

AA

Request for Program Pricing related to existing Contracted Services

PA Department of Education, Office of Elementary/Secondary Education

Bureau/Office: Curriculum, Assessment and Instruction

Requestor: John Weiss

Contractor: DRC

NEED: PDE'S PSSA and PASA Peer Review requirements for English Language Arts (ELA) and Mathematics and for Pennsylvania Alternative System of Assessment (PASA).

Anticipated Need

Required Need

URGENT Need

Justification: To provide the entire federal peer review process for PDE. FY 16-17

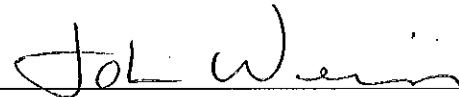
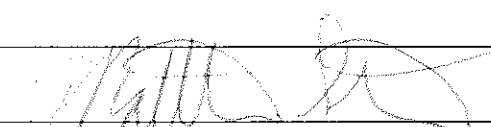
Estimated Cost: \$ 75,410

APPROVAL TO REQUEST PRICING:

_____	Bureau Director	_____	Date
_____	Deputy Secretary	_____	Date

1. When the above signatures have been secured, scan this document and email to: Deborah Reeves, Danielle Mariano, Dana Klouser, and Jim Domen.
2. When requested program pricing arrives, attach to pricing proposal to this document and route for final approvals.

APPROVAL OF PROGRAM PRICING:

	Assist. Bureau Director	_____	Date
_____	Bureau Director	_____	Date
	Deputy Secretary	_____	Date

1. When the above signatures have been secured, scan this document and email to: Deborah Reeves, Danielle Mariano, Dana Klouser, and Jim Domen.
2. Program Office will complete a PO Change Order.

November 19, 2015

John Weiss, Assistant Director
Department of Education, Bureau of Curriculum, Assessment and Instruction
333 Market Street
Harrisburg, PA 17126-0333

Dear Mr. Weiss:

DRC is submitting for your review revised program pricing for DRC's contract with PDE for the Pennsylvania System of School Assessment (PSSA) (contract number 4400003075).

PSSA AND PASA PEER REVIEW COORDINATION AND MANAGEMENT

BACKGROUND

PDE requested pricing from DRC for the coordination and final production of PDE's Peer Review submittal for PSSA English Language Arts (ELA) and Mathematics and for the Pennsylvania Alternative System of Assessment (PASA) for ELA and Math. This memo contains DRC's proposal and pricing for this service.

SCOPE

DRC proposes to provide the entire federal peer review process for PDE from the beginning to the end. The DRC team will review/analyze/develop a peer review submittal plan for PDE's approval, gather required state evidence from PDE staff, write to each Critical Element's required evidence in the required format (Peer Review Document, p. 16), review the evidence and commentary, organize the evidence in accordance to the critical elements, and present the package to PDE for final review and approval before the online submittal.

DRC proposes the following high-level development plan for a May 2016 submittal. A similar process will be followed for PASA.

1. **Review/Analysis of Requirements:** For the requirements review and analysis step in the process, DRC will:
 - a) Read and carefully review/analyze the *2015 Assessment Peer Review Guidelines* released by the United States Department of Education (e.g., define what the contractor must develop and what the state must develop).
 - b) Develop/provide a detailed plan with specific timeframes for this project.
 - c) Review the plan with PDE during project initiation and agree upon the strongest recommended evidence to use in support of each Critical Element using the examples provided by USDOE as a guide.
 - d) Make any changes requested by PDE.
 - e) Make a list of any missing evidence that is not currently developed and make recommendations to develop this evidence, as necessary.

- f) Receive PDE's approval to proceed.
- g) Do pre-writing to each Critical Element since many parts of the commentary will have standard responses.
- h) Determine any new studies required by new guidance.

2. Information Gathering: For the information-gathering step in the process, DRC will:

- a) Produce a detailed list of all materials required in the guidelines.
- b) Identify the materials that are found in PDE's policies, processes, and procedures and determine evidence that PDE still needs to develop, as well as determine existing policies that should be changed, edited, or tightened.
- c) Assist/guide PDE in developing any missing evidence that must be PDE-developed.
- d) Determine the materials to be provided by DRC for the PSSA.
- e) Determine other contractors/sources for required information and identify materials needed from each source (e.g., University of Pittsburgh for PASA).
 - Prepare lists of evidence to be provided by other contractors.
 - Collaborate with PDE and the contractors as needed to ensure all requirements are understood.
- f) Conduct needed calls, interviews, and site visits with PDE and/or other contractors/sources.
 - Three two-day, face-to-face meetings are included in this proposal:
 - i. Year 1: one meeting for PSSA; one meeting for PASA
 - ii. Year 2: one meeting for PASA
- g) Assemble and electronically categorize all needed materials for each Critical Element.

3. Evidence Collection and Writing of Critical Elements: For the evidence-collection and writing step in the process, DRC will:

- a) Gather evidence as defined in the *2015 Assessment Peer Review Guidelines* and as jointly agreed upon by DRC/PDE.
- b) Write the necessary text in the required format associated with all assessment evidence collected for each Critical Element.
- c) Assure that all components of the assessment system are included in the evidence produced. This will require DRC to work with PDE and the University of Pittsburgh for PASA peer review evidence.
- d) Collaborate with PDE to ensure that the strongest evidence is used in support of the Critical Elements.
- e) Develop the necessary strong contextual writing in the Critical Elements format.
- f) Assemble the evidence and writing into the final document.
- g) Prepare the electronic copies needed for submittal.

