

# 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 Braille assessments in English Braille American Edition (EBAE), Unified English Braille Code (UEB), UBAE with Nemeth, UEB with Nemeth, and UEB only as each student transitions to the new Braille code.

Anticipated Need       Required Need       URGENT Need

**Justification:** The transition is in flux, and students are not uniformly ready for a full transition to UEB; therefore, PDE will need to offer both versions.

Estimated Cost: \$ 325,000

## APPROVAL TO REQUEST PRICING:

John Weiss Assst. Bureau Director 9/16/16 Date

Matthew Stern Deputy Secretary 11/10/16 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 11/18/16 Date

Deborah Reeves Bureau Director 11/21/16 Date

Matthew Stern Deputy Secretary 12/1/16 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.

Option 2 - \$172,522



November 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 Assessments (contract number 4400015274).

## EXPANDED BRAILLE TRANSLATIONS FOR SPRING 2017

### BACKGROUND

The Braille guidelines from PDE's Bureau of Special Education require that all third-grade instructional and assessment materials transition to Unified English Braille (UEB) for the 2016-2017 school year. The guidelines include an option for instructional and assessment materials for grades 4-12 to transition to UEB in the 2017-2018 school year, meaning that Braille materials can remain in English Braille American Edition (EBAE) for 2016-2017. To align with the transition plan, the 2017 Grade 3 PSSA should transition to UEB, while the grades 4-8 PSSA and the Keystone Exams would continue to be produced in EBAE.

Additional research and input from PDE's Special Education and Assessment teams revealed that all schools are not transitioning in strict accordance with BSE's guidelines. In an effort to provide students with the most accessible Braille formats, PDE has requested that DRC facilitate the production of both UEB and EBAE Braille tests for all grades/subjects of the 2017 Spring PSSA and Keystone Exams. In addition, PDE has requested that a third Braille version (UEB with Nemeth) be produced for all math and science tests.

DRC's contract for the Pennsylvania System of Assessments includes costs for the production of contracted and uncontracted UEB tests for the PSSA and Keystone Exams. Because the costs are comparable to translate the tests into UEB or EBAE, DRC can facilitate a translation into UEB or a translation into EBAE for a specific grade without cost implications. However, multiple translations for the same grade (i.e., both UEB and EBAE) exceed the scope of DRC's contractual requirements for Braille. The additional translation of the tests into UEB-Nemeth for math and science also exceeds DRC's contractual requirements for Braille.

DRC's follow-up with the schools that provided Braille enrollments for the 2017 PSSA confirmed that some students require Braille versions that do not align with the transition plan. This follow-up also enabled DRC to identify exactly which translation each school would require. To help control costs for PDE, DRC could use the student-specific information to limit the PSSA Braille translation/production costs to the specific versions needed for each grade/subject. For example, instead of translating the grade 4 PSSA into four additional UEB versions (UEB, contracted/uncontracted, and UEB-Nemeth, contracted/uncontracted), the grade 4 UEB translation could be limited to the existing request (UEB-Nemeth, contracted-only).

This proposal includes pricing for two options for the Braille translation of the spring 2017 assessments. Option 1 includes the translation of all assessments into EBAE, UEB, and UEB-Nemeth. Option 2 limits the PSSA translation to the specific requests that do not align with the transition plan for a given grade. Both options include the translation of all Keystone Exams into EBAE, UEB, and UEB-Nemeth.

**SCOPE DESCRIPTION AND ASSUMPTIONS**

**Option 1 – All tests translated**

The following table identifies the translated versions that are included in the contract (indicated by an “X”) and the additional versions that would be translated with Option 1 (indicated by an “O”). Within this option, all EBAE versions are considered as the contractual baseline and all UEB versions are considered additional scope.

**All Tests Translated**

|          | ELA/Literature  |                   |                |                  | Math/Algebra I  |                   |                |                  | Science/Biology       |                         |                 |                   |                |                  |                       |                         |
|----------|-----------------|-------------------|----------------|------------------|-----------------|-------------------|----------------|------------------|-----------------------|-------------------------|-----------------|-------------------|----------------|------------------|-----------------------|-------------------------|
|          | EBAE            |                   | UEB            |                  | EBAE            |                   | UEB            |                  | EBAE                  |                         | UEB             |                   |                |                  |                       |                         |
|          | EBAE Contracted | EBAE Uncontracted | UEB Contracted | UEB Uncontracted | EBAE Contracted | EBAE Uncontracted | UEB Contracted | UEB Uncontracted | UEB-Nemeth Contracted | UEB-Nemeth Uncontracted | EBAE Contracted | EBAE Uncontracted | UEB Contracted | UEB Uncontracted | UEB-Nemeth Contracted | UEB-Nemeth Uncontracted |
| PSSA     | 3               | X                 | X              | O                | O               | X                 | X              | O                | O                     | O                       | O               |                   |                |                  |                       |                         |
|          | 4               | X                 | X              | O                | O               | X                 | X              | O                | O                     | O                       | O               | X                 | X              | O                | O                     | O                       |
|          | 5               | X                 | X              | O                | O               | X                 | X              | O                | O                     | O                       | O               |                   |                |                  |                       |                         |
|          | 6               | X                 | X              | O                | O               | X                 | X              | O                | O                     | O                       | O               |                   |                |                  |                       |                         |
|          | 7               | X                 | X              | O                | O               | X                 | X              | O                | O                     | O                       | O               |                   |                |                  |                       |                         |
|          | 8               | X                 | X              | O                | O               | X                 | X              | O                | O                     | O                       | O               | X                 | X              | O                | O                     | O                       |
| Keystone | NA              | X                 | X              | O                | O               | X                 | X              | O                | O                     | O                       | O               | X                 | X              | O                | O                     | O                       |

X: Included in contract; no additional cost  
 O: Not included in contract; additional scope

**Option 2 – Base and Special Requests translated**

The table on the following page identifies the specific PSSA versions that would be translated with Option 2. Within this option, UEB is considered as the contractual base for the Grade 3 PSSA and EBAE is considered as the contractual baseline for all other translation. The list below identifies the specific student requests for PSSA translations that fall outside of the grade-specific transition plan.

