INVITATION TO BID NO: 10-R-2216317

STATE OF ALABAMA

DEPTARTMENT OF FINANCE
DIVISION OF PURCHASING

INVITATION TO BID

REQ. AGENCY	: 008000 DEPARTMENT OF EDUCATION
AGENCY REQ. NO.	: 030159
T-NUMBER	:
DATE ISSUED	: 01/21/10
VENDOR NO.	:
VENDOR PHONE NO.	:
SNAP REQ. NO.	: 1434515
BUYER NAME	: JANNA WICKHAM
BUYER PHONE NO.	: (334) 242-4288-
PURCHASING PHONE NO	: (334) 242-7250

FOR: FALL 2010 AL HIGH SCHL GRAD EXAM 030159
SUZANNE WILLIAMS - DR GLORIA TURNER

BID MUST BE RECEIVED BEFORE:
DATE: 03/24/10 TIME: 5:00 PM

BIDS WILL BE PUBLICLY OPENED:
DATE: 03/25/10 TIME: 10:00 AM

TO BE COMPLETED BY VENDOR

INFORMATION IN THIS SECTION SHOULD BE PROVIDED, AS APPROPRIATE. BID RESPONSE MUST BE IN INK OR TYPED WITH ORIGINAL SIGNATURE AND NOTARIZATION.

1. DELIVERY: CAN BE MADE _____ DAYS OR _____ WEEKS AFTER RECEIPT OF ORDER

2. TERMS: _____(DISCOUNTS ARE TAKEN WITHOUT REGARD TO DATE OF PAYMENT.)

3. PRICE VALID FOR ACCEPTANCE WITHIN _____ DAYS.

4. VENDOR QUOTATION REFERENCE NUMBER, IF ANY: _____
(THIS NUMBER WILL APPEAR ON THE PURCHASE ORDER.)

5. E-MAIL ADDRESS: _____

INTERNET WEBSITE: _____

6. GENERAL CONTRACTOR'S LICENSE NO: _____

TYPE OF G.C. LICENSE: _____

***** IMPORTANT NOTE: *****
BIDDERS MUST COMPLY WITH ALL "BID RESPONSE INSTRUCTIONS" ON PAGE 2, TO INCLUDE ITEM 7 - COPY REQUIREMENT.

RETURN INVITATION TO BID:

US MAIL	COURIER
STATE OF ALABAMA DEPARTMENT OF FINANCE DIVISION OF PURCHASING P O BOX 302620 MONTGOMERY, AL 36130-2620	STATE OF ALABAMA DIVISION OF PURCHASING RSA UNION BUILDING 100 N. UNION ST., SUITE 192 MONTGOMERY, AL 36104

SIGNATURE AND NOTARIZATION REQUIRED

I HAVE READ THE ENTIRE BID AND AGREE TO FURNISH EACH ITEM OFFERED AT THE PRICE QUOTED. I HERBY AFFIRM I HAVE NOT BEEN IN ANY AGREEMENT OR COLLUSION AMONG BIDDERS IN RESTRAINT OF FREEDOM OF COMPETITION BY AGREEMENT TO BID AT A FIXED PRICE OR TO REFRAIN FROM BIDDING.

SWORN TO AND

SUBSCRIBED BEFORE ME THIS

_____ DAY OF _____

_____
NOTARY PUBLIC

TERM EXP: _____

FEIN OR SSN	AUTHORIZED SIGNATURE (INK)
COMPANY NAME	TYPE/PRINT AUTHORIZED NAME
MAIL ADDRESS	TITLE
CITY, STATE, ZIP	TOLL FREE NUMBER
PHONE INCLUDING AREA CODE	FAX NUMBER

AUTHORITY:
THE DEPARTMENT OF FINANCE CODE OF ADMINISTRATIVE PROCEDURE, CHAPTER 355-4-1 EFFECTIVE DECEMBER 20, 2001 IS INCORPORATED BY REFERENCE AND MADE A PART OF T HIS DOCUMENT. TO RECEIVE A COPY CALL (334)242-7250, OR OUR WEBSITE WWW.PURCHASING.ALABAMA.GOV .

INFORMATION AND ASSISTANCE TO MINORITY AND WOMEN-OWNED BUSINESSES IN ACQUIRING M/WBE CERTIFICATION MAY BE OBTAINED FROM THE OFFICE OF MINORITY BUSINESS ENTERPRISE, 1-800-447-4191.

BID (ITB) RESPONSE INSTRUCTIONS REV: 01/14/10

1. TO SUBMIT A RESPONSIVE BID, READ THESE INSTRUCTIONS, ALL TERMS, CONDITIONS AND SPECIFICATIONS.

2. BID ENVELOPES/PACKAGES/BOXES MUST BE IDENTIFIED ON FRONT, PREFERABLY LOWER LEFT CORNER AND BE VISIBLE WITH THE BID NUMBER AND OPENING DATE. EACH INDIVIDUAL BID (IDENTIFIED BY A UNIQUE BID NUMBER) MUST BE SUBMITTED IN A SEPARATE ENVELOPE. RESPONSES TO MULTIPLE BID NUMBERS SUBMITTED IN THE SAME ENVELOPE/COURIER PACKAGE, THAT ARE NOT IN SEPARATE ENVELOPES PROPERLY IDENTIFIED, WILL BE REJECTED. THE DIVISION OF PURCHASING DOES NOT ASSUME RESPONSIBILITY FOR LATE BIDS FOR ANY REASON INCLUDING THOSE DUE TO POSTAL, OR COURIER SERVICE. BID RESPONSES MUST BE IN THE DIVISION OF PURCHASING OFFICE PRIOR TO THE "RECEIVE DATE AND TIME" INDICATED ON THE BID.

3. BID RESPONSES (PAGE 1, PRICE SHEET AND ADDENDUMS (WHEN SIGNATURE IS REQUIRED)) MUST BE IN INK OR TYPED ON THIS DOCUMENT. OR EXACT FORMAT WITH SIGNATURES BEING HANDWRITTEN ORIGINALS IN INK (PERSON SIGNING BID, NOTARY, AND NOTARY EXPIRATION), OR THE BID WILL BE REJECTED. UNLESS INDICATED IN THE BID, ALL PRICE PAGES MUST BE COMPLETED AND RETURNED. IF AN ITEM IS NOT BEING BID, IDENTIFY IT AS NB (NO-BID). PAGES SHOULD BE SECURED. THE DIVISION OF PURCHASING DOES NOT ASSUME RESPONSIBILITY FOR MISSING PAGES. FAXED BID RESPONSES WILL NOT BE ACCEPTED.

4. THE UNIT PRICE ALWAYS GOVERNS REGARDLESS OF THE EXTENDED AMOUNT. A UNIT PRICE CHANGE ON A LINE MUST BE INITIALED BY THE PERSON SIGNING THE BID, OR THAT LINE WILL BE REJECTED. THIS INCLUDES A CROSS-OUT, STRIKE-OVER, INK-OVER, WHITE-OUT, ERASURE, OR ANY OTHER METHOD CHANGING THE PRICE.

5. A "NO BID" MUST BE RETURNED TO REMAIN ON A CLASS/SUBCLASS. RETURN PAGE 1 OR NOTIFICATION PAGE MARKED "NO-BID". IDENTIFY IT ON THE ENVELOPE AS A "NO-BID". FAILING TO RESPOND TO 3 ITB'S WITHIN THE SAME CLASS/SUBCLASS WILL AUTOMATICALLY PURGE THE VENDOR FROM THAT CLASS/SUBCLASS. RESPONDING WITH 6 "NO-BIDS" WITHIN THE SAME CLASS/SUBCLASS WILL AUTOMATICALLY PURGE THE VENDOR FROM THAT CLASS/SUBCLASS. A "NO-BID" RECEIVED LATE IS CONSIDERED A NO RESPONSE.

6. THE DIVISION OF PURCHASING IS NOT RESPONSIBLE FOR MISINTERPRETATION OF DATA FAXED FROM THIS OFFICE.

7. THE DIVISION OF PURCHASING REQUIRES AN ORIGINAL AND A MINIMUM OF ONE COMPLETE EXACT COPY (TO INCLUDE SIGNATURE AND NOTARY) OF THE INVITATION-TO-BID RESPONSE. THE ORIGINAL AND THE COPY SHOULD BE SUBMITTED TOGETHER AS A BID PACKAGE. FAILURE TO MARK RESPONSES AS "ORIGINAL" AND/OR "COPY" COULD RESULT IN THE ENTIRE BID RESPONSE BEING REJECTED.

8. AN IMPROPERLY SUBMITTED BID, LATE BID, OR BID THAT IS CANCELLED ON OR BEFORE THE OPENING DATE WILL BE HELD FOR 90 DAYS AND THEN DESTROYED. THE BID MUST BE RETRIEVED DURING REGULAR WORK HOURS, MONDAY - FRIDAY, EXCEPT STATE HOLIDAYS. AFTER THE BID IS DESTROYED, THE DIVISION OF PURCHASING ASSUMES NO RESPONSIBILITY FOR THE DOCUMENT.

DISQUALIFIED/CANCELLED BID

BIDS THAT ARE IMPROPERLY SUBMITTED OR RECEIVED LATE WILL BE A RESPONSE FOR RECORD, BUT WILL NOT BE RETURNED OR A NOTIFICATION MAILED.

THE FOLLOWING IS A PARTIAL LIST WHEREBY A BID RESPONSE WILL BE DISQUALIFIED:

BID NUMBER NOT ON FACE OF ENVELOPE/COURIER PACKAGE/BOX
RESPONSES TO MULTIPLE BID NUMBERS IN SAME ENVELOPE NOT PROPERLY IDENTIFIED
BID RECEIVED LATE
BID NOT SIGNED/NOT ORIGINAL SIGNATURE
BID NOT NOTARIZED/NOT ORIGINAL SIGNATURE OF NOTARY AND/OR NO NOTARY EXPIRATION
NOTARIZED OWN SIGNATURE
REQUIRED INFORMATION NOT SUBMITTED WITH BID
FAILURE TO SUBMIT THE ORIGINAL BID AND A COMPLETE EXACT COPY

CERTIFICATION PURSUANT TO ACT NO. 2006-557

ALABAMA LAW (SECTION 41-4-116,CODE OF ALABAMA 1975) PROVIDES THAT EVERY BID SUBMITTED AND CONTRACT EXECUTED SHALL CONTAIN A CERTIFICATION THAT THE VENDOR, CONTRACTOR, AND ALL OF ITS AFFILIATES THAT MAKE SALES FOR DELIVERY INTO ALABAMA OR LEASES FOR USE IN ALABAMA ARE REGISTERED, COLLECTING, AND REMITTING ALABAMA STATE AND LOCAL SALES, USE, AND/OR LEASE TAX ON ALL TAXABLE SALES AND LEASES INTO ALABAMA. BY SUBMITTING THIS BID, THE BIDDER IS HEARBY CERTIFYING THAT THEY ARE IN FULL COMPLIANCE WITH ACT NO. 2006-557, THEY ARE NOT BARRED FROM BIDDING OR ENTERING INTO A CONTRACT PURSUANT TO 41-4-116, AND ACKNOWLEDGES THAT THE AWARDING AUTHORITY MAY DECLARE THE CONTRACT VOID IF THE CERTIFICATION IS FALSE.

INTENT TO AWARD

EFFECTIVE MAY 1, 2008, THE STATE OF ALABAMA - DIVISION OF PURCHASING WILL ISSUE AN 'INTENT TO AWARD' BEFORE A FINAL AWARD IS MADE. THE 'INTENT TO AWARD' WILL CONTINUE FOR A PERIOD OF FIVE (5) CALENDAR DAYS, AFTER WHICH A PURCHASE ORDER WILL BE PRODUCED. UPON FINAL AWARD, ALL RIGHTS TO PROTEST ARE FORFEITED. A DETAILED EXPLANATION OF THIS PROCESS MAY BE REVIEWED IN THE ALABAMA ADMINISTRATIVE CODE - CHAPTER 355-4-1(14).

ALTERNATE BID RESPONSE

UNLESS STATED ELSEWHERE IN THIS INVITATION-TO-BID (ITB) THE STATE OF ALABAMA WILL ACCEPT AND EVALUATE ALTERNATE BID SUBMITTALS ON ANY ITB'S. ALTERNATE BID RESPONSES WILL BE EVALUATED ACCORDING TO THE REQUIREMENTS AS ALL OTHER RESPONSES TO THIS ITB.

INTERNET WEBSITE LINK'S

INTERNET AND/OR WEBSITE LINKS WILL NOT BE ACCEPTED IN BID RESPONSES AS A MEANS TO SUPPLY ANY REQUIREMENTS STATED IN THIS ITB (INVITATION-TO-BID).

PRODUCT DELIVERY, RECEIVING AND ACCEPTANCE

IN ACCORDANCE WITH THE UNIVERSAL COMMERCE CODE (CODE OF ALABAMA, TITLE 7), AFTER DELIVERY, THE STATE OF ALABAMA HAS THE RIGHT TO INSPECT ALL PRODUCTS BEFORE ACCEPTING. THE STATE WILL INSPECT PRODUCTS IN A REASONABLE TIMEFRAME. SIGNATURE ON A DELIVERY DOCUMENT DOES NOT CONSTITUTE ACEPTANCE BY THE STATE. THE STATE WILL ACCEPT PRODUCTS ONLY AFTER SATISFACTORY INSPECTION.

SALES TAX EXEMPTION

PURSUANT TO THE CODE OF ALABAMA, 1975, TITLE 40-23-4 (A) (11), THE STATE OF ALABAMA IS EXEMPT FROM PAYING SALES TAX. AN EXEMPTION LETTER WILL BE FURNISHED UPON REQUEST.

INVOICES

INQUIRIES CONCERNING PAYMENT AFTER INVOICES HAVE BEEN SUBMITTED ARE TO BE DIRECTED TO THE RECEIVING AGENCY, NOT THE DIVISION OF PURCHASING

BID RESPONSES AND BID RESULTS

UNEVALUATED BID RESPONSES (NOT BID RESULTS) ARE AVAILABLE ON OUR WEB SITE AT WWW.PURCHASING.ALABAMA.GOV. BID RESULTS WILL BE MADE AVAILABLE FOR REVIEW IN THE DIVISION OF PURCHASING OFFICE, BUT ONLY AFTER THE BID HAS BEEN AWARDED. WE DO NOT FAX OR MAIL COPIES OF BID RESULTS. IF A VENDOR WISHES TO REVIEW BID RESULTS IN OUR OFFICE, THEY SHOULD FAX THEIR REQUEST TO REVIEW THE BID TWO DAYS IN ADVANCE TO THE "BID REVIEW CLERK" AT (334) 242-4419. BE SURE TO REFERENCE THE BID NUMBER.

FOREIGN CORPORATION - CERTIFICATE OF AUTHORITY

ALABAMA LAW PROVIDES THAT A FOREIGN CORPORATION (AN OUT-OF-STATE COMPANY/FIRM) MAY NOT TRANSACT BUSINESS IN THE STATE OF ALABAMA UNTIL IT OBTAINS A CERTIFICATE OF AUTHORITY FROM THE SECRETARY OF STATE. SECTION 10-2B-15.01, CODE OF ALABAMA 1975. TO OBTAIN FORMS FOR A CERTIFICATE OF AUTHORITY, CONTACT THE SECRETARY OF STATE, CORPORATIONS DIVISION, (334) 242-5324. THE CERTIFICATE OF AUTHORITY DOES NOT KEEP THE VENDOR FROM SUBMITTING A BID.

BID IDENTIFICATION

REFERENCE PAGE 2, ITEM 2. DUE TO THE POSTAL SERVICE PUTTING BAR CODE LABELS ON ENVELOPES, IT CONCEALS THE BID NUMBER AND DATE IF THE VENDOR HAS WRITTEN THEM OTHER THAN THE LOWER LEFT CORNER, THEREFORE THE BID WOULD BE REJECTED FOR NOT BEING PROPERLY IDENTIFIED.

AWARD:
AWARD WILL BE MADE "ALL OR NONE" TO THE LOWEST RESPONSIBLE BIDDER MEETING ALL SPECIFICATIONS.

ASSIGNMENT OF CONTRACT:
TO ASSIGN, SUBLET OR TRANSFER ANY CONTRACT RESULTING FROM THIS SOLICITATION, THE VENDOR'S WRITTEN REQUEST MUST BE APPROVED BY THE STATE PURCHASING DIRECTOR.

CONTRACT PERIOD:
ESTABLISH A 12 MONTH CONTRACT WITH AN OPTION TO EXTEND FOR A SECOND, THIRD, FOURTH, AND FIFTH 12 MONTH PERIOD WITH THE SAME PRICING, TERMS AND CONDITIONS. THE SECOND, THIRD, FOURTH, OR FIFTH 12 MONTH PERIOD, IF AGREED BY BOTH PARTIES, WOULD BEGIN THE DAY AFTER THE FIRST, SECOND, THIRD, OR FOURTH 12 MONTH PERIOD EXPIRES. ANY SUCCESSIVE EXTENSION MUST HAVE WRITTEN APPROVAL OF BOTH THE STATE AND VENDOR NO LATER THAN 30 DAYS PRIOR TO EXPIRATION OF THE PREVIOUS 12 MONTH PERIOD.

NON-APPROPRIATION OF FUNDS:
CONTINUATION OF ANY AGREEMENT BETWEEN THE STATE AND A BIDDER BEYOND A FISCAL YEAR IS CONTINGENT UPON CONTINUED LEGISLATIVE APPROPRIATION OF FUNDS FOR THE PURPOSE OF THIS BID AND ANY RESULTING AGREEMENT. NON-AVAILABILITY OF FUNDS AT ANY TIME SHALL CAUSE ANY AGREEMENT TO BECOME VOID AND UNENFORCEABLE AND NO LIQUIDATED DAMAGES SHALL ACCRUE TO THE STATE AS A RESULT. THE STATE WILL NOT INCUR LIABILITY BEYOND THE PAYMENT OF ACCRUED AGREEMENT PAYMENT.

PRORATION:
ANY PROVISION OF A CONTRACT RESULTING FROM THIS BID TO THE CONTRARY NOTWITHSTANDING, IN THE EVENT OF FAILURE OF THE STATE TO MAKE PAYMENT HEREUNDER AS A RESULT OF PARTIAL UNAVAILABILITY, AT THE TIME SUCH PAYMENT IS DUE, OF SUCH SUFFICIENT REVENUES OF THE STATE TO MAKE SUCH PAYMENT (PRORATION OF APPROPRIATED FUNDS FOR THE STATE HAVING BEEN DECLARED BY THE GOVERNOR PURSUANT TO SECTION 41-4-90 OF THE CODE OF ALABAMA 1975), THE CONTRACTOR SHALL HAVE THE OPTION, IN ADDITION TO THE OTHER REMEDIES OF THE CONTRACT, OF RENEGOTIATING THE CONTRACT (EXTENDING OR CHANGING PAYMENT TERMS OR AMOUNTS) OR TERMINATING THE CONTRACT.

REQUESTED INFORMATION:
ANY ADDITIONAL INFORMATION REQUESTED FROM A VENDOR MUST BE FURNISHED WITHIN FIVE (5) DAYS FROM RECEIPT OF REQUEST.

PRICE SHEET

INVITATION TO BID

VENDOR NAME :

VENDOR NUMBER: -
ITB NO. : 10-R-2216317
OPEN DATE : 03/25/10 TIME: 10:00 AM

RETURN DATE: 03/24/10 TIME: 5:00 PM

LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
	UNLESS SPECIFIED OTHERWISE BELOW: SHIP TO: 008000 / 008M02 DEPARTMENT OF EDUCATION PURCHASING SECTION P305 GORDON PERSONS BLDG. 50 N. RIPLEY STREET MONTGOMERY AL 36130-2101				
00001	COMMODITY CODE: 924-20-090049 ALABAMA HIGH SCHOOL GRADUATION EXAM - FALL 2010 ADMINISTRATION. SEE ATTACHMENT FOR COMPLETE SPECIFICA- TIONS.	1	LT	_____	_____

FOR FURTHER INFORMATION ON SERVICES/
PRODUCT BEING BID, PLEASE CONTACT:
DEBBIE BARNETT @ 334-242-8038

FOR PROCEDURAL QUESTION CONCERNING
THIS BID, CONTACT:
JANNA WICKHAM @ 334-242-4288
JANNA.WICKHAM@PURCHASING.ALABAMA.GOV

GRAND TOTAL BASE BID FROM PAGE 154
MUST BE ENTERED IN UNIT PRICE COLUMN
ON THIS PAGE. FAILURE TO CARRY THIS
AMOUNT FORWARD TO THIS PAGE WILL RESULT
IN BID REJECTION.

PAGE TOTAL _____

BID TOTAL _____

INVITATION TO BID SPECIFICATIONS

Alabama High School Graduation Exam

10-R-2216317

State of Alabama
Division of Purchasing
RSA Union Building
100 North Union Street, Suite 192
Montgomery, Alabama 36130-2401
Telephone Number: (334) 242-7250

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INTRODUCTION

The State of Alabama Department of Education (SDE) desires to contract with a vendor for the administration of the *Alabama High School Graduation Exam* (AHSGE). The magnitude of the tasks makes this an item that should be awarded by bid to the vendor who has the capacity to meet the short time-frame requirements of the testing program. This Invitation to Bid Specifications (ITB) will provide interested vendors with complete specifications of what is required to complete the tasks, including time parameters and SDE management assistance. The contract will be awarded to the lowest responsible bidder.

An example of the short time-frame requirements is that the reports containing the students' scores will be on the vendor's secure Web site within one calendar week of the date the answer documents are received at the scoring center for pencil/paper test.

The purpose of this ITB is to establish a 12-month contract with an option to issue a second, third, fourth, and fifth 12-month contract under the same terms and conditions, according to the pricing on the cost response. The second, third, fourth, and fifth contract, if requested by the SDE and agreed upon by the vendor, would begin the day after the first, second, third, and fourth, contracts expire. Any successive contract would have the written approval of both the SDE and the vendor approximately 30 days prior to the expiration of the previous contract. The contract will not be issued for an additional 12-month period if funds are not available.

The SDE is not committed to a contract as a result of the ITB. All responses to this ITB become the property of the SDE upon receipt by the State Division of Purchasing and will not be returned to the vendor once opened. The SDE has the right to use any and all ideas or adaptations of ideas contained in any response to this ITB. Selection or rejection of the response to the ITB will not affect this right. Responses become public documents upon submission. The state's award will depend upon the appropriateness of vendor responses to the requirements outlined in the specifications of this ITB.

GENERAL PROJECT

Alabama public schools consist of 132 school systems that will participate: 67 county systems, 65 city systems, Alabama Institute for Deaf and Blind (AIDB), Alabama Department of Youth Services (DYS), Alabama School of Mathematics and Science, Alabama School of Fine Arts, and Alabama Correctional Education. Each school system has a system test coordinator who serves as a liaison between the Local Education Agency (LEA) and the SDE. The system test coordinator distributes testing materials to each school within his/her school system and packages and completes testing materials for delivery to the vendor. Names and addresses of system test coordinators will be provided to the vendor. In coordinating the activities associated with the assessment, it will not be necessary for the vendor to have direct contact with the personnel at the individual schools. There will be only one point of contact in the SDE for administering this assessment. The Student Assessment staff of the SDE will monitor the contract(s) for the

administration of the high school examinations.

GENERAL INFORMATION

The AHSGE consists of six test booklets (Reading, Language, Mathematics, Science, Biology, and Social Studies) and a Calculator Practice Booklet. The science subject-area test of the AHSGE will not be included in the administration of the AHSGE after school year 2011-2012.

SCOPE OF WORK

Products to be Printed by the Vendor

The vendor will print the materials listed. Printing, delivery, and pickup of the testing materials must be a secure process.

Minor changes to improve design are acceptable. All proposed changes must be approved in writing by the SDE. The vendor's work plan will allow for SDE approval of the camera-ready proof and blue-line/laser proof before printing. The vendor will format all products to be printed. The SDE will approve the formatting of each document before the vendor produces the camera-ready proof. **Graphics for all booklets will be the responsibility of the vendor.** Before the SDE receives the camera-ready proof to approve, the vendor must edit the proof. It is the vendor's responsibility to do a final proofreading of all printed materials for accuracy prior to production. The vendor will pay any costs that are incurred for additional printing, distributing, or scoring because of an error in text/type.

The vendor must receive licensing for authentic materials on the reading and social studies subject-area tests. There are about 50 authentic passages in the item bank for the reading subject-area test.

In preparing the "Cost Response," vendors must bid "unit" prices, not block prices. A description of required printed materials is given on pages 4-10.

A. Regular Format of the AHSGE Test Booklets

The high school examination consists of six test booklets (Reading, Language, Mathematics, Science, Biology, and Social Studies) and a Calculator Practice Booklet.

Specifications are as follows:

1. Print will be black on white paper.
2. Print type must be at least 11-point Times New Roman or equivalent.
3. Quality of paper will be 20 pounds or equivalent.
4. Format of pages is front-back
5. Booklets will be saddle-stitched down the folded center.

6. Cover print will be black ink on white paper with a half-inch dark red band around the edge for all booklets except the biology test booklet, and the biology test booklet will have a half-inch yellow band around the edge.
7. The inside of front and back covers for all booklets must not be used to print the examination and must be blank except for the reading and social studies test booklets.
8. Each test booklet will be numbered sequentially, with no omissions or duplications, beginning with 00001 and ending with the highest sequence numbers specified for each subject-area test booklet. The sequence numbers will appear in the upper left corner of the front cover approximately one inch from the top and left edges. All sequence numbers must be printed in an upright position. The print type for the numbers must be $\frac{1}{2}$ of an inch. The vendor must guarantee that the printing of sequence numbers be legible and positioned as specified.
9. The subject areas and form number will appear in the upper right corner of the front cover one inch from the top and right edges.
10. A Reference Page will be included in the front of the mathematics and science test booklets and will be perforated. (See Appendix A, page 174.)
11. A Calculator Practice Review will be printed on the back of the Reference Page in the mathematics test booklet. (See Appendix A, page 176).
12. The **exact** number of items and **approximate** number of pages of test booklets will be as follows: (The SDE will pay for the exact number of 4-page signatures printed in each booklet.)

Subject Area	Number of Items	Number of Pages
Reading	84	41
Mathematics	100	29
Language	100	21
Science	100	22
Biology	90	29
Social Studies	100	25

13. In order to provide quality control for the final product, the vendor must implement at least two levels of inspection. During the printing process, the vendor must pull at least one sample per 1000 printed and inspect each page for flaws (e. g., smears, page order, and page orientation). The second level of inspection will take place during packaging. The person boxing the tests will inspect each page of one copy of a test booklet from each box for flaws. If a flawed copy of a test booklet is found, all booklets in the box must be checked. All flawed copies must be replaced prior to shipping.

B. Special Formats of the AHSGE Test Booklets

Specifications are as follows:

1. Large-Print Format of the Booklets:
   a. Print type for the test booklet must be 18-point print True Type Font Verdana. In order to have an accurate 18-point print character, you will need to measure the lower case letters "x" and "t" of the selected size and font. The height of the letter when printed should be at least $\frac{1}{8}$ of an inch.
   b. Print will be bold black on non-glare white paper.
   c. Format of pages front-back.
   d. Quality of paper will be 80 pounds.
   e. Cover print will be black ink on white paper with a half-inch dark red band around the edge for all test booklets except the biology test booklet and it will have a half-inch dark yellow band around the edge.
   f. Each test booklet will be bound on the left side with a plastic spiral.
   g. The **exact** number of items and **approximate** number of pages of test booklets will be as follows: (The SDE will pay for the exact number of pages in each booklet.)

Subject Area	Number of Items	Number of Pages
Reading	84	54
Mathematics	100	26
Language	100	26
Science	100	20
Biology	90	24
Social Studies	100	26

   h. A Reference Page will be included in the front of the mathematics and science test booklets.
   i. All items should be labeled horizontally, not vertically.
   j. Shading should be avoided in graphics.
   k. Each test booklet will be numbered sequentially, with no omissions or duplications, beginning with 001 and ending with the highest sequence numbers specified for each subject-area test booklet. The sequence numbers will appear in the upper left corner of the front cover approximately one inch from the top and left edges. All sequence numbers must be printed in an upright position. The vendor must guarantee that the printing of sequence numbers be legible and positioned as specified.
   l. The subject areas and form number will appear in the upper right corner of the front cover one inch from the top and right edges.
   m. A Calculator Practice Review will be printed on the back of the Reference Page in the mathematics test booklet.
2. Braille Format of the Booklets:
   a. Quality of paper will be 80 pounds, 100% wood paper suitable for Braille embossing.
   b. Each test booklet will be bound on the left side with a plastic spiral.

c. The test booklets will be individually shrink-wrapped by subject area.
d. A Reference Page will be printed in a separate booklet for the mathematics subject-area test and the science subject-area test.
e. A Calculator Practice Review will be printed in the same booklet as the Reference Page for the mathematics subject-area test.
f. Question marks should be replaced with omission indicators.
g. All items should be labeled horizontally, not vertically.
h. Questions should be placed above the graphics unless multiple questions are associated with more than one graphic.
i. Webs/chains should be represented horizontally not vertically.
j. Specifications for graphs are as follows:
   (1) Rectangular grids should be present on all coordinate plane graphs.
   (2) There must be a stark contrast between axes lines, grid lines, and graphing of mathematics functions.
   Specifically:
      (a) Axes lines should be bold and smooth.
      (b) Grid lines should be dotted.
      (c) Graphing of mathematical functions should be thinner than axes lines and smooth.
   (3) If the point is on the y-axis or x-axis, be sure the label for axis and the label for the point are not in the same place.
   (4) When at all possible, intersection points need to be clean points.
   (5) The labeling of the coordinates of a point must be as close as possible to the actual intersection point.
k. The **exact** number of items and **approximate** number of pages will be as follows: (The SDE will pay for exact number of pages brailled.)

Subject Area	Number of Items	Number of Pages
Reading	84	116
Mathematics	100	220
Language	100	72
Science	100	68
Biology	90	68
Social Studies	100	76

l. The subject areas and form number will appear in the upper right corner of the front cover one inch from the top and right edges. This number will be printed in braille and regular print.
m. Each test booklet will be numbered sequentially, with no omissions or duplications, beginning with 001 and ending with the highest sequence numbers specified for each subject-area test booklet. The sequence numbers will appear in the upper left corner of the front cover approximately one inch from the top and left edges. All sequence numbers must be printed in an upright position. The vendor must guarantee that the printing of sequence numbers be legible and positioned as specified. This number will be regular print only.

C. Answer Documents for the Examinations

A sample of the answer document is provided in Appendix A on pages 178-186.

Specifications are as follows:

1. The format is an eight-page document: demographic data on page 1, 105 bubbles for Reading on page 2, 105 bubbles for Language on page 3, 105 bubbles for Mathematics on page 4, 105 bubbles for Science on page 5, 105 bubbles for Social Studies on page 6, and 105 bubbles for Biology on page 7.
2. The print will be scannable black ink on white paper.
3. The quality of paper will be optically scannable.
4. Every odd-numbered item will have red shading around the bubbles, but not inside the bubbles.
5. A red band will be printed on the left side of page 1 and page 8.
6 Answer documents will be shrink-wrapped in packages of 30.
7. The word "READING" will be printed at the top of page 2.
8. The word "LANGUAGE" will be printed at the top of page 3.
9. The word "MATHEMATICS" will be printed at the top of page 4.
10. The word "SCIENCE" will be printed at the top of page 5.
11. The word "SOCIAL STUDIES" will be printed at the top of page 6.
12. The word "BIOLOGY" will be printed at the top of page 7.
13. The answer documents will be printed with a litho code and a human readable number on each sheet of paper. The litho code will be used for combining the scores from each subject area with the demographic data.

D. Regular Format of the Calculator Practice Booklet

Specifications are as follows:

1. Print is to be black ink on white paper.
2. Cover print will be black ink on red paper.
3. The format of pages will be front-back.
4. The quality of paper will be 20 pounds or equivalent.
5. Each calculator practice booklet will be numbered sequentially. The sequence numbers will appear in the upper left corner of the front cover approximately one inch from the top and left edges. All sequence numbers must be printed in an upright position. The print type for the numbers must be $\frac{1}{2}$ of an inch. The vendor must guarantee that the printing of sequence numbers be legible and positioned as specified.
6. The calculator booklets will be saddle stitched down the folded center.
7. The number of pages will be approximately 16.

E. Special Format of the Calculator Practice Booklet

Specifications are as follows:

1. Large-Print Format of the Calculator Practice Booklets:
   a. Print will be bold black on non-glare white paper.
   b. Print type must be 18-point print True Type Font Verdana. In order to have an

accurate 18-point print character, you will need to measure the lower case letters "x" and "t" of the selected size and font. The height of the letter when printed should be at least $\frac{1}{8}$ of an inch.

c. Quality of paper will be 80 pounds.
d. Cover print will be black ink on red paper.
e. Each calculator practice booklet will be bound on the left side with a plastic spiral.
f. Each calculator practice booklet will be numbered sequentially. The sequence numbers will appear in the upper left corner of the front cover approximately one inch from the top and left edges. All sequence numbers must be printed in an upright position. The vendor must guarantee that the printing of sequence numbers be legible and positioned as specified.

2. Braille Format of the Calculator Practice Booklets:
   a. Quality of paper will be 80 lbs., 100% wood paper suitable for braille embossing.
   b. Each calculator practice booklet will be bound on the left side with a plastic spiral.
   c. Each calculator practice booklet will be individually shrink-wrapped.
   d. Each calculator practice booklet will be numbered sequentially. The sequence numbers will appear in the upper left corner of the front cover approximately one inch from the top and left edges. All sequence numbers must be printed in an upright position. The vendor must guarantee that the printing of sequence numbers be legible and positioned as specified.

F. Test Administrator's Manual (Cost Option)

A sample page from the Test Administrator's Manual is included in Appendix A on page 188.

