to consider when scoring this component:
Cost Effective Budget
• Appendix F Tables

Evidence of Sound Fiscal Management Practices

Criterion	E	G	M	U	Vendor 1		Vendor 2	
10. PRICING MODEL COMPONENT D - Interim Science	**4**	**3**	**2**	**0-1**				

Items to consider when scoring this component:
Cost Effective Budget
• Appendix F Tables

Evidence of Sound Fiscal Management Practices

Criterion	E	G	M	U	Vendor 1		Vendor 2	
11. OVERALL QUALITY OF PROPOSAL	**6**	**4-5**	**2-3**	**0-1**				

Items to consider when scoring this component:

The vendor proposed solution provides a comprehensive, coherent and integrative response to the Scope of Work and other project priorities that demonstrates the capacity to implement the project on time, within budget and at a high level of quality.

New Hampshire
Department of Education
Serving New Hampshire's Education Community

Proposal Review

NH Statewide Assessments: ELA, Mathematics, Science

RFP 2017-073

New Hampshire Department of Education

NH Statewide Assessment System
RFP and Proposal
State Project Team

State Project Team

Frank Edelblut, Commissioner, Department of Education

Heather Gage, Director, Division of Educational Improvement

Sandie MacDonald, Administrator, Bureau of Instructional Support and Student Assessment

Julie Couch, Administrator, Office of Student Assessment

Barbara Hopkins, Administrator, Science Education

Erik Klardie, Systems Development Specialist, Department of Information Technology

New Hampshire Department of Education

NH Statewide Assessment System Proposal Evaluation Teams and Purpose

Evaluation Committee Purpose

The purpose of the Proposal Review Committee is to carefully vet proposals received in order to provide a recommendation for award to the vendor that provides the best possible solution for the students in New Hampshire.

New Hampshire
Department of Education
Serving New Hampshire's Education Community

Proposal Review Committee

NH Statewide Assessments: ELA, Mathematics, Science

Scoring

New Hampshire Department of Education

Objectives of Individual Scoring

Members of the Proposal Review Committee are asked to:

- Understand the RFP's Statement of Work.
- Read each proposal in detail; proposals are approximately 300 pages.
- Use the evaluation criteria established in the RFP Scoring Guide and scoring rubric (to be provided after confidentiality agreement is received) to fairly and objectively evaluate the proposals.
- Ensure all proposals are evaluated in a fair and systematic manner.
- Return the completed scoring rubric to the NH DOE by May 17, 2017.

Evaluators may not discuss proposals or independent scores with anyone, except with committee members during a formal NH DOE scheduled meeting

New Hampshire Department of Education

What to Consider when Scoring

Members of the Proposal Review Committee should consider:

- Completeness of the vendors response to the requirements.
- The vendors experience and demonstrated understanding of the contract requirements outlined in the Statement of Work (SOW).
  - Did the vendor simply repeat the SOW?
    - Reiterating the SOW should not be considered an indication that a vendor understands the contract requirements.
    - Consider the specifics in the vendors approach; not merely repeat or paraphrase the RFP.

After an objective assessment, identify the proposal's viability, feasibility and acceptability.

New Hampshire Department of Education

Example of a Vendor Paraphrasing vs. Addressing RFP Components

EXAMPLE: The RFP asked the Offeror to answer:

What is your process for dealing with an employee performance issue?

