

**INVITATION TO BID (ITB)
SPECIFICATIONS**

Bid Number – 10-R-2217052

**College and Career Ready
Assessment System
(CCRAS)**

State of Alabama
Division of Purchasing
RSA Union Building
100 North Union Street, Suite 192
Montgomery, Alabama 36130-2401
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INTRODUCTION

The Alabama State Department of Education (SDE) desires to contract with a vendor for the administration, scoring, and reporting of a College and Career Ready Assessment System (CCRAS) for Alabama. It is the desire of the SDE to do the following: (1) administer curriculum-based tests that measure achievement in English, mathematics, reading, science, and writing, and (2) measure skills that are critical to job success. The CCRAS must be ACT's Educational Planning and Assessment System (EPAS), or equivalent, and ACT's WorkKeys, or equivalent. Should the vendor propose an equivalent system to ACT's EPAS and WorkKeys, the vendor **must** provide evidence to support the equivalence.

EPAS is a longitudinal approach to assessment, career, and educational planning and to instructional support and evaluation. This program measures what students are able to do with what they have learned in school, not abstract qualities such as intelligence or aptitude. It provides college readiness standards that relate test scores to the types of skills needed for success in high school and beyond and serves as a direct link between what students have learned and what they are ready to do next. It also provides empirically-derived benchmarks indicating the minimum scores required for students to have a high probability of success in corresponding credit-bearing first-year college courses.

WorkKeys is a job skills assessment system that measures the "real-world" skills that employers believe are critical to job success. It is a criterion-referenced test anchored to the skills needed for workforce readiness. WorkKeys is used by businesses, workforce development groups, and schools to find, hire, train, and retain qualified employees. (Unless administered as an option, this component will not be a part of the contract period covered by this Invitation to Bid [ITB].)

This ITB provides interested vendors with specifications of what is required to complete the tasks for the administration, scoring, and reporting of the CCRAS, including time parameters. It is anticipated that the Grade 8 component will be administered for the first time during the 2010-2011 school year; the Grade 10 component will be administered for the first time during the 2012-2013 school year; and the Grade 11 component will be administered for the first time during the 2013-2014 school year. It is anticipated that the Grade 12 component will be administered for the first time during the 2014-2015 school year as part of a later ITB. However, this component may be administered as an option during the period covered by this ITB. The SDE reserves the right to implement any of the components earlier than scheduled, if desired, or later, if funds are not available.

The vendor's response to these specifications must include **at least** the following: technical response, management response, mandatory requirements, and the cost response including cost options.

The purpose of this ITB is to establish a 12-month agreement with an option to issue a second, third, fourth, and fifth 12-month agreement under the pricing, terms, and conditions established in the vendor's response. The second, third, fourth, and fifth agreement, if requested by the SDE and agreed upon by the vendor, would begin the day after the previous agreement expires. Any subsequent agreement must have the written approval of both the SDE and the vendor

approximately 30 days before the expiration of the previous contract. The contract will not be issued for the second, third, fourth, or fifth 12-month period if funds are not available.

The SDE is not committed to a contract as a result of this 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. Responses become public documents once intent to award is posted. The state's award will depend upon the appropriateness of vendor's responses to the requirements outlined in the specifications of this ITB. Again, should the vendor propose an equivalent system to ACT's EPAS and WorkKeys, the vendor **must** provide evidence to support the equivalence. The contract will be awarded to the lowest responsible bidder.

GENERAL INFORMATION

Alabama's public school system consists of 132 local education agencies (LEAs), 5 special schools, and approximately 50 state supported/state operated facilities. There are 67 county LEAs and 65 city LEAs. The five special schools are Alabama Institute for Deaf and Blind (AIDB), Alabama Department of Youth Services (DYS), Alabama School of Fine Arts (ASFA), Alabama School of Math and Science (ASMS), and Correctional Education. A list of participating LEAs is located in Appendix A. There are approximately 549 schools with Grade 8 students, approximately 511 schools with Grade 10 students, approximately 512 schools with Grade 11 students, and approximately 511 schools with Grade 12 students.

Each LEA has an LEA test coordinator who serves as a liaison between the LEA and the SDE. The LEA test coordinator coordinates the distribution of testing materials to/from each school within his/her LEA. Names and addresses of LEA test coordinators will be provided to the vendor. Any contacts from LEAs regarding any aspect of the Alabama Program will be referred back to the SDE.

There will be only one point of contact in the SDE for CCRAS. The Assessment and Accountability staff of the SDE will monitor the contract for the administration, scoring, and reporting of CCRAS. The vendor will work with the SDE regarding any adjustments made to contacts between the vendor and school/LEA personnel.

PROJECT INFORMATION

This part of the ITB outlines procedures related to the administration, scoring, and reporting of the CCRAS for work to be done during school years 2009-2010 through 2013-2014. The project is a five-year project beginning approximately in May 2010.

Responses submitted for this ITB should include a detailed plan of action that describes how each of the tasks specified below will be accomplished.