Specifications are as follows:

1. The print will be black ink on white paper.
2. Cover print will be black ink on white paper with a half-inch dark red band around the edge.
3. Instructions read to students will be in bold type.
4. The format of pages will be front-back.
5. The Test Administrator's Manual will be saddle stitched down the folded center.
6. The quality of paper will be 20 pounds or equivalent.
7. The manuals will be numbered sequentially. The sequence numbers will appear in the upper left corner of the front cover approximately one inch from the top and left edges. All sequence numbers must be printed in an upright position. The print type for the numbers must be $\frac{1}{2}$ of an inch. The vendor must guarantee that the printing of sequence numbers be legible and positioned as specified.
8. The quantity will be approximately 9,000.
9. The number of pages will be approximately 40.

G. *Alabama High School Graduation Exam Requirement* Brochure

A sample of the brochure is provided in Appendix A on pages 189-192.

Specifications are as follows:

1. The print is to be black ink on color paper.
2. The format of the page will be front-back.
3. The quantity will be 80,000.
4. The signature portion of the brochure will be perforated.
5. The brochure will be tri-fold as sample.
6. The brochures will be shrink-wrapped in packages of 50 units.
7. The vendor will deliver brochures at the same time of the vendor pickup of the testing materials for the spring administration of the AHSGE.

Storage to be Provided by the Vendor

A. Calculator

The vendor will store any undistributed regular calculators as well as approximately 20 talking calculators and 200 large-print calculators.

At the completion of the contract all regular, talking, and large-print calculators in inventory will be delivered to the vendor who is awarded the next contract. A final accounting of the disposition of the calculators provided under the contract will be included in the final report.

B. Answer Documents

The vendor will store used answer documents for three years from the date of administration. After the third year, the vendor will destroy the used answer documents by crosscutting and bailing. Then these materials will be sent to a recycling center to be recycled. The SDE will receive documentation of the destruction of the used answer documents. The time of destruction will be approved by the SDE.

At the completion of the contract, the used answer documents being stored by the current vendor will be delivered to the vendor who is awarded the next contract. A final accounting of the disposition of used answer documents provided under the contract will be included in the final report.

Products to be Provided by the Vendor

A. Database

The vendor will update, match records in the database, and maintain a database which contains student demographic and historical testing information across multiple administrations. The vendor will develop any computer programs needed to update, match, and maintain the database. In the vendor's response, the vendor will provide a detailed plan

for updating and maintaining the database.

As an integral part of processing each administration, the vendor will add data from the administration into the database. After each administration the data will be automatically matched to existing students in the database using bubbled demographic data and established rules. The rules are (listed in order of precedence)

1. System, school, SSID or SSN, last name, first 5 characters of the first name, date-of-birth, and gender match exactly.
2. System, school, SSID or SSN, and any three characters of the last name, first 5 characters of the first name, date-of-birth, and gender match exactly.
3. System, school, SSID or SSN, and any two characters of the last name, first 5 characters of the first name, date-of-birth, and gender match exactly.
4. System, school, last name, first 5 characters of the first name, date-of-birth, and gender match exactly and the SSID or SSN differs by one or two digit.

For any administration where data does not match according to the above rules, potential matches will be identified using established rules. The rules (listed in order of precedence):

1. School, last name, first 5 characters of the first name, date-of-birth, and gender match exactly.
2. School, and any three characters of the last name, first 5 characters of the first name, date-of-birth, and gender match exactly.
3. Last name, first 5 characters of the first name, date-of-birth, and gender match exactly.

In the vendor's response, the vendor may identify additional matching rules that will maximize both the number of matches and data accuracy.

The vendor will post on its **secure** website a list of potential matches for each school in a system. The list will contain the demographic data of the unmatched and potential matches, with data items that differ highlighted. In addition, the administrations for which data currently exists in the database for the potential matches will be listed. The vendor will provide a procedure for the System Test Coordinator and the school staff to review the potential matches and flag those that should become a match in the data. The vendor will update the database with the flagged matches. Any administration data that is left unmatched after the potential match review will be added to the database as a new student.

The vendor will produce the cumulative student list and cumulative labels for each administration using the updated database. The SDE will have access to the database at any time. For each administration, the high school examination vendor will provide an electronic copy of the database to the vendor of the Alabama Department of Education Data Warehouse.

About two weeks after the first day of testing for the spring administration, the vendor will

receive from the SDE the first day of testing attendance file for grades 9-12 for each school. The vendor will post the attendance file on their **secure** website. The vendor will develop web-based procedures so that each school and system has the opportunity to check accuracy and to make necessary edits of the information in the attendance file for all of their students. The corrected attendance file will become the base for students' demographic information. Using the same matching procedures as described earlier, the vendor will match the corrected attendance data with the current student data in the AHSGE database. If the attendance data does not match with an existing student, the vendor will provide for each school a potential student match list. The vendor will post the potential student match list on its secure website. The system test coordinator/building test coordinator will identify the matches. The vendor will update the database with the confirmed matches. The vendor will provide an electronic copy of the attendance database to the SDE and the vendor who has the accountability contract.

The vendor will provide for each school and the SDE a student final status list for all students in grades 10, 11, and 12. The vendor will post the final status list on its **secure** website, and the vendor will provide a CD containing the list to the SDE in an excel file or a compatible format. The system test coordinator/building test coordinator will check each student's final status. On the vendor's secure website the vendor will provide a method for the system/school to request that the status be changed. The vendor will provide a method for the SDE to approve changes in status before the vendor updates the database. After the SDE approves the changes, the vendor will update the database. The vendor will produce group reports using this updated database. The vendor will provide two electronic copies of the group reports and the database to the SDE. The vendor will provide to the vendor who has the accountability contract an electronic copy of the database.

At the beginning of a new contract, the previous vendor will deliver the entire database to the vendor who is awarded the next contract.

B. Calculators (Cost Option)

The vendor will purchase new regular-sized calculators. The regular-sized four-function calculator must be the Casio HS-10 electronic calculator or equivalent to the Casio HS-10 electronic calculator.

The vendor may need to purchase additional large-print and/or talking calculators. If so, the large-print four-function calculator must be the Datexx DD-734 electronic calculator or equivalent to the Datexx DD-734 electronic calculator and the talking four function calculator must be the Learning Resources Calc-u-vue, Model No. LER 0011 calculator or equivalent to the Learning Resources Calc-u-vue, Model No. LER 0011 calculator.

C. School Header Sheet

The vendor will provide preprinted and precoded header sheets for each school. A header will be provided for each public school and a generic header will be available for nonpublic schools. The school header will be red. Each school system in Alabama is assigned a three-

digit system code, and each school within each system is assigned a four-digit code. These codes will be included on the school header sheet. A sample of a school header sheet is included in Appendix A on page 193.

D. Answer Document Count Verification Form

The vendor will provide a preprinted Answer Document Count Verification Form. The Answer Document Count Verification Form will be printed on red paper. A sample of an Answer Document Count Verification Form is included in Appendix A on page 195. Each school system's form will have the following information preprinted:

Administration date
System name
System code
Directions for completing form
Listing of individual schools
Individual school codes
Columns for recording count

The vendor will record the number of answer documents scanned and return the Answer Document Count Verification Form to each System Test Coordinator.

E. Boxes for Packing of AHSGE Regular Test Booklets

Specifications are as follows:

1. The boxes for the test booklets will be white, and the boxes for the calculator practice booklets will be brown.
2. The boxes for the booklets will be free of all labels with the exception of the specified label of subject area, form, and beginning and ending sequences.
3. The boxes for the test booklets will not be labeled with any extraneous information or advertisement.
4. The boxes for the test booklets will be at least 200 pounds per square inch bursting test flute die cut 1 piece self-locking cartons.
5. The boxes for the test booklets will be nine and one-half inches long by twelve and one-fourth inches wide. The height of the boxes will vary depending on the quantity and page count of the test booklets.

F. Containers

The vendor will provide containers (for example, envelopes, zip-lock plastic bags, or boxes) for each school to pack used answer documents. The SDE must approve the container.

There will be a place on the containers or a label to place on the containers to write the following information:

School Name
System Name
School container ____ of ____.
System container ____ of ____.

G. Form S-2

The vendor must provide a Form S-2 (two per school system and per each emergency kit per administration). The Form S-2 must contain the information as on the sample in Appendix A on page 197. This form must be completed by the system test coordinators and vendor representative at the delivery site. Each system test coordinator will sign both sheets, and the vendor representative will sign both sheets. The system test coordinator will keep one copy, and the vendor will keep the other copy.

H. Artwork for Student Assessment Handbook

The vendor must provide displays of materials for use in the Student Assessment Handbook. The artwork will include samples of the answer document demographic page, school header, and Answer Document Count Verification Form.

Packing of Testing Materials

The vendor must complete the following activities in connection with the packing of materials.

A. Packing of the AHSGE Test Booklets and Calculator Practice Booklets into Boxes

Specifications are as follows:

1. All boxes must be labeled on the front with the following information:
   School System Name
   Subject
   Form Number
   Sequence Number (Lowest to Highest)
   Box _____ of _____
2. As boxes are packaged, the booklet bearing the smallest sequence number will appear at the front of the box, and booklets will follow in ascending sequential order with the largest number at the back of the box. The printer will guarantee the sequential packaging of all booklets. All booklets will have the cover page toward the front of the box.
3. Boxes must be filled with cardboard or styrofoam sheets to fill empty space behind and on top of the booklets. "Popcorn" type styrofoam is unacceptable as filler.
4. The number of booklets in a box will be less than or equal to 100.

B. Packing Verification of Boxes

1. Physical Inspection of Booklet Numbers: After the test booklets are produced and the packing process begins, each box of test booklets will be physically inspected for

missing numbers. Any booklets missing will be made up and inserted in their sequential spots before the box is sealed.

2. Electronic Scale Counting: Prior to sealing, each box will be verified a second time utilizing an electronic scale to count the booklets. Once again, any missing booklets will be made up and inserted in their sequential spots before the box is sealed.

C. Auxiliary Testing Materials for Each School System

The vendor will pack auxiliary testing materials for each school system to be used during the administration. The auxiliary testing materials will include answer documents, containers for returning answer documents, header sheets, and Answer Document Count Verification Forms. The vendor will determine the amount of materials for each school system according to instructions from the SDE.

If the system has ordered large-print test booklets, the vendor will pack the same number of large-print calculators and large-print calculator practice booklets as large-print test booklets ordered by the system. If the system has ordered braille test booklets, the vendor will pack the same number of talking calculators and braille calculator practice booklets as braille test booklets ordered by the system. The vendor will pack large-print calculators, large-print calculator practice booklets, braille calculator practice booklets, and talking calculators with the auxiliary testing materials.

D. Packing Test Booklets and Calculator Practice Booklets for the School Systems

The vendor will determine the number of boxes to be delivered to each school system. The vendor will complete the box count ("Box _____ of _____") for each school system. This count of "Box _____ of _____" refers to the boxes of booklets <u>only</u> and <u>does not</u> include the auxiliary box(es). The calculator practice booklets boxes will be numbered last.

E. Packing of Auxiliary Testing Materials for the School Systems

The vendor will determine the amount of auxiliary testing materials for each school system. The vendor will pack auxiliary testing materials to be used during the administration.

The box of auxiliary testing materials should be labeled as follows:

School System Name
AUX Box
Box _____of _____

The auxiliary testing materials will be delivered at the same time as the booklets.

F. Packing Emergency Kits for Each Delivery Site

Each of the delivery sites will be supplied extra booklets and auxiliary test materials as follows:

Emergency Kits

3 boxes	Reading Test Booklets
3 boxes	Mathematics Test Booklets
3 boxes	Language Test Booklets
3 boxes	Science Test Booklets
3 boxes	Biology Test Booklets
3 boxes	Social Studies Test Booklets
3 boxes	Calculator Practice Booklets
1 box	Auxiliary Testing Materials including:
	120 Answer Documents

The purpose of the emergency kit is to replace test booklets or testing materials that have been damaged or provided in insufficient quantities. An SDE representative will take responsibility for opening the extra boxes of test booklets and distributing them as needed. The vendor representative will document all testing materials removed from the emergency boxes.

Distribution, Collection, and Verification of Testing Materials

A. Distribution of Testing Materials to 15 Sites

The system test coordinators will pick up the testing materials from one of the 15 delivery sites statewide. A representative of the vendor must be at each site. The vendor will make arrangements with each place for the time and date of delivery. The SDE will approve the delivery schedule. A delivery and pickup schedule for 2009 is provided in Appendix B on pages 200-210.

The vendor will be required to provide trucks to deliver boxes of booklets and auxiliary testing materials to 15 locations. The vendor will ensure that the test booklets are secured at all times. The vendor will provide a way to secure the test booklets while they are on the trucks. The vendor will provide the SDE with a summary of the booklet count for each of the 15 delivery sites two weeks before delivery dates. A summary of the booklet count for 2009 is provided in Appendix B on pages 211-214.

Each delivery truck will have at least two workers (driver and helper) who will unload the boxes, assist the system test coordinators in handling boxes during the counting and verification process, and load the boxes into the system test coordinators' vehicles. The truck drivers must attend a training session conducted by a representative of the vendor approximately two weeks before delivery. The helpers must also attend a training session conducted by a representative of the vendor. The vendor will provide tape guns, box openers, and tape for each site. The vendor must agree that trucks will be on site as scheduled by the SDE; otherwise, the vendor must pay $60 per hour for the delay. The following are approximate lengths of time that the trucks will be at each site for delivery and pickup:

Sites	Delivery
Brewton Site	3 hours
Birmingham City	2 hours
Alabaster Site	4 hours
Daleville Site	3 hours
Gadsden Site	3 hours
Decatur Site	3 hours
Dekalb Site	2 hours
Jefferson County	2 hours
Loxley Site	2 hours
Mobile County	4 hours
Montgomery Site	3 hours
Montgomery County	2 hours
Northport Site	3 hours
Opelika Site	3 hours
Russellville Site	3 hours

B. Collection of Testing Materials from 15 sites

The system test coordinators will return the test materials (testing booklets, used answer documents, large-print calculators, talking calculators, and calculator practice booklets) to one of the 15 pickup sites statewide. A representative of the vendor must be at each site. The vendor will arrange the place and time of the pickup. The pickup schedule will be approved by the SDE. A delivery and pickup schedule for 2009 is provided in Appendix B on pages 200-210.

The vendor will be required to provide trucks to pick up boxes of booklets and auxiliary testing materials at 15 locations. The vendor will ensure that the test booklets are secured at all times. The vendor will provide a way to secure the test booklets while they are on the trucks.

Each truck will have at least two workers (driver and helper) who will unload the testing material from the system test coordinators' vehicles, assist in handling boxes during the counting and verification process, and load the testing materials on the truck. The vendor will provide tape guns, box openers, and tape for each site. The vendor must agree that trucks will be on site as scheduled by the SDE; otherwise, the vendor must pay $60 per hour for the delay. The vendor representative will collect the used answer documents and Answer Document Count Verification Forms from the LEAs. The vendor will assume all costs for shipping the used answer documents and the Answer Document Count Verification Forms to the scoring center. The vendor will deliver these materials to their scoring center within forty-eight hours after completion of the pickup.

C. Verification of the Collection of the Testing Materials

During the collection of testing materials, the vendor must verify the receipt of **all** test booklets by counting the boxes and counting each test booklet. If there is a missing test

booklet, the vendor will determine why the material is missing. The vendor will be responsible for submitting a report of missing test booklets to the SDE. This report will identify the number on the missing test booklet, the total number of missing test booklets by school system, and the total number of missing test booklets for the state.

An SDE representative will be on-site during the collection of the testing materials to verify this procedure.

Distribution, Collection, and Verification of Testing Materials (Cost Option)

A. Distribution of Testing Materials to 132 School Systems

The vendor's response must include a detailed plan for distribution of testing materials. The vendor's plan shall include at least the following activities in connection with distribution of materials.

1. Obtain a list of system test coordinators, system codes, system names, mailing addresses, and shipping addresses from the SDE.
2. Call each system test coordinator to notify the school system of (a) the date of shipment and (b) method of shipment of all testing materials.
3. Generate packing slips based on figures provided by the SDE.
4. Develop a plan which emphasizes quality control in the "picking and packing" operation. An SDE representative who is on-site during the "picking and packing" phase may verify the execution of the plan.
5. Assume responsibility for **inside** delivery of all testing materials. The vendor must ensure that all materials are secured at all times. The vendor must ensure that the testing materials will be on site the date and time agreed upon during the planning meeting; otherwise, the vendor must pay $60 per hour for the delay. (For example, if the date and time agreed upon during the planning meeting is September 25 during the afternoon before 4 p.m., then every school system must receive the materials on that date by the specified time.) The vendor must ensure that all materials are in a secured location before the materials are released to the system test coordinator.
6. Pay charges on all testing materials shipped. In addition, should the SDE or the LEA personnel be required to deliver testing materials which were not delivered due to errors on the part of the vendor, the reimbursements of mileage, postage, freight, and/or per diem expenses will be paid by the vendor.
7. Develop a plan to deliver additional materials requested by any system.

B. Collection of Testing Materials from 132 School Systems

The vendor's response must include a detailed plan for collecting testing materials (used answer documents, test booklets, large-print calculators, talking calculators, and calculator practice booklets). The collection of the testing materials will be an **inside** pickup at each LEA's secure location. The vendor shall pay charges for shipment of testing materials. The vendor must ensure that the testing materials will be picked up on the date at the time agreed upon during the planning meeting; otherwise, the vendor must pay $60 per hour for

the delay. The vendor must ensure that all test booklets are secured at all time.

The testing materials must be received at the vendor's secured location within twenty-four hours after they are picked up from the LEA by the vendor.

C. Verification of the Collection of the Testing Materials

The vendor must include in the response a detailed plan for verifying the receipt of all testing materials. The vendor must account for **all** test booklets. If there is a missing test booklet, the vendor will determine why the material is missing. The vendor must complete the verification process within five working days from the day the materials are received by the vendor. An SDE representative will be on-site during the verifying phase to verify this procedure.

Destruction of Testing Materials

The vendor will destroy the test booklets and calculator practice booklets approximately four weeks after the reports are received in the LEAs. During this period, if an answer document is believed to be missing, the vendor and/or a representative of the SDE will examine each test booklet that was assigned to a system to search for the missing answer document. The vendor will destroy the test booklets by crosscutting and bailing. Then these materials will be sent to a recycling center to be recycled. The SDE will receive documentation of the destruction of the test booklets. The time of destruction will be approved by the SDE.

Procedures for Data Identification, Receipt Control, Scoring, and Editing

The vendor will develop procedures for data identification, receipt control, editing, and scoring of answer documents. There are six answer keys and six item-to-competency/objective matches for each administration. The procedures for data identification, receipt control, editing, and scoring of answer documents are to be described in detail in the vendor's response. The vendor will develop procedures for documenting errors made by the LEAs in preparing answer documents for scoring. Error logs, which identify by school and system all failures to follow the established procedures, will be maintained and delivered to the SDE as part of the final report. The vendor will develop detailed quality control procedures which will be exercised during the scoring and editing of student answer documents.

Provisions shall be made for editing answer documents and headers which contain double grids or inaccurate gridding of printed information; that are coded incorrectly with respect to student, school, or system identification; or that are deemed partially or wholly unscorable for any reason.

The vendor will prepare test results and carry out its functions under this contract in a manner which will not permit the personal identification of students and their parents by individuals other than representatives of the organization. All student identifiable demographic information and student test data provided to the vendor or retrieved from student answer documents must be treated as secure information. The vendor must provide all protections required by the *Family Educational Rights and Privacy Act* (FERPA) for data received, retrieved, and released. This will include

providing a secure FTP site for the transmission of the following: receiving data from the Alabama State Department of Education (SDE), providing data to the SDE, and providing data to specific vendors at the request of the SDE.

The vendor shall develop a plan that emphasizes security and adherence to FERPA throughout the contract at every stage of the process. The plan must be approved by the SDE upon award of the contract.

Scanning and Scoring of Answer Documents

The vendor will develop a detailed plan for scanning and scoring the answer documents. Before scoring, the vendor's staff must verify the answer keys by taking the test. The SDE will receive copies of the vendor's answers. The vendor will pay any costs that are incurred for additional scoring, printing of reports, and distributing of reports because of errors in the answer keys. The documents to be scanned by the vendor are the header sheets and the answer documents. The data to be scanned consist of demographic information and item marks. Header sheets are to be provided by the vendor. Approximate number of documents to be scanned is provided in the Cost Response in this ITB. These estimates are for the purpose of preparing bids. Again, the vendor must bid "unit price." The contract will indicate that the SDE will be billed for the actual number of answer documents scanned and scored.

Scanned data for the graduation examination answer media shall be passed through a scoring program to produce converted data.

Computer Programs

The vendor shall be responsible for developing all programs to score used answer documents and create the reports. The vendor will provide to the SDE the logic used in developing the computer program. All programs developed under this contract will become the property of the SDE at the end of the project. The vendor must assure that any other states, organizations, or individuals will not use these programs.

Data Analysis and Reporting

The vendor will analyze the data, post reports on their **secure** Web site, print individual reports and cumulative labels, and provide the data to the SDE on CD. Before the vendor begins production of reports, the SDE must verify the accuracy and quality of the scanning and report generation. The SDE will identify two pilot school systems. SDE representatives will be on location at the time of these pilot systems run. The purposes of the SDE visit are to validate scoring procedures, to examine and evaluate dumps of all files, and to verify copies of all reports for these systems. As soon as the SDE has verified the accuracy reports, the vendor will produce final files and reports. Scoring of the other 132 school systems will not begin until this process is completed.

The vendor will analyze the data and produce classical statistics for each item for each administration. Classical statistics shall indicate at a minimum: p-value, option frequency distribution, and point-biserial corrections. At the state level, the vendor will produce separate

analysis (pass/fail) by gender, ethnic group, and special education categories for the data using in production of the group reports. At the close-out meeting for the contract year, the following data for each administration will be provided on a CD to the SDE:

- Number of special education students who pass each subject area,
- Number of students who attempted one subject area,
- Number of students who attempted two subject areas,
- Number of students who attempted three subject areas,
- Number of students who attempted four subject areas,
- Number of students who attempted all subject areas,
- Number of students who pass only one subject area,
- Number of students who pass only two subject areas,
- Number of students who pass only three subject areas,
- Number of students who pass only four subject areas,
- Number of students who pass all subject area, and
- Number of students by grade who pass each subject area

For each administration, the vendor must post the student list, non-mastery list, the non-mastery summary, and the school data (text and CSV format) on their secure Web site within two calendar weeks from the day the answer documents are received in the scoring center. For each administration, the vendor must post the cumulative student list on their secure Web site within four calendar weeks from the day the answer documents are received in the scoring center. For each administration, all individual reports and cumulative labels are to be in the systems within four calendar weeks from the day the answer documents are received in the scoring center. For each administration, the vendor must provide the individual student data (including the mastery and non-mastery for each objective/content standard, scaled score, and raw score), non-mastery list, and non-mastery summary to the SDE on a CD within four calendar weeks from the day the answer documents are received in the scoring center. The vendor must post the group reports by the first of July. The student database and the summary data are due to the SDE by the middle of June. The vendor will provide to the accountability vendor an electronic copy of the final status database by the middle of June.

Printed Reports to Be Provided by Vendor

Samples of printed reports are provided in Appendix C on pages 216-218 and 225-226. Each vendor may propose changes in format that it deems would make the reports more useful. Such changes must be approved by the SDE in writing. The SDE reserves the right to modify reports upon annual review at no additional cost.

The Individual Report will be laser printed on the front and back of eight and one-half inches by eleven inches, 20 pounds, long grain, curled down, and smooth-finished white paper. The Individual Report is non-cumulative and is generated after each administration. The Individual Reports are for students who failed at least one subject-area test for that administration. There will be 2 sets of individual reports for each school. (See Appendix C, pages 216-218.)

The labels will be laser printed with a 10-point font. The gummed, self-adhesive labels will be one

inch by two and three-fourth inches. The labels are cumulative and are generated after each administration. The student labels are for students who participate during the administration. The vendor must organize all reports and labels by school within each school system. There will be 2 sets of student labels for each school. Student labels from 2 different schools should never be printed on the same page; therefore, it will be necessary to start a new page of labels for each school. (See Appendix C, pages 225-226.)

Non-printed Reports to Be Provided by Vendor

Samples of non-printed reports are provided in Appendix C.

The non-cumulative Student List Report is the pass/fail status for students who participate during the administration. The non-cumulative Student List Report will be posted on the vendor's secure Web site in a standard format, text format, and CSV format. (See the sample of the Student List Report for the standard format on page 219.)

The Non-Mastery List is the mastery/non mastery status for each objective for each subject-area test for students who failed the subject-area test during this administration. The vendor will post a Non-Mastery List for reading, language, mathematics, science, biology, and social studies. The vendor will post on the vendor's secure Web site in a standard format, text format, and CSV format. (See the sample for the standard format of the Non-Mastery List on page 221.)

The Non-Mastery Summary is the mastery/non-mastery summary for each objective for each subject-area test for all students who participate during the administration. The vendor will post a Non-Mastery Summary for reading, language, mathematics, science, biology, and social studies. The vendor will post on the vendor's secure Web site in a standard format, text format, and CSV format. (See the sample for the standard format of the Non-Mastery Summary on page 223.)

The school data is the individual data for all students who participate during the administration. The vendor will post the school data in two formats (text and CSV). The vendor will provide to the SDE two CDs containing all student records for the administration plus the Non-Mastery List and the Non-Mastery Summary.

The Cumulative Student List Report is the cumulative pass/fail status for all students who participate during the administration. The vendor will post the Cumulative Student List Report in two formats (text and CSV). The vendor will post a cumulative student list report for the system and for the each school.

The Final Status List Report for schools and systems will be posted on the vendor's **secure** Web site as will the School Reports and System Reports. All reports are cumulative. The school attendance data is used to determine which students are included in each group report including the Final Status List Report. The group reports are generated during the month of June. SDE representatives will be on location at this time to verify the group reports. The Final Status List Report, School Report, System Report, State Report, and the Chief State School Officer's Report (CSSOR) will be provided to the state on a CD. The State Report and the CSSOR also are cumulative reports. (See sample for the format of the School Report on page 227. The format for

the System Report and State Report is the same as the School Report. See the sample of the CSSOR on page 229.)

Comprehensive List of Reports to Be Generated by Vendor

The following reports will be generated:

1. Individual reports produced for each administration
   a. Individual Reports (Only students who failed any subject area) - 2 paper copies
   b. Non-Mastery Lists (Only students who failed the subject area) – on the secured vendor's Web site – no paper copies
   c. Non-Mastery Summary (All students) – on the secured vendor's Web site – no paper copies
   d. Student Labels (All students) - 2 paper copies
   e. Non-Cumulative Student List Report (All students) – on the vendor's secure Web site – no paper copies
   f. System Cumulative Student List Report (All students) – on the vendor's secure Web site – no paper copies
   g. School Cumulative Student List Report (All students) – on the vendor's secure Web site – no paper copies
   h. Final Status List Report (All students) – on the vendor's secure Web site – no paper copies

2. Group reports produced in the summer:
   a. School Report – Cumulative Report –on the vendor's secure Web site and CD – no paper copies
   b. System Report – Cumulative Report – on the vendor's secure Web site and CD – no paper copies
   c. State Report – Cumulative Report – on CD – no paper copies
   d. Chief State School Officer's Report (CSSOR) – Cumulative Report – on CD – no paper copies

Packing Reports

The reports will be packaged in the following manner:

1. One shrink-wrapped package for each school containing:
   Individual Reports - 2 copies
   Student Labels - 2 copies
2. Package for SDE for each administration
   Individual data - 2 CDs
3. Package for the SDE once a year:
   School Report for each school and System Report for each system – 3 CDs
   State Report and CSSOR – 3 CDs

Information related to packing of the individual reports and labels:

1. The vendor will exercise care in matching the system code number on the shipping label to the system code number appearing on all reports.
2. The SDE and vendor must verify printing of all laser-printed reports and labels before shrink-wrapping begins.
3. The vendor will package all reports by school system.
4. The vendor will assume all costs for packing reports by system and for inside delivery of all reports to each LEA's Superintendent and the SDE.
5. The vendor will address the reports to the LEA's Superintendent, not the System Test Coordinator.

Scoring Appeals Process (Cost Option)

The vendor must handscore an answer document within forty-eight hours after receiving the request from the SDE. The vendor will report to the system test coordinator and the SDE the results of the handscoring. The cost for the appeals process shall be calculated on per unit or per appeal basis. The SDE does not have an estimate for the number of anticipated appeals.

Standard Setting (Cost Option)

The vendor may be required to conduct a standard setting meeting to determine three new cut scores for reading, language, mathematics, biology, and social studies subject-area tests. Therefore, the SDE is requesting the vendor to price as a cost option the conducting of a standard setting for the reading, language, mathematics, biology, and social studies subject-area tests. If the SDE does require the vendor to conduct a standard setting meeting, the modified-Angoff method is the method that the vendor will be required to use. Using the modified-Angoff method, the vendor's technical person will conduct the standard setting meeting to determine three new cut scores for each subject-area test. Immediately following the standard setting meeting, the vendor's technical person must present the results to the SDE and Alabama Technical Advisory Committee. After this meeting, the SDE will recommend a new passing score for the reading, language, mathematics, biology, and social studies subject-area tests to the State Board of Education. The vendor's technical person may be required to attend this board meeting. In the vendor's response, the vendor must explain in detail how the vendor will conduct the standard setting.

In conducting the modified-Angoff method, the standard setting committee will include sixteen teachers per subject-area test. Each committee member will be a specialist in the subject area. The length of the standard setting committee meeting will be three days. The location of the standard setting committee meeting will be in Alabama. The SDE will select the committee members and arrange for the members to serve on the committee, but the vendor will pay their expenses. The vendor will pay a stipend of $75 per day or $11.25 per day and $0.50 per mile for travel to each committee member who attends the meeting. The SDE will be billed for the actual number of committee members who attend the meeting. The vendor will be responsible for securing a meeting place and for any expenses connected with conducting the meeting. The vendor will provide all materials to be used during the meeting. The vendor's technical specialist (not a subcontractor) is required to conduct the meeting and write and present the report to the SDE. The vendor will pay the expenses for their representatives.

Development of an Additional Equivalent Form (Cost Option)

The vendor's proposal must include a detailed plan for item production, item pilot, and form pilot for creating one additional form of each subject-area test. The vendor will deliver to the SDE 50 new items for language, mathematics, biology, and social studies. The vendor will deliver to the SDE 42 new items for reading and the associated passages. Using these new items and existing items, the vendor will deliver to the SDE one additional equivalent form for each subject-area test. The vendor will conduct an item review, item pilot, and form pilot. The item review will include a review of the items by a content committee and a bias committee for each subject area. Each committee member will be a specialist in the appropriate subject area. The committee members will meet for two days. The SDE will select the committee members and arrange for the members to serve on the committee, but the vendor will pay the expenses for the committee members. The vendor will pay a stipend of $75 per day or $11.25 per day and $0.50 per mile for travel to each committee member who attends the meeting. The vendor's content specialists (one per subject area) are required to attend the meeting. The vendor will pay the expenses for their representatives. The vendor will develop an equivalent form by combining the new items with items in the item bank. The vendor must ensure that the form is equivalent to all other forms of the subject-area test. The vendor will produce a Technical Manual related to the development of the additional equivalent form. The principal purpose of this manual is to document development of this form of the AHSGE and should satisfy NCLB requirements for Peer Review and the *Standards for Educational and Psychological Testing*.

Bucket of Hours (Cost Option)

The scope of the original Statement of Work may change during the course of the contract. The vendor will provide a cost per hour for miscellaneous hours for scope changes as required. We are requesting an estimated 5,000 hours to cover potential scope changes during the potential five year period. If for any reason the Statement of Work changes during the contract year or renewal years and a scope change is necessary, the vendor will cost the scope change using the hourly rate and payment of the scope change will come from the hours in the bucket.

Timeline

The approximate time frame for the contract for 2010-2011 administrations is shown on the following pages. Subsequent years will follow the same approximate timeline. The vendor is expected to provide in the vendor's response to the ITB a detailed working schedule showing the work time for each major activity. The activities marked with an asterisk are critical to the SDE and must be completed no later than the time scheduled. Liquidated damages discussed on page 172 will apply to these items if the vendor does not meet the schedule.

