

Questions Regarding Request for Proposal (RFP) #20-001
Scoring Pilot and Field Tests for Select New York State Examination

Question #	Program Area	Page #	Questions
1.	P	6	Annual Task Chart - Item #10: Please articulate who is completing the R&D analysis.
A.			The R & D analysis referred to in the Annual Task Chart will be completed by a contractor under a separate existing NYSED contract.
2.	P	6	Annual Timeline and Deliverables Task 3: Please provide an estimate of materials for each of shipments 2-5.
A.			The quantities contained in each of the shipments of field test answer documents from NYSED to the vendor will vary from year to year. In this most recent field test year, the field test answer documents were shipped to the vendor in four installments containing the following approximate quantities of answer documents respectively: 60,000, 49,000, 39,000, and 1,000.
3.	P	7	Scoring Pilot and Field Tests: Can vendors plan that the documents will be returned in groups by form?
A.			The vendor should plan to return the answer documents to NYSED in one shipment with the materials within the shipment arranged by field test subject and form.
4.	P	7	Scoring Pilot and Field Tests: Are all documents of a single form type (for example Algebra I, form 1) returned in one shipment or will forms be returned across shipments?
A.			The vendor will return all forms in all titles to NYSED in one shipment.
5.	P	8	<p>Scoring Pilot and Field Tests: Text in Question: Black scannable ink will be used. There will likely not be timing marks on the booklets. Each scoring document will have a booklet number so that the form number and booklet number combined create a unique identifier. The booklet number, test type, form, and year will be printed on each page in each book. The form number and booklet number will need to be captured by the vendor for each pilot or field test scoring document. It is not anticipated that answer documents will be labeled or overprinted with pre-ID information/barcodes or manually bubbled for student demographic information. Unique lithocodes will not be printed on scoring documents. The last page of each book is usually left blank. The vendor will not have the ability to change the design of the answer documents used for this program.</p> <p>Question:- After reviewing links to past operational tests at: http://www.p12.nysed.gov/assessment/ we noted that the</p>

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			posted pdf's do not have the booklet ID numbers described in the RFP. Will NYSED please post or supply a sample of a pilot or field test answer document that a contractor will receive that shows the booklet ID number, test type, form, and year printed on each page in the booklet that will need to be captured by the vendor for each pilot or field test scoring document.
A.			Along with the answers to these questions, NYSED is posting six sample field test answer booklet pages to illustrate how the booklet ID number, test type, form, and year are printed on them.
6.	P	8	First paragraph provides dimensions of the "lock boxes" and weight capacity. Would you provide more detail about the lock box? How much does the box weigh, what material is the box made of?
A.			The lock boxes are constructed of plastic with a slide on metal lid. Each empty lock box complete with lid weighs approximately 14 pounds including the weight of the locks.
7.	F	35	State of New York Agreement; Section IV.A, "Indemnification: We presume, that the obligation to indemnify the State in Section IV.A of the State of New York Agreement applies only to the extent that the Indemnitor is the cause of damage. Is this correct?
A.			The contract Indemnification provision provides that the Contractor is solely responsible for damages arising out of or related to services provided by the Contractor or its subcontractors.
8.	P	58-61	Attachment #1: Please clarify by content area whether any items appear on more than one form, and if so, how many unique items there are by grade/subject
A.			All of the constructed-response questions that the contractor will be scoring under the contract resulting from this RFP are unique to a single pilot or field test form.
9.	P	58-61	Attachment #1: Please confirm that items per form counts in attachment #1 are all constructed response/open ended item types.
A.			All of the counts in attachment #1 are constructed-response/open ended items.
10.	P	N/A	Although there is no provision in the RFP for delays in performance as a result of a force majeure event (events