CCRAS is to be comprised of the following components:

- Grade 8 Component of CCRAS

ACT's EXPLORE or equivalent – This component should provide a curriculum-based academic achievement test in English, mathematics, reading, and science for students in Grade 8. It should provide an early indicator of college readiness and opportunities for students to find careers that match their interests.

- Grade 10 Component of CCRAS

ACT's PLAN or equivalent – This component should provide a curriculum-based college readiness test in English, mathematics, reading, and science for Grade 10. It should identify students' academic strengths and weaknesses and provide practical suggestions for making improvements. The component should also be a predictor for the performance on the ACT (or equivalent) that will be administered in Grade 11.

- Grade 11 Component of CCRAS

ACT or equivalent – This component should measure students' academic readiness for college in English, mathematics, reading, and science for Grade 11. It should also include a writing test. This component should be curriculum-based and assess student mastery of both college readiness standards and state learning standards.

- Grade 12 Component of CCRAS

ACT's WorkKeys or equivalent – This component should measure “real-world” job skills that employers believe are critical to job success. It should include Reading for Information, Applied Mathematics, and Locating Information (or equivalent) for Grade 12. The component should offer the opportunity for eligible students to earn a National Career Readiness Certificate.

Currently, approximately 50,000-60,000 students are enrolled at each grade level. A cost estimate is needed for Grades 8, 10, 11, and 12. The SDE will only be charged for the actual number tested. **In preparing the “Cost Response,” vendors must bid “unit” prices, not block prices.** The SDE will be charged for the actual number tested.

The successful operation of the project will require a number of meetings between the vendor and the SDE staff. The vendor should plan on conducting any meetings with SDE staff that are necessary for successful completion of the work tasks. All costs associated with the meetings are the responsibility of the vendor. Meetings will be necessary in connection with the following activities:

1. Planning Meeting (3 SDE people, 2 days)
2. Mid-Point Meeting (3 SDE people, 2 days)
3. Close-out Meeting (3 SDE people, 2 days)

Other meetings between the vendor and the SDE staff may be necessary. If the SDE deems these meetings necessary, the meetings will be a cost option.

SCOPE OF WORK

Products to be Provided by the Vendor

The vendor will provide all products necessary to administer the CCRAS assessments. This includes the following:

A. Testing Materials

The vendor will provide all materials needed for administration of the CCRAS assessments. This includes the following: test booklets, special formats (large-print and Braille) of test booklets, answer documents, and test administrator's manuals.

B. Materials for Distribution and Collection of Testing Materials

The vendor will provide all materials necessary for distribution and collection of testing materials including shipping labels, containers for shipping, and packing lists.

The vendor will provide containers for LEAs to ship used answer documents and all other testing materials to the vendor. Sufficient quantity of containers to accommodate all used answer documents and other testing materials for the entire LEA shall be included with shipment of materials to the LEA. The boxes used for shipping materials to the LEAs could be used for returning answer documents and all other testing materials.

The vendor will provide a packing list – two per LEA. The packing list will include **at least** the following information: the number of test booklets of each form delivered to the LEA, the sequence number of the test booklets for each form, the number of the test administrator's manuals, the sequence numbers of the test administrator's manuals, the number of answer documents, and the number of any additional materials needed for testing (e.g., rulers, reference sheets).

C. Artwork for *Student Assessment Handbook*

The vendor will provide displays of testing materials for use in the *Student Assessment Handbook*. This handbook is used for training LEA test coordinators who, in turn, train building test coordinators. The artwork will include samples of the answer document, labels, and any other form(s) and/or graphics needed during testing.

D. Technical Manual (cost option)

The vendor will provide copies of technical manuals for the SDE and for each of the LEAs for each component of the CCRAS (Grade 8, Grade 10, Grade 11, and Grade 12).

E. Answer Document Pre-Identification (Pre-ID) Labels (cost option)

The vendor will provide pre-identification (Pre-ID) labels to be used on the answer documents. The desired font size for the name is at least 14-point print.

The SDE will receive samples of the following products before shipping to LEAs:

1. Test administrator's manuals for each component of CCRAS
2. Test booklets for each component of CCRAS (regular and any special formats)
3. Answer documents for each component of CCRAS (regular and any special formats)
4. Technical manuals for each component of CCRAS
5. Answer document pre-identification (Pre-ID) labels (sample)
6. Shipping materials such as LEA header, school header, and shipping labels (samples)

Distribution and Collection of Testing Materials

The vendor should include in the response a detailed description of the procedures, along with the name of any subcontractor or carrier, to be used to distribute and collect testing materials to each LEA. The vendor should ensure inside delivery and pickup of testing materials. The vendor will pay charges for shipment of testing materials. The vendor must ensure that all test booklets are secured at all times. The vendor should include in the response a detailed plan for verifying the receipt of all test booklets.

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

The vendor's response should include detailed procedures for data identification, receipt control, editing, and scoring of answer documents. 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 LEA all failures to follow 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 editing and scoring of student answer documents.

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 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.

Scanning and Scoring the Answer Documents

The vendor will develop a detailed plan for scanning and scoring the used answer documents, including a plan for scoring the writing using human scorers. **Again, the vendor must bid “unit price.”** The SDE will be billed for the actual number of answer documents scanned and scored.