TIMELINE

Year 2010-2011

Beginning of Work	Upon receipt of contract
Planning Meeting	To be determined
Content of Fall 2010 Test Booklets Provided to the Vendor	To be determined
Mock-up for Fall 2010 Test Booklets and Answer Document Received by the SDE	To be determined
Mock-up of Fall 2010 Test Booklets and Answer Document Approved by the SDE	To be determined
Camera-Ready Copy of Fall 2010 Test Booklets Received by the SDE	To be determined
Camera-Ready Copy of Fall 2010 Test Booklets Approved by the SDE	To be determined
Proofs of Fall 2010 Test Booklets and Answer Documents Received by the SDE	To be determined
Proofs of Fall 2010 Test Booklets and Answer Documents Approved by the SDE	July 5-9, 2010
Content of Midyear 2010 Test Booklets Provided to the Vendor	July 2010
Count of Fall 2010 Test Booklets Provided to the Vendor	August 2010
SDE Personnel On-Site for the Packing of Fall 2010 Materials for the LEAs	To be determined
Mock-up for Midyear 2010 Test Booklets Received by the SDE	September 2010
Mock-up of Midyear 2010 Test Booklets Approved by the SDE	September 2010
*All Test Materials for Fall 2010 Received by the LEAs	September 1-10, 2010
Fall Testing	September 20-24, 2010

Camera-Ready Copy of Midyear 2010 Test Booklets Received by the SDE	October 2010
*Pickup of Fall 2010 Test Materials by the Vendor	September 27-October 1, 2010
SDE Personnel On-Site for the Scanning, Scoring, and Report Generation of the Pilot Systems	To be determined
*Non-cumulative Student List Report, Non-Mastery List, School Data, and Non-Mastery Summary Posted on Vendor's Secure Web site	Two weeks after receipt of answer documents in scoring center
*Cumulative Student List Report Posted on Vendor's Secure Web site	Four weeks after receipt of answer documents in scoring center
*Individual Reports and Labels Received by LEAs	Four weeks after receipt of answer documents in scoring center
Camera-Ready Copy of Midyear 2010 Test Booklets Approved by the SDE	September 2010
Proofs of Midyear 2010 Test Booklets Received by the SDE	September 2010
Proofs of Midyear 2010 Test Booklets Approved by the SDE	September 2010
Content of Spring 2011 Test Booklets Provided to the Vendor	October 2010
Count of Midyear 2010 Test Booklets Provided to the Vendor	November 2010
Mock-up of Spring 2011 Test Booklets Received by the SDE	November 2010
Vendor and/or SDE Search Fall 2010 Test Booklets for Missing Answer Documents	To be negotiated
Destruction of Fall 2010 Test Booklets	To be negotiated
Mock-up of Spring 2011 Test Booklets Approved by the SDE	November 2010
*All Test Materials for Midyear 2010 Received by the LEAs	November 15-19, 2010

Midyear 2010 Testing	December 6-10, 2010
Camera-Ready Copy of Spring 2011 Test Booklets Received by the SDE	December 2010
Camera-Ready Copy of Spring 2011 Test Booklets Approved by the SDE	December 2010
*Pickup of Midyear 2010 Test Materials by the Vendor	December 13-17, 2010
Personnel On-Site for Log-In of Answer Documents	To be determined
SDE Personnel On-Site for the Scanning, Scoring, and Report Generation of the Pilot Systems	January 2011
*Non-cumulative Student List Report, Non-Mastery List, School Data, and Non-Mastery Summary Posted on Vendor's Secure Web site	Two weeks after receipt of answer documents in scoring center
*Cumulative Student List Report Posted on Vendor's Secure Web site	Four weeks after receipt of answer documents in scoring center
*Individual Reports and Labels Received by LEAs	Four weeks after receipt of answer documents in scoring center
Proofs of Spring 2011 Test Booklets Received by the SDE	January 2011
Content of Summer 2011 Test Booklets Provided to the Vendor	January 2011
Mock-up of Summer 2011 Test Booklets Received by the SDE	January 2011
Proofs of Spring 2011 Test Booklets Approved by the SDE	January 2011
Count of Spring 2011 Test Booklets Provided to the Vendor	February 2011
Vendor and SDE Search Midyear 2010 Test Booklets for Missing Answer Documents	To be determined
Mock-up of Summer 2011 Test Booklets Approved by the SDE	February 2011
Camera-Ready Copy of Summer 2011 Test Booklets	

Received by the SDE	February 2011
SDE Personnel On-Site for the Packing of Spring 2011	To be negotiated
*All Test Materials for Spring 2011 Received by the LEAs	February 14-18, 2011
Camera-Ready Copy of Summer 2011 Test Booklets Approved by the SDE	March 2011
Spring 2011 Testing	February 28 – March 4, 2011
*Pickup of Spring 2011 Test Materials by Vendor	March 7-11, 2011
Grades 9-12 Enrollment File Received by Vendor	Two weeks after the first day of testing
Proofs of Summer 2011 Test Booklets Received by the SDE	March 2011
Proofs of Summer 2011 Test Booklets Approved by the SDE	April 2011
SDE Personnel On-Site for Log-in of Answer Documents	To be determined
SDE Personnel On-Site for the Scanning, Scoring, and Report Generation for the Pilot Systems	To be determined
*Non-cumulative Student List Report, Non-Mastery List, School Data, and Non-Mastery Summary Posted on Vendor's Secure Web site	Two weeks after receipt of answer documents in scoring center
*Cumulative Student List Report Posted on Vendor's Secure Web site	Four weeks after receipt of answer documents in scoring center
*Individual Reports and Labels Received by LEAs	Four weeks after receipt of answer documents in scoring center
*Final Status Results Posted on Vendor's Secure Web site	Last week of May and first week of June
Final Status Results CD Received by SDE	Last week of May and first week of June
SDE Personnel On-Site for the Group Report Generation for the Pilot Systems	To be determined

*Grades 9-12 Demographics Sent by Vendor to Accountability Vendor	April 2011
*Database CD Received by SDE and the Accountability Vendor	Middle of June 2011
*Final Status List Posted on Vendor's Secure Web site	TBD
*Group Reports Posted on Vendor's Secure Web site	First of July 2011
*Group Reports and CSSOR CD Received by SDE	First of July 2011
Vendor and SDE Search Spring 2011 Test Booklets for Missing Answer Documents	To be determined
Destruction of Spring 2011 Test Booklets	To be determined
Count of Summer 2011 Test Booklets Provided to the Vendor	June 2011
SDE Personnel On-Site for the Packing of Summer 2011 Test Materials for the LEAs	To be determined
*All Test Materials for Summer 2011 Received by the LEAs	June 30-July 8, 2011
Content of Fall 2011 Test Booklets Provided to the Vendor	To be determined
Mock-up for Fall 2011 Test Booklets and Answer Document Received by the SDE	To be determined
Mock-up of Fall 2011 Test Booklets and Answer Document Approved by the SDE	June 2011
Camera-Ready Copy of Fall 2011 Test Booklets Received by the SDE	To be determined
Camera-Ready Copy of Fall 2011 Test Booklets Approved by the SDE	To be determined
Proofs of Fall 2011 Test Booklets and Answer Document Received by the SDE	To be determined
Summer 2011 Testing	July 11-15, 2011
Proofs of Fall 2011 Test Booklets and Answer Documents Approved by the SDE	July 2011

Content of Midyear 2011 Test Booklets Provided to the Vendor	July 2011
*Pickup Summer 2011 Test Materials by Vendor	July 18-27, 2011
Count of Fall 2011 Test Booklets Provided to the Vendor	August 2011
SDE Personnel On-Site for Log-in of Answer Documents	To be determined
SDE Personnel On-Site for the Scanning, Scoring, and Report Generation for the Pilot Systems	To be determined
*Non-cumulative Student List Report, Non-Mastery List, School Data, and Non-Mastery Summary Posted on Vendor's Secure Web site	Two weeks after receipt of answer documents in scoring center
*Cumulative Student List Report Posted on Vendor's Secure Web site	Four weeks after receipt of answer documents in scoring center
*Individual Reports and Labels Received by LEAs	Four weeks after receipt of answer documents in scoring center
Vendor and SDE Search Summer 2011 Test Booklets for Missing Answer Documents	To be determined
Destruction of Summer 2011 Test Booklets	To be determined
Close-out Meeting	To be determined

Meetings Between the Vendor and the SDE

One staff member from the Assessment and Accountability staff of the SDE will be assigned to manage the contract resulting from the ITB under the overall supervision of the coordinator. The successful operation of the project will require periodic meetings between the vendor and SDE staff. The first meeting will take place at the vendor's offices. Vendors should plan on conducting any meetings with SDE staff that are necessary for successful completion of the work tasks. All costs (travel, lodging, etc.) associated with the meetings are the responsibility of the vendor. Meetings will be necessary in connection with the following activities:

- Planning meeting (2 people, 2 days)
- Monitoring the scanning, scoring, and report generation of pilot systems data (1 person, 2 days for each administration)
- Monitoring the group report generation (1 person, 2 days)
- Close-out meeting (2 people, 2 days)

Other meetings between the vendor and the SDE staff may be necessary. If the SDE deems meetings necessary, the meetings will be at the expense of the vendor. Meetings will be in conjunction with the following activities:

- Supervising the packing of testing materials (1 person, 2 days for each administration)
- Supervising the accounting of **all** testing materials (1 person, 3 days for each administration)
- Monitoring the log-in of answer documents (1 person, 3 days for each administration)
- Monitoring the search of test booklets for missing answer documents (1 person, 1 day for each administration)

Written Reports and Telephone Communications

The vendor will submit written progress reports weekly, indicating accomplishments during that week. Any agreements made over the telephone must be confirmed in writing in that weekly report. The vendor will also prepare a written final report that identifies any problems and suggests modifications for future years. Topics to be covered include, but are not limited to, the following:

- A detailed review of planned procedures;
- A detailed review of actual procedures employed, a comparison with planned procedures, notation of discrepancies, and an explanation of the cause of these discrepancies;
- A detailed review of the problems encountered in the execution of the testing program and suggestions for elimination of problems in subsequent years; and
- Other suggestions for the improvement of procedures, plans, and activities of the testing program in future years.

The SDE states emphatically the need for maintaining a steady flow of communication between the SDE and the vendor.

RESPONSE TO THIS ITB PREPARATION

The response should have four clearly labeled sections:

Section I **Technical Response**
Section II **Management Response**
Section III **Mandatory Requirements**
Section IV **Cost Response**

Technical Response

This section of the vendor's response plus the ITB specifications will become, if the vendor is awarded the contract, the Statement of Work for which the vendor will be contractually responsible. The vendor's technical response shall describe in narrative form the technical plan for accomplishing the work involved. The response shall indicate an understanding of the tasks to be performed, the overall scope of the work, and the problems likely to be encountered in performing the tasks. Methods and procedures to be used in accomplishing each task shall be defined in detail. Any special attributes or capabilities of a proposal should be identified. Any additional information that is believed to be relevant to the evaluation of the proposal should be included. The technical response should provide responses to the following task statements, but is not limited to those listed.

1. Describe the procedures for printing and packing the testing materials.
2. Describe the procedures for distribution, collection, verification, and destruction of testing materials.
3. Describe the procedures for data identification, receipt control, scoring, and editing.
4. Describe the procedures for printing and shipping the reports.
5. Describe the procedures for web reporting.
6. Describe how security and quality control of all aspects of the assessment will be emphasized.
7. Describe specific information, hardware, software, back-up procedures, personnel, and other resources or materials needed to meet successfully the terms of the ITB.
8. Describe procedures for assistance in any correction of errors at any stage of the project.
9. Describe procedures for matching records to be included in the database.
10. Describe procedures used to ensure that all information on web is secured at all time.
11. Describe procedures for updating and maintaining the database.
12. Describe procedures for item writing, item pilot, and form pilot.
13. Describe procedures used to ensure that the form is equivalent to all other forms of the subject-area test.
14. Describe procedures for conducting standard setting.

Management Response

The vendor's management response shall indicate procedures to be used to ensure the timely delivery of products of high quality and methods by which deviations from schedules and specifications will be detected and corrected. In addition, the management section shall include a description of the organization, proposed control procedures, and vendor's experience in completing tasks similar to those required by this ITB. The management section must include a PERT display of events, tasks, and decisions, and the number of person-days and skill levels to be allocated to each task.

A. Corporate Qualifications

Of utmost importance is the capability of the organization to perform the work requested in the ITB. Vendors must demonstrate the capacity to provide quality work for all of the tasks required in the Scope of Work section of this ITB. Consideration will be given to whether the organization has sufficient resources to work within time constraints while maintaining desired performance levels. In addition, consideration will be given to the competence of professional personnel assigned to the job by the vendor. Qualifications of professional personnel will be judged on the basis of experience and education with particular attention to prior experience with high stakes testing.

A vendor must provide information about the most recent three contracts in a program similar to the high school testing program. The vendor should submit a detailed description of its most recent work in this area so that capacity and capability to perform all of the tasks with this ITB may be evaluated.

Vendors with prior experience or interested vendors demonstrating capacity to complete tasks must describe in detail their ability to complete the following tasks. The vendor must demonstrate capacity to provide for at least 120,000 students involving three grade levels; high quality printing, distribution, and collection of testing materials; scanning and scoring answer documents; and producing reports for posting on the vendor's secure Web site, producing computer-printed reports, and distributing computer-printed reports for each administration of the test for each student. The vendor must demonstrate the capacity to perform these tasks four times a year. The vendor must demonstrate the capacity to produce group and individual data electronically; to maintain a database, and to use the database to produce reports. The vendor must have had experience in updating and maintaining a student database. The vendor must have the capability to update the database at least five times a year. The vendor must demonstrate the ability to maintain a student database which contains all students' data for all administrations since 1999. Further, vendor must describe experience or capacity to conduct all activities associated with developing items, equating of test forms, and setting standards for high-stakes test. The vendor must demonstrate the capacity to store used answer documents for three years after each administration and to locate any student's answer document for any administrations.

B. Organization

The vendor's management response shall contain a chart that indicates the proposed organization of program staff and position of program staff in relation to the regular corporate organization. All key role-positions shall be indicated, and occupants of managerial and professional role-positions shall be listed by name. The vendor must indicate the amounts of time (in full-time equivalent person-days) each named professional and managerial employee will devote to the completion of each task.

C. Control Procedures

The management response shall indicate the procedures through which progress in the execution of the program of work will be monitored, and deviations from planned milestone schedules or prescribed levels of quality will be detected. The SDE will be notified of deviations from planned milestone schedules or prescribed levels of quality, and corrections will be achieved on a timely basis.

D. Schedules

The management response shall include detailed schedules for completion of each task specified in the timelines presented on pages 25-31. A Gantt chart and/or PERT chart shall be included in the response to illustrate the interrelationship between tasks and the proposed calendar periods during which tasks must be accomplished.

E. Personnel

The vendor's management response shall indicate by name the management personnel and professional personnel to be responsible for the completion of each task described in the section *Scope of Work*. The vendor must indicate the amount of time (in full-time equivalent person-days) that each professional and managerial employee will devote to the completion of each task.

F. Staff Qualifications

The vendor's management response shall contain a résumé for each professional and managerial employee who will be used in completing the tasks specified in this ITB. Résumés shall indicate relevant educational background and professional or managerial experience as well as permanent positions in the vendor's corporate structure.

G. Project Manager

The vendor must name **one** person who is to be committed to the project from the awarding of the contract to the final close-out meeting of the project. The response should specify the proportion of the project manager's time allotted to this project. This person must be a member of the regular organizational staff with experience in coordinating within the company such activities as editing test materials, printing, distributing, scoring, updating

and maintaining a database, and preparing technical reports. The SDE expects the project manager to have sufficient authority within the company to obtain cooperation from all sections and to arrange priority for the Alabama project should it become necessary. The project manager must also have sufficient authority over subcontractors in order to accomplish necessary tasks.

H. Technical Specialist

The vendor must name a technical specialist who is to be committed to the project from the awarding of the contract to the final close-out meeting of the project. The technical specialist will be involved in analyzing all data, determining passing scores, and reporting all data to the SDE. The technical specialist will write a technical report for each year plus the technical procedure. The technical specialist must have training in the modified-Angoff method and experiences using the modified-Angoff method. The technical specialist must have experience in developing scaling tables and recalibrating data for a high-stakes test. The technical specialist must be a member of the vendor's full time organizational staff (not a subcontractor).

I. Vendor's Experience

In the vendor's management response, the vendor must list state educational agencies for which work similar to that required by this ITB has been completed. The experiences included on the list must be within the last four years; therefore, no experiences before 2005 should be included on this list. The vendor must include only experiences where the vendor is the main contractor, not a subcontractor. Since the SDE may contact former clients to ascertain the quality and integrity of the vendor's prior performance, references should be as complete as possible. The vendor should list names of responsible individuals and/or clients, their addresses, and their telephone numbers.

J. Subcontractor(s)

If the vendor desires to employ a subcontractor for the completion of one or more tasks involved in the project, the response must show the qualifications of the staff used by the subcontractor(s). Corporate qualifications shall be documented at the same level of detail as those of the vendor. Any subcontractor(s) must be approved by the SDE.

Mandatory Requirements

To be considered, the vendor must respond to all requirements in the ITB.

A. Invitation to Bid Responses

Responses must be submitted with an Invitation to Bid properly notarized and signed by a company official with authorization to bind the vendor to the ITB provisions. One original signature is required. **The Grand Total Base Bid must be written in the "Unit Price" column on the Invitation to Bid. If the Grand Total Base Bid is not written in the**

"Unit Price" column on the Invitation to Bid, the state will not review the vendor's proposal.

B. Mandatory Statements

The vendor's response shall contain statements indicating their agreement with the following:

1. The vendor agrees to deliver all required items of this ITB in accordance with the dates indicated in the time schedule.
2. In order to be considered for selection, the vendor agrees to provide for liquidated damages as specified in the ITB in the Contractual Information section that follows.
3. By submission of an ITB, the vendor certifies that in connection with this ITB:
   a. The prices in the ITB have been arrived at independently, without consultation, communication, or agreement with any other vendor or competitor in an effort to restrict competition.
   b. Unless otherwise required by law, the prices which have been quoted in this ITB have not been knowingly disclosed by the vendor prior to opening, directly or indirectly, to any competitor; and
   c. No attempt has been made or will be made by the vendor to induce any other person or firm to submit or not to submit an ITB for the purpose of restricting competition.
4. In addition, the person signing the ITB certifies that:
   a. He/She is the person in the vendor's organization legally responsible within the organization for the decision related to the prices being offered in the ITB and that he/she has not participated, and will not participate, in any action contrary to 3a, 3b, or 3c above; or
   b. He/She is not the person in the vendor's organization responsible within that organization for the decision related to the prices being offered in the ITB, but that he/she has been authorized in writing to act as agent for the persons legally responsible for such decision in certifying that such persons have not participated, and will not participate, in any action contrary to 3a, 3b, and 3c above.

Responses must be submitted with the Immigration Status Form (Appendix D, page 232) and State of Alabama Disclosure Statement (Appendix D, pages 234-236). The two forms must be signed by a company official (one original signature required) with the authorization to bind the vendor to its contents.

Cost Response

Cost information is required to support the reasonableness of the bid, to demonstrate that the vendor will provide all services requested in the ITB, and to determine appropriate amounts of contract payments. The cost response must be provided on the **exact form** included in this ITB. Quantities are provided by the SDE in order for the vendors to approximate total costs. The vendors should understand, however, that they are bidding a "unit price" and that payment shall be made based on

exact numbers. If the vendor wishes to propose an exception that will result in a cost saving, the vendor should base his/her bid on the stated specifications and reflect this cost as the Grand Total Base Bid and then include the proposed cost savings option as a cost option.

Remember: The vendor also must include the Grand Total Base Bid (the amount on page 154) on the Invitation to Bid.

COST RESPONSE
Year 2010-2011

FALL 2010 ADMINISTRATION

(Section I)

Printing Materials

	Estimated Quantities	Unit Price	Extension*	Section Total
Regular Format				
Reading	25,000	_____	_____	
Language	25,000	_____	_____	
Mathematics	60,000	_____	_____	
Science	20,000	_____	_____	
Social Studies	35,000	_____	_____	
Biology	60,000	_____	_____	
Large-Print Format				
Reading	40	_____	_____	
Language	40	_____	_____	
Mathematics	55	_____	_____	
Science	40	_____	_____	
Social Studies	40	_____	_____	
Biology	55	_____	_____	
Braille Format				
Reading	10	_____	_____	
Language	10	_____	_____	
Mathematics	10	_____	_____	
Science	10	_____	_____	
Social Studies	10	_____	_____	
Biology	10	_____	_____	
Calculator Practice Booklets				
Regular Format	60,000	_____	_____	
Large-Print Format	55	_____	_____	
Braille Format	10	_____	_____	
Answer Documents	100,000	_____	_____	

Note: * Use this formula to figure extension: Estimated Quantities x Unit Price = Extension.

(Section I, Cont.)

Other Materials
(header sheets, boxes, shipping labels, etc.) _____

Total for Printing Materials _____

(Section II)

Packing and Distribution of Materials

	Price	Section Total
Packing of Materials	_____	
Distribution of Materials	_____	
Total for Packing and Distribution of Materials		_____

(Section III)

Collection, Verifying, and Destroying Materials

	Price	Section Total
Collection of Materials	_____	
Verifying Test Booklets	_____	
Destroying Test Booklets	_____	
Total for Collection, Verifying, and Destroying Materials		_____

(Section IV)

Shipping Used Answers Documents

	Price	Section Total
Shipping Used Answer Documents From Alabama to Scoring Center	_____	
Total for Shipping Used Answer Documents		_____

(Section V)

Scanning and Scoring Answer Documents

	Estimated Quantities	Unit Price	Extension*	Section Total
Scanning and Scoring Answer Documents	60,000	_____	_____	

Total for Scanning and Scoring Answer Documents _____

(Section VI)

Report Production and Distribution

	Number of Reports	Copies Each	Unit Price	Extension**	Section Total
Individual Report	30,000	2	_____	_____	
Student Label	60,000	2	_____	_____	
State Individual Data CD	1	2	_____	_____	
Distribution of Reports				_____	
Web Reporting: Non-Cumulative Student List Report, Non-Mastery List, Non-Mastery Summary, Cumulative Student List Report (System and School), and School Data (System and School)			_____		

Total for Report Production and Distribution _____

Note: * Use this formula to figure extension: Estimated Quantities x Unit Price = Extension.
** Use this formula to figure extension: Number of Reports x Copies Each x Unit Price = Extension.

(Section VII)

Travel

	Number	Price Per Person	Extension*	Section Total
Planning Meeting	2	_____	_____	
Monitoring the Scanning, Scoring, and Report Generation of Pilot Systems Data	1	_____	_____	
Total for Travel				_____

(Section VIII)

	Price	Section Total
Data Analysis		
Data Analysis	_____	
Total for Data Analysis		_____

(Section IX)

Others		
Project Management	_____	
Total for Others		_____

Note * Use this formula to figure extension: Number x Price Per Person = Extension.

TOTAL FOR FALL 2010 ADMINISTRATION

	Section Total
Section I - Total for Printing Materials	_____
Section II - Total for Packing and Distribution of Materials	_____
Section III - Total for Collection, Verifying, and Destroying Materials	_____
Section IV – Total for Shipping Used Answer Documents	_____
Section V - Total for Scanning and Scoring Answer Documents	_____
Section VI - Total for Report Production and Distribution	_____
Section VII - Total for Travel	_____
Section VIII - Total for Data Analysis	_____
Section IX - Total for Others	_____
Total for Fall 2010 Administration	_____

MIDYEAR 2010 ADMINISTRATION

(Section I)

Printing Materials

	Estimated Quantities	Unit Price	Extension*	Section Total
Regular Format				
Reading	25,000	_____	_____	
Language	25,000	_____	_____	
Mathematics	25,000	_____	_____	
Science	25,000	_____	_____	
Social Studies	25,000	_____	_____	
Biology	25,000	_____	_____	
Large-Print Format				
Reading	30	_____	_____	
Language	30	_____	_____	
Mathematics	30	_____	_____	
Science	30	_____	_____	
Social Studies	30	_____	_____	
Biology	30	_____	_____	
Braille Format				
Reading	10	_____	_____	
Language	10	_____	_____	
Mathematics	10	_____	_____	
Science	10	_____	_____	
Social Studies	10	_____	_____	
Biology	10	_____	_____	
Calculator Practice Booklets				
Regular Format	25,000	_____	_____	
Large-Print Format	30	_____	_____	
Braille Format	10	_____	_____	
Answer Documents	40,000	_____	_____	
Other Materials (header sheets, boxes, shipping labels, etc.)			_____	
Total for Printing Materials				_____

Note: * Use this formula to figure extension: Estimated Quantities x Unit Price = Extension.

(Section II)

Packing and Distribution of Materials

	Price	Section Total
Packing of Materials	_____	
Distribution of Materials	_____	
Total for Packing and Distribution of Materials		_____

(Section III)

Collection, Verifying, and Destroying Materials

	Price	Section Total
Collection of Materials	_____	
Verifying Test Booklets	_____	
Destroying Test Booklets	_____	
Total for Collection, Verifying, and Destroying Materials		_____

(Section IV)

Shipping Used Answers Documents

	Price	Section Total
Shipping Used Answer Documents From Alabama to Scoring Center	_____	
Total for Shipping Used Answer Documents		_____

(Section V)

Scanning and Scoring Answer Documents

	Estimated Quantities	Unit Price	Extension*	Section Total
Scanning and Scoring Answer Documents	25,000	_____	_____	

Total for Scanning and Scoring Answer Documents _____

(Section VI)

Report Production and Distribution

	Number of Reports	Copies Each	Unit Price	Extension**	Section Total
Individual Report	15,000	2	_____	_____	
Student Label	25,000	2	_____	_____	
State Individual CD Data	1	2	_____	_____	
Distribution of Reports				_____	
Web Reporting: Non-Cumulative Student List Report, Non-Mastery List, Non-Mastery Summary, Cumulative Student List Report, and School Data				_____	

Total for Report Production and Distribution _____

Note: * Use this formula to figure extension: Estimated Quantities x Unit Price = Extension.
** Use this formula to figure extension: Number of Reports x Copies Each x Unit Price = Extension.

(Section VII)

Travel

	Number	Price Per Person	Extension*	Section Total
Planning Meeting	2	_____	_____	
Monitoring the Scanning, Scoring, and Report Generation of Pilot System Data	1	_____	_____	
Total for Travel				_____

(Section VIII)

	Price	Section Total
Data Analysis		
Data Analysis	_____	
Total for Data Analysis		_____

(Section IX)

Others

Program Management	_____	
Total for Others		_____

Note: * Use this formula to figure extension: Number x Price Per Person = Extension.

TOTAL FOR MIDYEAR 2010 ADMINISTRATION

	Section Total
Section I - Total for Printing Materials	_____
Section II - Total for Packing and Distribution of Materials	_____
Section III - Total for Collection, Verifying, and Destroying Materials	_____
Section IV - Total for Shipping Used Answer Documents	_____
Section V - Total for Scanning and Scoring Answer Documents	_____
Section VI - Total for Report Production and Distribution	_____
Section VII - Total for Travel	_____
Section VIII - Total for Data Analysis	_____
Section IX - Total for Others	_____
Total for Midyear 2010 Administration	_____

SPRING 2011 ADMINISTRATION

(Section I)

Printing Materials

	Estimated Quantities	Unit Price	Extension*	Section Total
Regular Format				
Reading	95,000	_____	_____	
Language	100,000	_____	_____	
Mathematics	50,000	_____	_____	
Science	30,000	_____	_____	
Social Studies	90,000	_____	_____	
Biology	50,000	_____	_____	
Large-Print Format				
Reading	140	_____	_____	
Language	140	_____	_____	
Mathematics	140	_____	_____	
Science	20	_____	_____	
Social Studies	140	_____	_____	
Biology	140	_____	_____	
Braille Format				
Reading	10	_____	_____	
Language	10	_____	_____	
Mathematics	10	_____	_____	
Science	5	_____	_____	
Social Studies	10	_____	_____	
Biology	10	_____	_____	
Calculator Practice Booklets				
Regular Format	50,000	_____	_____	
Large-Print Format	140	_____	_____	
Braille Format	10	_____	_____	
Answer Documents	120,000	_____	_____	
Other Materials (header sheets, boxes, shipping labels, etc.)			_____	

Total for Printing Materials _____

Note: * Use this formula to figure extension: Estimated Quantities x Unit Price = Extension.

(Section II)

Packing and Distribution of Materials

	Price	Section Total
Packing of Materials	_____	
Distribution of Materials	_____	
Total for Packing and Distribution of Materials		_____

(Section III)

Collection, Verifying, and Destroying Materials

	Price	Section Total
Collection of Materials	_____	
Verifying Test Booklets	_____	
Destroying Test Booklets	_____	
Total for Collection, Verifying, and Destroying Materials		_____

(Section IV)

Shipping Used Answers Documents

	Price	Section Total
Shipping Used Answer Documents From Alabama to Scoring Center	_____	
Total for Shipping Used Answer Documents		_____

(Section V)

Scanning and Scoring Answer Documents

	Estimated Quantities	Unit Price	Extension*	Section Total
Scanning and Scoring Answer Documents	120,000	_____	_____	

Total for Scanning and Scoring Answer Documents _____

(Section VI)

Report Production and Distribution

	Number of Reports	Copies Each	Unit Price	Extension**	Section Total
Individual Report	40,000	2	_____	_____	
Student Label	120,000	2	_____	_____	
State Individual CD Data	1	2	_____	_____	

Distribution of Reports _____

Web Reporting: Non-Cumulative Student List Report, Non-Mastery List, Non-Mastery Summary, Cumulative Student List Report, and School Data _____

Total for Report Production and Distribution _____

Note: * Use this formula to figure extension: Estimated Quantities x Unit Price = Extension.
** Use this formula to figure extension: Number of Reports x Copies Each x Unit Price = Extension.

(Section VII)

Travel

	Number	Price Per Person	Extension*	Section Total
Planning Meeting	2	_____	_____	
Monitoring the Scanning, Scoring, and Report Generation of Pilot System Data	1	_____	_____	
Total for Travel				_____

(Section VIII)

	Price	Section Total
Data Analysis		
Data Analysis	_____	
Total for Data Analysis		_____

(Section IX)

Others		
Program Management	_____	
Total for Others		_____

Note: * Use this formula to figure extension: Number x Price Per Person = Extension.

TOTAL FOR SPRING 2011 ADMINISTRATION

	Section Total
Section I - Total for Printing Materials	_____
Section II - Total for Packing and Distribution of Materials	_____
Section III - Total for Collection, Verifying, and Destroying Materials	_____
Section IV - Total for Shipping Used Answer Documents	_____
Section V - Total for Scanning and Scoring Answer Documents	_____
Section VI - Total for Report Production and Distribution	_____
Section VII - Total for Travel	_____
Section VIII - Total for Data Analysis	_____
Section IX - Total for Others	_____
Total for Spring 2011 Administration	_____

SUMMER 2011 ADMINISTRATION

(Section I)

Printing Materials

	Estimated Quantities	Unit Price	Extension*	Section Total
Regular Format				
Reading	25,000	_____	_____	
Language	25,000	_____	_____	
Mathematics	25,000	_____	_____	
Science	10,000	_____	_____	
Social Studies	25,000	_____	_____	
Biology	25,000	_____	_____	
Large-Print Format				
Reading	20	_____	_____	
Language	20	_____	_____	
Mathematics	20	_____	_____	
Science	5	_____	_____	
Social Studies	20	_____	_____	
Biology	20	_____	_____	
Braille Format				
Reading	10	_____	_____	
Language	10	_____	_____	
Mathematics	10	_____	_____	
Science	10	_____	_____	
Social Studies	10	_____	_____	
Answer Documents	25,000	_____	_____	
Other Materials (header sheets, boxes, shipping labels, etc.)			_____	
Total for Printing Materials				_____

Note: * Use this formula to figure extension: Estimated Quantities x Unit Price = Extension.

(Section II)

Packing and Distribution of Materials

	Price	Section Total
Packing of Materials	_____	
Distribution of Materials	_____	
Total for Packing and Distribution of Materials		_____

(Section III)

Collection, Verifying, and Destroying Materials

	Price	Section Total
Collection of Materials	_____	
Verifying Test Booklets	_____	
Destroying Test Booklets	_____	
Total for Collection, Verifying, and Destroying Materials		_____

(Section IV)

Shipping Used Answers Documents

	Price	Section Total
Shipping Used Answer Documents From Alabama to Scoring Center	_____	
Total for Shipping Used Answer Documents		_____

(Section V)

Scanning and Scoring Answer Documents

	Estimated Quantities	Unit Price	Extension*	Section Total
Scanning and Scoring Answer Documents	25,000	_____	_____	

Total for Scanning and Scoring Answer Documents _____

(Section VI)

Report Production and Distribution

	Number of Reports	Copies Each	Unit Price	Extension**	Section Total
Individual Report	15,000	2	_____	_____	
Student Label	25,000	2	_____	_____	
State Individual CD Data	1	2	_____	_____	
Distribution of Reports				_____	
Web Reporting: Non- Cumulative Student List Report, Non-Mastery List, Non-Mastery Summary, Cumulative Student List Report, and School Data				_____	

Total for Report Production and Distribution _____

Note: *Use this formula to figure extension: Estimated Quantities x Unit Price = Extension.
**Use this formula to figure extension: Number of Reports x Copies Each x Unit Price = Extension.

(Section VII)

Travel

	Number	Price Per Person	Extension*	Section Total
Planning Meeting	2	_____	_____	
Monitoring the Scanning, Scoring, and Report Generation of Pilot System Data	1	_____	_____	
Total for Travel				_____

(Section VIII)

	Price	Section Total
Data Analysis		
Data Analysis	_____	
Total for Data Analysis		_____

(Section IX)

Others

Program Management	_____	
Total for Others		_____

Note: * Use this formula to figure extension: Number x Price Per Person = Extension.

TOTAL FOR SUMMER 2011 ADMINISTRATION

	Section Total
Section I - Total for Printing Materials	_____
Section II - Total for Packing and Distribution of Materials	_____
Section III - Total for Collection, Verifying, and Destroying Materials	_____
Section IV - Total for Shipping Used Answer Documents	_____
Section V - Total for Scanning and Scoring Answer Documents	_____
Section VI - Total for Report Production and Distribution	_____
Section VII - Total for Travel	_____
Section VIII - Total for Data Analysis	_____
Section IX - Total for Others	_____
Total for Summer 2011 Administration	_____

ANNUAL COST
2010-2011

(Section I)

Group Report Production

	Number of Reports	Number of CDs	Unit Price	Extension*	Section Total
All School and System Reports	1	3	_____	_____	
State and Chief State School Officer's Reports	1	3	_____	_____	
Final Status List	1	2	_____	_____	
Database – Final Status List	1	3	_____	_____	

Web Reporting: Final Status List, School and System Group Reports _____

Total for Group Report Production _____

(Section II)

Travel

	Number	Price Per Person	Extension**	Section Total
Monitoring Report Generation of Pilot System Group Data	1	_____	_____	

Total for Travel _____

(Section III)

Printing Brochure

	Estimated Quantities	Unit Price	Extension***	Section Total
9th Grade Brochure	80,000	_____	_____	

Total for Printing Brochure _____

Note: * Use this formula to figure extension: Number of Reports x Copies Each x Unit Price = Extension.
** Use this formula to figure extension: Number x Price Per Person = Extension.
*** Use this formula to figure extension: Estimated Quantities x Unit Price = Extension.