4. **Administrative Support:** DRC will provide administrative support throughout the process. This includes organization, categorization, and assembly of materials, both written and electronic.
5. **Editing:** DRC will provide thorough editing of evidence submittals and on the draft Peer Review submittal.
 - Content editing will occur from DRC Test Development, Psychometrics, and Project Management.
 - Expert peer review editing will be provided by DRC senior staff members who have prior experience in being both state assessment directors and peer reviewers.
 - General editing, in addition to the above, will be provided by experienced editors.
6. **Reviews:** DRC will follow an approved review process.
 - Peer Review submittals will be provided to PDE for final review.
 - Edits provided by PDE will be incorporated into an updated version.
 - Submittals will be considered final when approval is received from PDE that the document meets PDE's expectations.
7. **Final Editing:** DRC will provide final editing of the finished submittal.
8. **Submission:** DRC will coordinate the submission of the electronic Peer Review documentation to USDOE.
 - PSSA Peer Review will be submitted in an online submittal in May 2016 as outlined in the Peer Guidance.
 - PASA Peer Review will be submitted in an online submittal in winter/spring 2017.
9. **USDOE Follow-Up:** DRC will participate in follow-up activities that occur after initial submission. DRC will:
 - Participate in follow-up calls with USDOE and/or PDE as requested to address any needed revisions.
 - Work with PDE and other vendors as needed to produce any additional documentation required by USDOE.

HIGH-LEVEL TIMEFRAME

The table below contains a high-level summary of the scope included for each year, by program.

Year	PSSA	PASA
2015-2016	<ul style="list-style-type: none"> • Analysis of requirements and information gathering <ul style="list-style-type: none"> ○ One face-to-face meeting • Collection of evidence (DRC and PDE) • Drafting/editing/reviewing • Final editing • Final peer review submission 	<ul style="list-style-type: none"> • Analysis of requirements and information gathering <ul style="list-style-type: none"> ○ One face-to-face meeting • Collection of evidence (PDE and/or University of Pittsburgh)
2016-2017	<ul style="list-style-type: none"> • Follow-up calls/revisions 	<ul style="list-style-type: none"> • Analysis of requirements and information gathering <ul style="list-style-type: none"> ○ One face-to-face meeting • Collection of evidence (PDE and/or University of Pittsburgh) • Drafting/editing/reviewing • Final editing • Final peer review submission • Follow-up calls/revisions

ASSUMPTIONS AND LIMITATIONS

DRC developed this proposal with the assumptions listed below.

- This proposal does not include scope associated with any special studies for PSSA or PASA that need to be completed as part of the Peer Review Requirements or as required by USDOE in subsequent follow-up. This includes, but is not limited to: alignment studies, accommodation studies, consequential evidence studies, and comparability studies. Pricing for these special studies will be provided to PDE separately from this scope of work, as necessary.
- This proposal does not include scope associated with writing/developing evidence components for the PASA. DRC assumes that all evidence for the PASA submittal will be provided to DRC by PDE and/or the University of Pittsburgh.
- The Peer Review Guidance references to “technology-based assessments” are not applicable to the PSSA or the PASA, since these programs do not have items that were specifically developed to be administered using technology. In addition, the online counts for PSSA are extremely low statewide. For the 2015 PSSA ELA and Math assessments, the online percentages ranged from 0.47% on the low end to 2.9% on the high end.
- This proposal does not include any scope associated with the Science PSSA or PASA or the Keystone Exams.

PRICING

The changes impact DRC's scope of work and corresponding pricing for PDE FY 2015-2016 and PDE FY 2016-2017. The pricing listed in the table below reflects increases relative to the existing contract.

ID	Tasks	PDE FY 2015-2016	PDE FY 2016-2017
1	Review/Analysis of Requirements	\$4,930	\$492
2	Information Gathering	\$25,988	\$12,139
3	Evidence Collection and Writing of Critical Elements	\$88,066	\$13,908
4	Administrative Support	\$14,781	\$15,372
5	Editing	\$1,877	\$3,172
6	Reviews	\$2,815	\$4,148
7	Final editing	\$3,050	\$3,172
8	Submission	\$938	\$976
9	USDOE Follow-Up	\$0	\$22,032
	Total	\$142,445	\$75,410

PO w/SA.

Please provide approval to proceed by Wednesday, November 25, 2015, to ensure that PDE's timeline expectations are met (*especially for delivery of the PSSA submittal in May 2016*).

Regards,

Shaundra Sand
 Data Recognition Corporation

Cc: Ray Young John Nau Dana Klouser Doug Russell Pat Roschewski
 Joseph Muench Christian Schiller Jennifer Eastman

Request for Program Pricing related to existing Contracted Services

BB

PA Department of Education, Office of Elementary/Secondary Education
Bureau/Office: Curriculum, Assessment and Instruction
Requestor: John Weiss
Contractor: DRC

NEED: PIMS as the PSSA/PASA Participation Rate Denominator

- Anticipated Need Required Need URGENT Need

Justification: Auditor requires total enrollment from PIMS to be used.

Estimated Cost: \$ ~~40,134~~ Across \$ 10,742.00

APPROVAL TO REQUEST PRICING:

John Weiss Asst Bureau Director _____ Date

Deputy Secretary _____ Date

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2. When requested program pricing arrives, attach to pricing proposal to this document and route for final approvals.

APPROVAL OF PROGRAM PRICING:

John Weiss Assist. Bureau Director _____ Date

Bureau Director _____ Date
[Signature] Deputy Secretary _____ Date

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2. Program Office will complete a PO Change Order.



