

Department of Education
Pre-Contracting Questionnaire

This form must be completed whenever the contracting of personnel services is being considered. Please answer all of the following questions and provide any additional details on a separate sheet of paper. The completed questionnaire must be submitted to Matt Updegrave at mupdegrave@pa.gov , Labor Relations, Bureau of Human Resources.

1. Name of Contract Originator: Brian Truesdale	2. Date 03/15/2021	3. Telephone: 717-903-8490
4. Bureau and Division: Bureau of Curriculum, Assessment and Instruction.	5. Short Contract Name/Identifier/ID: DRC/PA Assessment Renewal Option 1 of 3	
6. Describe the nature of the services to be contracted: The PA Department of Education (PDE) per the federal Elementary and Secondary Education Act (ESEA) and the State Board of Education Chapter 4 regulations measures academic progress across the Commonwealth through the use of statewide standardized criterion referenced assessments, which are comprised of the Pennsylvania System of School Assessment (PSSA) and the Keystone Exams. The contractor will ensure the continued development and administration of these exams along with the Classroom Diagnostic Tool (CDT) available to all school districts. Services include project management, item and test development, psychometric services, materials production, distribution, collection, and processing; test security, data management, report production, potential online test administration, and customer service. The development of assessments, distribution of test materials, instructions to educators on administering assessments, maintenance and implementation of test security, collection of test materials, scoring of tests, tabulation of scores, and posting of information at a website are requirements of the ESEA and Chapter 4. In order for PDE to be in compliance with such mandates, PDE requires a vendor to develop, administer, scan, score, and report for the PSSA, Keystone Exams (End of Course Exams), Classroom Diagnostic Tool, and Voluntary Model Curriculum.		
7. Anticipated effective date of contract: July 01, 2021	8. Anticipated termination date: Month 6 Day 30 Year 2024	
9. Will this work be annually recurring? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NOT SURE		
10. Is this the first time that this work has been contracted? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If no, what were the dates of the previous contracts? DRC): June 24, 2003 to June 30, 2017, June 30, 2018, June 30, 2019 and June 30, 2020		
11. Has this or similar work ever been performed by PDE staff? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If yes, list the names and classifications of the employees who performed the work:		

12. When was this work previously performed (if applicable)?

13. Why is there a need for this work to be contracted?

Provide an explanation for all items checked. Attach additional sheets if needed.

Insufficient staff on complement to accomplish this work. The Bureau of Curriculum, Assessment and Instruction does not have sufficient staff to develop, administer, produce, ship/receive, scan, score, and report the mandated data. This is a major undertaking that would require many more staff members and sub-contractors working for the Bureau. We do not have sufficient staff and resources to plan and implement these projects.

PDE current staff members do not have the expertise to accomplish the work.

No one on recall list for needed classification(s)

Recruitment, appointment, or retention difficulties in the needed classification(s)

Reasonable cost savings (Do not check unless an actual cost study was done)

Improved delivery of service.

Inadequate in-house technology

Other

14. Which of the following impact(s) on existing staff will potentially result from contracting the proposed services? (Check all that apply.)

Furlough

Reduction in overtime

Shift/schedule changes

Relocation/reassignment

There will be no impact on existing staff

X Other (please explain): The Pennsylvania Department of Education (PDE) has an accountability system that incorporates and fully complies with the No Child Left Behind Act of 2001. The Commonwealth requires a vendor experienced in assessment development and with the technical expertise necessary to develop, provide, distribute, collect, analyze and report results of tests for Grades 3-8 and 11 that support instruction and accountability.

The Pennsylvania Department of Education (PDE) requires a valid and reliable assessment system to measure student achievement in Grades 3-8 and 11. This is an extremely technical undertaking requiring sufficient staff with expertise in test development, administration, psychometrics, and reporting who can provide, distribute, collect, score and report the results in accordance with the requirements of Section 1111(b)(3)(A) of Title 1 of the Elementary and Secondary Education Act added by the No Child Left Behind Act of 2001 [20 U.S.C. §6311 (b) (3) (A)], and Section 2603-B (d) (10) of the Public School Code of 1949 [24 P.S. §26-2603-B (d) (10)]. These assessments must be appropriate for (a) accountability purposes, (b) determining whether individual, subgroup, large group, school, and district students have reached proficiency on Pennsylvania's Assessment Anchor Content Standards, and (c) informing instruction.

The Commonwealth, through PDE 's Bureau of Curriculum, Assessment and Instruction is responding to State Board of Education regulations (i.e., Chapter 4 of the regulations of the State Board of Education) and P.L. 107-110, No Child Left Behind, for state assessments. The scope of this contract is to provide the identified tasks listed in this Request for Proposal throughout the Commonwealth of Pennsylvania in an ongoing, cyclical process.

15. If any items in #14 above were checked as a possible impact on existing employees, please elaborate on the extent of the impact and your plan to address them:

_____ Furlough

_____ Reduction in overtime

_____ Shift/schedule changes

_____ Relocation/reassignment

There will be no impact on existing staff

_____ Other (please explain):

16. Any additional comments:

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