Offeror Response #1	What is ***Wrong*** with Offeror Response #1?	**Offeror Response #2**	What is ***Right*** with Offeror Response #2?
• ***We are committed to perform responsibly in the review and revision of professional and administrative policies and procedures. Such policies and procedures would be to ensure that customer complaints are addressed in a timely and courteous manner, always with the ultimate consideration for customer satisfaction. Matters that would most often require close attention include:*** – Late arrivals for service – Failure to appear at scheduled service site – Unprofessional behavior – Unprofessional attire – Suspicion of substance abuse	• Did you see a process for identifying, responding to, and resolving performance issues? • Did the response discuss ***how*** will they address the performance issues? • Whose responsibility is it to address the performance issue? • What is the timeframe for addressing and resolving the performance issue?	• ***Offeror provided mechanisms for early identification and response*** • ***Offeror discussed its employment expectations and provided documentation of such*** • ***Offeror discussed its 24-hour Corporate Compliance Program*** • ***Offeror discussed the process it would use to deal with an employee issue:*** – Investigation – Verbal Warning – Written Warning – Termination	• The Offeror discussed its process and the various stages at which the process is initiated – Investigation – Verbal Warning – Written Warning – Termination • It also provided an ***"added bonus"*** of utilizing ***"Mechanisms for Early Identification and Response"***

New Hampshire Department of Education

Independent Scoring Do's and Don'ts

- DO give each proposal the same consideration up front.
- The name of the vendor should not influence (positively or negatively) the evaluator's comments or ratings, except when evaluating past performance.
- DO be fair and consistent in the proposal evaluation.
- DO provide detailed comments and accurate references when making notes.
- If an item is a strength/weakness for one proposal it must also be noted as a strength/weakness when it appears in other proposals.
- DO NOT rate an idea as a positive in one proposal and the same idea as a negative in another.
- DO NOT evaluate or compare proposals against one another.
- DO NOT score based on criteria that is not included in the RFP.

New Hampshire Department of Education

Scoring Rubric

The Scoring Rubric was developed as a tool for evaluators to use when scoring proposals.

Benefits:

- Provides a consistent approach to evaluating proposals.
- Easy to use and understand.
- Failure to follow the scoring rubric will result in consistent proposal evaluations.

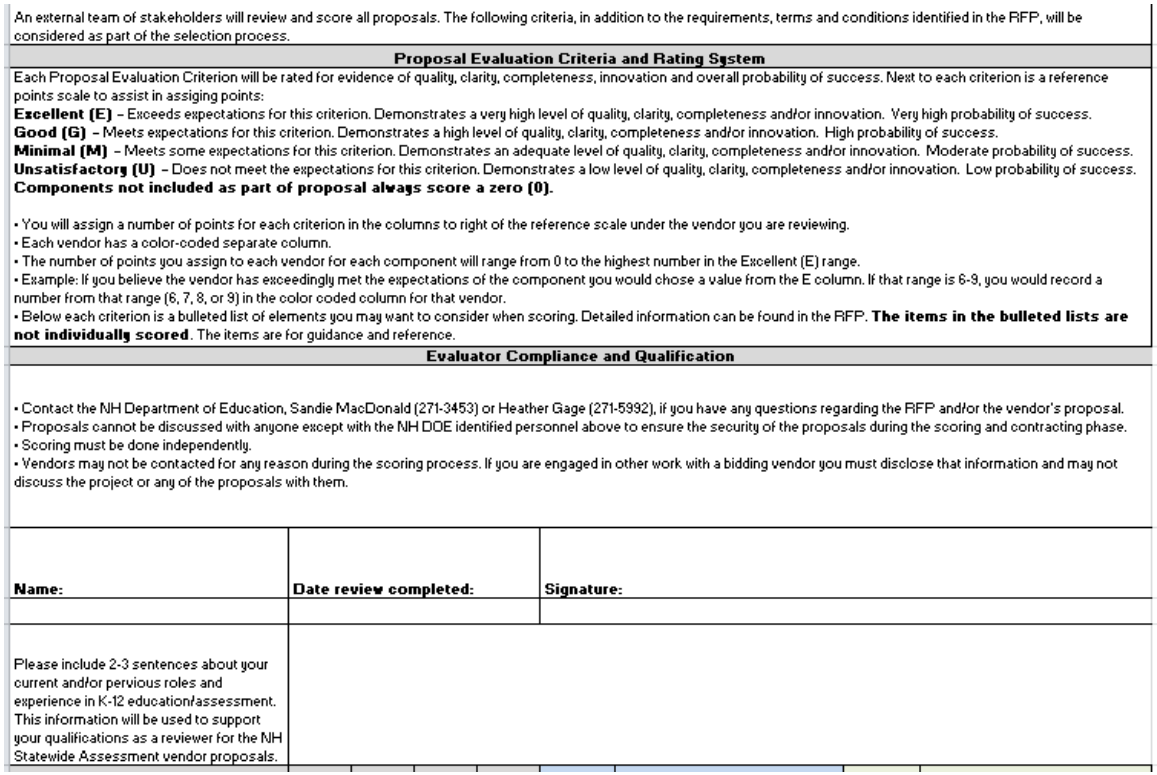
Self-Check:

When finished scoring a proposal always ask yourself:

- Did this vendor demonstrate sufficient competence to be awarded the
- contract?
- If your scores do not reflect how you responded to this question then you should revisit your scores.

New Hampshire Department of Education

Scoring Rubric



An external team of stakeholders will review and score all proposals. The following criteria, in addition to the requirements, terms and conditions identified in the RFP, will be considered as part of the selection process.

Proposal Evaluation Criteria and Rating System

Each Proposal Evaluation Criterion will be rated for evidence of quality, clarity, completeness, innovation and overall probability of success. Next to each criterion is a reference points scale to assist in assigning points:

Excellent (E) – Exceeds expectations for this criterion. Demonstrates a very high level of quality, clarity, completeness and/or innovation. Very high probability of success.
Good (G) – Meets expectations for this criterion. Demonstrates a high level of quality, clarity, completeness and/or innovation. High probability of success.
Minimal (M) – Meets some expectations for this criterion. Demonstrates an adequate level of quality, clarity, completeness and/or innovation. Moderate probability of success.
Unsatisfactory (U) – Does not meet the expectations for this criterion. Demonstrates a low level of quality, clarity, completeness and/or innovation. Low probability of success.
Components not included as part of proposal always score a zero (0).

- You will assign a number of points for each criterion in the columns to right of the reference scale under the vendor you are reviewing.
- Each vendor has a color-coded separate column.
- The number of points you assign to each vendor for each component will range from 0 to the highest number in the Excellent (E) range.
- Example: If you believe the vendor has exceedingly met the expectations of the component you would chose a value from the E column. If that range is 6-9, you would record a number from that range (6, 7, 8, or 9) in the color coded column for that vendor.
- Below each criterion is a bulleted list of elements you may want to consider when scoring. Detailed information can be found in the RFP. **The items in the bulleted lists are not individually scored**. The items are for guidance and reference.

Evaluator Compliance and Qualification

- Contact the NH Department of Education, Sandie MacDonald (271-3453) or Heather Gage (271-5992), if you have any questions regarding the RFP and/or the vendor's proposal.
- Proposals cannot be discussed with anyone except with the NH DOE identified personnel above to ensure the security of the proposals during the scoring and contracting phase.
- Scoring must be done independently.
- Vendors may not be contacted for any reason during the scoring process. If you are engaged in other work with a bidding vendor you must disclose that information and may not discuss the project or any of the proposals with them.

Name:	**Date review completed:**	**Signature:**
Please include 2-3 sentences about your current and/or pervious roles and experience in K-12 education/assessment. This information will be used to support your qualifications as a reviewer for the NH Statewide Assessment vendor proposals.		

- The first page of Scoring Rubric explains the point system, E, G, M and U.
- You may print the PDF version of the rubric and then scan the document to return to the NH DOE, or you may use the Excel document to complete and submit electronically.
- **All evaluators must sign and date the first page of the rubric.**
- Please include 2-3 sentences about your experience in the row below your signature.
- **NH DOE via confidential fax: 603-271-8709.**

New Hampshire Department of Education

Scoring Rubric – Sample Element

Assessment vendor proposals.