(Section IV)

Miscellaneous Cost

	Price Per Year	Section Total
Database (Update & Maintain)	_____	
Storage of Used Answer Documents	_____	
Data for the Warehouse	_____	
	Price	
Pick up Calculators from the Previous Vendor	_____	
Pick up Used Answer Documents from the Previous Vendor	_____	
Total for Miscellaneous Cost		_____

TOTAL FOR BASE BID
2010-2011

	Section Total
Total for Fall 2010 Administration	_____
Total for Midyear 2010 Administration	_____
Total for Spring 2011 Administration	
Total for Summer 2011 Administration	_____
Total for Annual Cost	_____
Total Base Bid (Year 2010-2011)	_____

COST RESPONSE
Contract Year 2011-2012

FALL 2011 ADMINISTRATION

(Section I)

Printing Materials

	Estimated Quantities	Unit Price	Extension*	Section Total
Regular Format				
Reading	25,000	_____	_____	
Language	25,000	_____	_____	
Mathematics	60,000	_____	_____	
Science	15,000	_____	_____	
Social Studies	25,000	_____	_____	
Biology	60,000	_____	_____	
Large-Print Format				
Reading	40	_____	_____	
Language	40	_____	_____	
Mathematics	55	_____	_____	
Science	5	_____	_____	
Social Studies	40	_____	_____	
Biology	55	_____	_____	
Braille Format				
Reading	5	_____	_____	
Language	5	_____	_____	
Mathematics	5	_____	_____	
Science	1	_____	_____	
Social Studies	5	_____	_____	
Biology	5	_____	_____	
Calculator Practice Booklets				
Regular Format	60,000	_____	_____	
Large Print Format	40	_____	_____	
Braille Format	5	_____	_____	
Answer Documents	60,000	_____	_____	

Note: * Use this formula to figure extension: Estimated Quantities x Unit Price = Extension.

Other Materials
(header sheets, boxes, shipping labels, etc.) _____

Total for Printing Materials _____

(Section II)

Packing and Distribution of Materials

	Price	Total
Packing of Materials	_____	
Distribution of Materials	_____	

Total for Packing and Distribution of Materials _____

(Section III)

Collection, Verifying, and Destroying Materials

		Price	Section Total
Collection of Materials	_____	_____	
Verifying Test Booklets	_____	_____	
Destroying Test Booklets	_____	_____	

Total for Collection, Verifying, and Destroying Materials _____

(Section IV)

Shipping Used Answers Documents

	Price	Section Total
Shipping Used Answer Documents From Alabama to Scoring Center	_____	

Total for Shipping Used Answer Documents _____

(Section V)

Scanning and Scoring Answer Documents

	Estimated Quantities	Unit Price	Extension*	Section Total
Scanning and Scoring Answer Documents	55,000	_____	_____	

Total for Scanning and Scoring Answer Documents _____

(Section VI)

Report Production and Distribution

	Number of Reports	Copies Each	Unit Price	Extension**	Section Total
Individual Report	35,000	2	_____	_____	
Student Label	55,000	2	_____	_____	
State Individual CD Data	1	2	_____	_____	
Distribution of Reports				_____	
Web Reporting: Non-Cumulative Student List Report, Non-Mastery List, Non-Mastery Summary, Cumulative Student List Report, and School Data				_____	

Total for Report Production and Distribution _____

Note: * Use this formula to figure extension: Estimated Quantities x Unit Price = Extension.
** Use this formula to figure extension: Number of Reports x Copies Each x Unit Price = Extension.

(Section VII)

Travel

	Number	Price Per Person	Extension*	Section Total
Planning Meeting	2	_____	_____	
Monitoring the Scanning, Scoring, and Report Generation of Pilot System Data	1	_____	_____	
Total for Travel				_____

(Section VIII)

Data Analysis

	Price	Section Total
Data Analysis	_____	
Total for Data Analysis		_____

(Section IX)

Others

		Section Total
Program Management	_____	
Total for Others		_____

Note: * Use this formula to figure extension: Number x Price Per Person = Extension.

TOTAL FOR FALL 2011 ADMINISTRATION

	Section Total
Section I - Total for Printing Materials	_____
Section II - Total for Packing and Distribution of Materials	_____
Section III - Total for Collection, Verifying, and Destroying Materials	_____
Section IV - Total Shipping Used Answer Documents	_____
Section V - Total for Scanning and Scoring Answer Documents	_____
Section VI - Total for Report Production and Distribution	_____
Section VII - Total for Travel	_____
Section VIII - Total for Data Analysis	_____
Section IX - Total for Others	_____
Total for Fall 2011 Administration	_____

MIDYEAR 2011 ADMINISTRATION

(Section I)

Printing Materials

	Estimated Quantities	Unit Price	Extension*	Section Total
Regular Format				
Reading	25,000	_____	_____	
Language	25,000	_____	_____	
Mathematics	25,000	_____	_____	
Science	10,000	_____	_____	
Social Studies	25,000	_____	_____	
Biology	25,000	_____	_____	
Large-Print Format				
Reading	30	_____	_____	
Language	30	_____	_____	
Mathematics	30	_____	_____	
Science	5	_____	_____	
Social Studies	30	_____	_____	
Biology	30	_____	_____	
Braille Format				
Reading	5	_____	_____	
Language	5	_____	_____	
Mathematics	5	_____	_____	
Science	1	_____	_____	
Social Studies	5	_____	_____	
Biology	5	_____	_____	
Calculator Practice Booklets				
Regular Format	25,000	_____	_____	
Large-Print Format	30	_____	_____	
Braille Format	5	_____	_____	
Answer Documents	40,000	_____	_____	

Note: * Use this formula to figure extension: Estimated Quantities x Unit Price = Extension.

Other Materials
(header sheets, boxes, shipping labels, etc.) _____

Total for Printing Materials _____

(Section II)

Packing and Distribution of Materials

	Price	Section Total
Packing of Materials	_____	
Distribution of Materials	_____	
Total for Packing and Distribution of Materials		_____

(Section III)

Collection, Verifying, and Destroying Materials

	Price	Section Total
Collection of Materials	_____	
Verifying Test Booklets	_____	
Destroying Test Booklets	_____	
Total for Collection, Verifying, and Destroying Materials		_____

(Section IV)

Shipping Used Answers Documents

	Price	Section Total
Shipping Used Answer Documents From Alabama to Scoring Center	_____	
Total for Shipping Used Answer Documents		_____

(Section V)

Scanning and Scoring Answer Documents

	Estimated Quantities	Unit Price	Extension*	Section Total
Scanning and Scoring Answer Documents	25,000	_____	_____	

Total for Scanning and Scoring Answer Documents _____

(Section VI)

Report Production and Distribution

	Number of Reports	Copies Each	Unit Price	Extension**	Section Total
Individual Report	15,000	2	_____	_____	
Student Label	25,000	2	_____	_____	
State Individual CD Data	1	2	_____	_____	

Distribution of Reports _____

Web Reporting: Non-Cumulative Student List Report, Non-Mastery List, Non-Mastery Summary, Cumulative Student List Report, and School Data _____

Total for Report Production and Distribution _____

Note: * Use this formula to figure extension: Estimated Quantities x Unit Price = Extension.
** Use this formula to figure extension: Number of Reports x Copies Each x Unit Price = Extension.

(Section VII)

Travel

	Price Per Number	Person	Extension*	Section Total
Planning Meeting	2	_____	_____	
Monitoring the Scanning, Scoring, and Report Generation of Pilot System Data	1	_____	_____	
Total for Travel				_____

(Section VIII)

	Price	Section Total
Data Analysis		
Data Analysis	_____	
Total for Data Analysis		_____

(Section IX)

Others

Program Management	_____	
Total for Others		_____

Note: * Use this formula to figure extension: Number x Price Per Person = Extension.

TOTAL FOR MIDYEAR 2011 ADMINISTRATION

	Section Total
Section I - Total for Printing Materials	_____
Section II - Total for Packing and Distribution of Materials	_____
Section III - Total for Collection, Verifying, and Destroying Materials	_____
Section IV - Total for Shipping Used Answer Documents	_____
Section V - Total for Scanning and Scoring Answer Documents	_____
Section VI - Total for Report Production and Distribution	_____
Section VII - Total for Travel	_____
Section VIII - Total for Data Analysis	_____
Section IX - Total for Others	_____
Total for Midyear 2011 Administration	_____

SPRING 2012 ADMINISTRATION

(Section I)

Printing Materials

	Estimated Quantities	Unit Price	Extension*	Section Total
Regular Format				
Reading	95,000	_____	_____	
Language	90,000	_____	_____	
Mathematics	50,000	_____	_____	
Science	10,000	_____	_____	
Social Studies	90,000	_____	_____	
Biology	50,000	_____	_____	
Large-Print Format				
Reading	140	_____	_____	
Language	140	_____	_____	
Mathematics	140	_____	_____	
Science	15	_____	_____	
Social Studies	140	_____	_____	
Biology	140	_____	_____	
Braille Format				
Reading	10	_____	_____	
Language	10	_____	_____	
Mathematics	10	_____	_____	
Science	1	_____	_____	
Social Studies	10	_____	_____	
Biology	10	_____	_____	
Calculator Practice Booklets				
Regular Format	50,000	_____	_____	
Large-Print Format	140	_____	_____	
Braille Format	10	_____	_____	
Answer Documents	100,000	_____	_____	

Note: * Use this formula to figure extension: Estimated Quantities x Unit Price = Extension.

Other Materials
(header sheets, boxes, shipping labels, etc.) _____

Total for Printing Materials _____

(Section II)

Packing and Distribution of Materials

	Price	Section Total
Packing of Materials	_____	
Distribution of Materials	_____	
Total for Packing and Distribution of Materials		_____

(Section III)

Collection, Verifying, and Destroying Materials

	Price	Section Total
Collection of Materials	_____	
Verifying Test Booklets	_____	
Destroying Test Booklets	_____	
Total for Collection, Verifying, and Destroying Materials		_____

(Section IV)

Shipping Used Answers Documents

	Price	Section Total
Shipping Used Answer Documents From Alabama to Scoring Center	_____	
Total for Shipping Used Answer Documents		_____

(Section V)

Scanning and Scoring Answer Documents

	Estimated Quantities	Unit Price	Extension*	Section Total
Scanning and Scoring Answer Document	120,000	_____	_____	

Total for Scanning and Scoring Answer Documents _____

(Section VI)

Report Production and Distribution

	Number of Reports	Copies Each	Unit Price	Extension**	Section Total
Individual Report	40,000	2	_____	_____	
Student Label	130,000	2	_____	_____	
State Individual CD Data	1	2	_____	_____	

Distribution of Reports _____

Web Reporting: Non-Cumulative Student List Report, Non-Mastery List, Non-Mastery Summary, Cumulative Student List Report, and School Data _____

Total for Report Production and Distribution _____

Note: * Use this formula to figure extension: Estimated Quantities x Unit Price = Extension.
** Use this formula to figure extension: Number of Reports x Copies Each x Unit Price = Extension.

(Section VII)

Travel

	Number	Price Per Person	Extension*	Section Total
Planning Meeting	2	_____	_____	
Monitoring the Scanning, Scoring, and Report Generation of Pilot System Data	1	_____	_____	
Total for Travel				_____

(Section VIII)

	Price	Section Total
Data Analysis		
Data Analysis	_____	
Total for Data Analysis		_____

(Section IX)

Others

Program Management	_____	
Total for Others		_____

Note: * Use this formula to figure extension: Number x Price Per Person = Extension.

TOTAL FOR SPRING 2012 ADMINISTRATION

	Section Total
Section I - Total for Printing Materials	_____
Section II - Total for Packing and Distribution of Materials	_____
Section III - Total for Collection, Verifying, and Destroying Materials	_____
Section IV - Total for Shipping Used Answer Documents	_____
Section V - Total for Scanning and Scoring Answer Documents	_____
Section VI - Total for Report Production and Distribution	_____
Section VII - Total for Travel	_____
Section VIII - Total for Data Analysis	_____
Section IX - Total for Others	_____
Total for Spring 2012 Administration	_____

SUMMER 2012 ADMINISTRATION

(Section I)

Printing Materials

	Estimated Quantities	Unit Price	Extension*	Section Total
Regular Format				
Reading	25,000	_____	_____	
Language	25,000	_____	_____	
Mathematics	25,000	_____	_____	
Science	10,000	_____	_____	
Social Studies	25,000	_____	_____	
Biology	25,000	_____	_____	
Large-Print Format				
Reading	20	_____	_____	
Language	20	_____	_____	
Mathematics	20	_____	_____	
Science	10	_____	_____	
Social Studies	20	_____	_____	
Biology	20	_____	_____	
Braille Format				
Reading	10	_____	_____	
Language	10	_____	_____	
Mathematics	10	_____	_____	
Science	5	_____	_____	
Social Studies	10	_____	_____	
Biology	5	_____	_____	
Answer Documents	25,000	_____	_____	
Other Materials (header sheets, boxes, shipping labels, etc.)			_____	
Total for Printing Materials				_____

Note: * Use this formula to figure extension: Estimated Quantities x Unit Price = Extension.

(Section II)

Packing and Distribution of Materials

	Price	Section Total
Packing of Materials	_____	
Distribution of Materials	_____	
Total for Packing and Distribution of Materials		_____

(Section III)

Collection, Verifying, and Destroying Materials

	Price	Section Total
Collection of Materials	_____	
Verifying Test Booklets	_____	
Destroying Test Booklets	_____	
Total for Collection, Verifying, and Destroying Materials		_____

(Section IV)

Shipping Used Answers Documents

	Price	Section Total
Shipping Used Answer Documents From Alabama to Scoring Center	_____	
Total for Shipping Used Answer Documents		_____

(Section V)

Scanning and Scoring Answer Documents

	Estimated Quantities	Unit Price	Extension*	Section Total
Scanning and Scoring Answer Documents	25,000	_____	_____	

Total for Scanning and Scoring Answer Documents _____

(Section VI)

Report Production and Distribution

	Number of Reports	Copies Each	Unit Price	Extension**	Section Total
Individual Report	15,000	2	_____	_____	
Student Label	25,000	2	_____	_____	
State Individual CD Data	1	2	_____	_____	

Distribution of Reports _____

Web Reporting: Non-Cumulative Student List Report, Non-Mastery List, Non-Mastery Summary, Cumulative Student List Report, and School Data _____

Total for Report Production and Distribution _____

Note: * Use this formula to figure extension: Estimated Quantities x Unit Price = Extension.
** Use this formula to figure extension: Number of Reports x Copies Each x Unit Price = Extension.

(Section VII)

Travel

	Number	Price Per Person	Extension*	Section Total
Planning Meeting	2	_____	_____	
Monitoring the Scanning, Scoring, and Report Generation of Pilot System Data	1	_____	_____	
Total for Travel				_____

(Section VIII)

	Price	Section Total
Data Analysis		
Data Analysis	_____	
Total for Data Analysis		_____

(Section IX)

Others

Program Management	_____	
Total for Others		_____

Note: *Use this formula to figure extension: Number x Price Per Person = Extension.

TOTAL FOR SUMMER 2012 ADMINISTRATION

	Section Total
Section I - Total for Printing Materials	_____
Section II - Total for Packing and Distribution of Materials	_____
Section III - Total for Collection, Verifying, and Destroying Materials	_____
Section IV - Total for Shipping Used Answer Documents	_____
Section V - Total for Scanning and Scoring Answer Documents	_____
Section VI - Total for Report Production and Distribution	_____
Section VII - Total for Travel	_____
Section VIII - Total for Data Analysis	_____
Section IX - Total for Others	_____
Total for Summer 2012 Administration	_____

ANNUAL COST
2011-2012

(Section I)

Group Report Production

	Number of CD	Copies Each	Unit Price	Extension*	Section Total
All School and System Reports	1	3	_____	_____	
State and Chief State School Officer's Reports	1	3	_____	_____	
Final Status Report	1	2	_____	_____	
Database – Final Status Report	1	3	_____	_____	
Web Reporting: Final Status List, School and System Group Report				_____	

Total for Group Report Production _____

(Section II)

Travel

	Number	Price Per Person	Extension**	Section Total
Monitoring Report Generation of Pilot System Group Data	1	_____	_____	

Total for Travel _____

(Section III)

Printing Brochure

	Estimated Quantities	Unit Price	Extension***	Section Total
9th Grade Brochure	80,000	_____	_____	

Total for Printing Brochure _____

Note: * Use this formula to figure extension: Number of Reports x Copies Each x Unit Price = Extension.
** Use this formula to figure extension: Number x Price Per Person = Extension.
*** Use this formula to figure extension: Estimated Quantities x Unit Price = Extension.

(Section IV)

Miscellaneous Cost

	Price Per Year	Section Total
Database (Update & Maintain)	_____	
Storage of Used Answer Documents	_____	
Data for the Warehouse	_____	
Total for Miscellaneous Cost		_____
Total for Annual Cost		_____

TOTAL FOR BASE BID
2011-2012

	Section Total
Total for Fall 2011 Administration	_____
Total for Midyear 2011 Administration	_____
Total for Spring 2012 Administration	_____
Total for Summer 2012 Administration	_____
Total for Annual Cost	_____
Total Base Bid (Years 2011-2012)	_____

COST RESPONSE
Contract Year 2012-2013

FALL 2012 ADMINISTRATION

(Section I)

Printing Materials

	Estimated Quantities	Unit Price	Extension*	Section Total
Regular Format				
Reading	25,000	_____	_____	
Language	25,000	_____	_____	
Mathematics	60,000	_____	_____	
Social Studies	25,000	_____	_____	
Biology	40,000	_____	_____	
Large-Print Format				
Reading	40	_____	_____	
Language	40	_____	_____	
Mathematics	55	_____	_____	
Social Studies	40	_____	_____	
Biology	40	_____	_____	
Braille Format				
Reading	10	_____	_____	
Language	10	_____	_____	
Mathematics	10	_____	_____	
Social Studies	10	_____	_____	
Biology	10	_____	_____	
Calculator Practice Booklets				
Regular Format	60,000	_____	_____	
Large Print Format	40	_____	_____	
Braille Format	10	_____	_____	
Answer Documents	60,000	_____	_____	
Other Materials (header sheets, boxes, shipping labels, etc.)			_____	
Total for Printing Materials				_____

Note: * Use this formula to figure extension: Estimated Quantities x Unit Price = Extension.

(Section II)

Packing and Distribution of Materials

	Price	Section Total
Packing of Materials	_____	
Distribution of Materials	_____	
Total for Packing and Distribution of Materials		_____

(Section III)

Collection, Verifying, and Destroying Materials

	Price	Section Total
Collection of Materials	_____	
Verifying Test Booklets	_____	
Destroying Test Booklets	_____	
Total for Collection, Verifying, and Destroying Materials		_____

(Section IV)

Shipping Used Answers Documents

	Price	Section Total
Shipping Used Answer Documents From Alabama to Scoring Center	_____	
Total for Shipping Used Answer Documents		_____

(Section V)

Scanning and Scoring Answer Documents

	Estimated Quantities	Unit Price	Extension*	Section Total
Scanning and Scoring Answer Documents	55,000	_____	_____	

Total for Scanning and Scoring Answer Documents _____

(Section VI)

Report Production and Distribution

	Number of Reports	Copies Each	Unit Price	Extension**	Section Total
Individual Report	35,000	2	_____	_____	
Student Label	55,000	2	_____	_____	
State Individual CD Data	1	2	_____	_____	

Distribution of Reports _____

Web Reporting: Non-Cumulative Student List Report, Non-Mastery List;, Non-Mastery Summary, Cumulative Student List Report, and School Data _____

Total for Report Production and Distribution _____

Note: * Use this formula to figure extension: Estimated Quantities x Unit Price = Extension.
** Use this formula to figure extension: Number of Reports x Copies Each x Unit Price = Extension.

(Section VII)

Travel

	Number	Price Per Person	Extension*	Section Total
Planning Meeting	2	_____	_____	
Monitoring the Scanning, Scoring, and Report Generation of Pilot System Data	1	_____	_____	
Total for Travel				_____

(Section VIII)

	Price	Section Total
Data Analysis		
Data Analysis	_____	
Total for Data Analysis		_____

(Section IX)

Others		Section Total
Program Management	_____	
Total for Others		_____

Note: * Use this formula to figure extension: Number x Price Per Person = Extension.

TOTAL FOR FALL 2012 ADMINISTRATION

	Section Total
Section I - Total for Printing Materials	_____
Section II - Total for Packing and Distribution of Materials	_____
Section III - Total for Collection, Verifying, and Destroying Materials	_____
Section IV - Total for Shipping Used Answer Documents	_____
Section V - Total for Scanning and Scoring Answer Documents	_____
Section VI - Total for Report Production and Distribution	_____
Section VII - Total for Travel	_____
Section VIII - Total for Data Analysis	_____
Section IX - Total for Others	_____
Total for Fall 2012 Administration	_____

MIDYEAR 2012 ADMINISTRATION

(Section I)

Printing Materials

	Estimated Quantities	Unit Price	Extension*	Section Total
Regular Format				
Reading	25,000	_____	_____	
Language	25,000	_____	_____	
Mathematics	25,000	_____	_____	
Social Studies	25,000	_____	_____	
Biology	20,000	_____	_____	
Large-Print Format				
Reading	30	_____	_____	
Language	30	_____	_____	
Mathematics	30	_____	_____	
Social Studies	30	_____	_____	
Biology	15	_____	_____	
Braille Format				
Reading	10	_____	_____	
Language	10	_____	_____	
Mathematics	10	_____	_____	
Social Studies	10	_____	_____	
Biology	5	_____	_____	
Calculator Practice Booklets				
Regular Format	25,000	_____	_____	
Large-Print Format	30	_____	_____	
Braille Format	10	_____	_____	
Answer Documents	40,000	_____	_____	
Other Materials (header sheets, boxes, shipping labels, etc.)			_____	
Total for Printing Materials				_____

Note:: * Use this formula to figure extension: Estimated Quantities x Unit Price = Extension.

(Section II)

Packing and Distribution of Materials

	Price	Section Total
Packing of Materials	_____	
Distribution of Materials	_____	
Total for Packing and Distribution of Materials		_____

(Section III)

Collection, Verifying, and Destroying Materials

	Price	Section Total
Collection of Materials	_____	
Verifying Test Booklets	_____	
Destroying Test Booklets	_____	
Total for Collection, Verifying, and Destroying Materials		_____

(Section IV)

Shipping Used Answers Documents

	Price	Section Total
Shipping Used Answer Documents From Alabama to Scoring Center	_____	
Total for Shipping Used Answer Documents		_____

(Section V)

Scanning and Scoring Answer Documents

	Estimated Quantities	Unit Price	Extension*	Section Total
Scanning and Scoring Answer Documents	40,000	_____	_____	

Total for Scanning and Scoring Answer Documents _____

(Section VI)

Report Production and Distribution

	Number of Reports	Copies Each	Unit Price	Extension**	Section Total
Individual Report	35,000	2	_____	_____	
Student Label	40,000	2	_____	_____	
State Individual CD Data	1	2	_____	_____	

Distribution of Reports _____

Web Reporting: Non-Cumulative Student List Report, Non-Mastery List, Non-Mastery Summary, Cumulative Student List Report, and School Data _____

Total for Report Production and Distribution _____

Note: * Use this formula to figure extension: Estimated Quantities x Unit Price = Extension.
** Use this formula to figure extension: Number of Reports x Copies Each x Unit Price = Extension.

(Section VII)

Travel

	Price Per Number	Person	Extension*	Section Total
Planning Meeting	2	_____	_____	
Monitoring the Scanning, Scoring, and Report Generation of Pilot System Data	1	_____	_____	
Total for Travel				_____

(Section VIII)

	Price	Section Total
Data Analysis		
Data Analysis	_____	
Total for Data Analysis		_____

(Section IX)

Others

Program Management	_____	
Total for Others		_____

Note:* Use this formula to figure extension: Number x Price Per Person = Extension.

TOTAL FOR MIDYEAR 2012 ADMINISTRATION

	Section Total
Section I - Total for Printing Materials	_____
Section II - Total for Packing and Distribution of Materials	_____
Section III - Total for Collection, Verifying, and Destroying Materials	_____
Section IV - Total for Shipping Used Answer Documents	_____
Section V - Total for Scanning and Scoring Answer Documents	_____
Section VI - Total for Report Production and Distribution	_____
Section VII - Total for Travel	_____
Section VIII - Total for Data Analysis	
Section IX - Total for Others	_____
Total for Midyear 2012 Administration	_____

SPRING 2013 ADMINISTRATION

(Section I)

Printing Materials

	Estimated Quantities	Unit Price	Extension*	Section Total
Regular Format				
Reading	95,000	_____	_____	
Language	90,000	_____	_____	
Mathematics	50,000	_____	_____	
Social Studies	90,000	_____	_____	
Biology	50,000	_____	_____	
Large-Print Format				
Reading	70	_____	_____	
Language	70	_____	_____	
Mathematics	70	_____	_____	
Social Studies	70	_____	_____	
Biology	70	_____	_____	
Braille Format				
Reading	15	_____	_____	
Language	15	_____	_____	
Mathematics	15	_____	_____	
Social Studies	15	_____	_____	
Biology	15	_____	_____	
Calculator Practice Booklets				
Regular Format	50,000	_____	_____	
Large-Print Format	70	_____	_____	
Braille Format	15	_____	_____	
Answer Documents (Blank)	120,000	_____	_____	
Other Materials (header sheets, boxes, shipping labels, etc.)			_____	
Total for Printing Materials				_____

Note: * Use this formula to figure extension: Estimated Quantities x Unit Price = Extension.

(Section II)

Packing and Distribution of Materials

	Price	Section Total
Packing of Materials	_____	
Distribution of Materials	_____	
Total for Packing and Distribution of Materials		_____

(Section III)

Collection, Verifying, and Destroying Materials

	Price	Section Total
Collection of Materials	_____	
Verifying Test Booklets	_____	
Destroying Test Booklets	_____	
Total for Collection, Verifying, and Destroying Materials		_____

(Section IV)

Shipping Used Answers Documents

	Price	Section Total
Shipping Used Answer Documents From Alabama to Scoring Center	_____	
Total for Shipping Used Answer Documents		_____

(Section V)

Scanning and Scoring Answer Documents

	Estimated Quantities	Unit Price	Extension*	Section Total
Scanning and Scoring Answer Document	120,000	_____	_____	

Total for Scanning and Scoring Answer Documents _____

(Section VI)

Report Production and Distribution

	Number of Reports	Copies Each	Unit Price	Extension**	Section Total
Individual Report	60,000	2	_____	_____	
Student Label	120,000	2	_____	_____	
State Individual CD Data	1	2	_____	_____	

Distribution of Reports _____

Web Reporting: Non-Cumulative Student List Report, Non-Mastery List, Non-Mastery Summary, Cumulative Student List Report, and School Data _____

Total for Report Production and Distribution _____

Note: * Use this formula to figure extension: Estimated Quantities x Unit Price = Extension.
** Use this formula to figure extension: Number of Reports x Copies Each x Unit Price = Extension.

(Section VII)

Travel

	Number	Price Per Person	Extension*	Section Total
Planning Meeting	2	_____	_____	
Monitoring the Scanning, Scoring, and Report Generation of Pilot System Data	1	_____	_____	
Total for Travel				_____

(Section VIII)

	Price	Section Total
Data Analysis		
Data Analysis	_____	
Total for Data Analysis		_____

(Section IX)

Others

Program Management	_____	
Total for Others		_____

Note:* Use this formula to figure extension: Number x Price Per Person = Extension.

TOTAL FOR SPRING 2013 ADMINISTRATION

	Section Total
Section I - Total for Printing Materials	_____
Section II - Total for Packing and Distribution of Materials	_____
Section III - Total for Collection, Verifying, and Destroying Materials	_____
Section IV - Total for Shipping Used Answer Documents	_____
Section V - Total for Scanning and Scoring Answer Documents	_____
Section VI - Total for Report Production and Distribution	_____
Section VII - Total for Travel	_____
Section VIII - Total for Data Analysis	_____
Section IX - Total for Others	_____
Total for Spring 2013 Administration	_____

SUMMER 2013 ADMINISTRATION

(Section I)

Printing Materials

	Estimated Quantities	Unit Price	Extension*	Section Total
Regular Format				
Reading	25,000	_____	_____	
Language	25,000	_____	_____	
Mathematics	25,000	_____	_____	
Social Studies	25,000	_____	_____	
Biology	25,000	_____	_____	
Large-Print Format				
Reading	20	_____	_____	
Language	20	_____	_____	
Mathematics	20	_____	_____	
Social Studies	20	_____	_____	
Biology	20	_____	_____	
Braille Format				
Reading	10	_____	_____	
Language	10	_____	_____	
Mathematics	10	_____	_____	
Social Studies	10	_____	_____	
Biology	5	_____	_____	
Answer Documents	40,000	_____	_____	
Other Materials (header sheets, boxes, shipping labels, etc.)			_____	
Total for Printing Materials				_____

Note: * Use this formula to figure extension: Estimated Quantities x Unit Price = Extension.

(Section II)

Packing and Distribution of Materials

	Price	Section Total
Packing of Materials	_____	
Distribution of Materials	_____	
Total for Packing and Distribution of Materials		_____

(Section III)

Collection, Verifying, and Destroying Materials

	Price	Section Total
Collection of Materials	_____	
Verifying Test Booklets	_____	
Destroying Test Booklets	_____	
Total for Collection, Verifying, and Destroying Materials		_____

(Section IV)

Shipping Used Answers Documents

	Price	Section Total
Shipping Used Answer Documents From Alabama to Scoring Center	_____	
Total for Shipping Used Answer Documents		_____

(Section V)

Scanning and Scoring Answer Documents

	Estimated Quantities	Unit Price	Extension*	Section Total
Scanning and Scoring Answer Documents	40,000	_____	_____	

Total for Scanning and Scoring Answer Documents _____

(Section VI)

Report Production and Distribution

	Number of Reports	Copies Each	Unit Price	Extension**	Section Total
Individual Report	25,000	2	_____	_____	
Student Label	40,000	2	_____	_____	
State Individual CD Data	1	2	_____	_____	

Distribution of Reports _____

Web Reporting: Non-Cumulative Student List Report, Non-Mastery List, Non-Mastery Summary, Cumulative Student List Report, and School Data _____

Total for Report Production and Distribution _____

Note: *Use this formula to figure extension: Estimated Quantities x Unit Price = Extension.
**Use this formula to figure extension: Number of Reports x Copies Each x Unit Price = Extension.

(Section VII)

Travel

	Number	Price Per Person	Extension*	Section Total
Planning Meeting	2	_____	_____	
Monitoring the Scanning, Scoring, and Report Generation of Pilot System Data	1	_____	_____	
Total for Travel				_____

(Section VIII)

	Price	Section Total
Data Analysis		
Data Analysis	_____	
Total for Data Analysis		_____

(Section IX)

Others

Program Management	_____	
Total for Others		_____

Note: * Use this formula to figure extension: Number x Price Per Person = Extension.

TOTAL FOR SUMMER 2013 ADMINISTRATION

	Section Total
Section I - Total for Printing Materials	_____
Section II - Total for Packing and Distribution of Materials	_____
Section III - Total for Collection, Verifying, and Destroying Materials	_____
Section IV - Total for Shipping Used Answer Documents	_____
Section V - Total for Scanning and Scoring Answer Documents	_____
Section VI - Total for Report Production and Distribution	_____
Section VII - Total for Travel	_____
Section VIII - Total for Data Analysis	_____
Section IX - Total for Others	_____
Total for Summer 2013 Administration	_____

ANNUAL COST
2012-2013

(Section I)

Group Report Production

	Number of Reports	Copies Each	Unit Price	Extension*	Section Total
All School and System Reports	1	3	_____	_____	
State and Chief State School Officer's Reports	1	3	_____	_____	
Final Status List	1	2	_____	_____	
Database – Final Status List	1	3	_____	_____	

Web Reporting: Final Status List, School and System Group Reports _____

Total for Group Report Production _____

(Section II)

Travel

	Number	Price Per Person	Extension**	Section Total
Monitoring Report Generation of Pilot System Group Data	1	_____	_____	

Total for Travel _____

(Section III)

Printing Brochure

	Estimated Quantities	Unit Price	Extension***	Section Total
9th Grade Brochure	80,000	_____	_____	

Total for Printing Brochure _____

Note: * Use this formula to figure extension: Number of Reports x Copies Each x Unit Price = Extension.
** Use this formula to figure extension: Number x Price Per Person = Extension.
*** Use this formula to figure extension: Estimated Quantities x Unit Price = Extension.

(Section IV)

Miscellaneous Cost

	Price Per Year	Section Total
Database (Update & Maintain)	_____	
Storage of Used Answer Documents	_____	
Data for the Warehouse	_____	
Total for Miscellaneous Cost		_____
Total for Annual Cost		_____

TOTAL FOR BASE BID
2012-2013

	Section Total
Total for Fall 2012 Administration	_____
Total for Midyear 2012 Administration	_____
Total for Spring 2013 Administration	_____
Total for Summer 2013 Administration	_____
Total for Annual Cost	_____
Total Base Bid (Years 2012-2013)	_____

COST RESPONSE
Contract Year 2013-2014

FALL 2013 ADMINISTRATION

(Section I)

Printing Materials

	Estimated Quantities	Unit Price	Extension*	Section Total
Regular Format				
Reading	25,000	_____	_____	
Language	25,000	_____	_____	
Mathematics	60,000	_____	_____	
Social Studies	25,000	_____	_____	
Biology	40,000	_____	_____	
Large-Print Format				
Reading	40	_____	_____	
Language	40	_____	_____	
Mathematics	55	_____	_____	
Social Studies	40	_____	_____	
Biology	40	_____	_____	
Braille Format				
Reading	10	_____	_____	
Language	10	_____	_____	
Mathematics	10	_____	_____	
Social Studies	10	_____	_____	
Biology	10	_____	_____	
Calculator Practice Booklets				
Regular Format	60,000	_____	_____	
Large Print Format	40	_____	_____	
Braille Format	10	_____	_____	
Answer Documents	60,000	_____	_____	
Other Materials (header sheets, boxes, shipping labels, etc.)			_____	
Total for Printing Materials				_____

Note: * Use this formula to figure extension: Estimated Quantities x Unit Price = Extension.