BB

January 12, 2016

John Weiss, Assistant Director
Department of Education, Bureau of Curriculum, Assessment and Instruction
333 Market Street
Harrisburg, PA 17126-0333

Dear Mr. Weiss:

DRC is submitting an adjustment to the pricing initially submitted for this new work on November 25, 2015 (see page 3 of this document). This program pricing is for DRC's contract with PDE for the Pennsylvania System of School Assessment (PSSA) (contract number 4400003075), as well as pricing for the Pennsylvania Assessments System (contract number 4400015274).

PIMS AS THE PSSA/PASA PARTICIPATION-RATE DENOMINATOR

BACKGROUND

In order for PDE to be in compliance with ESEA Flexibility rules, the Department is required to use its master student database, PIMS, to determine the students who are to be included in the state's participation for accountability reporting. Previously, participation was determined by the number of PSSA booklets returned and the number of students with PASA records from the University of Pittsburgh. This approach left an opportunity for a student to be excluded from the calculation if a PSSA booklet or PASA test was not returned to DRC or the University of Pittsburgh.

PDE is requesting a price proposal for DRC to utilize a file from PIMS as the basis for the participation rates that are calculated for the Department. This proposal includes pricing to develop the system and processes to implement the new approach beginning in 2015-2016 (applied to DRC's current contract number 4400003075), as well as pricing to continue to deliver the supporting systems through the duration of the new contract that begins on January 1, 2016.

SCOPE OVERVIEW

Converting the participation calculation from PSSA/PASA booklets/test events to a single-source file will require substantial changes to DRC's data-processing rules and the eDIRECT PSSA Attributions System. DRC's proposal is based on the following work elements:

Customer Service

- DRC will increase the coverage of dedicated Pennsylvania customer service support during the established window for the new PSSA corrections system, including an increase to the time for DRC customer service staff to collaborate with PDE on inquires and special requests from the field.
 - The increase will be more significant in the first year to account for a substantial increase in support questions during the initial roll-out of the process/system.
 - The increased customer service will level off, but continue, for each subsequent year of the system.

Data Management:

- DRC will develop a new process by which eDIRECT will systematically identify and provide potential matches, based on multiple criteria, to PSSA/PASA student records that are missing one or multiple subject-records.
 - This enhancement is significantly more complex than the current criteria found within the Keystone Exams Match-to-Master functionality (for which a shared PAsecureID is the only criteria to prompt the display of a potential match).
 - Data Management involvement will be limited to the first year to establish the protocol and requirements for identifying and delivering the potential matches.

User Interface (eDIRECT PSSA Attributions System):

- DRC will redesign the current PSSA Attributions System to a model similar to the Grade 11 corrections system (i.e., the inclusion of the matching functionality).
- New functionality will be added to the user interface to identify the subject records expected for each student (e.g., Math and ELA records will be expected for a third-grader, whereas Math, ELA, and Science records will be expected for a fourth-grader).
 - The user interface will visually cue users to search for missing subject records (e.g., color-coded subject identifiers [letters] to denote when all subjects are matched to assessment records or when a subject is missing a matched record).
- The user-interface screens for the current match-to-master functionality will be redesigned to accommodate the new display fields for PSSA/PASA potential matches.
- The introduction of new eDIRECT work will be significantly more substantial in the first year as the user-interface redesign is conceptualized, reviewed, and implemented.
 - The increased eDIRECT work will level off, but continue, for each subsequent year as the new system is re-released and reviewed annually.

Data Processing (Information Services):

- DRC will develop and document all scope and work requirements associated with the new processes/system to transition to a PIMS file for the PSSA/PASA denominator.
- DRC will develop and document the specifications and timelines for the receipt of the new PIMS file.
- DRC will collaborate with PDE and PIMS staff to validate and approve all requirements, specifications, and timelines and will manage the receipt of the required input files.
- DRC will validate the required input files for adherence to specifications and will manage all status updates and issues.
- DRC will process the new PIMS file against all PSSA/PASA records for each spring administration.
- DRC will develop and maintain a new, separate database to store all unmatched records from each administration.
- DRC will maintain two final PSSA/PASA databases for reporting.
 - Matched student records for accountability reporting
 - Unmatched (“orphaned”) student records for ISR production only
 - DRC will provide PDE with detailed information about the PSSA/PASA records that remain as orphaned after the matching process is complete.
- DRC will manage and process a separate ISR production for unmatched PSSA student records.
- The increase to DRC’s data processing work will be significantly more substantial in the first year as all requirements and specifications are developed, recorded, and implemented.

- The increased data processing work will level off, but continue, for each subsequent year as requirements and specifications will need to be reviewed, recorded, and approved annually.

Quality Assurance (Data Management, User Interface, and Data Processing):

- All requirements, processes, and systems for the new solution to identify and calculate PSSA/PASA participation will be subject to stringent quality-assurance testing.
 - Each new phase will be tested for strict adherence to requirements, optimal system performance, and acceptable results.
- The increase to DRC's quality assurance work will be significantly more substantial in the first year as all requirements and systems are tested for the initial roll-out.
 - The increased quality assurance work will level off, but continue, for each subsequent year as requirements and systems will need to be reviewed and tested annually.

TIMELINE AND PRICING

The new denominator process and systems are reliant on PSSA test data and DRC's receipt of PASA student data from the University of Pittsburgh. Accordingly, the corresponding timelines and work will occur mainly in the spring/summer, beginning with PDE Fiscal Year 15 and continuing through the duration of the 2016 – 2021 contract. The total pricing for all years, as well as a breakdown of the major elements described in this memo, is provided below.

