



Assessment Request for Proposal: Scope of Work

5. SCOPE OF WORK

- 5.1 Vendor responses must address all requirements, specifications, preferences and functionalities included in this document. If the proposed solution cannot or does not include any of the requirements, specifications, preferences or functionalities described, this must be stated in the proposal.
- 5.2 The awarded vendor will collaborate with Nevada Department of Education (NDE) assessment staff to administer the Student Assessments.
- 5.3 NDE requests proposals from qualified assessment vendors of the following system elements.
- 5.3.1 Be delivered in a digital, computer-based format or paper/pencil when required (braille, large print, etc.) or appropriate
 - 5.3.2 Include adaptive or differentiated testing based on student performance levels
 - 5.3.3 All assessments must be criterion referenced assessments
 - 5.3.4 The vendor will show project management structure and provide calendar work plan
 - 5.3.5 Regular communications with NDE staff through a variety of methods including e-mail, phone, conference calls, video conferencing, and meetings
 - 5.3.6 The vendor will be available to NDE staff, district and building leaders as needed to analyze student results identifying trends in data, indicating areas of strength and areas of opportunity at the state, district, building, grade and student levels
 - 5.3.7 The vendor will schedule planning meetings with NDE assessment staff to occur at a minimum twice a year.
 - 5.3.8 The vendor will schedule to track and inform of progress to project goals with NDE assessment staff to occur at minimum once a week.
 - 5.3.9 The vendor will administer Science Assessments to students at Grades 5 and 8, and at High School with content aligned to the NVACS.

- 5.3.10 The vendor will administer Math and English Language Arts (ELA) assessments to students at Grades 3-8 with content aligned to the Nevada Academic Content Standards (NVACS)
- 5.3.11 The vendor will administer the Nevada Alternate Assessment (NAA) to students with significant disabilities at Grades 3-8 and 11 with content aligned to the NVACS Connectors.
- 5.3.12 Demonstrate alignment with NVACS in English Language Arts, Mathematics, and Science and the Nevada Content Connectors for the alternate assessment.
- 5.3.13 The vendor will provide development aligned to Nevada Academic Content Standards, administration, scoring, reporting, and technical support services for all assessment in the contract's scope of work.
- 5.3.14 The vendor will gain approval from NDE assessment staff on all services and related work.
- 5.3.15 The vendor will maintain an on-going item development process for new content to refresh the 3-8 math and ELA, the Science Assessments and for the NAA and include alignment study, content review, bias review, and field testing.
- 5.3.16 The vendor will support test security procedures and investigation of testing irregularities.
- 5.3.17 The vendor will maintain student data privacy and secure transfer of student pre-id assessment files
- 5.3.18 The vendor will reduce the administration burden on the school district and school assessment staff and provide training, test coordinator manual, test administration manual, and maintain a help-desk service center to be open to Nevada schools and school districts year-round.

- 5.3.19 The vendor will provide the 'Nevada Specific Usability, Accessibility, and Accommodations Guidelines' to school districts and school assessment staff.
- 5.3.20 The vendor will provide a delivery platform for the assessments with embedded universal tools, designated supports, and accommodations for students, including the use of multiple embedded accommodations when needed.
- 5.3.21 The vendor will conduct a validation study for the NAA administration scoring by reviewing the student recordings of item responses.
- 5.3.22 The vendor will conduct a standard setting when necessary for scoring student assessments as needed for each assessment.
- 5.3.23 The vendor will maintain student data privacy and secure transfer of student assessment result files.
- 5.3.24 The vendor will deliver student assessment result files to Nevada school districts and to the NDE in an electronic format containing all state requested fields by June 1st or a date specified by the Department.
- 5.3.25 The vendor will produce an Individual Student Report (ISR) for each student assessment.
- 5.3.26 Produce printable reports for families, teachers, building and district leaders, and state level reports.
- 5.3.27 The Vendor must publish an interpretation guide to explain student score reporting to teachers and parents in multiple languages.
- 5.3.28 The vendor will report Lexile® and Quantile® measures on the ISR.
- 5.3.29 The vendor will provide the ISR for each student electronically to NDE and districts for upload into Student Information System.

- 5.3.30 Vendor will ensure that all materials are American Disability Act (ADA) compliant including manuals, ISRs, and any other shared materials.
- 5.3.31 Include a data analysis component that provides prompt access to assessment results in the form of individual student progress reports, class summaries, class groupings for instruction, school reports, LEA level reports and state level reports
- 5.3.32 Include a data interaction reporting tool that NDE staff and other educational personnel can use to view student reports with the functionality to make student, school, district, subpopulation, and subgroup aggregations and comparisons
- 5.3.33 All assessments must meet the technical rigor established by USED as the critical elements for state assessments including: Statewide System of Standards and Assessments; Assessment System Operations; Technical Quality – Validity; Technical Quality - Other; Inclusion of All Students; and Academic Achievement Standards and Reporting.
- 5.3.34 The vendor will publish technical report(s) to support federal peer review submission.
- 5.3.35 Vendor will assist in all aspects of the peer review process for the contracted assessments including the gathering, archiving, and organizing of required evidence.
- 5.3.36 The vendor will make continuous improvements in the efficiency of delivering the student assessments, the quality of the materials produced, student records maintenance and validation, student access to assessment content, parent or guardian access to student results, and assessment literacy.
- 5.3.37 The vendor will attend Technical Advisory Committee (TAC) meetings.
- 5.3.38 The vendor will develop the TAC agenda in partnership with NDE and will present on the student assessments and/or related topics.
- 5.3.39 The vendor will support the TAC meetings by planning the meetings to occur at minimum twice a year and making the arrangements of where to hold the meetings and paying for travel, lodging, per diem, and stipends for the national experts, vendor staff, and NDE staff to attend.
- 5.3.40 The vendor will, in partnership with NDE, plan and implement in-person training regarding test administration, student management, and test security as needed year one and regionally (3 regions) annually. As well as a recorded version of the same training.
- 5.3.41 The vendor will provide a system of student management that allows district data validation during the assessment window by both manual means and file upload
- 5.3.42 The vendor will attend State Board of Education meetings when necessary to present on the student assessments and/or related topic.
- 5.3.43 The vendor will attend State Legislature meetings when necessary to present on the student assessments and/or related topic.
- 5.3.44 The vendor will attend other committee / organization meetings as requested by the Department to present on the student assessments and/or related topic.
- 5.3.45 The Vendor must provide psychometric support for scoring, data analysis, reporting, and to support the Department in a wide variety of communications.
- 5.3.46 The vendor will ensure the smooth transition between the current vendor to future vendor and transfer these materials.
 - A. Transfer of all materials, physical and electronic, related to the Nevada Student Assessments

- B. Test blueprints, test items (item cards and electronic items with all associated item metadata)
- C. Test item specification documents
- D. Test scoring and reporting files, test item scoring materials
- E. Technical reports and any other materials developed by the vendor to support the Nevada Student Assessments