(Section II)

Packing and Distribution of Materials

	Price	Section Total
Packing of Materials	_____	
Distribution of Materials	_____	
Total for Packing and Distribution of Materials		_____

(Section III)

Collection, Verifying, and Destroying Materials

	Price	Section Total
Collection of Materials	_____	
Verifying Test Booklets	_____	
Destroying Test Booklets	_____	
Total for Collection, Verifying, and Destroying Materials		_____

(Section IV)

Shipping Used Answers Documents

	Price	Section Total
Shipping Used Answer Documents From Alabama to Scoring Center	_____	
Total for Shipping Used Answer Documents		_____

(Section V)

Scanning and Scoring Answer Documents

	Estimated Quantities	Unit Price	Extension*	Section Total
Scanning and Scoring Answer Documents	55,000	_____	_____	

Total for Scanning and Scoring Answer Documents _____

(Section VI)

Report Production and Distribution

	Number of Reports	Copies Each	Unit Price	Extension**	Section Total
Individual Report	35,000	2	_____	_____	
Student Label	55,000	2	_____	_____	
State Individual CD Data	1	2	_____	_____	

Distribution of Reports _____

Web Reporting: Non-Cumulative Student List Report, Non-Mastery List, Non-Mastery Summary, Cumulative Student List Report, and School Data _____

Total for Report Production and Distribution _____

Note: * Use this formula to figure extension: Estimated Quantities x Unit Price = Extension.
** Use this formula to figure extension: Number of Reports x Copies Each x Unit Price = Extension.

(Section VII)

Travel

	Number	Price Per Person	Extension*	Section Total
Planning Meeting	2	_____	_____	
Monitoring the Scanning, Scoring, and Report Generation of Pilot System Data	1	_____	_____	
Total for Travel				_____

(Section VIII)

	Price	Section Total
Data Analysis		
Data Analysis	_____	
Total for Data Analysis		_____

(Section IX)

Others		Section Total
Program Management	_____	
Total for Others		_____

Note: * Use this formula to figure extension: Number x Price Per Person = Extension.

TOTAL FOR FALL 2013 ADMINISTRATION

	Section Total
Section I - Total for Printing Materials	_____
Section II - Total for Packing and Distribution of Materials	_____
Section III - Total for Collection, Verifying, and Destroying Materials	_____
Section IV - Total for Shipping Used Answer Documents	_____
Section V - Total for Scanning and Scoring Answer Documents	_____
Section VI - Total for Report Production and Distribution	_____
Section VII - Total for Travel	_____
Section VIII - Total for Data Analysis	_____
Section IX - Total for Others	_____
Total for Fall 2013 Administration	_____

MIDYEAR 2013 ADMINISTRATION

(Section I)

Printing Materials

	Estimated Quantities	Unit Price	Extension*	Section Total
Regular Format				
Reading	25,000	_____	_____	
Language	25,000	_____	_____	
Mathematics	25,000	_____	_____	
Social Studies	25,000	_____	_____	
Biology	20,000	_____	_____	
Large-Print Format				
Reading	30	_____	_____	
Language	30	_____	_____	
Mathematics	30	_____	_____	
Social Studies	30	_____	_____	
Biology	15	_____	_____	
Braille Format				
Reading	10	_____	_____	
Language	10	_____	_____	
Mathematics	10	_____	_____	
Social Studies	10	_____	_____	
Biology	5	_____	_____	
Calculator Practice Booklets				
Regular Format	25,000	_____	_____	
Large-Print Format	30	_____	_____	
Braille Format	10	_____	_____	
Answer Documents	40,000	_____	_____	
Other Materials (header sheets, boxes, shipping labels, etc.)			_____	

Total for Printing Materials _____

Note:: * Use this formula to figure extension: Estimated Quantities x Unit Price = Extension.

(Section II)

Packing and Distribution of Materials

	Price	Section Total
Packing of Materials	_____	
Distribution of Materials	_____	
Total for Packing and Distribution of Materials		_____

(Section III)

Collection, Verifying, and Destroying Materials

	Price	Section Total
Collection of Materials	_____	
Verifying Test Booklets	_____	
Destroying Test Booklets	_____	
Total for Collection, Verifying, and Destroying Materials		_____

Section IV)

Shipping Used Answers Documents

	Price	Section Total
Shipping Used Answer Documents From Alabama to Scoring Center	_____	
Total for Shipping Used Answer Documents		_____

(Section V)

Scanning and Scoring Answer Documents

	Estimated Quantities	Unit Price	Extension*	Section Total
Scanning and Scoring Answer Documents	40,000	_____	_____	

Total for Scanning and Scoring Answer Documents _____

(Section VI)

Report Production and Distribution

	Number of Reports	Copies Each	Unit Price	Extension**	Section Total
Individual Report	35,000	2	_____	_____	
Student Label	40,000	2	_____	_____	
State Individual CD Data	1	2	_____	_____	

Distribution of Reports _____

Web Reporting: Non-Cumulative Student List Report, Non-Mastery List, Non-Mastery Summary, Cumulative Student List Report, and School Data _____

Total for Report Production and Distribution _____

Note: * Use this formula to figure extension: Estimated Quantities x Unit Price = Extension.
** Use this formula to figure extension: Number of Reports x Copies Each x Unit Price = Extension.

(Section VII)

Travel

	Price Per Number	Person	Extension*	Section Total
Planning Meeting	2	_____	_____	
Monitoring the Scanning, Scoring, and Report Generation of Pilot System Data	1	_____	_____	
Total for Travel				_____

(Section VIII)

	Price	Section Total
Data Analysis		
Data Analysis	_____	
Total for Data Analysis		_____

(Section IX)

Others

Program Management	_____	
Total for Others		_____

Note:* Use this formula to figure extension: Number x Price Per Person = Extension.

TOTAL FOR MIDYEAR 2013 ADMINISTRATION

	Section Total
Section I - Total for Printing Materials	_____
Section II - Total for Packing and Distribution of Materials	_____
Section III - Total for Collection, Verifying, and Destroying Materials	_____
Section IV - Total for Shipping Used Answer Documents	_____
Section V - Total for Scanning and Scoring Answer Documents	_____
Section VI - Total for Report Production and Distribution	_____
Section VII - Total for Travel	_____
Section VIII - Total for Data Analysis	_____
Section IX - Total for Others	_____
Total for Midyear 2013 Administration	_____

SPRING 2014 ADMINISTRATION

(Section I)

Printing Materials

	Estimated Quantities	Unit Price	Extension*	Section Total
Regular Format				
Reading	95,000	_____	_____	
Language	100,000	_____	_____	
Mathematics	90,000	_____	_____	
Social Studies	90,000	_____	_____	
Biology	90,000	_____	_____	
Large-Print Format				
Reading	70	_____	_____	
Language	70	_____	_____	
Mathematics	70	_____	_____	
Social Studies	70	_____	_____	
Biology	70	_____	_____	
Braille Format				
Reading	15	_____	_____	
Language	15	_____	_____	
Mathematics	15	_____	_____	
Social Studies	15	_____	_____	
Biology	15	_____	_____	
Calculator Practice Booklets				
Regular Format	90,000	_____	_____	
Large-Print Format	70	_____	_____	
Braille Format	15	_____	_____	
Answer Documents	120,000	_____	_____	
Other Materials (header sheets, boxes, shipping labels, etc.)			_____	
Total for Printing Materials				_____

Note: * Use this formula to figure extension: Estimated Quantities x Unit Price = Extension.

(Section II)

Packing and Distribution of Materials

	Price	Section Total
Packing of Materials	_____	
Distribution of Materials	_____	
Total for Packing and Distribution of Materials		_____

(Section III)

Collection, Verifying, and Destroying Materials

	Price	Section Total
Collection of Materials	_____	
Verifying Test Booklets	_____	
Destroying Test Booklets	_____	
Total for Collection, Verifying, and Destroying Materials		_____

(Section IV)

Shipping Used Answers Documents

	Price	Section Total
Shipping Used Answer Documents From Alabama to Scoring Center	_____	
Total for Shipping Used Answer Documents		_____

(Section V)

Scanning and Scoring Answer Documents

	Estimated Quantities	Unit Price	Extension*	Section Total
Scanning and Scoring Answer Document	120,000	_____	_____	

Total for Scanning and Scoring Answer Documents _____

(Section VI)

Report Production and Distribution

	Number of Reports	Copies Each	Unit Price	Extension**	Section Total
Individual Report	60,000	2	_____	_____	
Student Label	120,000	2	_____	_____	
State Individual CD Data	1	2	_____	_____	

Distribution of Reports _____

Web Reporting: Non-Cumulative Student List Report, Non-Mastery List, Non-Mastery Summary, Cumulative Student List Report, and School Data _____

Total for Report Production and Distribution _____

Note: * Use this formula to figure extension: Estimated Quantities x Unit Price = Extension.
** Use this formula to figure extension: Number of Reports x Copies Each x Unit Price = Extension.

(Section VII)

Travel

	Number	Price Per Person	Extension*	Section Total
Planning Meeting	2	_____	_____	
Monitoring the Scanning, Scoring, and Report Generation of Pilot System Data	1	_____	_____	
Total for Travel				_____

(Section VIII)

	Price	Section Total
Data Analysis		
Data Analysis	_____	
Total for Data Analysis		_____

(Section IX)

Others

Program Management	_____	
Total for Others		_____

Note:* Use this formula to figure extension: Number x Price Per Person = Extension.

TOTAL FOR SPRING 2014 ADMINISTRATION

	Section Total
Section I - Total for Printing Materials	_____
Section II - Total for Packing and Distribution of Materials	_____
Section III - Total for Collection, Verifying, and Destroying Materials	_____
Section IV - Total for Shipping Used Answer Documents	_____
Section V - Total for Scanning and Scoring Answer Documents	_____
Section VI - Total for Report Production and Distribution	_____
Section VII - Total for Travel	_____
Section VIII - Total for Data Analysis	_____
Section IX - Total for Others	_____
Total for Spring 2014 Administration	_____

SUMMER 2014 ADMINISTRATION

(Section I)

Printing Materials

	Estimated Quantities	Unit Price	Extension*	Section Total
Regular Format				
Reading	25,000	_____	_____	
Language	25,000	_____	_____	
Mathematics	25,000	_____	_____	
Social Studies	25,000	_____	_____	
Biology	25,000	_____	_____	
Large-Print Format				
Reading	20	_____	_____	
Language	20	_____	_____	
Mathematics	20	_____	_____	
Social Studies	20	_____	_____	
Biology	20	_____	_____	
Braille Format				
Reading	10	_____	_____	
Language	10	_____	_____	
Mathematics	10	_____	_____	
Social Studies	10	_____	_____	
Biology	5	_____	_____	
Answer Documents	40,000	_____	_____	
Other Materials (header sheets, boxes, shipping labels, etc.)			_____	
Total for Printing Materials				_____

Note: * Use this formula to figure extension: Estimated Quantities x Unit Price = Extension.

(Section II)

Packing and Distribution of Materials

	Price	Section Total
Packing of Materials	_____	
Distribution of Materials	_____	
Total for Packing and Distribution of Materials		_____

(Section III)

Collection, Verifying, and Destroying Materials

	Price	Section Total
Collection of Materials	_____	
Verifying Test Booklets	_____	
Destroying Test Booklets	_____	
Total for Collection, Verifying, and Destroying Materials		_____

(Section IV)

Shipping Used Answers Documents

	Price	Section Total
Shipping Used Answer Documents From Alabama to Scoring Center	_____	
Total for Shipping Used Answer Documents		_____

(Section V)

Scanning and Scoring Answer Documents

	Estimated Quantities	Unit Price	Extension*	Section Total
Scanning and Scoring Answer Documents	40,000	_____	_____	

Total for Scanning and Scoring Answer Documents _____

(Section VI)

Report Production and Distribution

	Number of Reports	Copies Each	Unit Price	Extension**	Section Total
Individual Report	25,000	2	_____	_____	
Student Label	40,000	2	_____	_____	
State Individual CD Data	1	2	_____	_____	

Distribution of Reports _____

Web Reporting: Non-Cumulative Student List Report, Non-Mastery List, Non-Mastery Summary, Cumulative Student List Report, and School Data _____

Total for Report Production and Distribution _____

Note: *Use this formula to figure extension: Estimated Quantities x Unit Price = Extension.
**Use this formula to figure extension: Number of Reports x Copies Each x Unit Price = Extension.

(Section VII)

Travel

	Number	Price Per Person	Extension*	Section Total
Planning Meeting	2	_____	_____	
Monitoring the Scanning, Scoring, and Report Generation of Pilot System Data	1	_____	_____	
Total for Travel				_____

(Section VIII)

	Price	Section Total
Data Analysis		
Data Analysis	_____	
Total for Data Analysis		_____

(Section IX)

Others

Program Management	_____	
Total for Others		_____

Note: * Use this formula to figure extension: Number x Price Per Person = Extension.

TOTAL FOR SUMMER 2014 ADMINISTRATION

	Section Total
Section I - Total for Printing Materials	_____
Section II - Total for Packing and Distribution of Materials	_____
Section III - Total for Collection, Verifying, and Destroying Materials	_____
Section IV - Total for Shipping Used Answer Documents	_____
Section V - Total for Scanning and Scoring Answer Documents	_____
Section VI - Total for Report Production and Distribution	_____
Section VII - Total for Travel	_____
Section VIII - Total for Data Analysis	_____
Section IX - Total for Others	_____
Total for Summer 2014 Administration	_____

ANNUAL COST
2013-2014

(Section I)

Group Report Production

	Number of Reports	Copies Each	Unit Price	Extension*	Section Total
All School and System Reports	1	3	_____	_____	
State and Chief State School Officer's Reports	1	3	_____	_____	
Final Status List	1	2	_____	_____	
Database – Final Status List	1	3	_____	_____	

Web Reporting: Final Status List, School and System Group Reports _____

Total for Group Report Production _____

(Section II)

Travel

	Number	Price Per Person	Extension**	Section Total
Monitoring Report Generation of Pilot System Group Data	1	_____	_____	

Total for Travel _____

(Section III)

Printing Brochure

	Estimated Quantities	Unit Price	Extension***	Section Total
9th Grade Brochure	80,000	_____	_____	

Total for Printing Brochure _____

Note: * Use this formula to figure extension: Number of Reports x Copies Each x Unit Price = Extension.
** Use this formula to figure extension: Number x Price Per Person = Extension.
*** Use this formula to figure extension: Estimated Quantities x Unit Price = Extension.

(Section IV)

Miscellaneous Cost

	Price Per Year	Section Total
Database (Update & Maintain)	_____	
Storage of Used Answer Documents	_____	
Data for the Warehouse	_____	
Total for Miscellaneous Cost		_____
Total for Annual Cost		_____

TOTAL FOR BASE BID
2013-2014

	Section Total
Total for Fall 2013 Administration	_____
Total for Midyear 2013 Administration	_____
Total for Spring 2014 Administration	_____
Total for Summer 2014 Administration	_____
Total for Annual Cost	_____
Total Base Bid (Years 2013-2014)	_____

COST RESPONSE
Contract Year 2014-2015

FALL 2014 ADMINISTRATION

(Section I)

Printing Materials

	Estimated Quantities	Unit Price	Extension*	Section Total
Regular Format				
Reading	25,000	_____	_____	
Language	25,000	_____	_____	
Mathematics	60,000	_____	_____	
Social Studies	25,000	_____	_____	
Biology	40,000	_____	_____	
Large-Print Format				
Reading	40	_____	_____	
Language	40	_____	_____	
Mathematics	55	_____	_____	
Social Studies	40	_____	_____	
Biology	40	_____	_____	
Braille Format				
Reading	10	_____	_____	
Language	10	_____	_____	
Mathematics	10	_____	_____	
Social Studies	10	_____	_____	
Biology	10	_____	_____	
Calculator Practice Booklets				
Regular Format	60,000	_____	_____	
Large Print Format	40	_____	_____	
Braille Format	10	_____	_____	
Answer Documents	60,000	_____	_____	
Other Materials (header sheets, boxes, shipping labels, etc.)			_____	
Total for Printing Materials				_____

Note: * Use this formula to figure extension: Estimated Quantities x Unit Price = Extension.

(Section II)

Packing and Distribution of Materials

	Price	Section Total
Packing of Materials	_____	
Distribution of Materials	_____	
Total for Packing and Distribution of Materials		_____

(Section III)

Collection, Verifying, and Destroying Materials

		Price	Section Total
Collection of Materials		_____	
Verifying Test Booklets		_____	
Destroying Test Booklets	_____	_____	
Total for Collection, Verifying, and Destroying Materials			_____

(Section IV)

Shipping Used Answers Documents

	Price	Section Total
Shipping Used Answer Documents From Alabama to Scoring Center	_____	
Total for Shipping Used Answer Documents		_____

(Section V)

Scanning and Scoring Answer Documents

	Estimated Quantities	Unit Price	Extension*	Section Total
Scanning and Scoring Answer Documents	55,000	_____	_____	

Total for Scanning and Scoring Answer Documents _____

(Section VI)

Report Production and Distribution

	Number of Reports	Copies Each	Unit Price	Extension**	Section Total
Individual Report	35,000	2	_____	_____	
Student Label	55,000	2	_____	_____	
State Individual CD Data	1	2	_____	_____	

Distribution of Reports _____

Web Reporting: Non-Cumulative Student List Report, Non-Mastery List, Non-Mastery Summary, Cumulative Student List Report, and School Data _____

Total for Report Production and Distribution _____

Note: * Use this formula to figure extension: Estimated Quantities x Unit Price = Extension.
** Use this formula to figure extension: Number of Reports x Copies Each x Unit Price = Extension.

(Section VII)

Travel

	Number	Price Per Person	Extension*	Section Total
Planning Meeting	2	_____	_____	
Monitoring the Scanning, Scoring, and Report Generation of Pilot System Data	1	_____	_____	
Total for Travel				_____

(Section VIII)

	Price	Section Total
Data Analysis		
Data Analysis	_____	
Total for Data Analysis		_____

(Section IX)

Others		Section Total
Program Management	_____	
Total for Others		_____

Note: * Use this formula to figure extension: Number x Price Per Person = Extension.

TOTAL FOR FALL 2014 ADMINISTRATION

	Section Total
Section I - Total for Printing Materials	_____
Section II - Total for Packing and Distribution of Materials	_____
Section III - Total for Collection, Verifying, and Destroying Materials	_____
Section IV - Total for Shipping Used Answer Documents	_____
Section V - Total for Scanning and Scoring Answer Documents	_____
Section VI - Total for Report Production and Distribution	_____
Section VII - Total for Travel	_____
Section VIII - Total for Data Analysis	_____
Section IX - Total for Others	_____
Total for Fall 2014 Administration	_____

MIDYEAR 2014 ADMINISTRATION

(Section I)

Printing Materials

	Estimated Quantities	Unit Price	Extension*	Section Total
Regular Format				
Reading	25,000	_____	_____	
Language	25,000	_____	_____	
Mathematics	25,000	_____	_____	
Social Studies	25,000	_____	_____	
Biology	20,000	_____	_____	
Large-Print Format				
Reading	30	_____	_____	
Language	30	_____	_____	
Mathematics	30	_____	_____	
Social Studies	30	_____	_____	
Biology	15	_____	_____	
Braille Format				
Reading	10	_____	_____	
Language	10	_____	_____	
Mathematics	10	_____	_____	
Social Studies	10	_____	_____	
Biology	5	_____	_____	
Calculator Practice Booklets				
Regular Format	25,000	_____	_____	
Large-Print Format	30	_____	_____	
Braille Format	10	_____	_____	
Answer Documents	40,000	_____	_____	
Other Materials (header sheets, boxes, shipping labels, etc.)			_____	

Total for Printing Materials _____

Note:: * Use this formula to figure extension: Estimated Quantities x Unit Price = Extension.

(Section II)

Packing and Distribution of Materials

	Price	Section Total
Packing of Materials	_____	
Distribution of Materials	_____	
Total for Packing and Distribution of Materials		_____

(Section III)

Collection, Verifying, and Destroying Materials

	Price	Section Total
Collection of Materials	_____	
Verifying Test Booklets	_____	
Destroying Test Booklets	_____	
Total for Collection, Verifying, and Destroying Materials		_____

(Section IV)

Shipping Used Answers Documents

	Price	Section Total
Shipping Used Answer Documents From Alabama to Scoring Center	_____	
Total for Shipping Used Answer Documents		_____

(Section V)

Scanning and Scoring Answer Documents

	Estimated Quantities	Unit Price	Extension*	Section Total
Scanning and Scoring Answer Documents	40,000	_____	_____	

Total for Scanning and Scoring Answer Documents _____

(Section VI)

Report Production and Distribution

	Number of Reports	Copies Each	Unit Price	Extension**	Section Total
Individual Report	35,000	2	_____	_____	
Student Label	40,000	2	_____	_____	
State Individual CD Data	1	2	_____	_____	

Distribution of Reports _____

Web Reporting: Non-Cumulative Student List Report, Non-Mastery List, Non-Mastery Summary, Cumulative Student List Report, and School Data _____

Total for Report Production and Distribution _____

Note: * Use this formula to figure extension: Estimated Quantities x Unit Price = Extension.
** Use this formula to figure extension: Number of Reports x Copies Each x Unit Price = Extension.

(Section VII)

Travel

	Price Per Number	Person	Extension*	Section Total
Planning Meeting	2	_____	_____	
Monitoring the Scanning, Scoring, and Report Generation of Pilot System Data	1	_____	_____	
Total for Travel				_____

(Section VIII)

	Price	Section Total
Data Analysis		
Data Analysis	_____	
Total for Data Analysis		_____

(Section IX)

Others

Program Management	_____	
Total for Others		_____

Note:* Use this formula to figure extension: Number x Price Per Person = Extension.

TOTAL FOR MIDYEAR 2014 ADMINISTRATION

	Section Total
Section I - Total for Printing Materials	_____
Section II - Total for Packing and Distribution of Materials	_____
Section III - Total for Collection, Verifying, and Destroying Materials	_____
Section IV - Total for Shipping Used Answer Documents	_____
Section V - Total for Scanning and Scoring Answer Documents	_____
Section VI - Total for Report Production and Distribution	_____
Section VII - Total for Travel	_____
Section VIII - Total for Data Analysis	
Section IX - Total for Others	_____
Total for Midyear 2014 Administration	_____

SPRING 2015 ADMINISTRATION

(Section I)

Printing Materials

	Estimated Quantities	Unit Price	Extension*	Section Total
Regular Format				
Reading	95,000	_____	_____	
Language	100,000	_____	_____	
Mathematics	90,000	_____	_____	
Social Studies	90,000	_____	_____	
Biology	90,000	_____	_____	
Large-Print Format				
Reading	70	_____	_____	
Language	70	_____	_____	
Mathematics	70	_____	_____	
Social Studies	70	_____	_____	
Biology	70	_____	_____	
Braille Format				
Reading	15	_____	_____	
Language	15	_____	_____	
Mathematics	15	_____	_____	
Social Studies	15	_____	_____	
Biology	15	_____	_____	
Calculator Practice Booklets				
Regular Format	90,000	_____	_____	
Large-Print Format	70	_____	_____	
Braille Format	15	_____	_____	
Answer Documents	120,000	_____	_____	
Other Materials (header sheets, boxes, shipping labels, etc.)			_____	
Total for Printing Materials				_____

Note: * Use this formula to figure extension: Estimated Quantities x Unit Price = Extension.

(Section II)

Packing and Distribution of Materials

	Price	Section Total
Packing of Materials	_____	
Distribution of Materials	_____	
Total for Packing and Distribution of Materials		_____

(Section III)

Collection, Verifying, and Destroying Materials

	Price	Section Total
Collection of Materials	_____	
Verifying Test Booklets	_____	
Destroying Test Booklets	_____	
Total for Collection, Verifying, and Destroying Materials		_____

(Section IV)

Shipping Used Answers Documents

	Price	Section Total
Shipping Used Answer Documents From Alabama to Scoring Center	_____	
Total for Shipping Used Answer Documents		_____

(Section V)

Scanning and Scoring Answer Documents

	Estimated Quantities	Unit Price	Extension*	Section Total
Scanning and Scoring Answer Document	120,000	_____	_____	

Total for Scanning and Scoring Answer Documents _____

(Section VI)

Report Production and Distribution

	Number of Reports	Copies Each	Unit Price	Extension**	Section Total
Individual Report	60,000	2	_____	_____	
Student Label	120,000	2	_____	_____	
State Individual CD Data	1	2	_____	_____	

Distribution of Reports _____

Web Reporting: Non-Cumulative Student List Report, Non-Mastery List;, Non-Mastery Summary, Cumulative Student List Report, and School Data _____

Total for Report Production and Distribution _____

Note: * Use this formula to figure extension: Estimated Quantities x Unit Price = Extension.
** Use this formula to figure extension: Number of Reports x Copies Each x Unit Price = Extension.

(Section VII)

Travel

	Number	Price Per Person	Extension*	Section Total
Planning Meeting	2	_____	_____	
Monitoring the Scanning, Scoring, and Report Generation of Pilot System Data	1	_____	_____	
Total for Travel				_____

(Section VIII)

	Price	Section Total
Data Analysis		
Data Analysis	_____	
Total for Data Analysis		_____

(Section IX)

Others

Program Management	_____	
Total for Others		_____

Note:* Use this formula to figure extension: Number x Price Per Person = Extension.

TOTAL FOR SPRING 2015 ADMINISTRATION

	Section Total
Section I - Total for Printing Materials	_____
Section II - Total for Packing and Distribution of Materials	_____
Section III - Total for Collection, Verifying, and Destroying Materials	_____
Section IV - Total for Shipping Used Answer Documents	_____
Section V - Total for Scanning and Scoring Answer Documents	_____
Section VI - Total for Report Production and Distribution	_____
Section VII - Total for Travel	_____
Section VIII - Total for Data Analysis	_____
Section IX - Total for Others	_____
Total for Spring 2015 Administration	_____

SUMMER 2015 ADMINISTRATION

(Section I)

Printing Materials

	Estimated Quantities	Unit Price	Extension*	Section Total
Regular Format				
Reading	25,000	_____	_____	
Language	25,000	_____	_____	
Mathematics	25,000	_____	_____	
Social Studies	25,000	_____	_____	
Biology	25,000	_____	_____	
Large-Print Format				
Reading	20	_____	_____	
Language	20	_____	_____	
Mathematics	20	_____	_____	
Social Studies	20	_____	_____	
Biology	20	_____	_____	
Braille Format				
Reading	10	_____	_____	
Language	10	_____	_____	
Mathematics	10	_____	_____	
Social Studies	10	_____	_____	
Biology	5	_____	_____	
Answer Documents	40,000	_____	_____	
Other Materials (header sheets, boxes, shipping labels, etc.)			_____	
Total for Printing Materials				_____

Note: * Use this formula to figure extension: Estimated Quantities x Unit Price = Extension.

(Section II)

Packing and Distribution of Materials

	Price	Section Total
Packing of Materials	_____	
Distribution of Materials	_____	
Total for Packing and Distribution of Materials		_____

(Section III)

Collection, Verifying, and Destroying Materials

	Price	Section Total
Collection of Materials	_____	
Verifying Test Booklets	_____	
Destroying Test Booklets	_____	
Total for Collection, Verifying, and Destroying Materials		_____

(Section IV)

Shipping Used Answers Documents

	Price	Section Total
Shipping Used Answer Documents From Alabama to Scoring Center	_____	
Total for Shipping Used Answer Documents		_____

(Section V)

Scanning and Scoring Answer Documents

	Estimated Quantities	Unit Price	Extension*	Section Total
Scanning and Scoring Answer Documents	40,000	_____	_____	

Total for Scanning and Scoring Answer Documents _____

(Section VI)

Report Production and Distribution

	Number of Reports	Copies Each	Unit Price	Extension**	Section Total
Individual Report	25,000	2	_____	_____	
Student Label	40,000	2	_____	_____	
State Individual CD Data	1	2	_____	_____	

Distribution of Reports _____

Web Reporting: Non-Cumulative Student List Report, Non-Mastery List, Non-Mastery Summary, Cumulative Student List Report, and School Data _____

Total for Report Production and Distribution _____

Note: *Use this formula to figure extension: Estimated Quantities x Unit Price = Extension.
**Use this formula to figure extension: Number of Reports x Copies Each x Unit Price = Extension.

(Section VII)

Travel

	Number	Price Per Person	Extension*	Section Total
Planning Meeting	2	_____	_____	
Monitoring the Scanning, Scoring, and Report Generation of Pilot System Data	1	_____	_____	
Total for Travel				_____

(Section VIII)

	Price	Section Total
Data Analysis		
Data Analysis	_____	
Total for Data Analysis		_____

(Section IX)

Others

Program Management	_____	
Total for Others		_____

Note: * Use this formula to figure extension: Number x Price Per Person = Extension.

TOTAL FOR SUMMER 2015 ADMINISTRATION

	Section Total
Section I - Total for Printing Materials	_____
Section II - Total for Packing and Distribution of Materials	_____
Section III - Total for Collection, Verifying, and Destroying Materials	_____
Section IV - Total for Shipping Used Answer Documents	_____
Section V - Total for Scanning and Scoring Answer Documents	_____
Section VI - Total for Report Production and Distribution	_____
Section VII - Total for Travel	_____
Section VIII - Total for Data Analysis	_____
Section IX - Total for Others	_____
Total for Summer 2015 Administration	_____

ANNUAL COST
2014-2015

(Section I)

Group Report Production

	Number of Reports	Copies Each	Unit Price	Extension*	Section Total
All School and System Reports	1	3	_____	_____	
State and Chief State School Officer's Reports	1	3	_____	_____	
Final Status List	1	2	_____	_____	
Database – Final Status List	1	3	_____	_____	

Web Reporting: Final Status List, School and System Group Reports _____

Total for Group Report Production _____

(Section II)

Travel

	Number	Price Per Person	Extension**	Section Total
Monitoring Report Generation of Pilot System Group Data	1	_____	_____	

Total for Travel _____

(Section III)

Printing Brochure

	Estimated Quantities	Unit Price	Extension***	Section Total
9th Grade Brochure	80,000	_____	_____	

Total for Printing Brochure _____

Note: * Use this formula to figure extension: Number of Reports x Copies Each x Unit Price = Extension.
** Use this formula to figure extension: Number x Price Per Person = Extension.
*** Use this formula to figure extension: Estimated Quantities x Unit Price = Extension.

(Section IV)

Miscellaneous Cost

	Price Per Year	Section Total
Database (Update & Maintain)	_____	
Storage of Used Answer Documents	_____	
Data for the Warehouse	_____	
Total for Miscellaneous Cost		_____
Total for Annual Cost		_____

TOTAL FOR BASE BID
2014-2015

	Section Total
Total for Fall 2014 Administration	_____
Total for Midyear 2014 Administration	_____
Total for Spring 2015 Administration	_____
Total for Summer 2015 Administration	_____
Total for Annual Cost	_____
Total Base Bid (Years 2014-2015)	_____

GRAND TOTAL BASE BID
FOR
ADMINISTRATION OF AHSGE

	Section Total
Total Base Bid (Year 2010-2011)	_____
Total Base Bid (Year 2011-2012)	_____
Total Base Bid (Year 2012-2013)	_____
Total Base Bid (Year 2013-2014)	_____
Total Base Bid (Year 2014-2015)	_____
Grand Total Base Bid (Years 2010-2015)	_____

The Grand Total Base Bid must be written in the "Unit Price" column on the Invitation to Bid. If the Grand Total Base Bid is not written in the "Unit Price" column on the Invitation to Bid, the state will not review the vendor's proposal.