Update: The initial pricing for this new scope was for DRC's Information Services (IS) to replace the current PSSA Attributions system. This is similar to other scope changes that have replaced current work, for which a credit was provided to PDE after the new work was defined and approved by PDE.

To avoid the application of a credit to the contract, DRC has applied the IS credit for the elimination of the former PSSA Attributions system to the new program pricing. The end result is the reduced pricing provided in the table below.

	PDE FY 2015-2016	PDE FY 2016-2017	PDE FY 2017-2018	PDE FY 2018-2019	PDE FY 2019-2020	PDE FY 2020-2021
PIMS as PSSA Denominator	\$84,931	\$10,742	\$11,172	\$11,618	\$12,083	\$12,567

PD w/S.A.

58,182

Please let me know your decision so that we can prepare accordingly.

Sincerely,

Christian Schiller
 Data Recognition Corporation

Cc: Ray Young John Nau Dana Klouser Shaundra Sand Doug Russell
 Joseph Muench Jennifer Eastman

Request for Program Pricing related to existing Contracted Services

PA Department of Education, Office of Elementary/Secondary Education
Bureau/Office: Curriculum, Assessment and Instruction
Requestor: John Weiss
Contractor: DRC

NEED: Video Sign Language for Keystone Exams (VSL) Algebra I and Biology FY 16-17

Anticipated Need Required Need URGENT Need

Justification: Currently VSL in only offered for the PASA

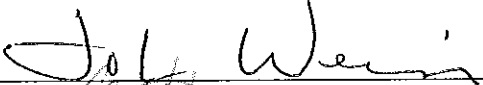
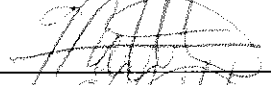
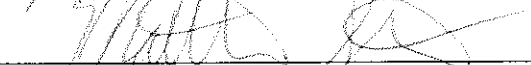
Estimated Cost: \$ 76,294

APPROVAL TO REQUEST PRICING:

_____ Bureau Director _____ Date
_____ Deputy Secretary _____ Date

1. When the above signatures have been secured, scan this document and email to: Deborah Reeves, Danielle Mariano, Dana Klouser, and Jim Domen.
2. When requested program pricing arrives, attach to pricing proposal to this document and route for final approvals.

APPROVAL OF PROGRAM PRICING:

 _____ Assist. Bureau Director _____ Date
 _____ Bureau Director _____ Date
 _____ Deputy Secretary _____ Date

1. When the above signatures have been secured, scan this document and email to: Deborah Reeves, Danielle Mariano, Dana Klouser, and Jim Domen.
2. Program Office will complete a PO Change Order.



(A)

April 18, 2016

John Weiss, Assistant Director
Department of Education, Bureau of Curriculum, Assessment and Instruction
333 Market Street
Harrisburg, PA 17126-0333

Dear Mr. Weiss:

DRC is submitting for your review revised program pricing for DRC's contract with PDE for the Pennsylvania System of Assessment (RFP 6100032526).

VIDEO SIGN LANGUAGE FOR KEYSTONE EXAMS

BACKGROUND

PDE is requesting pricing for DRC to provide Video Sign Language (VSL) for the Algebra I and Biology Keystone Exams. (Currently VSL is only offered for the Pennsylvania System of School Assessment [PSSA].) PDE is interested in offering VSL for the winter and spring Keystone Exams administrations only, beginning with the 2016/2017 Winter Keystone Exams. This memo summarizes two possible implementation options and pricing associated with each option. Additional price breakouts can be found in the attached spreadsheets.

IMPLEMENTATION OPTIONS SUMMARY

DRC is providing two implementation options for PDE's consideration. The options are:

1. **Both Winter and Spring:** In this option, separate VSL forms would be produced for each administration and content area. VSL forms would match the form used to produce the other accommodated versions of each exam.
2. **Same Winter and Spring:** In this option, the VSL forms developed for the winter administration of the Biology and Algebra I Keystone Exams would be reused in the spring.

FORMS

Option 1 -- Both Winter and Spring: DRC assumes that there will be one VSL form per administration per subject. This will be the same form used for the other accommodated formats (e.g., text-to-speech).

Option 2 – Same Winter and Spring: DRC assumes that there will be one VSL form per subject developed for each Winter Keystone Exam administration. The VSL forms developed for each winter administration will be repeated the following spring. This will result in one (1) additional form being administered during the spring testing window.

Both Options: DRC assumes that one Online Tools Training (OTT) form will be produced once in the first year. This same OTT form will be used in subsequent years. Similar to the PSSA VSL OTT, the Keystone Exams VSL OTT will contain both Biology and Algebra I items in the same form.

ITEM QUANTITIES

Option 1 – Both Winter and Spring: The table below shows the number of new items to be signed for each administration.

Option 1: Both Winter and Spring	2016-2017			Out Years	
	OTT	Winter	Spring	Winter	Spring
Algebra I	20	55	54	51	53
Biology		73	72	62	62

Option 2 – Same Winter and Spring: The table below outlines the number of new items to be signed per year.

Option 2: Same Winter and Spring	OTT	2016-2017	Out years
Algebra I	20	55	51
Biology		73	62

Both Options: The item counts in the out-years are lower to account for field test items and core-linking items that will be re-used from the previous administration.

VIDEO PRODUCTION SCOPE AND PROCESS

Below is an overview of DRC's scope/tasks involved with providing VSL versions of the Algebra I and Biology Keystone Exams. The process is slightly different for each option.

Option 1 -- Both Winter and Spring: Steps 1-6 will be completed twice per year, prior to each administration.