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			beyond the contractor's reasonable control including without limitation, acts of God; acts or omissions of governmental authorities or NYSED or any third party; strikes, lockouts or other industrial disturbances; acts of public enemies; wars; blockades; riots; civil disturbances; epidemics; floods; hurricanes; tornadoes; and any other similar acts, events, or omissions), does the NYSED acknowledge that such delays in performance would not constitute a breach of the contract?
A.			In the event a delay in performance occurs as a result of a force majeure event beyond the contract of the affected party, the affected party will contact the other party in writing as soon as the delay is known and provide a written contingency plan. The parties will use commercially reasonable efforts to overcome the difficulties and will resume work as soon as reasonably possible. The non-affected party acknowledges that the affected party will not be held liable for failure to perform any provision of the contract if such failure is caused by a force majeure event. Notwithstanding the foregoing, if the force majeure condition continues beyond thirty (30) days, the parties shall decide on an appropriate course of action that will permit fulfillment of the parties' objectives hereunder.
11.	P	Attach.1 / Cost Prop.	If NYSED elects for fall testing, is there an expectation for an additional rangefinding event preceding [proceeding] the fall testing?
A.			Yes, additional fall/winter rangefinding will be necessary if NYSED administers fall field or pilot testing.
12.	P	8	NYSED seems to use answer document and test booklet interchangeably in the RFP text. Could you please confirm if any "answer documents" would be of the traditional Scantron type? If the answer documents are non-Scantron type documents how are the multiple-choice answers marked – fill-in the bubble, circle the distractor letter or circle the entire answer?
A.			The contractor will not be responsible for scoring any multiple-choice questions that may on rare occasion be interspersed with constructed-response questions in a field test form. Students will answer any such multiple-choice questions in a "Scantron-like" answer sheet, which will be scanned by NYSED.
13.	P	8	The last paragraph on page 8 in this section references 1-4 forms of answer documents. In Attachment 1 (Pg. 58-61) the Estimated Number of Forms column for some content areas

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			show more than 4 forms. For costing purposes which section should we use to estimate number of documents to scan?
A.			Vendors should use Attachment 1 (Pg. 58-61) for estimates of the number of discrete field test forms they will be scoring. The text referred to on page 8 is an indicator of the approximate number of different types or styles of answer booklets the vendor will be working with but is not an estimate of the number of discrete field test forms.
14.	P	8	The RFP mentions up to 5 shipments annually of materials to the vendor in lock boxes. Are the lock boxes shipped via UPS/FedEX or can shipments be made via LTL carrier? Are all the answer documents shipped at the same time in Aug?
A.			The vendor may arrange to ship the locked boxes with a carrier of its choosing. The answer documents from any given field test period will be made available to the vendor in installments. The vendor should plan to return all of the answer documents in the lock boxes in one installment.
15.	P	58	The estimated number of forms listed for Global History and Geography II (Grade 10 Framework) is CRQ: 4-6 . QUESTION: Can NYSED please confirm that this means that the vendor will receive between 2,800 and 5,400 Student Answer Documents?
A.			Yes, this means that the vendor will most likely receive between 2,800 and 5,400 Student Answer Documents for these field test forms.
16.	P	58	Would the vendor receive a different set of between 2,800 and 5,400 Student Answer Documents for the EI: 4-6?
A.			Yes, the vendor will most likely receive a different set of between 2,800 and 5,400 Student Answer Documents for the EI: 4-6 .
17.	P	60	Should the vendor expect to receive between 21,000 and 36,000 Student Answer Documents for the Algebra I Field Test?
A.			The vendor will most likely receive between 21,000 and 38,000 Student Answer Documents for the Algebra I Field Test.