COST OPTIONS FOR ANY CONTRACT YEAR

1. Printing AHSGE Test Booklets

	Quantities	Unit Price
Regular Format		
Reading	1-5,000	_____
	5,000-10,000	_____
	10,000-20,000	_____
Language	1-5,000	_____
	5,000-10,000	_____
	10,000-20,000	_____
Mathematics	1-5,000	_____
	5,000-10,000	_____
	10,000-20,000	_____
Science	1-5,000	_____
	5,000-10,000	_____
Biology	1-5,000	_____
	5,000-10,000	_____
Social Studies	1-5,000	_____
	5,000-10,000	_____
	10,000-20,000	_____
Calculator Practice Booklet	1-5,000	_____
	5,000-10,000	_____
	10,000-20,000	_____

2. Printing Test Administrator's Manual

9,000	_____

3. Printing of Additional 4-Page Signature or Reduction of a 4-Page Signature

Regular Format Booklet	
Reading	_____
Language	_____
Mathematics	_____
Science	_____
Social Studies	_____
Biology	_____

Printing of Additional 4-Page Signature or Reduction of a 4-Page Signature (con't)

Large-Print Format Booklet

Reading	_____
Language	_____
Mathematics	_____
Science	_____
Social Studies	_____
Biology	_____

Braille Format Booklet

Reading	_____
Language	_____
Mathematics	_____
Science	_____
Social Studies	_____
Biology	_____

4. Scoring Appeal _____ (per appeal)

5. Travel

	Price Per Person
Supervising the Packing of Testing Materials	_____
Supervising the Accounting of All Testing Materials	_____
Monitoring the Log-in of Answer Documents	_____
Monitoring the Search of Test Booklets for Missing Answer Documents	_____

6. Standard Setting Study Per Subject Area

	Price	Section Total
Conducting the Standard Setting Meeting	_____	

Committee Meeting	Number of Members	Total Amount Stipend*	Estimated Total Miles	Total Price for Travel**	Extension***
Standard Setting Committee	20	_____	18000	_____	_____

Total for Standard Setting Study _____

Note:
- * Use this formula to figure total amount of stipend: Total Amount Stipend = Number of Members x 3 (Number of Days) x $75
- ** Use this formula to figure total price for travel: Total Price for Travel = Estimated Total of Miles x 50¢ per mile
- *** Use this formula to figure extension: Extension = Total Amount Stipend + Total Price for Travel

7. Bucket of Hours

	Per Hour
Additional Miscellaneous Hours (5000 Hours)	_____

8. Development of An Additional Equivalent Form

Development of Items	Number of Items	Price Per Item	Extension*	Section Total
Reading Items	42	_____	_____	
Language Items	50	_____	_____	
Mathematics Items	50	_____	_____	
Social Studies Items	50	_____	_____	
Biology Items	45	_____	_____	

Total for Development of Items _____

	Price
Conducting the Content & Bias Meeting	_____

Committee Meeting	Number of Members	Total Amount Stipend**	Estimated Total Miles	Total Price for Travel***	Extension****
Content and Bias Committee	30	_____	7000	_____	_____

Total for Content & Bias Meeting _____

Item Pilot Materials

Printing Materials

	Estimated Quantities	Unit Price	Extension*
Reading	_____	_____	_____
Language	_____	_____	_____
Mathematics	_____	_____	_____
Social Studies	_____	_____	_____
Biology	_____	_____	_____
Answer Documents	_____	_____	_____
Test Administrators Manual	_____	_____	_____

Note: * Use this formula to figure extension: Extension = Number of Items X Price Per Item

** Use this formula to figure total amount of stipend: Total Amount Stipend = Number of Members x 3 (Number of Days) x $75

*** Use this formula to figure total price for travel: Total Price for Travel = Estimated Total of Miles x 50¢ per mile

**** Use this formula to figure extension: Extension = Total Amount Stipend + Total Price for Travel

	Price
Delivery and Collection of Testing Materials	_____
Destruction of Testing Materials	_____
Shipment of Used Answer Documents from Alabama to Scoring Center	_____
	Section Total

Total for Item Pilot Materials _____

Form Pilot Testing Materials

Printing Materials

	Estimated Quantities	Unit Price	Extension*	Price
Reading	_____	_____	_____	
Language	_____	_____	_____	
Mathematics	_____	_____	_____	
Social Studies	_____	_____	_____	
Biology	_____	_____	_____	
Answer Documents	_____	_____	_____	
Test Administrators Manual	_____	_____	_____	
Delivery and Collection of Testing Materials				_____
Destruction of Testing Materials				_____
Shipment of Used Answer Documents from Alabama to Scoring Center				_____
				Section Total

Total for Form Pilot Testing Materials _____

Scanning and Scoring of Answer Document

	Estimated Quantity	Unit Price	**Extension***
Item Pilot	_____	_____	_____
Form Pilot	_____	_____	_____

Note: * Use this formula to figure extension: Extension = Estimated Quantity X Price Per Item

	Section Total
Total for Scanning and Scoring of Answer Document	_____

Data Analysis

Item Pilot	_____
Form Pilot	_____
	Section Total
Total for Data Analysis	_____

Total for Development of an Additional Equivalent Form _____

9. Calculators

	Estimated Quantity	Unit Price	Extension	Section Total
Regular Calculators				
Casio HS-10 or equivalent	120,000	_____	_____	
Large-Print Calculators				
Datexx DD-734 or equivalent	70	_____	_____	
Talking Calculators				
Learning Resources Calc-u-vue, Model No. LER 0011 or equivalent	15	_____	_____	
Total for Calculators				_____

Note: * Use this formula to figure extension: Extension = Estimated Quantity X Price Per Item

10. Distribution, Collection, and Verification of Testing Materials to 137 School Systems

Fall 2010 Packing and Distribution of Materials	Price	Section Total
Packing of Materials	_____	
Distribution of Materials	_____	
Total for Packing and Distribution of Materials		_____

Fall 2010 Collection, Verifying, and Destroying Materials

	Price	Section Total
Collection of Materials	_____	
Verifying Test Booklets	_____	
Destroying Test Booklets	_____	
Total for Collection, Verifying, and Destroying Materials		_____

Midyear 2010 Packing and Distribution of Materials

	Price	Section Total
Packing of Materials	_____	
Distribution of Materials	_____	
Total for Packing and Distribution of Materials		_____

Midyear 2010 Collection, Verifying, and Destroying Materials

	Price	Section Total
Collection of Materials	_____	
Verifying Test Booklets	_____	
Destroying Test Booklets	_____	
Total for Collection, Verifying, and Destroying Materials		_____

Spring 2011 Packing and Distribution of Materials

	Price	Section Total
Packing of Materials	_____	
Distribution of Materials	_____	

Total for Packing and Distribution of Materials _____

Spring 2011 Collection, Verifying, and Destroying Materials

	Price	Section Total
Collection of Materials	_____	
Verifying Test Booklets	_____	
Destroying Test Booklets	_____	
Total for Collection, Verifying, and Destroying Materials		_____

Summer 2011 Packing and Distribution of Materials

	Price	Section Total
Packing of Materials	_____	
Distribution of Materials	_____	
Total for Packing and Distribution of Materials		_____

Summer 2011 Collection, Verifying, and Destroying Materials

	Price	Section Total
Collection of Materials	_____	
Verifying Test Booklets	_____	
Destroying Test Booklets	_____	
Total for Collection, Verifying, and Destroying Materials		_____

Fall 2011 Packing and Distribution of Materials

	Price	Section Total
Packing of Materials	_____	
Distribution of Materials	_____	
Total for Packing and Distribution of Materials		_____

Fall 2011 Collection, Verifying, and Destroying Materials

	Price	Section Total
Collection of Materials	_____	
Verifying Test Booklets	_____	
Destroying Test Booklets	_____	
Total for Collection, Verifying, and Destroying Materials		_____

Midyear 2011 Packing and Distribution of Materials

	Price	Section Total
Packing of Materials	_____	
Distribution of Materials	_____	
Total for Packing and Distribution of Materials		_____

Midyear 2011 Collection, Verifying, and Destroying Materials

	Price	Section Total
Collection of Materials	_____	
Verifying Test Booklets	_____	
Destroying Test Booklets	_____	
Total for Collection, Verifying, and Destroying Materials		_____

Spring 2012 Packing and Distribution of Materials

	Price	Section Total
Packing of Materials	_____	
Distribution of Materials	_____	
Total for Packing and Distribution of Materials		_____

Spring 2012 Collection, Verifying, and Destroying Materials

	Price	Section Total
Collection of Materials	_____	
Verifying Test Booklets	_____	
Destroying Test Booklets	_____	
Total for Collection, Verifying, and Destroying Materials		_____

Summer 2012 Packing and Distribution of Materials

	Price	Section Total
Packing of Materials	_____	
Distribution of Materials	_____	
Total for Packing and Distribution of Materials		_____

Summer 2012 Collection, Verifying, and Destroying Materials

	Price	Section Total
Collection of Materials	_____	
Verifying Test Booklets	_____	
Destroying Test Booklets	_____	
Total for Collection, Verifying, and Destroying Materials		_____

Fall 2012 Packing and Distribution of Materials

	Price	Section Total
Packing of Materials	_____	
Distribution of Materials	_____	
Total for Packing and Distribution of Materials		_____

Fall 2012 Collection, Verifying, and Destroying Materials

	Price	Section Total
Collection of Materials	_____	
Verifying Test Booklets	_____	
Destroying Test Booklets	_____	
Total for Collection, Verifying, and Destroying Materials		_____

Midyear 2012 Packing and Distribution of Materials

	Price	Section Total
Packing of Materials	_____	
Distribution of Materials	_____	
Total for Packing and Distribution of Materials		_____

Midyear 2012 Collection, Verifying, and Destroying Materials

	Price	Section Total
Collection of Materials	_____	
Verifying Test Booklets	_____	
Destroying Test Booklets	_____	
Total for Collection, Verifying, and Destroying Materials		_____

Spring 2013 Packing and Distribution of Materials

	Price	Section Total
Packing of Materials	_____	
Distribution of Materials	_____	
Total for Packing and Distribution of Materials		_____

Spring 2013 Collection, Verifying, and Destroying Materials

	Price	Section Total
Collection of Materials	_____	
Verifying Test Booklets	_____	
Destroying Test Booklets	_____	
Total for Collection, Verifying, and Destroying Materials		_____

Summer 2013 Packing and Distribution of Materials

	Price	Section Total
Packing of Materials	_____	
Distribution of Materials	_____	
Total for Packing and Distribution of Materials		_____

Summer 2013 Collection, Verifying, and Destroying Materials

	Price	Section Total
Collection of Materials	_____	
Verifying Test Booklets	_____	
Destroying Test Booklets	_____	
Total for Collection, Verifying, and Destroying Materials		_____

Fall 2013 Packing and Distribution of Materials

	Price	Section Total
Packing of Materials	_____	
Distribution of Materials	_____	
Total for Packing and Distribution of Materials		_____

Fall 2013 Collection, Verifying, and Destroying Materials

	Price	Section Total
Collection of Materials	_____	
Verifying Test Booklets	_____	
Destroying Test Booklets	_____	
Total for Collection, Verifying, and Destroying Materials		_____

Midyear 2013 Packing and Distribution of Materials

	Price	Section Total
Packing of Materials	_____	
Distribution of Materials	_____	
Total for Packing and Distribution of Materials		_____

Midyear 2013 Collection, Verifying, and Destroying Materials

	Price	Section Total
Collection of Materials	_____	
Verifying Test Booklets	_____	
Destroying Test Booklets	_____	
Total for Collection, Verifying, and Destroying Materials		_____

Spring 2014 Packing and Distribution of Materials

	Price	Section Total
Packing of Materials	_____	
Distribution of Materials	_____	
Total for Packing and Distribution of Materials		_____

Spring 2014 Collection, Verifying, and Destroying Materials

	Price	Section Total
Collection of Materials	_____	
Verifying Test Booklets	_____	
Destroying Test Booklets	_____	
Total for Collection, Verifying, and Destroying Materials		_____

Summer 2014 Packing and Distribution of Materials

	Price	Section Total
Packing of Materials	_____	
Distribution of Materials	_____	
Total for Packing and Distribution of Materials		_____

Summer 2014 Collection, Verifying, and Destroying Materials

	Price	Section Total
Collection of Materials	_____	
Verifying Test Booklets	_____	
Destroying Test Booklets	_____	
Total for Collection, Verifying, and Destroying Materials		_____

Fall 2014 Packing and Distribution of Materials

	Price	Section Total
Packing of Materials	_____	
Distribution of Materials	_____	
Total for Packing and Distribution of Materials		_____

Fall 2014 Collection, Verifying, and Destroying Materials

	Price	Section Total
Collection of Materials	_____	
Verifying Test Booklets	_____	
Destroying Test Booklets	_____	
Total for Collection, Verifying, and Destroying Materials		_____

Midyear 2014 Packing and Distribution of Materials

	Price	Section Total
Packing of Materials	_____	
Distribution of Materials	_____	
Total for Packing and Distribution of Materials		_____

Midyear 2014 Collection, Verifying, and Destroying Materials

	Price	Section Total
Collection of Materials	_____	
Verifying Test Booklets	_____	
Destroying Test Booklets	_____	
Total for Collection, Verifying, and Destroying Materials		_____

Spring 2015 Packing and Distribution of Materials

	Price	Section Total
Packing of Materials	_____	
Distribution of Materials	_____	
Total for Packing and Distribution of Materials		_____

Spring 2015 Collection, Verifying, and Destroying Materials

	Price	Section Total
Collection of Materials	_____	
Verifying Test Booklets	_____	
Destroying Test Booklets	_____	
Total for Collection, Verifying, and Destroying Materials		_____

Summer 2015 Packing and Distribution of Materials

	Price	Section Total
Packing of Materials	_____	
Distribution of Materials	_____	
Total for Packing and Distribution of Materials		_____

Summer 2015 Collection, Verifying, and Destroying Materials

	Price	Section Total
Collection of Materials	_____	
Verifying Test Booklets	_____	
Destroying Test Booklets	_____	
Total for Collection, Verifying, and Destroying Materials		_____

BIDDING PROCESS

The purpose of the bidding process is to secure for the SDE the vendor most capable of providing the services enumerated in the specifications of this ITB. Selection of the successful vendor will be made on the demonstrated capability to meet all services and products described in the specifications of this ITB.

Questions About ITB

Questions must be received by the SDE by 5:00 p.m. Central Time, February 5, 2010. In submitting questions, please include a contact name, contact number and e-mail address of the person to respond to with answers. Questions should be mailed, faxed, or e-mail to:

Mrs. Debbie Barnett
Alabama State Department of Education
Student Assessment
P. O. Box 302101
Montgomery, AL 36130-3901
Fax Number: (334) 242-7341
E-mail Address: dbarnett@alsde.edu

In the event that it becomes necessary to change part of this ITB, an addendum will be issued from the Division of Purchasing, Department of Finance. Changes will not be made by telephone.

ITB Submission

The Division of Purchasing, Department of Finance, issues this ITB for the Department of Education, State of Alabama, Dr. Joseph Morton, State Superintendent of Education. Vendors must provide one **original** and two **copies** of their responses. These responses must be delivered to:

Mrs. Janna Wickham
Division of Purchasing
Department of Finance
RSA Union Building
100 North Union Street, Suite 192
Montgomery, Alabama 36130-2401
Telephone: (334) 242-7250

The Invitation to Bid with the notarized signature of an authorized officer of the company must be packaged with the original response. The original and two copies of the ITB and the response should be packaged in separate containers. The containers must be clearly marked "ORIGINAL" and "COPIES." Vendors mailing the ITBs and responses must allow sufficient mail delivery time to ensure receipt of the ITBs and responses before the time specified.

Items must be priced according to specifications in the Cost Response on pages 40-169. The contents of the specifications of this ITB and the response of the successful vendor will become contractual obligations upon contract approval.

CONTRACTUAL INFORMATION

Acceptance of Response Content

The contents of the response of the successful vendor and the specifications in this ITB will become a contractual obligation if a contract ensues. Failure of the successful vendor to accept this obligation will result in cancellation of the award and will provide justification for removal of the company from the SDE vendors list until such time as he/she may prove to the satisfaction of the SDE his/her ability to bid responsibly.

Performance Bond

The selected vendor shall, within ten days after notification of the award and at no additional cost to the SDE, furnish a performance bond in the amount of $1,000,000. The performance guarantee shall be one of the following: cashier's check, other type bank certified check (personal or company checks not acceptable), money order, an irrevocable letter of credit, or surety bond issued by a company authorized to do business within the state of Alabama. The director of State Purchasing or his designee shall be the custodian of the performance guarantee. The performance guarantee shall reference this bid and shall be payable to the state of Alabama.

Liquidated Damages

Since timely delivery is imperative, the vendor will be required to enter into the following agreement related to the completion of the activities identified in the sections labeled “Timeline” on pages 25-31.

Inasmuch as failure to complete the activities within the time fixed in the contract will result in substantial injury to the SDE and since damages arising from such failure cannot be calculated with any degree of certainty, it is agreed that for each and every day key activities remain incomplete beyond the time set of their completion, the vendor shall pay to the SDE the sum of 2.5% of the price associated with the **Total Base Bid per year**. Should the vendor see that he/she would not be able to meet a date, he/she may request an extension. This request may or may not be granted at the discretion of the SDE. If approval is granted by the SDE, liquidated damages will not be assessed for the duration of the extension.

Delivery Dates

The SDE reserves the right to delay scheduled due dates if the delay is to the advantage of the SDE and if the delay creates no extra cost to the vendor. If this option were exercised, liquidated damages would not be charged for that period.

Design Control

The control of design remains the total responsibility of the SDE. Changes in the design made after the award of the contract will be at the discretion of the SDE. The SDE also reserves the right to substitute work tasks on a generally equal basis. Any substitutions must occur prior to the vendor's final effort toward completing the task. All design changes or substitutions will be given in writing to the vendor. The intent of this section is not to allow for increasing the scope of the ITB, but to protect the SDE as improvements in design become evident during the development schedule. The SDE has final approval for all phases (developing, printing, distribution and collection, scoring and reporting).

Contract Payment

The SDE must receive the bill for the final payment by the last working day in September of each contract year. The vendor may bill the SDE more than once a contract period for any work completed by the invoice date.

APPENDIX A

SAMPLE OF REFERENCE PAGE

• REFERENCE PAGE •

Use the information below to answer questions on the *Alabama High School Graduation Exam*.

Some Abbreviations Used in Formulas

b_1, b_2 = bases of a trapezoid
b = base of a polygon
h = height or altitude
l = length
w = width

symbol for a right angle

$m\angle$ = the measure of an angle

A = area
C = circumference
r = radius
d = diameter
$\pi = 3.14$
P = perimeter
D = distance
M = midpoint
m = slope

S.A. = surface area
V = volume
B = area of the base
S = sum of interior angles of a convex polygon
n = number of sides of a convex polygon

Formulas

Triangle: $A = \frac{1}{2}bh$

Parallelogram: $A = bh$

Rectangle: $A = lw$

Trapezoid: $A = \frac{1}{2}h(b_1 + b_2)$

Circle: $C = \pi d$
$C = 2\pi r$
$A = \pi r^2$

Distance = rate • time

Interest = principal • rate • time

Distance Formula: $D = \sqrt{(x_2 - x_1)^2 + (y_2 - y_1)^2}$

Midpoint Formula: $M = \left(\frac{x_1 + x_2}{2}, \frac{y_1 + y_2}{2}\right)$

Slope Formula: $m = \frac{y_2 - y_1}{x_2 - x_1}$

Sum of Measures of Interior Angles of a Convex Polygon: $S = 180(n - 2)$

Quadratic Formula: $x = \frac{-b \pm \sqrt{b^2 - 4ac}}{2a}$

Pythagorean Theorem: $c^2 = a^2 + b^2$

	Surface Area	Volume
Rectangular Prism	$S.A. = Ph + 2B$ or $S.A. = 2(wh + lh + lw)$	$V = Bh$ or $V = lwh$
Cylinder	$S.A. = 2\pi rh + 2\pi r^2$	$V = \pi r^2 h$

Forms of Equations

Standard form of an equation of a line: $Ax + By = C$
Slope-intercept form of an equation of a line: $y = mx + b$
Point-slope form of an equation of a line: $y - y_1 = m(x - x_1)$

SAMPLE OF CALCULATOR PRACTICE REVIEWS

Calculator Practice Review

Before you begin a new problem, always press the ON key to clear the calculator.

Work the problems below:

TOPIC	SOLVE	PRESS THESE KEYS	DISPLAY (ANSWER)
Using the Equals Key (carries out the last operation you entered)	1. 3 + 2	3 + 2 =	5.
		=	7.
		=	9.
Using the Arithmetic Operation Keys	2. 8 + 2	8 + 2 =	10.
	3. 12 − 9	1 2 − 9 =	3.
	4. 7 × 3	7 × 3 =	21.
	5. 30 ÷ 6	3 0 ÷ 6 =	5.
	6. 15^2	1 5 × =	225.
Using the Decimal Point Key	7. 5.6 + 3	5 . 6 + 3 =	8.6
Using the Sign Change Key	8. 32 × ¯5	3 2 × 5 +/− =	− 160.
Using the Square Root Key	9. $\sqrt{36}$	3 6 √	6.
	10. $\sqrt{36} \times 4$	3 6 √ × 4 =	24.
Using the Percent Key	11. 50% of 12	1 2 × 5 0 %	6.
Order of Operations (does NOT automatically perform the correct order)	12. 6 + (0.5 × 8)	. 5 × 8 =	4.
		+ 6 =	10.
Solving Multi-Step Problems	13. (68 × 37) + (252 ÷ 6)	6 8 × 3 7 =	2516.
		Write 2516 on your scratch paper	2516.
		ON	0.
		2 5 2 ÷ 6 =	42.
		Write 42 on your scratch paper	42.
		ON	0.
		2 5 1 6 +	
		4 2 =	2558.

SAMPLE OF ANSWER DOCUMENT

STUDENT'S NAME

LAST NAME | FIRST NAME | MI

FORM NUMBER

LOCAL USE

SYSTEM NAME

SCHOOL NAME

BIRTHDATE

MONTH	DAY	YEAR
JAN	0 0	0
FEB	1 1	1
MAR	2 2	2
APR	3 3	3
MAY	4	4
JUN	5	5
JUL	6 6	6
AUG	7 7	7
SEP	8 8	8
OCT	9 9	9
NOV		
DEC		

SOCIAL SECURITY NUMBER

STUDENT I.D. NUMBER

High School Graduation Exams

Revised Spring 2010

GRADE

7 8 9 10 11 12 13 14

SEX

- Female
- Male

SPECIAL CODES

Tested with Accommodations

- Reading
- Language
- Mathematics
- Social Studies
- Biology

SDE USE

A B C D E F

PLEASE DO NOT WRITE IN THIS AREA

SERIAL #

READING

1 Ⓐ Ⓑ Ⓒ Ⓓ	22 Ⓔ Ⓕ Ⓖ Ⓗ	43 Ⓐ Ⓑ Ⓒ Ⓓ	64 Ⓔ Ⓕ Ⓖ Ⓗ	85 Ⓐ Ⓑ Ⓒ Ⓓ
2 Ⓔ Ⓕ Ⓖ Ⓗ	23 Ⓐ Ⓑ Ⓒ Ⓓ	44 Ⓔ Ⓕ Ⓖ Ⓗ	65 Ⓐ Ⓑ Ⓒ Ⓓ	86 Ⓔ Ⓕ Ⓖ Ⓗ
3 Ⓐ Ⓑ Ⓒ Ⓓ	24 Ⓔ Ⓕ Ⓖ Ⓗ	45 Ⓐ Ⓑ Ⓒ Ⓓ	66 Ⓔ Ⓕ Ⓖ Ⓗ	87 Ⓐ Ⓑ Ⓒ Ⓓ
4 Ⓔ Ⓕ Ⓖ Ⓗ	25 Ⓐ Ⓑ Ⓒ Ⓓ	46 Ⓔ Ⓕ Ⓖ Ⓗ	67 Ⓐ Ⓑ Ⓒ Ⓓ	88 Ⓔ Ⓕ Ⓖ Ⓗ
5 Ⓐ Ⓑ Ⓒ Ⓓ	26 Ⓔ Ⓕ Ⓖ Ⓗ	47 Ⓐ Ⓑ Ⓒ Ⓓ	68 Ⓔ Ⓕ Ⓖ Ⓗ	89 Ⓐ Ⓑ Ⓒ Ⓓ
6 Ⓔ Ⓕ Ⓖ Ⓗ	27 Ⓐ Ⓑ Ⓒ Ⓓ	48 Ⓔ Ⓕ Ⓖ Ⓗ	69 Ⓐ Ⓑ Ⓒ Ⓓ	90 Ⓔ Ⓕ Ⓖ Ⓗ
7 Ⓐ Ⓑ Ⓒ Ⓓ	28 Ⓔ Ⓕ Ⓖ Ⓗ	49 Ⓐ Ⓑ Ⓒ Ⓓ	70 Ⓔ Ⓕ Ⓖ Ⓗ	91 Ⓐ Ⓑ Ⓒ Ⓓ
8 Ⓔ Ⓕ Ⓖ Ⓗ	29 Ⓐ Ⓑ Ⓒ Ⓓ	50 Ⓔ Ⓕ Ⓖ Ⓗ	71 Ⓐ Ⓑ Ⓒ Ⓓ	92 Ⓔ Ⓕ Ⓖ Ⓗ
9 Ⓐ Ⓑ Ⓒ Ⓓ	30 Ⓔ Ⓕ Ⓖ Ⓗ	51 Ⓐ Ⓑ Ⓒ Ⓓ	72 Ⓔ Ⓕ Ⓖ Ⓗ	93 Ⓐ Ⓑ Ⓒ Ⓓ
10 Ⓔ Ⓕ Ⓖ Ⓗ	31 Ⓐ Ⓑ Ⓒ Ⓓ	52 Ⓔ Ⓕ Ⓖ Ⓗ	73 Ⓐ Ⓑ Ⓒ Ⓓ	94 Ⓔ Ⓕ Ⓖ Ⓗ
11 Ⓐ Ⓑ Ⓒ Ⓓ	32 Ⓔ Ⓕ Ⓖ Ⓗ	53 Ⓐ Ⓑ Ⓒ Ⓓ	74 Ⓔ Ⓕ Ⓖ Ⓗ	95 Ⓐ Ⓑ Ⓒ Ⓓ
12 Ⓔ Ⓕ Ⓖ Ⓗ	33 Ⓐ Ⓑ Ⓒ Ⓓ	54 Ⓔ Ⓕ Ⓖ Ⓗ	75 Ⓐ Ⓑ Ⓒ Ⓓ	96 Ⓔ Ⓕ Ⓖ Ⓗ
13 Ⓐ Ⓑ Ⓒ Ⓓ	34 Ⓔ Ⓕ Ⓖ Ⓗ	55 Ⓐ Ⓑ Ⓒ Ⓓ	76 Ⓔ Ⓕ Ⓖ Ⓗ	97 Ⓐ Ⓑ Ⓒ Ⓓ
14 Ⓔ Ⓕ Ⓖ Ⓗ	35 Ⓐ Ⓑ Ⓒ Ⓓ	56 Ⓔ Ⓕ Ⓖ Ⓗ	77 Ⓐ Ⓑ Ⓒ Ⓓ	98 Ⓔ Ⓕ Ⓖ Ⓗ
15 Ⓐ Ⓑ Ⓒ Ⓓ	36 Ⓔ Ⓕ Ⓖ Ⓗ	57 Ⓐ Ⓑ Ⓒ Ⓓ	78 Ⓔ Ⓕ Ⓖ Ⓗ	99 Ⓐ Ⓑ Ⓒ Ⓓ
16 Ⓔ Ⓕ Ⓖ Ⓗ	37 Ⓐ Ⓑ Ⓒ Ⓓ	58 Ⓔ Ⓕ Ⓖ Ⓗ	79 Ⓐ Ⓑ Ⓒ Ⓓ	100 Ⓔ Ⓕ Ⓖ Ⓗ
17 Ⓐ Ⓑ Ⓒ Ⓓ	38 Ⓔ Ⓕ Ⓖ Ⓗ	59 Ⓐ Ⓑ Ⓒ Ⓓ	80 Ⓔ Ⓕ Ⓖ Ⓗ	101 Ⓐ Ⓑ Ⓒ Ⓓ
18 Ⓔ Ⓕ Ⓖ Ⓗ	39 Ⓐ Ⓑ Ⓒ Ⓓ	60 Ⓔ Ⓕ Ⓖ Ⓗ	81 Ⓐ Ⓑ Ⓒ Ⓓ	102 Ⓔ Ⓕ Ⓖ Ⓗ
19 Ⓐ Ⓑ Ⓒ Ⓓ	40 Ⓔ Ⓕ Ⓖ Ⓗ	61 Ⓐ Ⓑ Ⓒ Ⓓ	82 Ⓔ Ⓕ Ⓖ Ⓗ	103 Ⓐ Ⓑ Ⓒ Ⓓ
20 Ⓔ Ⓕ Ⓖ Ⓗ	41 Ⓐ Ⓑ Ⓒ Ⓓ	62 Ⓔ Ⓕ Ⓖ Ⓗ	83 Ⓐ Ⓑ Ⓒ Ⓓ	104 Ⓔ Ⓕ Ⓖ Ⓗ
21 Ⓐ Ⓑ Ⓒ Ⓓ	42 Ⓔ Ⓕ Ⓖ Ⓗ	63 Ⓐ Ⓑ Ⓒ Ⓓ	84 Ⓔ Ⓕ Ⓖ Ⓗ	105 Ⓐ Ⓑ Ⓒ Ⓓ

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LANGUAGE

1 Ⓐ Ⓑ Ⓒ Ⓓ	22 Ⓔ Ⓕ Ⓖ Ⓗ	43 Ⓐ Ⓑ Ⓒ Ⓓ	64 Ⓔ Ⓕ Ⓖ Ⓗ	85 Ⓐ Ⓑ Ⓒ Ⓓ
2 Ⓔ Ⓕ Ⓖ Ⓗ	23 Ⓐ Ⓑ Ⓒ Ⓓ	44 Ⓔ Ⓕ Ⓖ Ⓗ	65 Ⓐ Ⓑ Ⓒ Ⓓ	86 Ⓔ Ⓕ Ⓖ Ⓗ
3 Ⓐ Ⓑ Ⓒ Ⓓ	24 Ⓔ Ⓕ Ⓖ Ⓗ	45 Ⓐ Ⓑ Ⓒ Ⓓ	66 Ⓔ Ⓕ Ⓖ Ⓗ	87 Ⓐ Ⓑ Ⓒ Ⓓ
4 Ⓔ Ⓕ Ⓖ Ⓗ	25 Ⓐ Ⓑ Ⓒ Ⓓ	46 Ⓔ Ⓕ Ⓖ Ⓗ	67 Ⓐ Ⓑ Ⓒ Ⓓ	88 Ⓔ Ⓕ Ⓖ Ⓗ
5 Ⓐ Ⓑ Ⓒ Ⓓ	26 Ⓔ Ⓕ Ⓖ Ⓗ	47 Ⓐ Ⓑ Ⓒ Ⓓ	68 Ⓔ Ⓕ Ⓖ Ⓗ	89 Ⓐ Ⓑ Ⓒ Ⓓ
6 Ⓔ Ⓕ Ⓖ Ⓗ	27 Ⓐ Ⓑ Ⓒ Ⓓ	48 Ⓔ Ⓕ Ⓖ Ⓗ	69 Ⓐ Ⓑ Ⓒ Ⓓ	90 Ⓔ Ⓕ Ⓖ Ⓗ
7 Ⓐ Ⓑ Ⓒ Ⓓ	28 Ⓔ Ⓕ Ⓖ Ⓗ	49 Ⓐ Ⓑ Ⓒ Ⓓ	70 Ⓔ Ⓕ Ⓖ Ⓗ	91 Ⓐ Ⓑ Ⓒ Ⓓ
8 Ⓔ Ⓕ Ⓖ Ⓗ	29 Ⓐ Ⓑ Ⓒ Ⓓ	50 Ⓔ Ⓕ Ⓖ Ⓗ	71 Ⓐ Ⓑ Ⓒ Ⓓ	92 Ⓔ Ⓕ Ⓖ Ⓗ
9 Ⓐ Ⓑ Ⓒ Ⓓ	30 Ⓔ Ⓕ Ⓖ Ⓗ	51 Ⓐ Ⓑ Ⓒ Ⓓ	72 Ⓔ Ⓕ Ⓖ Ⓗ	93 Ⓐ Ⓑ Ⓒ Ⓓ
10 Ⓔ Ⓕ Ⓖ Ⓗ	31 Ⓐ Ⓑ Ⓒ Ⓓ	52 Ⓔ Ⓕ Ⓖ Ⓗ	73 Ⓐ Ⓑ Ⓒ Ⓓ	94 Ⓔ Ⓕ Ⓖ Ⓗ
11 Ⓐ Ⓑ Ⓒ Ⓓ	32 Ⓔ Ⓕ Ⓖ Ⓗ	53 Ⓐ Ⓑ Ⓒ Ⓓ	74 Ⓔ Ⓕ Ⓖ Ⓗ	95 Ⓐ Ⓑ Ⓒ Ⓓ
12 Ⓔ Ⓕ Ⓖ Ⓗ	33 Ⓐ Ⓑ Ⓒ Ⓓ	54 Ⓔ Ⓕ Ⓖ Ⓗ	75 Ⓐ Ⓑ Ⓒ Ⓓ	96 Ⓔ Ⓕ Ⓖ Ⓗ
13 Ⓐ Ⓑ Ⓒ Ⓓ	34 Ⓔ Ⓕ Ⓖ Ⓗ	55 Ⓐ Ⓑ Ⓒ Ⓓ	76 Ⓔ Ⓕ Ⓖ Ⓗ	97 Ⓐ Ⓑ Ⓒ Ⓓ
14 Ⓔ Ⓕ Ⓖ Ⓗ	35 Ⓐ Ⓑ Ⓒ Ⓓ	56 Ⓔ Ⓕ Ⓖ Ⓗ	77 Ⓐ Ⓑ Ⓒ Ⓓ	98 Ⓔ Ⓕ Ⓖ Ⓗ
15 Ⓐ Ⓑ Ⓒ Ⓓ	36 Ⓔ Ⓕ Ⓖ Ⓗ	57 Ⓐ Ⓑ Ⓒ Ⓓ	78 Ⓔ Ⓕ Ⓖ Ⓗ	99 Ⓐ Ⓑ Ⓒ Ⓓ
16 Ⓔ Ⓕ Ⓖ Ⓗ	37 Ⓐ Ⓑ Ⓒ Ⓓ	58 Ⓔ Ⓕ Ⓖ Ⓗ	79 Ⓐ Ⓑ Ⓒ Ⓓ	100 Ⓔ Ⓕ Ⓖ Ⓗ
17 Ⓐ Ⓑ Ⓒ Ⓓ	38 Ⓔ Ⓕ Ⓖ Ⓗ	59 Ⓐ Ⓑ Ⓒ Ⓓ	80 Ⓔ Ⓕ Ⓖ Ⓗ	101 Ⓐ Ⓑ Ⓒ Ⓓ
18 Ⓔ Ⓕ Ⓖ Ⓗ	39 Ⓐ Ⓑ Ⓒ Ⓓ	60 Ⓔ Ⓕ Ⓖ Ⓗ	81 Ⓐ Ⓑ Ⓒ Ⓓ	102 Ⓔ Ⓕ Ⓖ Ⓗ
19 Ⓐ Ⓑ Ⓒ Ⓓ	40 Ⓔ Ⓕ Ⓖ Ⓗ	61 Ⓐ Ⓑ Ⓒ Ⓓ	82 Ⓔ Ⓕ Ⓖ Ⓗ	103 Ⓐ Ⓑ Ⓒ Ⓓ
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21 Ⓐ Ⓑ Ⓒ Ⓓ	42 Ⓔ Ⓕ Ⓖ Ⓗ	63 Ⓐ Ⓑ Ⓒ Ⓓ	84 Ⓔ Ⓕ Ⓖ Ⓗ	105 Ⓐ Ⓑ Ⓒ Ⓓ

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SERIAL #

PAGE 3

MATHEMATICS

1 Ⓐ Ⓑ Ⓒ Ⓓ	22 Ⓔ Ⓕ Ⓖ Ⓗ	43 Ⓐ Ⓑ Ⓒ Ⓓ	64 Ⓔ Ⓕ Ⓖ Ⓗ	85 Ⓐ Ⓑ Ⓒ Ⓓ
2 Ⓔ Ⓕ Ⓖ Ⓗ	23 Ⓐ Ⓑ Ⓒ Ⓓ	44 Ⓔ Ⓕ Ⓖ Ⓗ	65 Ⓐ Ⓑ Ⓒ Ⓓ	86 Ⓔ Ⓕ Ⓖ Ⓗ
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7 Ⓐ Ⓑ Ⓒ Ⓓ	28 Ⓔ Ⓕ Ⓖ Ⓗ	49 Ⓐ Ⓑ Ⓒ Ⓓ	70 Ⓔ Ⓕ Ⓖ Ⓗ	91 Ⓐ Ⓑ Ⓒ Ⓓ
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13 Ⓐ Ⓑ Ⓒ Ⓓ	34 Ⓔ Ⓕ Ⓖ Ⓗ	55 Ⓐ Ⓑ Ⓒ Ⓓ	76 Ⓔ Ⓕ Ⓖ Ⓗ	97 Ⓐ Ⓑ Ⓒ Ⓓ
14 Ⓔ Ⓕ Ⓖ Ⓗ	35 Ⓐ Ⓑ Ⓒ Ⓓ	56 Ⓔ Ⓕ Ⓖ Ⓗ	77 Ⓐ Ⓑ Ⓒ Ⓓ	98 Ⓔ Ⓕ Ⓖ Ⓗ
15 Ⓐ Ⓑ Ⓒ Ⓓ	36 Ⓔ Ⓕ Ⓖ Ⓗ	57 Ⓐ Ⓑ Ⓒ Ⓓ	78 Ⓔ Ⓕ Ⓖ Ⓗ	99 Ⓐ Ⓑ Ⓒ Ⓓ
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17 Ⓐ Ⓑ Ⓒ Ⓓ	38 Ⓔ Ⓕ Ⓖ Ⓗ	59 Ⓐ Ⓑ Ⓒ Ⓓ	80 Ⓔ Ⓕ Ⓖ Ⓗ	101 Ⓐ Ⓑ Ⓒ Ⓓ
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19 Ⓐ Ⓑ Ⓒ Ⓓ	40 Ⓔ Ⓕ Ⓖ Ⓗ	61 Ⓐ Ⓑ Ⓒ Ⓓ	82 Ⓔ Ⓕ Ⓖ Ⓗ	103 Ⓐ Ⓑ Ⓒ Ⓓ
20 Ⓔ Ⓕ Ⓖ Ⓗ	41 Ⓐ Ⓑ Ⓒ Ⓓ	62 Ⓔ Ⓕ Ⓖ Ⓗ	83 Ⓐ Ⓑ Ⓒ Ⓓ	104 Ⓔ Ⓕ Ⓖ Ⓗ
21 Ⓐ Ⓑ Ⓒ Ⓓ	42 Ⓔ Ⓕ Ⓖ Ⓗ	63 Ⓐ Ⓑ Ⓒ Ⓓ	84 Ⓔ Ⓕ Ⓖ Ⓗ	105 Ⓐ Ⓑ Ⓒ Ⓓ

SCIENCE

(If your test booklet is titled 'Biology,' please turn to page 7 of this answer document.)