Example	E	G	M	U	Vendor 1 Score	Notes	Vendor 2 Score	Notes
1. Example Component	16-20	11-15	6-10	0-5	7	Please include any notes in this space.	4	Please include any notes in this space.

The maximum number of points for each criterion is assigned next to the proposed solution element.

- For this example criterion there is a maximum amount of 20 points and a minimum of 0.
- Record your rating under the corresponding *Vendor* column.
- Add any notes in the *Notes* column.
- In this example Vendor 1 received 7 points; Vendor 2 received 4 points.
- Follow this process for each criterion you are scoring.
- The Scoring Detail is referred to on pages 18-22 of the RFP.

New Hampshire Department of Education

Scoring Rubric – Bulleted Lists

Criterion	E	G	M	U	Vendor 1		Vendor 2	
5. CORPORATE OVERVIEW AND PROJECT MANAGEMENT	17-21	11-16	5-10	0-4				

Items to consider when scoring this component:

Corporate Qualifications

- Longevity and financial stability of business and key businesses partners, if part of this proposal.
- Standing in and evaluation of market position of proposed assessment solution(s).
- Demonstrated competence in working with the proposed product or technology, including examples of product updates (e.g., updates for standard ch
- Depth of required technical skill within the company.
- Successful completion of previous similar projects.

Project Management Competence

- Expertise and experience in priority areas.
- Staff qualification and experience.
- Size and composition of the vendor team.

Project Plan

- Work Plan
- Management Meetings
- Communication Model
- Program Improvement Plans
- Risk Management and Quality Assurances

- Below each criterion is a bulleted list of elements you may want to consider when scoring.
- Detailed information can be found in the RFP.
- **The items in the bulleted lists are not individually scored.**
- The items are for guidance and reference.

New Hampshire Department of Education

Scoring Detail

5.4.1 Scoring of the Proposed Solution (pp. 18-19)

The vendor's proposed solution will be allocated a maximum score of twenty-eight (28) points. The main purpose of this section is to measure how well the solution meets the needs outlined in Appendix C, C-1Scope of Work and Appendix D, D-1 Proposed Solution. The contribution of scoring team members representing all stakeholders will be critical in this section.

Criteria for these scores will be found in but are not limited to:

- Proposal Section III: Responses to Requirements and Deliverables
- Attachment Table C-2: Requirements, particularly business requirements
- Proposal Section IV: Narrative Responses

New Hampshire Department of Education

Scoring Detail

5.4.2 Scoring of Corporate Overview and Project Management (pp. 19-20)

Corporate Overview and Project Management will be allocated a maximum score of twenty-one (21) points. In this section the State will score the technical merits of how the vendor proposes to carry out the implementation and maintain the solution. The implementation of the solution will require the vendor to customize or configure the application to meet the requirements of the State, monitor and ensure its operation throughout the warranty period and, if maintenance is to be provided, to be a partner in the solution's operation throughout its useful life. Technical details of the system, administrative procedures, how the vendor manages its team, the project and the technical environment will be critical.

Criteria for these scores will be found in but are not limited to:

- Proposal Section III: Responses to Requirements and Deliverables and Technical Requirements
- Proposal Section IV: Narrative Responses
- Proposal Section V: Corporate Qualifications

New Hampshire Department of Education

Scoring Detail

5.4.3 Scoring of Project Execution and Ongoing Operations (pp. 20-21)

Vendor proposed plan for project executive and ongoing operations will be allocated a maximum score of twenty-one (21) points. It must be established that the vendor company is capable of carrying out the project through implementation, the warranty period and the maintenance period and any contract extensions. This project has a tight implementation schedule and vendors should specifically address risks and remediation strategies to address the compressed time schedule.