Reporting

The vendor will provide the following reports for CCRAS:

Grade 8 Component (EXPLORE or equivalent)

- Individual Student Reports (two per student) for schools
- Student Labels (two per student) for schools
- Student List Report for schools
- Profile Summary Report for schools, LEAs, and state
- Profile Summary Report: Early Intervention Rosters for schools
- Profile Summary Report: Presentation Packet for schools, LEAs, and state
- Item Response Summary Report for schools
- CD with individual data for schools, LEAs, and state
- CD with group data for schools, LEAs, and state
- Chief State School Officer’s Report (CSSOR) with state and LEA results for state

Grade 10 Component (PLAN or equivalent)

- Individual Student Reports (two per student) for schools
- Student Labels (two per student) for schools
- Student List Report for schools
- Profile Summary Report for schools, LEAs, and state
- Profile Summary Report: Early Intervention Rosters for schools
- Profile Summary Report: Presentation Packet for schools, LEAs, and state
- Item Response Summary Report for schools
- EXPLORE/PLAN Linkage Report for schools, LEAs, and state
- CD with individual data for schools, LEAs, and state
- CD with group data for schools, LEAs, and state
- Chief State School Officer’s Report (CSSOR) with state and LEA results for state

Grade 11 Component (ACT or equivalent)

- Individual Student Reports (two per student) for schools
- Student Labels (two per student) for schools
- ACT High School Profile Report for schools, LEAs, and state
- PLAN/ACT Linkage Report for schools, LEAs, and state
- CD with individual data for schools, LEAs, and state
- CD with group data for schools, LEAs, and state

- Chief State School Officer’s Report (CSSOR) with state and LEA results for state

Grade 12 Component (WorkKeys or equivalent)

- Individual Student Reports (two per student) for schools
- Student Labels (two per student) for schools
- WorkKeys Profile Report for schools, LEAs, and state
- CD with individual data for schools, LEAs, and state
- CD with group data for schools, LEAs, and state
- Chief State School Officer’s Report (CSSOR) with state and LEA results for state

All reports to the SDE will be in electronic format. Electronic copies of the CSSOR and **all** group reports (school, LEA, and state reports) will be sent to the SDE. The data should be organized by LEA and schools within the LEA. In addition, the SDE will receive electronic copies of individual student data. The reports for the CCRAS to be **sent to the SDE** are as follows:

1. 3 CDs with CSSOR and all group reports for EXPLORE, PLAN, ACT, and WorkKeys (or equivalent)
2. 3 CDs with student-level data for EXPLORE, PLAN, ACT, and WorkKeys (or equivalent)

All reports (individual and group reports) sent to LEAs should be bid as paper copies on the Cost Response Forms. (Web-based reporting for **group reports** should be bid as cost options on the Cost Options Forms.)

All reports and CDs must be organized by school within the LEA. Box #1 of all sets of reports and labels sent to each LEA superintendent must contain a cover letter which explains their contents. Reports to LEAs will be packed as follows:

LEA A

- LEA A reports for Grades 8, 10, 11, and 12

School A

- School A reports for Grades 8, 10, 11, and 12

School B

- School B reports for Grades 8, 10, 11, and 12

School C

- School C reports for Grades 8, 10, 11, and 12

LEA B...

Reports should be packaged as follows:

1. The vendor will exercise care in matching the LEA code number on the shipping label to the LEA code number appearing on all reports.
2. A cover letter must accompany each set of reports that are shipped. The SDE must approve the cover letter.
3. The vendor will package all reports by LEA with LEA reports first, then school-level reports by school within the LEA.
4. The vendor will assume all costs for packing reports by LEA 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 LEA test coordinator.
6. The vendor will not release any information concerning any reports to anyone except authorized SDE personnel.
7. Reports for the SDE will be clearly labeled as:

**Alabama State Department of Education
Assessment and Accountability
Division of Student Instructional Services
Gordon Persons Building, Room 3306
50 North Ripley Street
Montgomery, Alabama 36104**

Professional Development/Training (cost option)

The vendor will provide professional development/training for the SDE, the LEAs, and school personnel. The vendor will work with the SDE in development of the training. This should include training related to administration, interpretation of results, and utilization of results for all components for CCRAS. The vendor will develop a detailed plan for the training including the method for providing the training (face-to-face, Webinar, etc.), the materials needed for the training, and a schedule for the training.

ACT Online Preparation Program (cost option)

The vendor will provide an online preparation program for students.

Secure FTP Site

The vendor is responsible for setting up a secure FTP site to be used for the transference of data between the vendor and the SDE and between the vendor and the SDE's data warehouse vendor. (The vendor will provide individual student-level data to the SDE's data warehouse vendor.) The secure FTP site must meet SDE approval. The vendor will provide the SDE and the SDE's data warehouse vendor with the appropriate usernames and passwords.

Web-based Reporting (cost option)

The vendor should provide Web-based reporting for CCRAS **group reports** as a cost option. (Note: Individual Student Reports and Student Labels must still be paper copies.) These reports will be posted on the vendor's secure Web site. The SDE, each LEA, and each school representative will be provided unique user names and passwords for access to their respective reports.