1 Ⓐ Ⓑ Ⓒ Ⓓ	22 Ⓔ Ⓕ Ⓖ Ⓗ	43 Ⓐ Ⓑ Ⓒ Ⓓ	64 Ⓔ Ⓕ Ⓖ Ⓗ	85 Ⓐ Ⓑ Ⓒ Ⓓ
2 Ⓔ Ⓕ Ⓖ Ⓗ	23 Ⓐ Ⓑ Ⓒ Ⓓ	44 Ⓔ Ⓕ Ⓖ Ⓗ	65 Ⓐ Ⓑ Ⓒ Ⓓ	86 Ⓔ Ⓕ Ⓖ Ⓗ
3 Ⓐ Ⓑ Ⓒ Ⓓ	24 Ⓔ Ⓕ Ⓖ Ⓗ	45 Ⓐ Ⓑ Ⓒ Ⓓ	66 Ⓔ Ⓕ Ⓖ Ⓗ	87 Ⓐ Ⓑ Ⓒ Ⓓ
4 Ⓔ Ⓕ Ⓖ Ⓗ	25 Ⓐ Ⓑ Ⓒ Ⓓ	46 Ⓔ Ⓕ Ⓖ Ⓗ	67 Ⓐ Ⓑ Ⓒ Ⓓ	88 Ⓔ Ⓕ Ⓖ Ⓗ
5 Ⓐ Ⓑ Ⓒ Ⓓ	26 Ⓔ Ⓕ Ⓖ Ⓗ	47 Ⓐ Ⓑ Ⓒ Ⓓ	68 Ⓔ Ⓕ Ⓖ Ⓗ	89 Ⓐ Ⓑ Ⓒ Ⓓ
6 Ⓔ Ⓕ Ⓖ Ⓗ	27 Ⓐ Ⓑ Ⓒ Ⓓ	48 Ⓔ Ⓕ Ⓖ Ⓗ	69 Ⓐ Ⓑ Ⓒ Ⓓ	90 Ⓔ Ⓕ Ⓖ Ⓗ
7 Ⓐ Ⓑ Ⓒ Ⓓ	28 Ⓔ Ⓕ Ⓖ Ⓗ	49 Ⓐ Ⓑ Ⓒ Ⓓ	70 Ⓔ Ⓕ Ⓖ Ⓗ	91 Ⓐ Ⓑ Ⓒ Ⓓ
8 Ⓔ Ⓕ Ⓖ Ⓗ	29 Ⓐ Ⓑ Ⓒ Ⓓ	50 Ⓔ Ⓕ Ⓖ Ⓗ	71 Ⓐ Ⓑ Ⓒ Ⓓ	92 Ⓔ Ⓕ Ⓖ Ⓗ
9 Ⓐ Ⓑ Ⓒ Ⓓ	30 Ⓔ Ⓕ Ⓖ Ⓗ	51 Ⓐ Ⓑ Ⓒ Ⓓ	72 Ⓔ Ⓕ Ⓖ Ⓗ	93 Ⓐ Ⓑ Ⓒ Ⓓ
10 Ⓔ Ⓕ Ⓖ Ⓗ	31 Ⓐ Ⓑ Ⓒ Ⓓ	52 Ⓔ Ⓕ Ⓖ Ⓗ	73 Ⓐ Ⓑ Ⓒ Ⓓ	94 Ⓔ Ⓕ Ⓖ Ⓗ
11 Ⓐ Ⓑ Ⓒ Ⓓ	32 Ⓔ Ⓕ Ⓖ Ⓗ	53 Ⓐ Ⓑ Ⓒ Ⓓ	74 Ⓔ Ⓕ Ⓖ Ⓗ	95 Ⓐ Ⓑ Ⓒ Ⓓ
12 Ⓔ Ⓕ Ⓖ Ⓗ	33 Ⓐ Ⓑ Ⓒ Ⓓ	54 Ⓔ Ⓕ Ⓖ Ⓗ	75 Ⓐ Ⓑ Ⓒ Ⓓ	96 Ⓔ Ⓕ Ⓖ Ⓗ
13 Ⓐ Ⓑ Ⓒ Ⓓ	34 Ⓔ Ⓕ Ⓖ Ⓗ	55 Ⓐ Ⓑ Ⓒ Ⓓ	76 Ⓔ Ⓕ Ⓖ Ⓗ	97 Ⓐ Ⓑ Ⓒ Ⓓ
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15 Ⓐ Ⓑ Ⓒ Ⓓ	36 Ⓔ Ⓕ Ⓖ Ⓗ	57 Ⓐ Ⓑ Ⓒ Ⓓ	78 Ⓔ Ⓕ Ⓖ Ⓗ	99 Ⓐ Ⓑ Ⓒ Ⓓ
16 Ⓔ Ⓕ Ⓖ Ⓗ	37 Ⓐ Ⓑ Ⓒ Ⓓ	58 Ⓔ Ⓕ Ⓖ Ⓗ	79 Ⓐ Ⓑ Ⓒ Ⓓ	100 Ⓔ Ⓕ Ⓖ Ⓗ
17 Ⓐ Ⓑ Ⓒ Ⓓ	38 Ⓔ Ⓕ Ⓖ Ⓗ	59 Ⓐ Ⓑ Ⓒ Ⓓ	80 Ⓔ Ⓕ Ⓖ Ⓗ	101 Ⓐ Ⓑ Ⓒ Ⓓ
18 Ⓔ Ⓕ Ⓖ Ⓗ	39 Ⓐ Ⓑ Ⓒ Ⓓ	60 Ⓔ Ⓕ Ⓖ Ⓗ	81 Ⓐ Ⓑ Ⓒ Ⓓ	102 Ⓔ Ⓕ Ⓖ Ⓗ
19 Ⓐ Ⓑ Ⓒ Ⓓ	40 Ⓔ Ⓕ Ⓖ Ⓗ	61 Ⓐ Ⓑ Ⓒ Ⓓ	82 Ⓔ Ⓕ Ⓖ Ⓗ	103 Ⓐ Ⓑ Ⓒ Ⓓ
20 Ⓔ Ⓕ Ⓖ Ⓗ	41 Ⓐ Ⓑ Ⓒ Ⓓ	62 Ⓔ Ⓕ Ⓖ Ⓗ	83 Ⓐ Ⓑ Ⓒ Ⓓ	104 Ⓔ Ⓕ Ⓖ Ⓗ
21 Ⓐ Ⓑ Ⓒ Ⓓ	42 Ⓔ Ⓕ Ⓖ Ⓗ	63 Ⓐ Ⓑ Ⓒ Ⓓ	84 Ⓔ Ⓕ Ⓖ Ⓗ	105 Ⓐ Ⓑ Ⓒ Ⓓ

SOCIAL STUDIES

1 Ⓐ Ⓑ Ⓒ Ⓓ	22 Ⓔ Ⓕ Ⓖ Ⓗ	43 Ⓐ Ⓑ Ⓒ Ⓓ	64 Ⓔ Ⓕ Ⓖ Ⓗ	85 Ⓐ Ⓑ Ⓒ Ⓓ
2 Ⓔ Ⓕ Ⓖ Ⓗ	23 Ⓐ Ⓑ Ⓒ Ⓓ	44 Ⓔ Ⓕ Ⓖ Ⓗ	65 Ⓐ Ⓑ Ⓒ Ⓓ	86 Ⓔ Ⓕ Ⓖ Ⓗ
3 Ⓐ Ⓑ Ⓒ Ⓓ	24 Ⓔ Ⓕ Ⓖ Ⓗ	45 Ⓐ Ⓑ Ⓒ Ⓓ	66 Ⓔ Ⓕ Ⓖ Ⓗ	87 Ⓐ Ⓑ Ⓒ Ⓓ
4 Ⓔ Ⓕ Ⓖ Ⓗ	25 Ⓐ Ⓑ Ⓒ Ⓓ	46 Ⓔ Ⓕ Ⓖ Ⓗ	67 Ⓐ Ⓑ Ⓒ Ⓓ	88 Ⓔ Ⓕ Ⓖ Ⓗ
5 Ⓐ Ⓑ Ⓒ Ⓓ	26 Ⓔ Ⓕ Ⓖ Ⓗ	47 Ⓐ Ⓑ Ⓒ Ⓓ	68 Ⓔ Ⓕ Ⓖ Ⓗ	89 Ⓐ Ⓑ Ⓒ Ⓓ
6 Ⓔ Ⓕ Ⓖ Ⓗ	27 Ⓐ Ⓑ Ⓒ Ⓓ	48 Ⓔ Ⓕ Ⓖ Ⓗ	69 Ⓐ Ⓑ Ⓒ Ⓓ	90 Ⓔ Ⓕ Ⓖ Ⓗ
7 Ⓐ Ⓑ Ⓒ Ⓓ	28 Ⓔ Ⓕ Ⓖ Ⓗ	49 Ⓐ Ⓑ Ⓒ Ⓓ	70 Ⓔ Ⓕ Ⓖ Ⓗ	91 Ⓐ Ⓑ Ⓒ Ⓓ
8 Ⓔ Ⓕ Ⓖ Ⓗ	29 Ⓐ Ⓑ Ⓒ Ⓓ	50 Ⓔ Ⓕ Ⓖ Ⓗ	71 Ⓐ Ⓑ Ⓒ Ⓓ	92 Ⓔ Ⓕ Ⓖ Ⓗ
9 Ⓐ Ⓑ Ⓒ Ⓓ	30 Ⓔ Ⓕ Ⓖ Ⓗ	51 Ⓐ Ⓑ Ⓒ Ⓓ	72 Ⓔ Ⓕ Ⓖ Ⓗ	93 Ⓐ Ⓑ Ⓒ Ⓓ
10 Ⓔ Ⓕ Ⓖ Ⓗ	31 Ⓐ Ⓑ Ⓒ Ⓓ	52 Ⓔ Ⓕ Ⓖ Ⓗ	73 Ⓐ Ⓑ Ⓒ Ⓓ	94 Ⓔ Ⓕ Ⓖ Ⓗ
11 Ⓐ Ⓑ Ⓒ Ⓓ	32 Ⓔ Ⓕ Ⓖ Ⓗ	53 Ⓐ Ⓑ Ⓒ Ⓓ	74 Ⓔ Ⓕ Ⓖ Ⓗ	95 Ⓐ Ⓑ Ⓒ Ⓓ
12 Ⓔ Ⓕ Ⓖ Ⓗ	33 Ⓐ Ⓑ Ⓒ Ⓓ	54 Ⓔ Ⓕ Ⓖ Ⓗ	75 Ⓐ Ⓑ Ⓒ Ⓓ	96 Ⓔ Ⓕ Ⓖ Ⓗ
13 Ⓐ Ⓑ Ⓒ Ⓓ	34 Ⓔ Ⓕ Ⓖ Ⓗ	55 Ⓐ Ⓑ Ⓒ Ⓓ	76 Ⓔ Ⓕ Ⓖ Ⓗ	97 Ⓐ Ⓑ Ⓒ Ⓓ
14 Ⓔ Ⓕ Ⓖ Ⓗ	35 Ⓐ Ⓑ Ⓒ Ⓓ	56 Ⓔ Ⓕ Ⓖ Ⓗ	77 Ⓐ Ⓑ Ⓒ Ⓓ	98 Ⓔ Ⓕ Ⓖ Ⓗ
15 Ⓐ Ⓑ Ⓒ Ⓓ	36 Ⓔ Ⓕ Ⓖ Ⓗ	57 Ⓐ Ⓑ Ⓒ Ⓓ	78 Ⓔ Ⓕ Ⓖ Ⓗ	99 Ⓐ Ⓑ Ⓒ Ⓓ
16 Ⓔ Ⓕ Ⓖ Ⓗ	37 Ⓐ Ⓑ Ⓒ Ⓓ	58 Ⓔ Ⓕ Ⓖ Ⓗ	79 Ⓐ Ⓑ Ⓒ Ⓓ	100 Ⓔ Ⓕ Ⓖ Ⓗ
17 Ⓐ Ⓑ Ⓒ Ⓓ	38 Ⓔ Ⓕ Ⓖ Ⓗ	59 Ⓐ Ⓑ Ⓒ Ⓓ	80 Ⓔ Ⓕ Ⓖ Ⓗ	101 Ⓐ Ⓑ Ⓒ Ⓓ
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19 Ⓐ Ⓑ Ⓒ Ⓓ	40 Ⓔ Ⓕ Ⓖ Ⓗ	61 Ⓐ Ⓑ Ⓒ Ⓓ	82 Ⓔ Ⓕ Ⓖ Ⓗ	103 Ⓐ Ⓑ Ⓒ Ⓓ
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21 Ⓐ Ⓑ Ⓒ Ⓓ	42 Ⓔ Ⓕ Ⓖ Ⓗ	63 Ⓐ Ⓑ Ⓒ Ⓓ	84 Ⓔ Ⓕ Ⓖ Ⓗ	105 Ⓐ Ⓑ Ⓒ Ⓓ

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SERIAL #

BIOLOGY

(If your test booklet is titled 'Science,' please turn to page 5 of this answer document.)

1 Ⓐ Ⓑ Ⓒ Ⓓ	22 Ⓔ Ⓕ Ⓖ Ⓗ	43 Ⓐ Ⓑ Ⓒ Ⓓ	64 Ⓔ Ⓕ Ⓖ Ⓗ	85 Ⓐ Ⓑ Ⓒ Ⓓ
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21 Ⓐ Ⓑ Ⓒ Ⓓ	42 Ⓔ Ⓕ Ⓖ Ⓗ	63 Ⓐ Ⓑ Ⓒ Ⓓ	84 Ⓔ Ⓕ Ⓖ Ⓗ	105 Ⓐ Ⓑ Ⓒ Ⓓ

PLEASE DO NOT WRITE IN THIS AREA

SERIAL #

Data Recognition Corp.-EAL005-10132-54321

SAMPLE OF TEST ADMINISTRATOR'S MANUAL

DIRECTIONS FOR ADMINISTERING THE MATHEMATICS SUBJECT-AREA TEST

Directions must be read **verbatim**. You may answer questions about directions, but **never** answer questions concerning the content of the test or test items. As students are taking the test, the Test Administrator should assist the Proctor(s) by moving quietly around the room to see that students are following directions.

If this is the first day of testing or if you have elected to allow students to complete the personal information before each day's testing, please refer to pages 6–8 for Directions for Completing the Information Grid on the Answer Document, and skip the next "SAY." After the students have completed the personal information, continue with the directions for the mathematics subject-area test.

If this is **not** the first day of testing or if you have not elected to allow students to complete the personal information before each day's testing and the students are seated and ready,

SAY **I will now distribute the answer documents. Do not open your answer document until you are told to do so.**

Distribute the answer documents. Proctors should assist. Check to see that each student has a No. 2 pencil. Check to see that the students have completed the student information accurately.

Proctors must check to see that students do not have calculators. Make sure the students do not have wristwatch calculators. Proctors should continue to check during testing to ensure that students taking the AHSGE are only using the state-provided calculator.

SAY **I will now distribute the test booklets. Do not open your test booklet until you are told to do so.**

Distribute the test booklets. Proctors should assist.

SAY **Now check every page to see that the pages in your test booklet are numbered consecutively. The last page in your test booklet should have the statement "THIS IS THE END OF THIS EXAM" at the bottom of the page. If it appears that you have pages missing, please raise your hand.**

Pause. Replace any defective test booklet with a new test booklet.

SAY **Print your name in the bottom left-hand corner of your test booklet.**

Pause.

SAMPLE OF
ALABAMA HIGH SCHOOL GRADUATION EXAM REQUIREMENT
BROCHURE

Biology — This test helps to measure the student's knowledge of biology. Standards tested include the following concepts:

- Nature of science (scientific process).
- Cellular biology (structure and function).
- Biochemistry (photosynthesis, respiration, and protein synthesis).
- Genetics (cell division and patterns of inheritance).
- Kingdoms of life (classification and identification).
- Energy (food chains, food webs, and energy pyramids).
- Ecology (biogeochemical cycles, ecosystems, biomes, interdependence, and levels of hierarchy).

Social Studies — This test helps to measure the student's knowledge of United States history. Standards tested include the following concepts:

- Global influence of the pre-colonial and colonial eras of the Western Hemisphere.
- Formation and development of the United States.
- Eras of revolution, expansion, and reform prior to the United States Civil War.
- United States Civil War Era.
- Developments of the late 19th and 20th centuries.
- Causes and effects of World War I.
- Great Depression and World War II.

Students of Special Populations

The Alabama Department of Education has adopted guidelines for the testing of students with disabilities and limited-English proficiency. For specific questions, contact your school counselor or local education agency.

The Alabama Board of Education has adopted requirements for students with disabilities to receive an Alabama high school diploma. For specific requirements, contact your school counselor or local education agency.

Joseph B. Morton, State Superintendent of Education
Alabama Department of Education, Montgomery, Alabama 36130-2101

Visit the Alabama Department of Education
Web Page at http://www.alsde.edu

No person shall be denied employment, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program or activity on the basis of disability, sex, race, religion, national origin, color, or age. Ref: Sec. 1983, Civil Rights Act, 42 U.S. C.; Title VI and VII, Civil Rights Act of 1964; Rehabilitation Act of 1973, Sec. 504; Age Discrimination in Employment Act; Equal Pay Act of 1963; Title IX of the Education Amendment of 1972: Title IX Coordinator, P.O. Box 302101, Montgomery, Alabama 36130-2101 or call (334) 242-8444.

Alabama High School Graduation Exam Requirement

Ninth-graders of 2008–2009

The requirements listed in this brochure are mandated by the Alabama Board of Education and may be altered by the Board.

The Alabama State Board of Education requires that any student receiving an Alabama high school diploma must pass all five subject tests of the *Alabama High School Graduation Exam* (AHSGE), Third Edition, and fulfill requirements regarding number of credits. Students will be informed by local school officials regarding credit requirements.

Alabama High School Graduation Exam

- Students who successfully complete Algebra I and/or biology before the spring of their tenth grade will have an early opportunity to take the mathematics and/or biology subject test(s) of the AHSGE at the next scheduled administration during the academic year.
- Students will take the AHSGE exam in the spring of the tenth grade as a checkpoint leading to the AHSGE. However, should students pass one or more subject tests of this administration, they will be given credit toward graduation for passing the subject test(s).
- Students following the normal rate of progression in Grades 9-12 are provided four opportunities to take the AHSGE. Some circumstances may prevent a student from having four opportunities. These four opportunities are defined as the spring administration in the eleventh grade, and the fall, midyear, and spring administrations in the twelfth grade.
- Students will also have an option to take the AHSGE during the summer between the eleventh and twelfth grades at a site to be determined by the local school system.
- The assessment will test five subject areas: reading, language, mathematics, biology, and social studies.
- The student must pass all five subject tests of the AHSGE in English.
- Once a subject test is passed, the student will not have to take that subject test again.

The reading, language, and mathematics subject tests of the AHSGE are composed of questions measuring the objectives identified in the *Standards and Objectives (Reading Comprehension, Language, Mathematics, and Science) for Alabama High School Graduation Exam*, Bulletin 1997, No. 16. The social studies subject test of the AHSGE is composed of questions measuring the objectives identified in the *Standards and Objectives (Social Studies) for Alabama High School Graduation Exam*, Bulletin 1998, No. 13. The biology subject test of the AHSGE is composed of questions measuring the objectives identified in the Biology Core course in the *Alabama Course of Study: Science*, Bulletin 2005, No. 20. All school systems have copies of these bulletins. The bulletins contain the objectives students are expected to achieve.

Reading — This test helps to determine if the student can read and comprehend textual, functional, and recreational material. Standards tested include the following:

- Demonstrate literal understanding.
- Interpret passages.
- Apply critical analysis strategies.
- Utilize strategies that enhance comprehension.

Language — This test helps to measure the student's knowledge of language mechanics and expression. Standards tested include the following:

- Recognize correct grammar and usage.
- Demonstrate appropriate word choice.
- Recognize correct sentence structure.
- Use correct capitalization and punctuation.
- Use appropriate organizational skills for writing and revising.

Mathematics — This test helps to measure the student's knowledge of Algebra I. Standards tested include the following:

- Perform basic operations on algebraic expressions.
- Solve equations and inequalities.
- Apply concepts related to functions.
- Apply formulas.
- Apply graphing techniques.
- Represent problem situations.
- Solve problems involving a variety of algebraic and geometric concepts.

Additional Information On Back Page.

We have read the *Alabama High School Graduation Exam Requirement* brochure and understand that in addition to completing required credits, the undersigned student must pass the *Alabama High School Graduation Exam*, Third Edition, in order to receive an Alabama high school diploma. (Ninth-graders of 2008–2009.)

Print Student's Name	**Print Parent's/Guardian's Name**
Student's Signature	**Parent's/Guardian's Signature**
Date	**Date**

Please detach this portion, SIGN, and return to your school. KEEP BROCHURE FOR FUTURE REFERENCE.

LEA Representative's Signature _____

Date Received _____

PLEASE DETACH THIS PORTION, SIGN, AND RETURN TO YOUR SCHOOL.

KEEP THE BROCHURE FOR FUTURE REFERENCE.

SAMPLE OF HEADER SHEET

SCHOOL HEADER SHEET

THIRD EDITION

SYSTEM _____

SCHOOL _____

SYSTEM	SCHOOL	NUMBER OF ANSWER DOCUMENTS
☐☐☐	☐☐☐☐	☐☐☐☐
0 0 0	0 0 0 0	0 0 0 0
1 1 1	1 1 1 1	1 1 1 1
2 2 2	2 2 2 2	2 2 2 2
3 3 3	3 3 3 3	3 3 3 3
4 4 4	4 4 4 4	4 4 4 4
5 5 5	5 5 5 5	5 5 5 5
6 6 6	6 6 6 6	6 6 5 6
7 7 7	7 7 7 7	7 7 7 7
8 8 8	8 8 8 8	8 8 8 8
9 9 9	9 9 9 9	9 9 9 9

Printed in U.S.A. Data Recognition Corporation-MM224461-1 654

SAMPLE OF ANSWER DOCUMENT COUNT VERIFICATION FORM

ALABAMA HIGH SCHOOL GRADUATION EXAM

ANSWER DOCUMENT COUNT VERIFICATION FORM
MIDYEAR 2009
THIRD EDITION

Please note:

- If a school DID NOT participate in testing, please write "DID NOT TEST" next to the school's name.
- If a school is now closed, please write "CLOSED" next to the school's name.
- If a public school that is not on the list has students who were tested, please add the school name, school code, and the number of students tested.
- If a nonpublic school has students who were tested, please write the school name, the school code, and the number of students tested at the bottom of this form.
- If homeschooled students tested, please write "HOMESCHOOL," the school code, and the total number of homeschooled students tested at the bottom of this form.

SYSTEM NAME: HENRY COUNTY

SYSTEM CODE: 034

SCHOOL CODE	SCHOOL NAME	NUMBER OF ANSWER DOCUMENTS	SCAN COUNT	MATCHES SCAN COUNT EXACTLY
0020	ABBEVILLE HIGH SCHOOL	_____	_____	_____
0040	HEADLAND HIGH SCHOOL	_____	_____	_____

SAMPLE OF FORM S-2

FORM S-2
LEA RECEIPT AND RETURN OF
GRADUATION EXAMINATION TESTING MATERIALS

Directions: Form S-2 is completed when the graduation examination materials are received by the LEA and returned to the SDE.

System: _____

On _____, I _____, received from
(Date) (LEA Representative)
_____, the following test materials.
(SDE Representative)

Test Material		Before Test: Quantity Received	Before Test: Sequence Numbers Begin - End	After Test: Quantity Returned	After Test: Missing Numbers
Reading Booklets	(Form R)	_____	_____ - _____	_____	_____
Language Booklets	(Form L)	_____	_____ - _____	_____	_____
Mathematics Booklets	(Form M)	_____	_____ - _____	_____	_____
Science Booklets	(Form S)	_____	_____ - _____	_____	_____
Social Studies Booklets	(Form SS)	_____	_____ - _____	_____	_____
Biology Booklets	(Form B)	_____	_____ - _____	_____	_____

Auxiliary Boxes: _____ Booklet Boxes: * (See Box Label)

Answer Documents	_____			
Header Sheets	_____			
Calculators	_____	_____ - _____	_____	_____
Calculator Practice Books	_____	_____ - _____	_____	_____

Answer Document Count Verification _____

	Read	Lang	Math	Sci	Soc St	Biology
Braille:	_____	_____	_____	_____	_____	_____
Lg. Prt:	_____	_____	_____	_____	_____	_____

On _____, I_____, returned the graduation
(Date) (LEA Representative)
examination materials described above to _____.
(SDE Representative)

APPENDIX B

SAMPLE OF DELIVERY AND PICKUP SCHEDULE

LEA

Spring 2010 Graduation Examination Testing Materials

Delivery Schedule

DELIVERY POINT	DATE/TIME	SCHOOL SYSTEMS
ALABASTER		
Lowry Warehouse 82 Hwy 265, Suite 603 Alabaster	Monday, Feb. 15, 2010 12:30 p.m. – 1:00 p.m.	**Cities:** Fairfield, Homewood, Hoover, Leeds, Pell City, Sylacauga, Talladega, Tarrant, Trussville, Vestavia Hills **Schools:** Alabama Institute for Deaf and Blind, Alabama School of Fine Arts
ALABASTER		
Lowry Warehouse 82 Hwy. 265 Suite 603 Alabaster	Monday, Feb. 15, 2010 2:00 p.m. – 2:30 p.m.	**Counties**: Chilton, Shelby, Talladega **Cities:** Bessemer, Midfield, Mt. Brook
BIRMINGHAM CITY (ONLY)		
720 South 86th Street, Rear	Monday, Feb. 15, 2010 8:00 a.m.	**City**: Birmingham
BREWTON		
811 Belleville Ave Brewton	Thursday, Feb. 11, 2010 9:00 a.m. – 9:30 a.m.	**Counties**: Conecuh, Escambia, Monroe **Cities**: Brewton, Thomasville

DELIVERY POINT	DATE/TIME	SCHOOL SYSTEMS
DALEVILLE		
National Guard Armory 600 Hwy 84 East Daleville	Friday, Feb. 19, 2010 10:00 a.m. – 10:30 a.m.	**Counties**: Barbour, Coffee, Covington, Dale, Geneva, Henry, Houston, **Cities**: Andalusia, Daleville, Dothan, Elba, Enterprise, Geneva, Opp, Ozark
DECATUR		
Decatur City Prof Training Center 408 Banks Street, NE Decatur	Tuesday, Feb. 16, 2010 10:00 a.m. – 10:30 a.m.	Counties: Cullman, Limestone, Morgan **Cities**: Athens, Cullman, Decatur, Hartselle
DEKALB		
DeKalb County Board 306 West Main Street Rainsville	Thursday, Feb. 18, 2010 9:00 a.m. – 9:30 a.m.	**Counties:** Dekalb, Jackson **Cities:** Ft. Payne, Scottsboro
GADSDEN		
Army National Guard Armory 5323 Airport Road Gadsden	Thursday, Feb. 18, 2010 12:30 p.m. – 1:00 p.m.	**Counties:** Blount, Calhoun, Cherokee, Clay, Cleburne, Etowah, Marshall, St. Clair **Cities**: Albertville, Anniston, Arab, Attalla, Boaz, Gadsden, Guntersville, Jacksonville, Piedmont, Oneonta, Oxford
HUNTSVILLE CITY Butler High School 3401 Holmes Ave.	Tuesday, Feb. 16, 2010 11:30 a.m.	**City:** Huntsville City

DELIVERY POINT	DATE/TIME	SCHOOL SYSTEMS
JEFFERSON COUNTY (ONLY)		
2100 18th Street South Birmingham	Monday, Feb. 15, 2010 10:00 a.m.	**County**: Jefferson
LOXLEY		
Central Office Satellite 1091 B Avenue Loxley	Thursday, Feb. 11, 2010 11:30 a. m.	**Counties**: Baldwin, Clarke
MADISON CITY		
Madison City Board of Education 211 Celtic Drive Madison	Tuesday, Feb. 16, 2010 2:30 p.m.	**City:** Madison City
MADISON COUNTY		
Riverton Middle School 399 Homer Nance Road Huntsville	Tuesday, Feb. 16, 2010 1:00 p.m.	**County:** Madison County
MOBILE		
1 Magnum Pass Mobile	Thursday, Feb. 11, 2010 9:00 a.m.	**County**: Mobile
MOBILE		
1 Magnum Pass Mobile	Thursday, Feb. 11, 2010 10:00 a.m.-10:30 a.m.	**County**: Washington **City**: Saraland **School**: Alabama School Math and Science

DELIVERY POINT	DATE/TIME	SCHOOL SYSTEMS
MONTGOMERY AL National Guard Armory 4555 Bobby W. Hogan Drive Hope Hull	Wednesday, Feb. 17, 2010 2:30 p.m. – 3:00 p.m.	**Counties**: Autauga, Bullock, Butler, Coosa, Crenshaw, Dallas, Elmore, Lowndes, Pike, Wilcox **Cities**: Selma, Tallassee, Troy **Schools**: Dept. of Youth Services, Alabama Correctional Education

(Note: You must have a civilian driver's license to get in.)