Criteria for these scores will be found in but are not limited to:

- Proposal Section III: Responses to Requirements and Deliverables and Technical Requirements
- Proposal Section IV: Narrative Responses
- Proposal Section V: Corporate Qualifications
- Proposed Work Plan
- References

New Hampshire Department of Education

Scoring Detail

5.4.4 Scoring of Pricing Model (pp. 21-22)

Vendor proposed software solution cost will be allocated a maximum score of twenty-four (24) points. The State will consider both implementation costs and subsequent year license and maintenance costs, provided in Tables F-1: Activities/Deliverables/Milestones Pricing Worksheet, F-4: Software Licensing, Maintenance, and Support Pricing Worksheet and, if appropriate, F-5: Web Site Hosting, Maintenance, and Support Pricing Worksheet. The cost information required in a proposal is intended to provide a sound basis for comparing costs.

Criteria for these scores will be found in but are not limited to:

- Proposal Section III: Responses to Requirements and Deliverables and Technical Requirements
- Proposal Section IV: Narrative Responses
- Proposal Section VII: Pricing Model
- Proposed Work Plan

New Hampshire Department of Education

Scoring Detail

5.4.5 Scoring the Overall Quality of the Proposal (p. 22)

The vendor proposed solution provides a comprehensive, coherent and integrative response to the Scope of Work and other project priorities that demonstrates the capacity to implement the project on time, within budget and at a high level of quality. A maximum score of six (6) points will be allotted to the overall quality of the proposal.

Criteria for these scores will be found in but are not limited to:

- Section I: Executive Summary
- Section III: Responses to Requirements and Deliverables
- Section IV: Narrative Responses
- Section V: Corporate Qualifications
- Section VI: Qualifications of Key Vendor Staff
- Section VII: Pricing Model
- Proposed Work Plan

New Hampshire
Department of Education
Serving New Hampshire's Education Community

Proposal Review Committee

NH Statewide Assessments: ELA, Mathematics, Science

RFP Key Background and Information

New Hampshire Department of Education

The RFP Process

The Proposal you are scoring was submitted in response to a Request for Proposal (RFP) for the NH Statewide Assessment System.

A Request for Proposal (RFP) is a part of the required competitive procurement process in by which the State of New Hampshire Department of Education (NH DOE) solicits potential vendors to provide innovative solutions. The RFP encourages vendors to provide the best combination of price, quality and service.

Benefits of the RFP process:

- Seek multiple vendor solutions to an agency requirement.
- Provides vendors with flexibility in the content of their proposals.
- Ensures fair and just competition among qualified vendors.
- Considers subjective criteria other than price in the award process.

New Hampshire Department of Education

RFP Background Information

NH DOE solicited proposals from vendors experienced in statewide student assessments and assessment systems with the capacity to deliver machine-scored online summative and interim assessments. Requested system components:

- Reporting capabilities to allow easy and timely access to results at various reporting levels from statewide down to the individual student/parent;
- ELA (to also include a machine-scored/artificial intelligence (AI) scored writing component) and mathematics to be administered annually in grades 3-8, and science to be administered annually in grades 5, 8, and 11;
- Interim assessment results that may (in later subsequent years) be aggregated and used in lieu of summative assessments, if permitted under ESSA; and
- A paper-based assessment option for special circumstances.

New Hampshire Department of Education

RFP Background Information cont.

The content of the ELA, mathematics and science assessments must align with:

- Appropriate representations of the New Hampshire's grade level academic standards for ELA, mathematics and science. (NH RSA193-C:3 III); and
- Nationally and/or internationally recognized academic standard(s) with demonstrable longitudinal data supporting both student growth and student achievement models leading to college and career readiness.

- The assessments must meet high standards of technical quality, the requirements set forth in New Hampshire state law (RSA 193:C) and the Every Student Succeeds Act (ESSA) and corresponding United States Department of Education (US ED) regulations. Further, the assessments must meet the requirements of the US ED Peer Review Guidelines.

New Hampshire Department of Education

RFP Components

This RFP contains five (5) components:

Vendors may bid on all five (5) components (components A, B, C, D, E), on any combination of assessment components (A, B, C, D), or any individual assessment component (A, B, C, D). For each component selected by the vendor, the proposal must address component E, and must address each component selected completely. The NH DOE will not accept bids for pieces of individual components.