Students should be provided access to their individual reports online. However, this should be included in the cost per student unit price and not as a cost option.

Alignment Study

The vendor will provide the results of an alignment between Alabama Content Standards in English Language Arts, Mathematics, and Science for Grades 8 through 12 and ACT's EPAS (or equivalent) and WorkKeys (or equivalent). Web links to Alabama's courses of study can be found in Appendix B.

Data Analysis and Reporting (cost option)

It is understood that the vendor will be responsible for developing all programs to score answer documents and create reports. However, as a cost option, the vendor will produce separate analyses at the state level by gender, ethnic group, LEP status, migrant status, special education status, 504 status, and tested with accommodations for special population groups (special education, 504, and limited English proficiency students). The SDE will provide the vendor with the demographic information. The vendor will analyze the data and provide the data on a CD for the SDE.

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

This section of the ITB provides a Timeline Schedule. Responses submitted for this ITB will include a detailed plan of action that describes how each of the tasks specified below will be accomplished. The approximate time frame for major activities of the project is shown on the following pages. The vendor is expected to provide in the response a detailed schedule for each major activity and provide a more detailed timeline.

Activities marked with an asterisk are critical to the SDE and must be completed no later than the time scheduled. In response to this bid, vendors should include a detailed schedule for each major activity and provide a more detailed timeline. Liquidated damages, discussed on page 14, will apply to these items if the vendor does not meet the schedule.

**Timeline Schedule
Initial Year of Administration
(2010-2011 school year)**

Beginning of Work	Upon Receipt of Contract
Planning Meeting	TBD
Training for LEAs	TBD
*All Fall Test Materials for EXPLORE Delivered By Vendor to LEAs	At least 3 weeks prior to first day of testing
Administration of CCRAS (EXPLORE or equivalent)	Fall
*All Reports Due to LEAs and SDE	Three weeks after testing
*Final Data to Data Warehouse Vendor	Four weeks after testing

**Subsequent Years of Administration
(2011-2012, 2012-2013, and 2013-2014 school years)**

Planning/Closeout Meeting	TBD
Training for LEAs	TBD
*All Fall Test Materials for EXPLORE, PLAN, and/or WorkKeys Delivered By Vendor to LEAs	At least 3 weeks prior to first day of testing
*All Spring Test Materials for ACT Delivered By Vendor to LEAs	At least 3 weeks prior to first day of testing
Administration of CCRAS	Fall/Spring
*All Reports Due to LEAs and SDE	Three weeks after testing
*Final Data to Data Warehouse Vendor	Four weeks after testing
Close-Out Meeting (end of 2013-2014 only)	August 2014

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 should, 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 will 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 the Department of Finance or his designee will be the custodian of the performance guarantee. The performance guarantee will reference this bid and will 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 with asterisks in the section labeled "Timeline Schedule" on page 13.

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 will pay to the SDE the sum of 2.5% of the price associated with the **Base Bid** for the contract 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.

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 during a contract period for any work completed by the invoice date.

Contact and Communication Between the Vendor and the SDE

One staff member from Assessment and Accountability will be assigned to manage the contract resulting from this ITB under the overall supervision of the Director of Assessment and Accountability. 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 meeting with staff that is necessary for the successful completion of all 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:

1. Planning Meeting (3 SDE people, 2 days)
2. Mid-Point Meeting (3 SDE people, 2 days)
3. Close-out Meeting (3 SDE people, 2 days)

Optional meetings between the vendor and the SDE staff may be necessary. If the SDE deems these meetings necessary, the meetings will be a cost option.

Written Reports and Telephone Communications

The vendor will submit written progress reports on a regular basis (weekly during times of heavy work) indicating accomplishments during that time period. Any agreements arrived at over the telephone must be confirmed in writing in the 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:

1. A detailed review of planned procedures
2. A detailed review of actual procedures employed, a comparison with planned procedures, notation of discrepancies, and an explanation of the cause of these discrepancies
3. A detailed review of the problems encountered in the execution of the testing program and suggestions for elimination of problems in subsequent years
4. 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

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 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 will 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 should be identified. Any additional information that is believed to be relevant to the evaluation of the response should be included. The technical response should provide responses to the following task statements, but is not limited to those listed:

1. Describe the products to be provided by the vendor
2. Describe the procedures for the distribution and collection of testing materials
3. Describe the procedures for data identification, receipt control, editing, and scoring
4. Describe the procedures for scanning and scoring the answer documents
5. Describe the procedures for producing and delivering reports (paper copies and Web-based)
6. Describe the process for training of SDE, LEAs, and school personnel
7. Describe the secure FTP site
8. Describe the procedure for sending data to the SDE's data warehouse vendor
9. Describe the process for the alignment study
10. Describe the data analysis and reporting
11. Describe the timeline

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, 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 this ITB. Vendors must demonstrate the capacity to provide quality work for all of the tasks required in 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.