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18.	P	8	In regard to the answer documents and pages to be processed and scored by the vendor outlined on page 8, will the intact booklet be received for processing with all items (including items that will not be scored by vendor) or will only the exact number of [separated] scorable answer document pages be received in the shipments?
A.			The vendor will be receiving intact booklets that include all pages.
19.	F	Attach. 1 Cost Proposal	Attachment 1 shows a range of anticipated forms, but the cost sheet only lists 1 number. Is this number in the cost sheet the minimum anticipated forms per subject, and should we use this number for pricing?
A.			The vendor should use the numbers shown in the Bid Form Cost Proposal. The numbers shown in the cost proposal are not the minimum anticipated forms per subject. The numbers in the cost proposal represent the units for which the bidder will propose costs and be compensated if awarded the contract. The tool provided in columns M through S of the Cost Proposal is intended only to generate a total estimated contract grand total cost for each cost proposal received. These grand totals are necessary in order that vendors' cost proposals can be fairly compared. The actual volume of exam forms and answer documents that will be scored by the vendor over the complete contract term may be more or less than the figures provided in this tool. The vendor will only be paid for the actual volume of papers scored. For example, for each field test form in mathematics, the vendor will be paid X for the first 500 or part thereof answer documents scored and Y for each additional 500 or part thereof answer documents scored.
20.	F	Attach. 1 Cost Proposal	Attachment 1 gives a range of potential items on any given form. For cost purposes, this could drive a range of pricing and uneven comparisons between vendors. Can the state give a more definitive number and type of items per form?

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A.			No, the State can not provide more definitive numbers and types of items per form. As NYSED is approaching the development of new field test forms to support new, as yet not finalized operational test designs, NYSED can not provide more definitive information at this time. Relying upon their expertise and the information provided in the RFP, bidders should be able to determine unit costs for the scoring services procured in each content area that ensures fair and reasonable compensation to the bidder and best value for the State of New York.
21.	P	Attach. 1 Cost Proposal	The cost proposal combines all subjects into a single category (e.g. under “Science” there are 6 different exams. However, the scope of the exam, and what is asked for each can differ greatly – from “10-15 items” to “Short Answers, Extended Answers, and Graphs. 1 - 2 credits, 8 - 9 total items.” The effort and cost to score these different exams will vary, but the cost spreadsheet only has a single cost point for all. Should each individual subject be given its own individual line?
A.			No, each individual subject does not need its own individual line. The bidder should use its expertise and all resources found in this RFP to determine a reasonable cost to score exam forms containing a variety of items and item types for each content area. Bidders must submit proposed costs without making any alterations to the Bid Form Cost Proposal provided with this RFP.
22.	F	Attach. 1 Cost Proposal	The budget sheet attached to the RFP clearly defines the number of forms to be used for budgeting purposes. Could the State please clarify the number of items to be scored, by content, which all vendors should use to ensure proposals can be directly compared?
A.			The State cannot provide more definitive numbers of items per form. As NYSED is approaching the development of new field test forms to support new, as yet not finalized, operational test designs, NYSED cannot provide more definitive information at this time. All vendors must submit cost proposals that rely on the information provided in the RFP. The bidder should use its expertise and all resources found in this RFP to determine a reasonable cost to score exams containing a specified range of items per form for each content area.
23.	M/WBE	1, 3, 5 and	Page 3 of the RFP establishes a 30% goal for M/WBE participation, and page 5 of the RFP establishes a 6% goal for

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		14	SDVOB. However, on page 14 a total subcontracting limit of 30% is listed. Meeting both the M/WBE and SDVOB goals would account for 36%. Can NYSED please clarify the subcontracting limit?
A.			<p>The subcontracting limit is 30% and includes subcontracts with MWBEs, SDVOBs, and other entities. Proposals that exceed the limit will not be considered for an award.</p> <p>All bidders are required to comply with NYSED's Minority and Women-Owned Business Enterprises (M/WBE) policy and therefore responsible for identifying areas in their budget where an M/WBE can be utilized. M/WBE participation is not limited to subcontracting and includes services, materials, or supplies purchased from minority and women-owned firms certified with the NYS Division of Minority and Women Business Development. The MWBE Coordinator is available to assist bidders throughout the procurement process and can be reached at MWBE@nysed.gov.</p>