Option 2 -- Same Winter and Spring: Steps 1 through 5 will be completed once each year, prior to the winter administration. Step 6 will be completed prior to each administration (winter and spring).

Both Options: In year 1, the process will be completed an additional time for the one-time production of the OTTs.

1. Preparation of items for VSL:
 - DRC Test Development (TD) will identify new items that need VSL for each administration.
 - TD will identify items being used for which VSL already exists. (Videos will be re-used in their entirety; only item numbers will change.)
2. Production of video files:
 - DRC Education Program Management (EPM) will coordinate with the VSL video/production vendor to provide items and associated requirements/timelines.
 - The VSL vendor will hire the talent, provide the equipment and facilities/studio for filming, produce all video clips, and perform post-production editing and review.
3. Review of video files post-production:
 - TD will review each video for accuracy.
 - EPM will provide adjustments/changes to the VSL vendor by item, as needed.
4. Final video production and approval
 - EPM will coordinate with the VSL vendor to ensure that videos are updated based on DRC feedback.
 - The VSL vendor will do final editing and provide final files (in ".mp4" format) to DRC.
 - EPM and TD will approve the final files.
5. Importation of videos into IDEAS and INSIGHT:
 - TD technical staff will import all video files into IDEAS, DRC's item banking system, and subsequently import the video files into INSIGHT.
 - DRC quality control processes will ensure accurate importation.
6. Review of VSL videos in INSIGHT:
 - TD will review the VSL forms/items within the INSIGHT engine, following our online form review and approval processes prior to production and operational use. This includes proofing all VSL forms on different platforms and devices (e.g., iPad, Chromebook, desktop).

OTHER IMPACTS

Option 2 – Same Winter and Spring: Two additional online forms will be added for the spring administration. This impacts several DRC processes, including:

- Answer key maintenance
- Form set-up, review, and approval activities
- Best-score-to-date calculations and ongoing reporting
- Psychometric analysis and technical reporting

Both Options: During the first year, DRC Information Systems (IS) resources will make changes necessary to set up VSL as an accommodation in eDIRECT for the Keystone Exams. This will enable school personnel to mark this accommodation at the student level to allow students access to the VSL test form.

Additionally, IS will ensure that this data point is captured in all relevant post-administration data files (e.g., psychometric files for technical reporting, District Student Data Files).

PRICING

The changes impact DRC's scope of work and corresponding pricing for PDE FY 16 and beyond. Pricing summaries by year are provided below. Detailed breakouts for each number are provided in the attached spreadsheets

	PDE FY 2015-2016	PDE FY 2016-2017	PDE FY 2017-2018	PDE FY 2018-2019	PDE FY 2019-2020	PDE FY 2020-2021
Option 1: Keystone Exams VSL for Both Winter and Spring		\$102,048	\$74,620	\$77,181	\$79,832	\$82,575
Option 2: Keystone Exams VSL Same Form for Winter and Spring		\$76,294	\$54,040	\$55,966	\$57,962	\$60,030

Please let me know your decisions so that we can prepare accordingly.

Regards,

Shaundra Sand
 Data Recognition Corporation

\$ 304,292

Cc: Jean Inskip Ray Young Rich Maraschiello Dana Klouser Doug Russell
 Joseph Muench Christian Schiller Jennifer Eastman Lonny Wittnebel

6

Request for Program Pricing related to existing Contracted Services

PA Department of Education, Office of Elementary/Secondary Education
Bureau/Office: Curriculum, Assessment and Instruction.
Requestor: John Weiss
Contractor: DRC

NEED: Provide an accompanying letter from the Secretary of Education to the Individual Student Reports.

Anticipated Need

Required Need

URGENT Need

Justification: Request from Deputy Secretary and Communications Director.

Estimated Cost: \$ \$69,247

APPROVAL TO REQUEST PRICING:

_____	Bureau Director	_____	Date
_____	Deputy Secretary	_____	Date

1. When the above signatures have been secured, scan this document and email to: Deborah Reeves, Danielle Mariano, Dana Klouser, and Jim Domen.
2. When requested program pricing arrives, attach to pricing proposal to this document and route for final approvals.

APPROVAL OF PROGRAM PRICING:

<u>John Weiss</u>	Assist. Bureau Director	<u>6/15/16</u>	Date
<u>[Signature]</u>	Bureau Director	<u>6/15/16</u>	Date
<u>[Signature]</u>	Deputy Secretary	<u>6/20/16</u>	Date

1. When the above signatures have been secured, scan this document and email to: Deborah Reeves, Danielle Mariano, Dana Klouser, and Jim Domen.
2. Program Office will complete a PO Change Order.



6

June 1, 2016

John Weiss, Assistant Director
Department of Education, Bureau of Curriculum, Assessment and Instruction
333 Market Street
Harrisburg, PA 17126-0333

Dear Mr. Weiss:

DRC is submitting revised program pricing for the Pennsylvania System of Assessments contract (number 4400015274) to fulfill a specific PDE request to repeat a previously-completed scope change.

2016 INDIVIDUAL STUDENT REPORTS (ISR): SECRETARY'S LETTER

BACKGROUND

PDE notified DRC of its intention to move forward with a replication of the scope for DRC to produce a separate letter to accompany the printed ISRs. The printed letter from the Secretary was first produced as a companion to the 2015 ISRs. The pricing DRC provided for that letter was limited to a single deliverable with the 2015 ISRs (i.e., the memo did not contain pricing for subsequent years).

Based on the May 2, 2016, email from Nicole Reigelman, DRC is providing pricing to print and distribute a letter from the Secretary with each parent-copy of the 2016 Pennsylvania System of School Assessment (PSSA) ISRs. This memo contains scope and pricing information associated with this request.