The vendor must provide information about the most recent three contracts (within the last 5 years) in a program similar to the CCRAS assessment 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 have the experience of providing for at least 200,000 students involving multiple subjects and multiple grades. The vendor must further demonstrate the capacity to provide high quality printing, distribution, receipt, and scoring for each student, school, LEA, and the state. Also, the vendor must have experience writing items, conducting item pilots, creating forms, scaling, equating, printing, distributing and collecting test materials, and scanning and scoring answer documents (including writing).

Vendors with prior experience in large-scale, statewide testing programs must submit evidence of experience for those programs. These submissions should include contacts and telephone numbers.

B. Organization

The vendor's management response must 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 will be indicated, and occupants of managerial and professional role-positions will 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. Any changes in key role positions during the contract must be approved by the SDE.

C. Control Procedures

The management response must 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 must include detailed schedules for completion of each task specified in the Timeline Schedule presented on page 13. 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 must indicate by name the management personnel and professional personnel to be responsible for the completion of each task described in the ITB. 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 must 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 all activities of the project. 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 task.

H. Psychometrician

The vendor must name a psychometrician who is to be committed to the project from the awarding of the contract to the final close-out meeting of the project. The psychometrician will be involved in analyzing all data and reporting all data to the SDE. The psychometrician 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 five years; therefore, no experiences before 2005 should be included on this list. 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 experience of the subcontractor(s) and 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.

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 vendor must send two copies of the proposal along with the original. This "Total Base Bid" must be written in the "Unit Price" column on the Invitation to Bid Price Sheet.**

B. Mandatory Statements

The vendor's response should 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 on page 14.
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.

C Immigration Status Form

Responses must be submitted with the Immigration Status form (Appendix C). The form must be signed by a company official (one original signature required) with the authorization to bind the vendor to its contents.

D. Disclosure Statement Form

Responses must be submitted with the Disclosure Statement form (Appendix D). The form 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 ITB Specifications, and to determine appropriate amounts of contract payments. The cost response must be provided on the **exact form** included in this ITB. Estimated quantities are provided by the SDE in order for the vendors to determine 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 in the Total Base Bid and then include the proposed cost savings option as a cost option. **Again, in preparing the "Cost Response," vendors must bid "unit" prices, not block prices.**

Items must be priced according to specifications in the Cost Response on pages 21-32. The contents of the specifications of this ITB and the response of the successful vendor will become contractual obligations upon contract approval.

COST RESPONSE FORM

2009-2010

(Preparation Activities for 2010-2011 Administration)

Section I

Travel

Section Total

	<u>Number of People</u>	<u>Price Per Person*</u>	<u>Extension**</u>	
Planning Meeting	3	_____	_____	
Total for Section I				_____

Note: * Price Per Person assumes 2 days of meetings
** Extension = Number of People x Price Per Person

BASE BID 2009-2010 _____

COST RESPONSE FORM

2010-2011 Administration

Section I

<u>Travel</u>	<u>Number of People</u>	<u>Price Per Person*</u>	<u>Extension**</u>	<u>Section Total</u>
Mid-Point Meeting	3	_____	_____	
Closeout Meeting	3	_____	_____	
Total for Section I				_____

Note: * Price Per Person assumes 2 days of meetings
 ** Extension = Number of People x Price Per Person

Section II

<u>Number Students Tested</u>	<u>Estimated Quantities</u>	<u>Unit Price***</u>	<u>Extension****</u>	<u>Section Total</u>
Grade 8	55,000	_____	_____	
Total for Section II				_____

Note: *** Unit Price includes everything needed in order for a student to participate including, but not limited to, the following: testing materials, distribution and collection of materials, scanning and scoring of answer documents, and reporting of results (paper copies for individual and group reports).
 **** Extension = Estimated Quantity x Unit Price

BASE BID 2010-2011 _____

COST RESPONSE FORM

2011-2012 Administration

Section I

<u>Travel</u>	<u>Number of People</u>	<u>Price Per Person*</u>	<u>Extension**</u>	<u>Section Total</u>
Planning Meeting	3	_____	_____	
Mid-Point Meeting	3	_____	_____	
Closeout Meeting	3	_____	_____	
Total for Section I				_____

Note: * Price Per Person assumes 2 days of meetings
 ** Extension = Number of People x Price Per Person

Section II

<u>Number Students Tested</u>	<u>Estimated Quantities</u>	<u>Unit Price***</u>	<u>Extension****</u>	<u>Section Total</u>
Grade 8	55,000	_____	_____	
Total for Section II				_____

Note: *** Unit Price includes everything needed in order for a student to participate including, but not limited to, the following: testing materials, distribution and collection of materials, scanning and scoring of answer documents, and reporting of results (paper copies for individual and group reports).
 **** Extension = Estimated Quantity x Unit Price

BASE BID 2011-2012 _____

COST RESPONSE FORM

2012-2013 Administration

Section I

<u>Travel</u>	<u>Number of People</u>	<u>Price Per Person*</u>	<u>Extension**</u>	<u>Section Total</u>
Planning Meeting	3	_____	_____	
Mid-Point Meeting	3	_____	_____	
Closeout Meeting	3	_____	_____	
Total for Section I				_____

Note: * Price Per Person assumes 2 days of meetings
** Extension = Number of People x Price Per Person

