



July 2, 2019

Brian Campbell, *Director*
Department of Education, *Bureau of Curriculum, Assessment and Instruction*
333 Market Street
Harrisburg, PA 17126-0333

Dear Mr. Campbell:

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

2019 INDIVIDUAL STUDENT REPORTS (ISR): SECRETARY'S LETTER

BACKGROUND

Beginning in 2015, PDE has annually requested that DRC print, package, and ship a letter from the Secretary to accompany each parent/student copy of the PSSA Individual Student Reports. The initial 2015 scope was expected to be a one-time scope change for PDE to inform parents of the changes to the assessment in relation to the Pennsylvania Core Standards. The 2015 price proposal did not contain pricing for subsequent years, and the Secretary's Letter is not included in the current contract. DRC has since provided standalone pricing for the same scope in 2016, 2017, and 2018.

Based on a recent confirmation from PDE, DRC is providing pricing to print and distribute a letter from the Secretary for the 2019 Pennsylvania System of School Assessment (PSSA) ISRs. This memo contains scope and pricing information associated with the current 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 Secretary's 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 the scheduled delivery.

PRICING

The pricing for the Secretary's Letter for the 2019 PSSA ISRs will be applied to PDE FY19 of the Pennsylvania System of Assessments (PSA) contract.

	PDE FY18 (July 2019-June 2020)
2019 PSSA - ISR Secretary's Letter (one page, simplex)	\$63,815

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

Sincerely,

Christian Schiller
Data Recognition Corporation

Cc: Brian Truesdale James Domen Donna Stewart Doug Russell Lonny Wittnebel
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