MONTGOMERY COUNTY (ONLY)

627 South Decatur Street	Friday, Feb. 19, 2010 1:30 p.m.	**County**: Montgomery

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NORTHPORT

National Guard Armory 2509 44th Avenue Northport	Thursday, Feb. 18, 2010 10:00 a.m. – 10:30 a.m.	**Counties**: Bibb, Choctaw, Fayette, Greene, Hale, Lamar, Marengo, Perry, Pickens, Sumter, Tuscaloosa, Walker **Cities:** Demopolis, Jasper, Linden, Tuscaloosa

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OPELIKA

National Guard Armory 300 Consumer Avenue Opelika	Wednesday, Feb. 17, 2010 10:00 a.m. – 10:30 a.m.	**Counties**: Chambers, Lee, Macon, Randolph, Russell, Tallapoosa **Cities**: Alexander City, Auburn, Eufaula, Lanett, Opelika, Phenix City, Roanoke

DELIVERY POINT	DATE/TIME	SCHOOL SYSTEMS
RUSSELLVILLE		
Russellville High School 1865 Waterloo Road Russellville	Tuesday, Feb. 16, 2010 10:00 a.m. – 10:30 a.m.	**Counties**: Colbert, Franklin, Lauderdale, Lawrence, Marion, Winston **Cities**: Florence, Haleyville, Muscle Shoals, Russellville, Sheffield, Tuscumbia, Winfield

LEA
Spring 2010 Graduation Examination Testing Materials

Pickup Schedule

PICKUP POINT	DATE/TIME	SCHOOL SYSTEMS
ALABASTER		
Lowry Warehouse 82 Hwy 265, Suite 603 Alabaster	Wednesday, March 10, 2010 11:30 a.m. – noon	**Cities:** Fairfield, Homewood, Hoover, Leeds, Pell City, Sylacauga, Talladega, Tarrant, Trussville, Vestavia Hills **Schools:** Alabama Institute for Deaf and Blind, Alabama School of Fine Arts
ALABASTER		
Lowry Warehouse 82 Hwy. 265 Suite 603 Alabaster	Wednesday, March 10, 2010 12:30 p.m. – 1:00 p.m.	**Counties**: Chilton, Shelby, Talladega **Cities:** Bessemer, Midfield, Mt. Brook
BIRMINGHAM CITY (ONLY)		
720 South 86th Street, Rear	Wednesday, March 10, 2010 8:00 a.m.	**City**: Birmingham
BREWTON		
811 Belleville Ave Brewton	Thursday, March 11, 2010 9:00 a.m. – 9:30 a.m.	**Counties**: Conecuh, Escambia, Monroe **Cities**: Brewton, Thomasville

PICKUP POINT	DATE/TIME	SCHOOL SYSTEMS
DALEVILLE		
National Guard Armory 600 Hwy 84 East Daleville	Tuesday, March 9, 2010 9:00 a.m. – 9:30 a.m.	**Counties**: Barbour, Coffee, Covington, Dale, Geneva, Henry, Houston, **Cities**: Andalusia, Daleville, Dothan, Elba, Enterprise, Geneva, Opp, Ozark
DECATUR		
Decatur City Prof Training Center 408 Banks Street, NE Decatur	Monday, March 8, 2010 9:00 a.m. – 9:30 a.m.	**Counties:** Cullman, Limestone, Morgan **Cities**: Athens, Cullman, Decatur, Hartselle
DEKALB		
DeKalb County Board of Education 306 West Main Street Rainsville	Friday, March 12, 2010 9:00 a.m. – 9:30 a.m.	**Counties:** Dekalb, Jackson **Cities:** Ft. Payne, Scottsboro
GADSDEN		
Etowah County Board of Education 3200 W. Meighan	Monday, March 15, 2020 10:00 a.m. – 10:30 a.m.	**Counties:** Etowah, Cherokee **Cities:** Gadsden, Oneonta
GADSDEN		
Army National Guard Armory 5323 Airport Road Gadsden	Friday, March 12, 2010 12:30 p.m. – 1:00 p.m.	**Counties:** Blount, Calhoun, Clay, Cleburne, Marshall, St. Clair **Cities**: Albertville, Anniston, Arab, Attalla, Boaz, Guntersville, Jacksonville, Piedmont, Oxford

PICKUP POINT	DATE/TIME	SCHOOL SYSTEMS
HUNTSVILLE CITY Butler High School 3401 Holmes Ave.	Monday, March 8, 2010 11:30 a.m.	**City:** Huntsville City
JEFFERSON COUNTY (ONLY)		
2100 18th Street South Birmingham	Wednesday, March 10, 2010 10:00 a.m.	**County**: Jefferson
LOXLEY		
Central Office Satellite 1091 B Avenue Loxley	Thursday, March 11, 2010 11:30 a. m.	**Counties**: Baldwin, Clarke
MADISON CITY		
Madison City Board of Education 211 Celtic Drive Madison	Monday, March 8, 2010 2:30 p.m.	**City:** Madison City
MADISON COUNTY		
Riverton Middle School 399 Homer Nance Road Huntsville	Monday, March 8, 2010 1:00 p.m.	**County:** Madison County
MOBILE		
1 Magnum Pass Mobile	Thursday, March 11, 2010 9:00 a.m.	**County**: Mobile

PICKUP POINT	DATE/TIME	SCHOOL SYSTEMS
1 Magnum Pass Mobile	Thursday, March 11, 2010 10:00 a.m.-10:30 a.m.	**County**: Washington **City**: Saraland **School**: Alabama School Math and Science

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MONTGOMERY

AL National Guard Armory 4555 Bobby W. Hogan Drive Hope Hull	Tuesday, March 9, 2010 1:30 p.m. – 2:00 p.m.	**Counties**: Autauga, Bullock, Butler, Coosa, Crenshaw, Dallas, Elmore, Lowndes, Pike, Wilcox **Cities**: Selma, Tallassee, Troy **Schools**: Dept. of Youth Services, Alabama Correctional Education

(Note: You must have a civilian driver's license to get in.)

MONTGOMERY COUNTY (ONLY)

627 South Decatur Street	Wednesday, March 10, 2010 1:30 p.m.	**County**: Montgomery

---

NORTHPORT

National Guard Armory 2509 44th Avenue Northport	Friday, March 12, 2010 9:00 a.m. – 9:30 a.m.	**Counties**: Bibb, Choctaw, Fayette, Greene, Hale, Lamar, Marengo, Perry, Pickens, Sumter, Tuscaloosa, Walker **Cities:** Demopolis, Jasper, Linden, Tuscaloosa

PICKUP POINT	DATE/TIME	SCHOOL SYSTEMS
OPELIKA		
National Guard Armory 300 Consumer Avenue Opelika	Tuesday, March 9, 2010 9:00 a.m. – 9:30 a.m.	**Counties**: Chambers, Lee, Macon, Randolph, Russell, Tallapoosa **Cities**: Alexander City, Auburn, Eufaula, Lanett, Opelika, Phenix City, Roanoke
RUSSELLVILLE		
Russellville High School 1865 Waterloo Road Russellville	Monday, March 8, 2010 9:00 a.m. – 9:30 a.m.	**Counties**: Colbert, Franklin, Lauderdale, Lawrence, Marion, Winston **Cities**: Florence, Haleyville, Muscle Shoals, Russellville, Sheffield, Tuscumbia, Winfield

SAMPLE OF THE SUMMARY COUNT

ALABAMA LISTING OF S-3 FORM REPORT - AHSGE - FORM 3410

Del Code	Sys No	TAM	ANS DOC	HDR	ENV	BEG SEQ R3410	END SEQ R3410	BEG SEQ L3410	END SEQ L3410	BEG SEQ S3410	END SEQ S3410	BEG SEQ M3410	END SEQ M3410	BEG SEQ SS3410	END SEQ SS3410	BEG SEQ CALCBK	END SEQ CALCBK	CALCS	RED LBLS	BEG SEQ B3410	END SEQ B3410
0101	018	CONECUH COUNTY																			
		00002	00060	00003	00002	000001	000025	000001	000025	000001	000025	000001	000025	000001	000025	000001	000025	00000	00001	000001	000025
0102	027	ESCAMBIA COUNTY																			
			00210	00005	00005	000026	000125	000026	000125	000026	000050	00026	000100	000026	000150	000026	000100	00000	00002	000026	000100
0103	050	MONROE COUNTY																			
			00180	00007	00007	000126	000275	000126	000250	000051	000100	000101	000200	000151	000275	000101	000200	00000	00002	000101	000200
0104	116	BREWTON CITY																			
			00030	00003	00002	000276	000300	000251	000275	000101	000125	000201	000225	000276	000300	000201	000225	00000	00001	000201	000225
0105	198	THOMASVILLE CITY																			
			00060	00004	00002	000301	000325	000276	000300	000126	000150	000226	000250	000301	000350	000226	000250	00000	00001	000226	000250
0199		EMERGENCY KIT																			
			00300	00000	00012	000326	000450	000301	000425	000151	000275	000251	000375	000351	000475	000251	000375	00000	00000	000251	000375

ALABAMA LISTING OF S-3 FORM REPORT - AHSGE - FORM 3410

Del Code	Sys No	TAM	ANS DOC	HDR	ENV	BEG SEQ R3410	END SEQ R3410	BEG SEQ L3410	END SEQ L3410	BEG SEQ S3410	END SEQ S3410	BEG SEQ M3410	END SEQ M3410	BEG SEQ SS3410	END SEQ SS3410	BEG SEQ CALCBK	END SEQ CALCBK	CALCS	RED LBLS	BEG SEQ B3410	END SEQ B3410
0201	002	BALDWIN COUNTY																			
			01260	00010	00016	000451	000950	000426	001000	000276	000450	000376	000850	000476	001050	000376	000850	00000	00004	000376	000875
		LARGE PRINT TEST BKS				000001	000002	000001	000002	000001	000002	000001	000002	000001	000002					000001	000002
		LARGE PRINT CALC BKS										000001	000002								
		LARGE PRINT CALC QTY											000002								
0202	013	CLARKE COUNTY																			
			00000	00005	00005	000951	001050	001001	001100	000451	000475	000851	000950	001051	001150	000851	000950	00000	00002	000876	000950
0299		EMERGENCY KIT																			
			00300	00000	00012	001051	001175	001101	001225	000476	000600	000951	001075	001151	001275	000951	001075	00000	00000	000951	001075

ALABAMA LISTING OF S-3 FORM REPORT - AHSGE - FORM 3410

Del Code	Sys No	TAM	ANS DOC	HDR	ENV	BEG SEQ R3410	END SEQ R3410	BEG SEQ L3410	END SEQ L3410	BEG SEQ S3410	END SEQ S3410	BEG SEQ M3410	END SEQ M3410	BEG SEQ SS3410	END SEQ SS3410	BEG SEQ CALCBK	END SEQ CALCBK	CALCS	RED LBLS	BEG SEQ B3410	END SEQ B3410
0301	049	MOBILE COUNTY																			
			00000	00021	00035	001176	002650	001226	002450	000601	000975	001076	002275	001276	002675	001076	002275	00000	00009	001076	002225
0399		EMERGENCY KIT																			
			00300	00000	00012	002651	002775	002451	002575	000976	001100	002276	002400	002676	002800	002276	002400	00000	00000	002226	002350

APPENDIX C

SAMPLE OF INDIVIDUAL REPORT

SYSTEM:
SCHOOL:
SYSTEM-SCHOOL CODES:
ADMINISTRATION DATE: SPRING 2008

ALABAMA HIGH SCHOOL GRADUATION EXAM
THIRD EDITION

INDIVIDUAL REPORT FOR
NAME:
SSID:
DATE OF BIRTH:
SERVICES:
GRADE: 10

READING

PASSED

Objective	Items Total	Items Correct	Mastery

LANGUAGE

SCALED SCORE: 547 (560 NEEDED TO PASS)
ATTEMPTED

Objective		Items Total	Items Correct	Mastery
I-1	Identify correct noun forms	5	2	
I-2	Identify correct verb forms	5	3	-
I-3	Recognize subject verb agreement	5	3	-
I-4	Recognize pronoun-antecedent	5	4	+
I-5	Identify verb shifts	5	3	
I-6	Identify correct pronoun case	5	0	-
I-7	Identify effective use of voice	5	5	+
I-8	Determine correct use of modifiers	5	2	-
I-9	Identify commonly confused words	5	3	
II-1	Use clear, vivid, precise language	5	2	-
II-2	Use formal and informal language	5	2	-
III-1	Demonstrate correct sentence structure	5	4	+
III-2	Demonstrate internal parallelism	5	3	-
IV-1	Demonstrate correct use of capitalization	5	3	-
IV-2	Demonstrate correct use of commas	5	3	-
IV-3	Demonstrate semicolon and colon usage	5	3	-
IV-4	Demonstrate quotation marks and underlining	5	2	
IV-5	Demonstrate correct use of apostrophe	5	2	-
V-1	Paragraph progression and completeness	10	7	
	TOTAL	100	56	3

SCIENCE

NOT ATTEMPTED

Objective	Items Total	Items Correct	Mastery

SYSTEM:
SCHOOL:
SYSTEM-SCHOOL CODE
ADMINISTRATION DATE: SPRING 2008

ALABAMA HIGH SCHOOL GRADUATION EXAM
THIRD EDITION

INDIVIDUAL REPORT FOR

DATE OF BIRTH:
SERVICES:
GRADE: 10

MATHEMATICS

PASSED

Objective	Items Total	Items Correct	Mastery

SOCIAL STUDIES

SCALED SCORE: 459 (509 NEEDED TO PASS)
ATTEMPTED

	Objective	Items Total	Items Correct	Mastery
I-1	Identify and evaluate America's exploration, development, and divergence	10	6	
II-1	Recognize and comprehend the impact of the influences of intellectual and religious thought on political systems	6	1	-
II-2	Identify and comprehend the provisions of essential documents of the government	14	7	-
III-1	Identify and evaluate the impact of the American Revolution	6	3	-
III-2	Identify and evaluate the Era of Expansion	6	2	-
III-3	Identify and evaluate the impact of American social and political reform and the emergence of a distinct culture	6	5	+
IV-1	Identify and evaluate events, causes, and effects of the Civil War Era	8	3	-
V-1	Identify and evaluate the events that led to the settlement of the West	6	3	-
V-2	Evaluate the concepts, developments, and consequences of industrialization and urbanization	8	3	-
VI-1	Evaluate the causes of World War I	9	2	-
VI-2	Analyze the effects of World War I	9	3	
VII-1	Analyze the advent and impact of the Great Depression and the New Deal on American life	8	4	-
VII-2	Analyze America's involvement in World War II	4	1	-
	TOTAL	100	43	1

BIOLOGY

	Content Standard	Items Total	Items Correct	Mastery
1	Select appropriate laboratory to conduct an experiment	6	2	
2	Describe cell processes necessary for achieving homeostasis	6	1	-
3	Identify reactants, products, and purposes of photosynthesis and cellular respiration	6	3	-
4/9	Describe cell organelles. Differentiate between five & six kingdom classification systems	6	2	-
5	Identify levels of organization in the biosphere	6	4	-
6	Describe the roles of mitotic and meiotic divisions during reproduction, growth, and repair of cells	6	2	
7	Apply Mendel's laws to determine phenotypic and genotypic probabilities of offspring	6	4	-
8	Identify the structure and function of DNA, RNA, and protein	6	2	-
10	Distinguish between monocots and dicots, angiosperms and gymnosperms, and vascular and nonvascular plants	6	3	
11	Animal Classification - Skeletal structure; reproduction; body symmetry, coverings, & locomotion	6	2	-
12	Describe protective adaptations of animals	6	4	-
13	Trace the flow of energy as it decreases through the trophic levels from producers to the quaternary level	6	4	-
14	Trace biogeochemical cycles through the environment	6	2	-
15	Identify biomes based on environmental factors and native organisms	6	1	-
16	Identify density-dependent and density independent limiting factors affecting populations in an ecosystem	6	2	-
	TOTAL	90	38	0

SAMPLE OF STUDENT LIST

ALABAMA HIGH SCHOOL GRADUATION EXAM

THIRD EDITION

SYSTEM:
SYSTEM-SCHOOL CODES:
NUMBER TESTED: 137

STUDENT LIST REPORT
FOR

STUDENT SPRING 2008 ADMINISTRATION RESULTS

STUDENT NAME	SSID	SPECIAL SERVICES	GR	READING		LANGUAGE		SCIENCE		MATHEMATICS		SOCIAL STUDIES		BIOLOGY	
				P/F/A/NA/INV	SCALED SCORE	P/F/A/NA/INV	SCALED SCORE	P/F/A/NA/INV	SCALED SCORE	P/F/A/NA/INV	SCALED SCORE	P/F/A/NA/INV	SCALED SCORE	P/F/A/NA/INV	SCALED SCORE
			09	NA		NA		NA		NA		NA			
			09	NA		NA		NA		NA		NA			
			09	NA		NA		NA		NA		NA			
			09	NA		NA		NA		NA		NA			
			09	NA		NA		NA		NA		NA			
			09	NA		NA		NA		NA		NA			
			09	NA		NA		NA		NA		NA			
			09	NA		NA		NA		NA		NA			
			09	NA		NA		NA		NA		NA			
			09	NA		NA		NA		NA		NA		LEFT	
			09	NA		NA		NA		NA		NA			
			09	NA		NA		NA		NA		NA			
			09	NA		NA		NA		NA		NA			
			09	NA		NA		NA		NA		NA		INTENTIONALLY	
			09	NA		NA		NA		NA		NA			
			09	NA		NA		NA		NA		NA			
			09	NA		NA		NA		NA		NA			
			09	NA		NA		NA		NA		NA		BLANK	
			09	NA		NA		NA		NA		NA			
			09	NA		NA		NA		NA		NA			
			10	P		P		NA		NA		P			
			10	A	507	P		P		A	457	P			
			10	P		P		NA		NA		P			
		SpEd	10	A	444	A	397	A	479	A	303	A	415		
			10	A	406	A	491	P		A	411	A	474		
		SpEd	10	A	217	A	0	A	163	A	192	A	325		
			10	P		P		NA		NA		P			
			10	P		A	535	A	445	NA		A	453		
			10	P		P		NA		NA		P			
			10	P		A	484	NA		A	327	A	494		
		SpEd	10	A	296	A	175	A	245	A	0	A	352		

P = PASS - F = FAIL - A = ATTEMPTED - NA = NOT ATTEMPTED - INV = INVALID

ASTLS2

SAMPLE OF NON-MASTERY LIST

ALABAMA HIGH SCHOOL GRADUATION EXAM

THIRD EDITION
READING

SYSTEM: SMITH COUNTY
SYSTEM-SCHOOL CODE: 999-0010
ADMINSTRATION DATE: SPRING 2008

NON-MASTERY LIST
FOR
SMITH HIGH SCHOOL

STUDENT NAME	SPECIAL SERVICES	OBJECTIVES															NUMBER OF OBJECTIVES NOT MASTERED
		I-1	I-2	I-3	II-1	II-2	II-3	II-4	II-5	III-1	III-2	III-3	IV-1	IV-2,3	IV-4		
GRADE 11																	
SMITH, JOE		-	-		-	-	-	-	-	-	-		-	-	-		12
GRADE 12																	
SMITH, JIM		-		-	-	-	-	-	-	-	-	-	-	-	-		13
SMITH, LEE		-			-	-	-	-	-	-	-	-	-	-	-		12
SMITH, JENNIFER					-	-	-	-	-		-	-	-	-	-		10
SMITH, MARIE	SpEd	-	-	-	-	-	-	-	-	-	-	-	-	-	-		14
SMITH, JIMMY	SpEd	-	-	-	-	-	-	-	-	-	-	-	-	-	-		14
SMITH, DAN	SpEd	-	-	-	-	-	-	-	-	-	-	-	-	-	-		14
SMITH. JENNY		-	-		-	-	-	-	-	-	-	-	-	-	-		13
SMITH, JUNE		-	-		-		-	-	-	-	-	-	-	-	-		12
SMITH, TED		-			-	-	-	-	-	-	-	-	-	-	-		12
SMITH, TOM	SpEd	-	-	-	-	-	-	-	-	-	-	-	-	-	-		14
SMITH, KEN		-	-		-	-	-	-	-	-	-	-	-		-		12
GRADE 13																	
SMITH, JOHN	SpEd	-	-		-	-	-	-	-	-	-	-	-	-	-		13
SMITH, DOROTHY	SpEd	-	-	-	-	-	-	-	-	-	-	-	-	-	-		14
SMITH, LIZ		-			-	-	-	-	-	-	-	-	-	-	-		12

SAMPLE OF NON-MASTERY SUMMARY

ALABAMA HIGH SCHOOL GRADUATION EXAM
THIRD EDITION
READING

SYSTEM:
SYSTEM-CODES:
ADMINISTRATION DATE: SPRING 2008

GROUP
NON-MASTERY SUMMARY
FOR

TOTAL # REPORTED: 63	GR 9: 0	GR 10: 49	GR 11: 12	GR 12: 2

OBJECTIVE NUMBER	OBJECTIVE DESCRIPTION	NUMBER OF STUDENTS NOT MASTERING OBJECTIVE									
		GR 9		GR 10		GR 11		GR 12		TOTAL	
		Number	%	Number	%	Number	%	Number	%	Number	%
I-1	Identify supporting details	0	0.0	23	46.9	8	66.7	0	0.0	31	49.2
I-2	Determine sequence of events	0	0.0	36	73.5	11	91.7	2	100.0	49	77.8
I-3	Follow directions	0	0.0	30	61.2	9	75.0	1	50.0	40	63.5
II-1	Identify main idea	0	0.0	38	77.6	10	83.3	1	50.0	49	77.8
II-2	Draw conclusions	0	0.0	28	57.1	10	83.3	2	100.0	40	63.5
II-3	Determine cause and effect	0	0.0	29	59.2	10	83.3	1	50.0	40	63.5
II-4	Propaganda; Fact from opinion	0	0.0	35	71.4	9	75.0	2	100.0	46	73.0
II-5	Recognize summary statements	0	0.0	49	100.0	10	83.3	2	100.0	61	96.8
III-1	Recognize logic and arguments	0	0.0	47	95.9	12	100.0	2	100.0	61	96.8
III-2	Analyze literary elements	0	0.0	39	79.6	11	91.7	2	100.0	52	82.5
III-3	Understand figurative language	0	0.0	37	75.5	9	75.0	2	100.0	48	76.2
IV-1	Determine meaning of words	0	0.0	40	81.6	10	83.3	2	100.0	52	82.5
IV-2,3	Preview, Predict; Discern organizational patterns	0	0.0	44	89.8	12	100.0	2	100.0	58	92.1
IV-4	Demonstrate reference material usage	0	0.0	26	53.1	10	83.3	1	50.0	37	58.7

SAMPLE OF STUDENT LABEL

AL HIGH SCHOOL GRADUATION EXAM - SPRING 2006				THIRD EDITION
READING	LANGUAGE	SCIENCE	MATH	SOCIAL STUDIES
PASS	PASS	NA	NA	PASS

SAMPLE OF SCHOOL REPORT

ALABAMA HIGH SCHOOL GRADUATION EXAM

THIRD EDITION

(PERCENT OF STUDENTS PASS/ FAIL THROUGH SPRING 2009)

SYSTEM:

SYSTEM-S

ANNUAL REPORT DATE:

SCHOOL REPORT

FOR

READING					LANGUAGE					SCIENCE				
NUMBER REPORTED	PASSED		FAILED		NUMBER REPORTED	PASSED		FAILED		NUMBER REPORTED	PASSED		FAILED	
	Number	Percent	Number	Percent		Number	Percent	Number	Percent		Number	Percent	Number	Percent
Grade 12 (Class of 2009)														
61	58	95	3	5	61	57	93	4	7	61	56	92	5	8
Grade 11 (Class of 2010)														
49	34	69	15	31	48	34	71	14	29	NA	NA	NA	NA	NA
Grade 10 (Class of 2011)														
42	26	62	*NR	*NR	41	29	71	*NR	*NR	NA	NA	NA	NA	NA

MATHEMATICS					SOCIAL STUDIES					BIOLOGY				
NUMBER REPORTED	PASSED		FAILED		NUMBER REPORTED	PASSED		FAILED		NUMBER REPORTED	PASSED		FAILED	
	Number	Percent	Number	Percent		Number	Percent	Number	Percent		Number	Percent	Number	Percent
Grade 12 (Class of 2009)														
61	58	95	3	5	61	57	93	4	7	NA	NA	NA	NA	NA
Grade 11 (Class of 2010)														
49	41	84	8	16	49	33	67	16	33	45	39	87	6	13
Grade 10 (Class of 2011)														
42	35	83	*NR	*NR	42	26	62	*NR	*NR	41	38	93	*NR	*NR

*NR = NOT REPORTED NA = NOT APPLICABLE

CHIEF STATE SCHOOL OFFICER'S REPORT

ALABAMA HIGH SCHOOL GRADUATION EXAM

THIRD EDITION

(REGULAR AND SPECIAL EDUCATION STUDENTS COMBINED)

Grade 11 (Class of 2010)

CHIEF STATE SCHOOL OFFICER'S REPORT

ADMINISTRATION DATE: SPRING 2009

SYSTEM	PERCENT OF STUDENTS PASSING AS OF SPRING 2009 ADMINISTRATION											
	READING		LANGUAGE		SCIENCE		MATHEMATICS		SOCIAL STUDIES		BIOLOGY	
	NUMBER REPORTED	PERCENT PASSED	NUMBER REPORTED	PERCENT PASSED	NUMBER REPORTED	PERCENT PASSED	NUMBER REPORTED	PERCENT PASSED	NUMBER REPORTED	PERCENT PASSED	NUMBER REPORTED	PERCENT PASSED
	443	73	443	76			444	83	442	72	436	84
	131	69	131	72			131	81	131	66	125	86
	255	62	255	68			255	74	255	62	255	78
	123	70	124	71			124	85	124	73	123	85
	171	84	171	85			171	89	171	81	169	94
	169	76	169	76			169	80	169	77	169	94
	189	74	189	68			189	81	189	65	189	87
	96	81	97	75			97	69	96	73	97	78
	83	64	83	73	LEFT		83	73	82	71	83	78
	228	79	228	82			228	87	228	80	228	89
	179	74	179	75			179	83	179	71	179	82
	210	91	210	90	INTENTIONALLY		209	96	209	93	210	96
	619	85	620	84			618	88	618	83	612	88
	193	82	193	82			193	89	193	79	192	92
	78	73	78	73	BLANK		78	86	78	77	76	89
	297	69	295	65			298	80	297	63	286	78
	553	80	555	77			555	87	555	79	550	83
	564	78	564	78			563	81	564	75	559	85
	173	79	173	83			173	89	173	83	171	82
	515	81	515	83			514	84	512	79	515	91
	54	81	54	76			54	85	54	81	54	78
	761	80	762	79			759	85	760	74	756	91
	465	86	466	85			466	87	466	80	461	96
	271	72	270	73			272	82	271	72	270	79

APPENDIX D

IMMIGRATION STATUS

STATE OF ALABAMA
DEPARTMENT OF EDUCATION

Joseph B. Morton
State Superintendent
of Education

Alabama
State Board
of Education

Governor Bob Riley
President

Randy McKinney
District I
Vice President

Betty Peters
District II

Stephanie W. Bell
District III

Dr. Ethel H. Hall
District IV
Vice President
Emerita

Ella B. Bell
District V

David F. Byers, Jr.
District VI

Gary Warren
District VII

Dr. Mary Jane Caylor
District VIII
President Pro Tem

Joseph B. Morton
Secretary and
Executive Officer

IMMIGRATION STATUS

I hereby attest that all workers on this project are either citizens of the United States or are in a proper and legal immigration status that authorizes them to be employed for pay within the United States.

_____
Signature of Contractor

_____
Witness

GORDON PERSONS BUILDING • P.O. BOX 302101 • MONTGOMERY, ALABAMA 36130-2101 • TELEPHONE (334) 242-9700 • FAX (334) 242-9708 • WEB SITE: www.alsde.edu

STATE OF ALABAMA DISCLOSURE STATEMENT

State of Alabama
Disclosure Statement

(Required by Act 2001-955)

ENTITY COMPLETING FORM

ADDRESS

CITY, STATE, ZIP | TELEPHONE NUMBER ( )

STATE AGENCY/DEPARTMENT THAT WILL RECEIVE GOODS, SERVICES, OR IS RESPONSIBLE FOR GRANT AWARD

ADDRESS

CITY, STATE, ZIP | TELEPHONE NUMBER ( )

This form is provided with:

☐ Contract ☐ Proposal ☐ Request for Proposal ☐ Invitation to Bid ☐ Grant Proposal

Have you or any of your partners, divisions, or any related business units previously performed work or provided goods to any State Agency/Department in the current or last fiscal year?

☐ Yes ☐ No

If yes, identify below the State Agency/Department that received the goods or services, the type(s) of goods or services previously provided, and the amount received for the provision of such goods or services.

STATE AGENCY/DEPARTMENT	TYPE OF GOODS/SERVICES	AMOUNT RECEIVED

Have you or any of your partners, divisions, or any related business units previously applied and received any grants from any State Agency/Department in the current or last fiscal year?

☐ Yes ☐ No

If yes, identify the State Agency/Department that awarded the grant, the date such grant was awarded, and the amount of the grant.

STATE AGENCY/DEPARTMENT	DATE GRANT AWARDED	AMOUNT OF GRANT

1. List below the name(s) and address(es) of all public officials/public employees with whom you, members of your immediate family, or any of your employees have a family relationship and who may directly personally benefit financially from the proposed transaction. Identify the State Department/Agency for which the public officials/public employees work. (Attach additional sheets if necessary.)

NAME OF PUBLIC OFFICIAL/EMPLOYEE	ADDRESS	STATE DEPARTMENT/AGENCY

OVER

2. List below the name(s) and address(es) of all family members of public officials/public employees with whom you, members of your immediate family, or any of your employees have a family relationship and who may directly personally benefit financially from the proposed transaction. Identify the public officials/public employees and State Department/Agency for which the public officials/public employees work. (Attach additional sheets if necessary.)

NAME OF FAMILY MEMBER	ADDRESS	NAME OF PUBLIC OFFICIAL/ PUBLIC EMPLOYEE	STATE DEPARTMENT/ AGENCY WHERE EMPLOYED

If you identified individuals in items one and/or two above, describe in detail below the direct financial benefit to be gained by the public officials, public employees, and/or their family members as the result of the contract, proposal, request for proposal, invitation to bid, or grant proposal. (Attach additional sheets if necessary.)

Describe in detail below any indirect financial benefits to be gained by any public official, public employee, and/or family members of the public official or public employee as the result of the contract, proposal, request for proposal, invitation to bid, or grant proposal. (Attach additional sheets if necessary.)

List below the name(s) and address(es) of all paid consultants and/or lobbyists utilized to obtain the contract, proposal, request for proposal, invitation to bid, or grant proposal:

NAME OF PAID CONSULTANT/LOBBYIST	ADDRESS

By signing below, I certify under oath and penalty of perjury that all statements on or attached to this form are true and correct to the best of my knowledge. I further understand that a civil penalty of ten percent (10%) of the amount of the transaction, not to exceed $10,000.00, is applied for knowingly providing incorrect or misleading information.

Signature Date

Notary's Signature Date Date Notary Expires

Act 2001-955 requires the disclosure statement to be completed and filed with all proposals, bids, contracts, or grant proposals to the State of Alabama in excess of $5,000.

COST OPTIONS FOR ANY CONTRACT YEAR

1. Printing AHSGE Test Booklets

	Quantities	Unit Price
Regular Format		
Reading	1-5,000	_____
	5,000-10,000	_____
	10,000-20,000	_____
Language	1-5,000	_____
	5,000-10,000	_____
	10,000-20,000	_____
Mathematics	1-5,000	_____
	5,000-10,000	_____
	10,000-20,000	_____
Science	1-5,000	_____
	5,000-10,000	_____
Biology	1-5,000	_____
	5,000-10,000	_____
	10,000-20,000	_____
Social Studies	1-5,000	_____
	5,000-10,000	_____
	10,000-20,000	_____
Calculator Practice Booklet	1-5,000	_____
	5,000-10,000	_____
	10,000-20,000	_____

2. Printing Test Administrator's Manual

9,000 _____

3. Printing of Additional 4-Page Signature or Reduction of a 4-Page Signature

Regular Format Booklet

Reading	_____
Language	_____
Mathematics	_____
Science	_____
Social Studies	_____
Biology	

Replacement Page 155

SUMMER 2011 ADMINISTRATION

(Section I)

Printing Materials

	Estimated Quantities	Unit Price	Extension*	Section Total
Regular Format				
Reading	25,000	_____	_____	
Language	25,000	_____	_____	
Mathematics	25,000	_____	_____	
Science	10,000	_____	_____	
Social Studies	25,000	_____	_____	
Biology	25,000	_____	_____	
Large-Print Format				
Reading	20	_____	_____	
Language	20	_____	_____	
Mathematics	20	_____	_____	
Science	5	_____	_____	
Social Studies	20	_____	_____	
Biology	20	_____	_____	
Braille Format				
Reading	10	_____	_____	
Language	10	_____	_____	
Mathematics	10	_____	_____	
Science	10	_____	_____	
Social Studies	10	_____	_____	
Biology	10	_____	_____	
Answer Documents	25,000	_____	_____	
Other Materials (header sheets, boxes, shipping labels, etc.)			_____	
Total for Printing Materials				_____

Note: * Use this formula to figure extension: Estimated Quantities x Unit Price = Extension.

Replacement page 54

INVITATION TO BID NO: 2216317 ADDENDUM NO: 01

STATE OF ALABAMA

DEPTARTMENT OF FINANCE
DIVISION OF PURCHASING

INVITATION TO BID ADDENDUM

REQ. AGENCY	: 008000 DEPARTMENT OF EDUCATION
AGENCY REQ. NO.	: 030159
T-NUMBER	:
DATE ISSUED	: 02/18/10
VENDOR NO.	:
VENDOR PHONE NO.	:
SNAP REQ. NO.	: 1434515
BUYER NAME	: JANNA WICKHAM
BUYER PHONE NO.	: (334) 242-4288

FOR: FALL 2010 AL HIGH SCHL GRAD EXAM 030159
SUZANNE WILLIAMS - DR GLORIA TURNER

BID MUST BE RECEIVED BEFORE:
DATE: 03/24/10 TIME: 5:00 PM

BIDS WILL BE PUBLICLY OPENED:
DATE: 03/25/10 TIME: 10:00 AM

PLEASE READ ALL INSTRUCTIONS CAREFULLY

THE FOLLOWING CHANGES ARE HEREBY ADDED TO AND MADE A PART OF
(INVITATION TO BID NUMBER 2216317)

THIS ADDENDUM TO IS REPLACE INVITATION TO BID PAGES NUMBERED 54 AND 155 WITH THE ATTACHED REPLACEMENT PAGES.

THE BID YOU SUBMIT MUST INCLUDE THESE REPLACEMENT PAGES.

THIS ADDENDUM MUST BE SIGNED AND RETURNED WITH YOUR BID.

* * * * * * * * * * * * * * * * END OF ADDENDUM * * * * * * * * * * * * * * * *

STATEMENT OF UNDERSTANDING

I UNDERSTAND THE ADDENDUM AND THAT IT MUST BE SIGNED IN INK AND RETURNED (UNLESS INDICATED OTHERWISE) WITH THE BID OR SEPARATELY, PROPERLY IDENTIFIED AND RECEIVED PRIOR TO DATE AND TIME SPECIFIED.

ADDENDUM NOTARIZATION
NOT REQUIRED

COMPANY NAME	AUTHORIZED SIGNATURE (INK)
MAIL ADDRESS	TYPE/PRINT AUTHORIZED NAME
CITY, STATE, ZIP	
PHONE INCLUDING AREA CODE	