Section II

<u>Number Students Tested</u>	<u>Estimated Quantities</u>	<u>Unit Price***</u>	<u>Extension****</u>	<u>Section Total</u>
Grade 8	55,000	_____	_____	
Grade 10	55,000	_____	_____	
Total for Section II				_____

Note: *** Unit Price includes everything needed in order for a student to participate including, but not limited to, the following: testing materials, distribution and collection of materials, scanning and scoring of answer documents, and reporting of results (paper copies for individual and group reports).
**** Extension = Estimated Quantity x Unit Price

BASE BID 2012-2013 _____

COST RESPONSE FORM

2013-2014 Administration

Section I

<u>Travel</u>	<u>Number of People</u>	<u>Price Per Person*</u>	<u>Extension**</u>	<u>Section Total</u>
Planning Meeting	3	_____	_____	
Mid-Point Meeting	3	_____	_____	
Closeout Meeting	3	_____	_____	
Total for Section I				_____

Note: * Price Per Person assumes 2 days of meetings
** Extension = Number of People x Price Per Person

Section II

<u>Number Students Tested</u>	<u>Estimated Quantities</u>	<u>Unit Price***</u>	<u>Extension****</u>	<u>Section Total</u>
Grade 8	55,000	_____	_____	
Grade 10	55,000	_____	_____	
Grade 11	55,000	_____	_____	
Total for Section II				_____

Note: *** Unit Price includes everything needed in order for a student to participate including, but not limited to, the following: testing materials, distribution and collection of materials, scanning and scoring of answer documents, and reporting of results (paper copies for individual and group reports).
**** Extension = Estimated Quantity x Unit Price

BASE BID 2013-2014 _____

TOTAL BASE BID

Base Bid 2009-2010	_____
Base Bid 2010-2011	_____
Base Bid 2011-2012	_____
Base Bid 2012-2013	_____
Base Bid 2013-2014	_____
TOTAL BASE BID (sum of base bids above)*	=====

*** The "Total Base Bid" must be written in the "Unit Price" column on the Invitation to Bid Price Sheet.**

COST OPTIONS FORMS

Cost Option I-A

Number Students Tested 2010-2011 (Paper Reporting for All Reports)

	<u>Estimated Quantities</u>	<u>Unit Price*</u>	<u>Extension**</u>
Grade 10	55,000	_____	_____
Grade 11	55,000	_____	_____
Grade 12	55,000	_____	_____

Note: * Unit Price includes everything needed in order for a student to participate including, but not limited to, the following: testing materials, distribution and collection of materials, scanning and scoring of answer documents, and reporting of results (paper copies for individual and group reports).

** Extension = Estimated Quantity x Unit Price

Cost Option I-B

Number Students Tested 2010-2011 (Web Reporting for Group Reports)

	<u>Estimated Quantities</u>	<u>Unit Price*</u>	<u>Extension**</u>
Grade 8	55,000	_____	_____
Grade 10	55,000	_____	_____
Grade 11	55,000	_____	_____
Grade 12	55,000	_____	_____

Note: * Unit Price includes everything needed in order for a student to participate including, but not limited to, the following: testing materials, distribution and collection of materials, scanning and scoring of answer documents, and reporting of results (paper copies for individual reports and web-based reporting for group reports).

** Extension = Estimated Quantity x Unit Price

Cost Option II-A

Number Students Tested 2011-2012 (Paper Reporting for All Reports)

	<u>Estimated Quantities</u>	<u>Unit Price*</u>	<u>Extension**</u>
Grade 10	55,000	_____	_____
Grade 11	55,000	_____	_____
Grade 12	55,000	_____	_____

Note: * Unit Price includes everything needed in order for a student to participate including, but not limited to, the following: testing materials, distribution and collection of materials, scanning and scoring of answer documents, and reporting of results (paper copies for individual and group reports).
** Extension = Estimated Quantity x Unit Price

Cost Option II-B

Number Students Tested 2011-2012 (Web Reporting for Group Reports)

	<u>Estimated Quantities</u>	<u>Unit Price*</u>	<u>Extension**</u>
Grade 8	55,000	_____	_____
Grade 10	55,000	_____	_____
Grade 11	55,000	_____	_____
Grade 12	55,000	_____	_____

Note: * Unit Price includes everything needed in order for a student to participate including, but not limited to, the following: testing materials, distribution and collection of materials, scanning and scoring of answer documents, and reporting of results (paper copies for individual reports and web-based reporting for group reports).
** Extension = Estimated Quantity x Unit Price

Cost Option III-A

Number Students Tested 2012-2013 (Paper Reporting for All Reports)

	<u>Estimated Quantities</u>	<u>Unit Price*</u>	<u>Extension**</u>
Grade 11	55,000	_____	_____
Grade 12	55,000	_____	_____

Note: * Unit Price includes everything needed in order for a student to participate including, but not limited to, the following: testing materials, distribution and collection of materials, scanning and scoring of answer documents, and reporting of results (paper copies for individual and group reports).
** Extension = Estimated Quantity x Unit Price