1. COMPONENT A: SUMMATIVE ASSESSMENTS IN ELA AND MATHEMATICS. The ELA (to include machine-scored writing component) and mathematics assessments will be administered annually in grades 3-8.

2. COMPONENT B: SUMMATIVE ASSESSMENT IN SCIENCE. Science assessments will be administered annually in grades 5, 8, and 11.

New Hampshire Department of Education

RFP Components cont.

3. COMPONENT C: INTERIM ASSESSMENTS IN ELA AND MATHEMATICS. These online assessments are to be made available for local district use at least in the same grades included in the summative assessments described above. The purpose of the interim assessments is to provide timely and useful feedback that local educators can use to gauge the growth and achievement of students throughout the school year and to predict summative learning. Such assessment results may also be aggregated and used in lieu of summative assessments, if permitted under ESSA.

4. COMPONENT D: INTERIM ASSESSMENTS IN SCIENCE. These online assessments are to be made available for local district use at least in the same grades included in the summative assessment described above. The purpose of the interim assessments is to provide timely and useful feedback that local educators can use to gauge the growth and achievement of students throughout the school year and to predict summative learning. Such assessment results may also be aggregated and used in lieu of summative assessments, if permitted under ESSA.

New Hampshire Department of Education

RFP Components cont.

5. COMPONENT E: REPORTING PORTAL. The reporting portal must be capable of being upgraded across time. Initially, the system must be able to organize and present assessment data in a way that is easy for all users to read and understand. The Reporting Portal should allow for differentiated access to individual student, classroom, school, district and state assessment data, and they should integrate seamlessly with each other. Assessment results must be able to be provided to parents, among others, in a timely fashion, either online or by printed report.

Machine Scored Online Assessment

The assessments will be administered and scored online where applicable and fiscally practicable.

New Hampshire Department of Education

RFP Section A – Background Information

A-1.1 Purpose

- An assessment system designed to meet NH RSA 193-C:1 IV
- Designed to assess what students know and are able to do.
- Results shared statewide and reported to districts, schools, teachers, parents and students.

A-1.2 Assessment Tasks

Objectively scored items should include:

- constructed response;
- writing sample; and
- Other open-ended performance tasks (NH RSA193-C:3 II).

New Hampshire Department of Education

RFP Section A – Background Information cont.

A-1.3 Assessment Criteria

- Valid and appropriate representation of academic standards assessed at each grade level specified in the RFP.
- Teachers shall be involved in designing and using the system.
- Frameworks should be understandable by parents, teachers, and school personnel.

A-1.4 Assessment Data Use

- The system must generate data accessible to and usable by the NH DOE, districts, schools, teachers, parents, students and colleges.

New Hampshire Department of Education

RFP Section A – Background Information cont.

A-1.5 Goals and Objectives

- Measure student mastery of academic standards and achievement of expected growth.
- Yield informative and accessible data.
- Provide a smooth transition to any new assessment system.
- Responsible and cost-effective.

A-1.7 Test Type

- Summative
- Interim
  - Matrix Items and Matrix Sampling.
  - Items with Multiple Components.

New Hampshire Department of Education

RFP Section A – Background Information cont.

A-1.9 Security/Confidentiality/FERPA

– The vendor shall provide assurance that it will meet the requirements of NH RSA 193-C:10 Accessibility of Assessment Materials:

"After the assessment results are released by the department, a pupil's parent or legal guardian shall have the right to inspect and review the pupil's assessment, including the questions asked, the pupil's answers, instructions or directions to the pupil, and other supplementary materials related or used to administer the pupil's assessment."

New Hampshire Department of Education

RFP Section C – System Requirements & Deliverables

C-1 Compliance with System Requirements

- Responsible for the development or procurement of all items included on the components of the NH statewide summative and interim assessments for ELA, mathematics, and/or science bid on.
- Solution must be accessible to all students.
- Components must include a variety of test items.
- On-line assessments must work with a variety of devices using a variety of browsers if necessary.

