



January 20, 2021

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 pricing information related to DRC's contract with PDE for the Pennsylvania System of Assessments (PSA) (contract number 4400015274).

SPRING KEYSTONE EXAMS - ONLINE DIRECTIONS FOR ADMINISTRATION MANUALS

BACKGROUND

Because the 2020 Spring Keystone Exams were cancelled prior to any manuals or test booklets being shipped to the LEAs, PDE made the cost-savings decision to use the unexposed 2020 materials for the administration of the 2021 Spring Keystone Exams. This approach limited the materials available for the 2021 administration to the quantity of manuals and test booklets that were printed to fulfill the orders for the 2020 Spring Keystone Exams. This materials-limitation introduced the possibility that large variance between the 2020 enrollments and the new enrollment collected for 2021 could result in shortages of certain materials.

The ongoing coronavirus pandemic prompted far more schools to provide online enrollments for the 2021 Spring Keystone Exams compared to 2020. DRC produces printed copies of a *Directions for Administration Manual* (DFA) for the online assessment at a ratio calculated directly from the online enrollments. As such, the number of *Online DFAs* printed in 2020 (and available for the 2021 administration) was based on a substantially lower number of online enrollments. Consequently, the number of manuals available in the warehouse is not sufficient to fulfill the orders for all of the schools with online enrollments for the 2021 Spring Keystone Exams.

PDE requested that DRC provide a price for printing additional manuals so that all schools with online enrollments can receive printed copies of the *Online Directions for Administration Manual*. The pricing that follows is in response to PDE's request.

SCOPE/ASSUMPTIONS

The following high-level scope and assumptions apply to the printing of additional Online DFAs.

- The additional DFAs will be replicas of the same manuals produced for the 2020 administration (i.e., the "new" DFAs will include references and schedules for the 2020 administration).
- The DFAs will be printed by DRC (instead of an external printing partner).
 - This approach allows us to manage costs and scheduling more effectively.
- The quantity of additional DFAs will be sufficient to fulfill the shortages outlined in the table below.
 - DRC will also print a small overage to allow for additional materials requests and small enrollment fluctuations.

Material	2021 Quantities	2020 Printed Quantities	Difference
Algebra I Directions for Online Administration Manual	4233	2474	-1759
Biology Directions for Online Administration Manual	4066	2571	-1495
Literature Directions for Online Administration Manual	3807	2424	-1383

TIMELINE AND PRICING

The additional DFAs will be printed in February 2021 and will impact PDE’s FY20 budget. The scope change will be implemented as part of the upcoming PO for the last seven months of FY20.

	PDE FY 2019-2020	PDE FY 2020-2021	PDE FY 2021-2022
Additional PSSA Online DFAs	-	\$3,440	-

Please provide your approval for DRC to proceed or let me know if you need any additional information.

Sincerely,

Christian Schiller
Data Recognition Corporation

Cc: Brian Truesdale Doug Russell Shaundra Sand Josh Liesmaki Lonny Wittnebel
 Bobbi Fehrmann