SCOPE

Below is the high-level scope associated with this request.

- Letter Development:
 - PDE will provide the content for the letter by an agreed-upon date that works within the timeline for the ISR production, packaging, and shipping schedule.
- Printing:
 - DRC will print approximately 800,000 parent letters, one for each parent copy of the ISR.
 - Letters are not specific to a student, school, district, or grade.
 - DRC assumes that the Secretary's Letter will be single-sided.
 - This estimate is for the production of simplex copies.
- Packaging and Shipping:
 - The Secretary's Letters will be packaged and shipped with the student reports for delivery in early September.

PRICING

DRC is proposing that the new PSSA reporting work and corresponding pricing be applied to PDE FY 16-17 of the Pennsylvania System of Assessments (PSA) contract.

PDE FY 16-17 (July 16-June 17)	
2016 PSSA - ISR Secretary's Letter (one page, simplex)	\$69,247

Please respond with your approval of this pricing so that DRC can continue to prepare accordingly.

Sincerely,

Christian Schiller
Data Recognition Corporation

Cc: Ray Young Dana Klouser Shaundra Sand Doug Russell Lonny Wittnebel
Jennifer Eastman Joseph Muench Bobbi Fehrmann

③

Request for Program Pricing related to existing Contracted Services

PA Department of Education, Office of Elementary/Secondary Education
Bureau/Office: Curriculum, Assessment and Instruction
Requestor: John Weiss
Contractor: DRC

NEED: Help students familiarity with the calculator that is used for testing to ultimately improve online participation.

Anticipated Need

Required Need

URGENT Need

Justification: Familiarity with the calculators will increase online testing.

Estimated Cost: \$ \$10,706

APPROVAL TO REQUEST PRICING:

_____	Bureau Director	_____	Date
_____	Deputy Secretary	_____	Date

- When the above signatures have been secured, scan this document and email to: Deborah Reeves, Danielle Mariano, Dana Klouser, and Jim Domen.
- When requested program pricing arrives, attach to pricing proposal to this document and route for final approvals.

APPROVAL OF PROGRAM PRICING:

<u>John Weiss</u>	Assist. Bureau Director	<u>6/15/16</u>	Date
<u>Jean B. Inskip</u>	Bureau Director	<u>6/15/16</u>	Date
<u>Matthew D.</u>	Deputy Secretary	<u>6/20/16</u>	Date

- When the above signatures have been secured, scan this document and email to: Deborah Reeves, Danielle Mariano, Dana Klouser, and Jim Domen.
- Program Office will complete a PO Change Order.



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May 17, 2016

John Weiss, Assistant Director
Department of Education, Bureau of Curriculum, Assessment and Instruction
333 Market Street
Harrisburg, PA 17126-0333

Dear Mr. Weiss:

DRC is submitting for your review revised program pricing for DRC's contract with PDE for the Pennsylvania System of Assessments (contract number 4400015274).

STANDALONE INSIGHT CALCULATOR

BACKGROUND

PDE has requested pricing for DRC to produce a standalone version of the INSIGHT online calculators: Basic, Scientific, and Graphing. The request is for the calculators to be packaged in a format that would allow students easy access to the calculators for regular classroom work or testing. PDE feels that the availability of the calculators outside of the OTTs and the live assessments will help students' familiarity with the tools and could ultimately improve online participation.

This proposal includes pricing to develop and release the standalone INSIGHT calculators in advance of the 2016/2017 Winter Keystone Exams.

SCOPE OVERVIEW

In an effort to present PDE with a solution that is cost effective and allows for greater agility in maintenance/version-control of the standalone calculators, DRC is proposing an approach that leverages existing functionality to provide students with easy and unencumbered access to the INSIGHT calculators. Using the same type of coding that runs behind the Online Tools Training (OTTs), the INSIGHT calculators would reside within DRC's databases as standalone tools that would be available to be accessed anywhere on any computer/device via a Chrome browser.

DRC's proposed solution does not require INSIGHT to be installed on a student's computer/device and the student would have full access to all other websites and functionality when using the standalone calculators. As such, a student could access the INSIGHT calculator at the same time he/she is completing classroom work on the same computer. This solution would also ensure that students are accessing the correct version of the calculators. Because the calculator functionality would reside within DRC's databases, DRC would have full control of the versions that are available via the standalone calculator functionality.

TIMELINE AND PRICING

As aforementioned, DRC's goal would be to have the standalone calculators available in advance of the 2016/2017 Winter Keystone Exams. Accordingly, the corresponding work would occur mainly in the summer/fall of 2016 with pricing applied to PDE's 2016-2017 Fiscal Year. The total pricing, as well as a breakdown of the pricing for each calculator type, is provided below.

Pennsylvania Pricing – Standalone INSIGHT Calculator

5.17.16

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	PDE FY 2015-2016	PDE FY 2016-2017	PDE FY 2017-2018	PDE FY 2018-2019	PDE FY 2019-2020	PDE FY 2020-2021
Standalone INSIGHT Calculator	-	\$10,706	-	-	-	-
	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
<i>Basic</i>	-	\$3,212	-	-	-	-
<i>Scientific</i>	-	\$3,747	-	-	-	-
<i>Graphic</i>	-	\$3,747	-	-	-	-

If possible, please let me know your decision by Wednesday, June 1, so that we can prepare accordingly.