Cost Option III-B

Number Students Tested 2012-2013 (Web Reporting for Group Reports)

	<u>Estimated Quantities</u>	<u>Unit Price*</u>	<u>Extension**</u>
Grade 8	55,000	_____	_____
Grade 10	55,000	_____	_____
Grade 11	55,000	_____	_____
Grade 12	55,000	_____	_____

Note: * Unit Price includes everything needed in order for a student to participate including, but not limited to, the following: testing materials, distribution and collection of materials, scanning and scoring of answer documents, and reporting of results (paper copies for individual reports and web-based reporting for group reports).
** Extension = Estimated Quantity x Unit Price

Cost Option IV-A

Number Students Tested 2013-2014 (Paper Reporting for All Reports)

	<u>Estimated Quantities</u>	<u>Unit Price*</u>	<u>Extension**</u>
Grade 12	55,000	_____	_____

Note: * Unit Price includes everything needed in order for a student to participate including, but not limited to, the following: testing materials, distribution and collection of materials, scanning and scoring of answer documents, and reporting of results (paper copies for individual and group reports).
** Extension = Estimated Quantity x Unit Price

Cost Option IV-B

Number Students Tested 2013-2014 (Web Reporting for Group Reports)

	<u>Estimated Quantities</u>	<u>Unit Price*</u>	<u>Extension**</u>
Grade 8	55,000	_____	_____
Grade 10	55,000	_____	_____
Grade 11	55,000	_____	_____
Grade 12	55,000	_____	_____

Note: * Unit Price includes everything needed in order for a student to participate including, but not limited to, the following: testing materials, distribution and collection of materials, scanning and scoring of answer documents, and reporting of results (paper copies for individual reports and web-based reporting for group reports).
** Extension = Estimated Quantity x Unit Price

Cost Option V

ACT Online Preparation Program

Price Per School _____

Cost Option VI

Additional Meetings

	<u>Number of People</u>	<u>Price Per Person*</u>	<u>Extension**</u>
Meeting 1	1	_____	_____
Meeting 2	2	_____	_____
Meeting 3	3	_____	_____

Note: * Price Per Person assumes 2 days of meetings
 ** Extension = Number of People x Price Per Person

Cost Option VII

Technical Manuals

	<u>Estimated Quantities</u>	<u>Unit Price</u>	<u>Extension*</u>
Grade 8 Manuals (EXPLORE or equivalent)	200	_____	_____
Grade 10 Manuals (PLAN or equivalent)	200	_____	_____
Grade 11 Manuals (ACT or equivalent)	200	_____	_____
Grade 12 Manuals (WorkKeys or equivalent)	200	_____	_____

Note: * Extension = Estimated Quantity x Unit Price

Cost Option VIII

Pre-ID Labels

	<u>Estimated Quantities</u>	<u>Unit Price</u>	<u>Extension*</u>
Grade 8	55,000	_____	_____
Grade 10	55,000	_____	_____
Grade 11	55,000	_____	_____
Grade 12	55,000	_____	_____

Note: * Extension = Estimated Quantity x Unit Price

Cost Option IX

Bucket of Hours

Price
Per Hour

Additional Miscellaneous Hours
(5000 Hours)

Cost Option X

Professional Development/Training

Training for LEAs/schools for EXPLORE

Training for LEAs/schools for PLAN

Training for LEAs/schools for ACT

Training for LEAs/schools for WorkKeys

Cost Option XI

Data Analysis and Reporting

Data Analysis and Reporting

Cost Option XII

Other (Please specify details and cost.)

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. The SDE must have final approval for all steps in the administration, scoring, and reporting of CCRAS.

Questions About ITB

Questions related to this ITB must be received by the SDE by 5:00 p.m. Central Daylight Savings Time on **March 15, 2010**. Questions should be sent via mail, fax, or e-mail to:

Dr. Gloria Turner
Assessment and Accountability
Alabama State Department of Education
P. O. Box 302101
Montgomery, AL 36130-2101
Fax Number: (334) 242-7341
gturner@alsde.edu

The vendor must include a contact name, telephone number, and an e-mail address or fax number for receiving answers to questions submitted. It is anticipated that answers to questions will be released on **March 29**.

In the event that it becomes necessary to amend part of this ITB, an addendum will be posted on the Division of State Purchasing's Web site at www.purchasing.alabama.gov.

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 by 5:00 p.m. Central Daylight Savings Time on **April 15, 2010**, to:

Ms. Janna Wickham
Division of Purchasing
Department of Finance
RSA Union Building
100 North Union Street, Suite 192
Montgomery, Alabama 36130-2401
Telephone: (334) 242-4288
Janna.wickham@purchasing.alabama.gov

The Invitation to Bid with the notarized signature of an authorized officer of the company must be packaged with the original response. Two copies of the ITB and the response should be packaged in a separate container. 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.