New Hampshire Department of Education

RFP Section C – System Requirements & Deliverables cont.

C-1 Compliance with System Requirements cont.

- Vendors do not have to bid on all Components (A-D) but must address Component E for each Component included.
- Score reports must be customizable for districts, schools, teachers, parents and other audiences.
- Assessment must produce longitudinal data supporting both student growth and student achievement.
- Assessment must be ready for use and able to produce valid and reportable scores in the 2017-2018 academic year.

New Hampshire Department of Education

RFP Section D – Topics for Mandatory Narrative Response

D-1 Test Construction

- Topic 1.2 Test Administration
  - Approximately 2 hours of testing per summative assessment area.
  - Machine Scored.
- Topic 1.4 Accessibility and Fairness
  - Include a draft list of appropriate assessment accommodations separately for students with disabilities and English language learners.
  - Include a description of how students with visual impairment will access on-line assessments or be provided with other accommodation, as appropriate.
  - Include a description of how students unable to access online assessments will participate in the assessments.

RFP Section D – Topics for Mandatory Narrative Response cont.

D 1.4 Training and Support

- Topic 13 Training Materials
  - Training materials will be provided in formats that will permit them to be accessed and downloaded via the internet and must be ADA compliant.
  - Vendors should plan for 100-125 participants at annual regional trainings.
  - Vendors budget for all costs associated with regional trainings including food and facilities.

New Hampshire Department of Education

RFP Section D – Topics for Mandatory Narrative Response cont.

D 1.8 Reporting Portal

- The Reporting Portal should provide a platform that seamlessly integrates data from state summative and interim assessments.
- The NH DOE prefers a system that would allow users to customize particular aspects of their individual dashboard profiles.
- The system must be designed to allow the state access to high level information.
- The system would ideally allow students and parents to access detailed information. **This can be included as a separate pricing model.**

New Hampshire Department of Education

RFP Section D – Topics for Mandatory Narrative Response cont.

D 2 Corporate Overview and Project Management

- Topic 28 Vendor Experience
  - A description outlining the vendor's overall position in the State assessment market, including the length of time, states served, addition/loss of states over the past five (5) years.
  - A general description of the vendor's capabilities and capacities related to development, production, shipping and receipt, administration (of paper-based and online assessments), scanning, scoring (human and artificial intelligence), data processing, reporting and psychometric activities shall be included.

New Hampshire Department of Education

Standards for Describing Vendor Qualifications

Appendix E

Qualifications are important factors in selecting a vendor and accompanying implementation and follow on support services. To facilitate evaluation of vendor qualifications, the State seeks information about:

(1) corporate qualifications of each vendor proposed to participate in the Project;

(2) proposed team organization and designation of key staff;

(3) individual qualifications of candidates for the role of Project Manager; and

(4) individual qualifications of candidates for other key staff roles.

New Hampshire
Department of Education
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Proposal Review Committee

NH Statewide Assessments: ELA, Mathematics, Science

Important Reminders

New Hampshire Department of Education

Important Reminders

Contact the NH Department of Education if you have any questions regarding the RFP and/or the vendors proposal

Sandie MacDonald – (603) 271-3453

Heather Gage – (603) 271-5992

Proposals shall not be discussed outside of any formal Proposal Review Committee meeting called by the NH DOE.

All information contained in vendor proposals, including vendor names, is confidential.

Evaluators should not contact or discuss proposal elements or scores with the vendor, or with any other vendor (competing or non-competing).

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Important Reminders

- You may print the PDF version of the rubric and complete it as a paper/pen version of the document or you may complete the Excel version of the document.

- Paper/Pen versions may be returned via confidential fax at **603-271-8709.**

- Electronic versions may be returned via email to Sandie MacDonald at Saundra.MacDonald@doe.nh.gov

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Thank you!