Sincerely,

Christian Schiller
Data Recognition Corporation

Cc: Ray Young Dana Klouser Shaundra Sand Doug Russell Bobbi Fehrmann
 Lonny Wittnebel Jennifer Eastman Joseph Muench

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Request for Program Pricing related to existing Contracted Services

PA Department of Education, Office of Elementary/Secondary Education
Bureau/Office: Curriculum, Assessment and Instruction
Requestor: John Weiss
Contractor: DRC

NEED: USDE Peer Review requirements include a validity study to analyze the relationship of the PSSA to other variables.

Anticipated Need Required Need URGENT Need

Justification: Some of the evidence required for peer review is not typically available within the first year of the test administration, so the feds permit states to submit a plan for the work. This is one of those elements for which we submitted the plan. The costs here are to actionize the plan.

Estimated Cost: \$ 60,000 Actual [¢] 57,302

APPROVAL TO REQUEST PRICING:

John Weiss Asst. Bureau Director 8/10/16 Date
Matthew Stern Deputy Secretary 8/10/16 Date

1. When the above signatures have been secured, scan this document and email to: Deborah Reeves, Danielle Mariano, Dana Klouser, and Jim Domen.
2. When requested program pricing arrives, attach to pricing proposal to this document and route for final approvals.

APPROVAL OF PROGRAM PRICING:

John Weiss Assist. Bureau Director 8/12/16 Date

Bureau Director _____ Date
Matthew Stern Deputy Secretary 8/18/16 Date

1. When the above signatures have been secured, scan this document and email to: Deborah Reeves, Danielle Mariano, Dana Klouser, and Jim Domen.
2. Program Office will complete a PO Change Order.



August 12, 2016

John Weiss, Assistant Director
Department of Education, Bureau of Curriculum, Assessment and Instruction
333 Market Street
Harrisburg, PA 17126-0333

Dear Mr. Weiss:

DRC is submitting for your review revised program pricing for DRC's contract with PDE for the Pennsylvania System of Assessments (contract number 4400015274).

PEER REVIEW VALIDITY EVIDENCE - PSSA RELATION TO OTHER VARIABLES

BACKGROUND AND SCOPE OVERVIEW

The Peer Review submission for PSSA Mathematics and ELA included a requirement for validity evidence that PSSA scores positively relate to other variables. DRC's annual release of correlation data between the CDT and PSSA was submitted as evidence; however, PDE felt that the CDT correlation evidence was insufficient to meet the Peer Review requirement. To bolster the evidence, the Peer Review submission included a plan for DRC to conduct a separate study to analyze the correlation between PSSA scores and teacher ratings of students.

A description of the proposed study is contained in the "PSSA Relation with Other Variables Analysis Plan" document that was included with the PSSA Peer Review submission. A copy of the analysis plan has been included with this pricing. The study will require significant pieces of new work, including: eDIRECT system configurations, file production and management, training and customer service to the field, data collection and analysis, and report production.

This proposal includes pricing for DRC to develop, facilitate, and report the results of a study that will allow teachers to provide ratings based on their observations of the in-class performance of students who have corresponding PSSA performance levels.

TEACHER-RATING STUDY DETAIL

DRC is proposing to use eDIRECT's Contrasting Groups functionality to facilitate the teacher-rating study. This approach will allow DRC to utilize existing base functionality within an established and well-known platform for the teachers to provide their students' performance ratings. The contrasting-groups interface will allow teachers to select the students for whom they will be providing ratings. The teachers' task will be to assign each student a rating based on the Performance Level Descriptors and their observations of the in-class performance of each student. DRC is recommending that the system be available to collect teacher rating for three weeks prior to the PSSA testing window—no overlap through the testing window.

The process will require that teachers are provided with eDIRECT accounts to access the contrasting groups functionality. DRC will work closely with the selected schools to assist the School Assessment Coordinators in establishing eDIRECT accounts and permissions for the teachers. DRC will also work closely with the Department and the LEAs to provide training and customer service support for the study: DRC will handle all correspondence, host an appropriate number of training sessions, and provide live customer service

support to all LEAs participating in the study. DRC will utilize the established Pennsylvania Customer Service and Project Management team to provide a knowledgeable and familiar source for the LEAs and teachers.

The target for the study is for a minimum of 800 examinee ratings for each Mathematics and ELA test, with some targeted sampling at the low and high end of scales. DRC does not collect or maintain teacher-level data for the PSSA; therefore, the sampling will occur at the school level. A mixture of large and small will be selected in order to ensure a representative sample.

Based on an assumption of at least two classes per grade per school, and 25 kids in a class, a minimum number of schools for any one grade would be 16 schools. To account for participation issues, DRC will oversample and increase the school-level participation to an even 20 elementary and 20 middle or junior high schools, for a total 40 schools. This sampling plan assumes that each school administrator, on average, gets at least two teachers per grade to provide student ratings.

The sample will be based in part on mean scores at the school level in an effort to make sure DRC gets enough data on both ends of the score ranges— at least 100 kids per grade in the lower and higher ends of the scale. The sample will also have some general representation based on geography and school size; however, the diversity of scores along the full range of the scales is the most important element of the study.

DRC's proposal for the teacher-rating study is based on the following work elements:

Customer Service/Project Management

- Plan, schedule, and manage all facets of the study.
- Produce and disseminate correspondence regarding participation and training.
- Establish and facilitate training sessions.
- Coordinate and support the creation of new eDIRECT accounts.
- Provide all levels of customer service support before, during, and after the study.