Appendix A

List of Alabama LEAs

List of Alabama LEAs

Alabama LEAs

COUNTIES	CITIES/OTHER AGENCIES
Autauga	Albertville
Baldwin	Alexander City
Barbour	Andalusia
Bibb	Anniston
Blount	Arab
Bullock	Athens
Butler	Attalla
Calhoun	Auburn
Chambers	Bessemer
Cherokee	Birmingham
Chilton	Boaz
Choctaw	Brewton
Clarke	Cullman
Clay	Daleville
Cleburne	Decatur
Coffee	Demopolis
Colbert	Dothan
Conecuh	Elba
Coosa	Enterprise
Covington	Eufaula
Crenshaw	Fairfield
Cullman	Florence
Dale	Fort Payne
Dallas	Gadsden
DeKalb	Geneva
Elmore	Guntersville
Escambia	Haleyville
Etowah	Hartselle
Fayette	Homewood
Franklin	Hoover
Geneva	Huntsville
Greene	Jacksonville
Hale	Jasper
Henry	Lanett
Houston	Leeds
Jackson	Linden
Jefferson	Madison
Lamar	Midfield
Lauderdale	Mountain Brook
Lawrence	Muscle Shoals
Lee	Oneonta
Limestone	Opelika
Lowndes	Opp
Macon	Oxford
Madison	Ozark
Marengo	Pell City
Marion	Phenix City
Marshall	Piedmont
Mobile	Roanoke
Monroe	Russellville
Montgomery	Saraland
Morgan	Scottsboro
Perry	Selma
Pickens	Sheffield
Pike	Sylacauga
Randolph	Talladega

Russell	Tallasse
St. Clair	Tarrant
Shelby	Thomasville
Sumter	Troy
Talladega	Trussville
Tallapoosa	Tuscaloosa
Tuscaloosa	Tuscumbia
Walker	Vestavia Hills
Washington	Winfield
Wilcox	
Winston	

Special Schools/Facilities/Programs

Alabama Department of Youth Services (DYS)	
Alabama Institute for Deaf and Blind (AIDB)	
Alabama School of Fine Arts (ASFA)	
Alabama School of Math and Science (ASMS)	
Correctional Education	

Appendix B

Links to Alabama Courses of Study

Web Link to English Language Arts Course of Study

<http://www.alsde.edu/html/sections/documents.asp?section=54&sort=2&footer=sections>

Web Link to Mathematics Course of Study

http://www.alsde.edu/html/sections/doc_download.asp?section=54&id=10177&sort=21

Web Link to Science Course of Study

<http://www.alsde.edu/html/sections/documents.asp?section=54&sort=4&footer=sections>

Appendix C

Immigration Status Form

Immigration Status Form

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

Appendix D

Disclosure Statement Form

Disclosure Statement
<http://www.ago.state.al.us/publications.cfm>



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.

Appendix E

Sample
Chief State School Officer's
Report

ALABAMA HIGH SCHOOL GRADUATION EXAM
THIRD EDITION
(REGULAR AND SPECIAL EDUCATION STUDENTS COMBINED)
Grade 11 (Class of 2010)

PAGE 2 of 6

ADMINISTRATION DATE: SPRING 2009

CHIEF STATE SCHOOL
OFFICER'S REPORT

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
CHILTON COUNTY (3L)	443	73	443	76			444	83	442	72	436	84
CHOCTAW COUNTY (4S)	131	69	131	72			131	81	131	66	125	86
CLARKE COUNTY (4L)	255	62	255	68			255	74	255	62	255	78
CLAY COUNTY (3S)	123	70	124	71			124	85	124	73	123	85
CLEBURNE COUNTY (2S)	171	84	171	85			171	89	171	81	169	94
COFFEE COUNTY (2S)	169	76	169	76			169	80	169	77	169	94
COLBERT COUNTY (2S)	189	74	189	68			189	81	189	65	189	87
CONECUH COUNTY (4S)	96	81	97	75			97	69	96	73	97	78
COSA COUNTY (3S)	83	64	81	73		LEFT	83	73	87	71	83	78
COVINGTON COUNTY (2S)	228	79	228	82			228	87	228	80	228	89
CRENSHAW COUNTY (4S)	179	74	179	75			179	83	179	71	179	82
CULLMAN CITY (1S)	210	91	210	90		INTENTIONALLY	209	96	209	93	210	96
CULLMAN COUNTY (3L)	619	85	620	84			618	88	618	83	612	88
DALE COUNTY (2S)	193	82	193	82			193	89	193	79	192	92
DALEVILLE CITY (3S)	78	73	78	73		BLANK	78	86	78	77	76	89
DALLAS COUNTY (4L)	297	69	295	65			298	80	297	65	286	78
DECATUR CITY (1L)	553	60	555	77			555	67	555	79	550	63
DEKALB COUNTY (3L)	564	78	564	78			563	81	564	75	559	85
DEMOPOLIS CITY (3S)	173	79	173	83			173	89	173	83	171	82
DOTHAN CITY (1L)	515	81	515	83			514	84	512	79	515	91
ELBA CITY (3S)	54	81	54	76			54	85	54	81	54	78
ELMORE COUNTY (2L)	761	80	762	79			759	85	760	74	756	91
ENTERPRISE CITY (2L)	465	86	466	85			466	87	466	80	461	96
ESCAMBIA COUNTY (3L)	271	72	270	73			272	82	271	72	270	79