Information Services and the User Interface (eDIRECT Contrasting Groups):

- Define and document all requirements for input/export files and system functionality.
- Produce and deliver an eDIRECT input file.
- Produce and deliver an export file with teacher ratings matched to the PSSA student records.
- Reconfigure the current eDIRECT contrasting groups functionality to support specific elements of the Pennsylvania Teacher-Rating Study.
- Import and manage student records within the contrasting groups functionality.
- Define and release a new Pennsylvania permission for the contrasting groups functionality.

Psychometrics:

- Define and document a final analysis plan and requirements.
- Produce and deliver online training of the eDIRECT functionality.
- Perform all analysis of the data collected.
- Document all results and produce a final report and/or presentation.
- Incorporate the final results/data in the 2017 PSSA Technical Report.

Quality Assurance:

- All requirements, file inputs/outputs, and functionality for the Teacher-Rating Study (via eDIRECT contrasting groups functionality) will be subject to stringent quality-assurance testing.
 - Each element will be tested for adherence to requirements, optimal system performance, and acceptable results.

TIMELINE AND PRICING

The teacher-rating study is proposed to occur within the 2016-17 school year with final results produced as a standalone report and included in the 2017 PSSA Technical Report. The total pricing, as well as a breakdown of the pricing for the Teacher-Rating Study, is provided below.

	PDE FY 2015-2016	PDE FY 2016-2017	PDE FY 2017-2018	PDE FY 2018-2019	PDE FY 2019-2020	PDE FY 2020-2021
Teacher-Rating Study	-	\$57,302	-	-	-	-
	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
<i>Customer Service</i>	-	\$6,013	-	-	-	-
<i>Information Services</i>	-	\$15,353	-	-	-	-
<i>Psychometrics</i>	-	\$30,378	-	-	-	-
<i>Quality Assurance</i>	-	\$5,559	-	-	-	-

If possible, please let me know your decision by Monday, August 15.

Sincerely,

Christian Schiller
Data Recognition Corporation

Cc: Ray Young Dana Klouser Donna Stewart Shaundra Sand Doug Russell
Lonny Wittnebel Jennifer Eastman Joseph Muench

Request for Program Pricing related to existing Contracted Services

PA Department of Education, Office of Elementary/Secondary Education
Bureau/Office: Curriculum, Assessment and Instruction
Requestor: John Weiss
Contractor: DRC

NEED: USDE Peer Review requirements include a validity study to analyze possible administration mode effects.

Anticipated Need Required Need URGENT Need

Justification: A mode comparability study using online student data from the 2017 PSSA administration will meet the Peer Review requirement of comparing results of online testing to paper/pencil testing. PA's 2016 online numbers were too small to complete a meaningful study.

Estimated Cost: \$ 20,000 ACTUAL - \$ 15,189

APPROVAL TO REQUEST PRICING:

John Weiss Bureau Director 9/1/16 Date

Matthew Stern Deputy Secretary 9/1/16 Date

- When the above signatures have been secured, scan this document and email to: Deborah Reeves, Danielle Mariano, Dana Klouser, and Jim Domen.
- When requested program pricing arrives, attach to pricing proposal to this document and route for final approvals.

APPROVAL OF PROGRAM PRICING:

John Weiss Assist. Bureau Director 9/7/16 Date

_____ Bureau Director _____ Date

Matthew Stern Deputy Secretary 9/14/16 Date

- When the above signatures have been secured, scan this document and email to: Deborah Reeves, Danielle Mariano, Dana Klouser, and Jim Domen.
- Program Office will complete a PO Change Order.



③

September 7, 2016

John Weiss, Assistant Director
Department of Education, Bureau of Curriculum, Assessment and Instruction
333 Market Street
Harrisburg, PA 17126-0333

Dear Mr. Weiss:

DRC is submitting for your review revised program pricing for DRC's contract with PDE for the Pennsylvania System of Assessments (contract number 4400015274).

PSSA MODE COMPARABILITY STUDY

BACKGROUND

PDE's Peer Review submission for Mathematics and ELA (PSSA) required evidence of a validity study to analyze possible administration mode affects. Because the online n-counts for the PSSA have thus far been too low to complete any meaningful studies, the initial Peer Review submission included DRC's analysis plan, rather than a report documenting the results of an administration-mode study.

This proposal includes pricing for DRC to process and report the results of a mode comparability study using online student data from the 2017 PSSA administration.

SCOPE OVERVIEW

To fulfill the Peer Review requirement, DRC has proposed a mode analysis validity study that would be conducted in two parts: Person Fit analysis and Propensity Score Matching. The entire breadth and scope of the study is outlined in in the "Administration Mode Analysis Plan" document that was included with the PSSA Peer Review submission. A copy of the analysis plan has been included with this pricing to provide PDE with the full details of the analysis work encompassed in each facet of the proposed validity study.

TIMELINE AND PRICING

The timeline for the completion of the mode-analysis studies is contingent on sufficient online n-counts from the 2017 PSSA to conduct meaningful analysis. The analysis will be completed in summer 2017, with the results produced in a standalone report and included in the Technical Report for the 2017 PSSA. The pricing in the table below is applicable only if the work can be completed within the aforementioned timeline.

	PDE FY 2015-2016	PDE FY 2016-2017	PDE FY 2017-2018	PDE FY 2018-2019	PDE FY 2019-2020	PDE FY 2020-2021
PSSA Mode Comparability Study	-	\$15,189	-	-	-	-

Pennsylvania Pricing – Mode Comparability Study

9.07.16

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If possible, please let me know your decision by Friday, September 16.

Sincerely,

Christian Schiller

Data Recognition Corporation

Cc: Ray Young Dana Klouser Donna Stewart Shaundra Sand Doug Russell
Lonny Wittnebel Jennifer Eastman Joseph Muench