- Grade 3 – One student requiring EBAE (contracted)
- Grade 4 – Four students requiring UEB-Nemeth (contracted)
- Grade 5 – One student requiring UEB-Nemeth (contracted)
- Grade 6 – Two students requiring UEB-Nemeth (contracted)
- Grade 7 – Two students requiring UEB-Nemeth (one contracted/one uncontracted)
- Grade 8 – Four students requiring UEB-Nemeth (contracted)

**Base Contract + PSSA Special Requests Only**

|          |    | ELA/Literature  |                   |                |                  | Math/Algebra I  |                   |                |                  | Science/Biology       |                         |                 |                   |                |                  |                       |                         |
|----------|----|-----------------|-------------------|----------------|------------------|-----------------|-------------------|----------------|------------------|-----------------------|-------------------------|-----------------|-------------------|----------------|------------------|-----------------------|-------------------------|
|          |    | EBAE            |                   | UEB            |                  | EBAE            |                   | UEB            |                  | EBAE                  |                         | UEB             |                   |                |                  |                       |                         |
|          |    | EBAE Contracted | EBAE Uncontracted | UEB Contracted | UEB Uncontracted | EBAE Contracted | EBAE Uncontracted | UEB Contracted | UEB Uncontracted | UEB-Nemeth Contracted | UEB-Nemeth Uncontracted | EBAE Contracted | EBAE Uncontracted | UEB Contracted | UEB Uncontracted | UEB-Nemeth Contracted | UEB-Nemeth Uncontracted |
| PSSA     | 3  | O               |                   | X              | X                | O               |                   | X              | X                | O                     | O                       |                 |                   |                |                  |                       |                         |
|          | 4  | X               | X                 | O              |                  | X               | X                 |                |                  | O                     |                         | X               | X                 |                |                  | O                     |                         |
|          | 5  | X               | X                 | O              |                  | X               | X                 |                |                  | O                     |                         |                 |                   |                |                  |                       |                         |
|          | 6  | X               | X                 | O              |                  | X               | X                 |                |                  | O                     |                         |                 |                   |                |                  |                       |                         |
|          | 7  | X               | X                 | O              | O                | X               | X                 |                |                  | O                     | O                       |                 |                   |                |                  |                       |                         |
|          | 8  | X               | X                 | O              |                  | X               | X                 |                |                  | O                     |                         | X               | X                 |                |                  | O                     |                         |
| Keystone | NA | X               | X                 | O              | O                | X               | X                 | O              | O                | O                     | O                       | X               | X                 | O              | O                | O                     | O                       |

X: Included in contract; no additional cost  
 O: Not included in contract; additional scope

**Assumptions**

With Option 1, DRC's Braille-translation vendor would translate all PSSA and Keystone tests into each Braille version. As such, DRC would be able to fulfill a request for any Braille version of the assessments up to and during the test window, regardless of the information gathered from the Braille enrollments.

With Option 2, DRC's Braille-translation vendor would translate all Keystone tests into each Braille version, but would only translate the PSSA into the Braille versions dictated by the transition plan, as well as current enrollment-requests that fall outside of the grade-specific transition plan (listed on the previous page). DRC would not be able to fulfill extra PSSA Braille requests that fall outside of the transition plan or the special translations listed above.

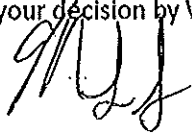
**TIMELINE AND PRICING**

The pricing for each option is provided in the table below.

Note: Pricing has been provided for 2016-17 only. Subsequent pricing efforts will be required if PDE decides to offer multiple Braille versions in future years of the contract.

| Expanded Braille Translations | PDE FY 2016-2017 | PDE FY 2017-2018 | PDE FY 2018-2019 | PDE FY 2019-2020 | PDE FY 2020-2021 |
|-------------------------------|------------------|------------------|------------------|------------------|------------------|
| Option 1 - PSSA               | \$285,832        | -                | -                | -                | -                |
| Option 1 - Keystone           | \$59,600         | -                | -                | -                | -                |
| Option 1 - TOTAL              | \$345,432        | -                | -                | -                | -                |
| Option 2 - PSSA               | \$112,922        | -                | -                | -                | -                |
| Option 2 - Keystone           | \$59,600         | -                | -                | -                | -                |
| Option 2 - TOTAL              | \$172,522        | -                | -                | -                | -                |

If possible, please let me know your decision by Wednesday, November 23, so that we can prepare accordingly.



Sincerely,

Christian Schiller  
Data Recognition Corporation

Cc: Ray Young      Donna Stewart      Shaundra Sand      Doug Russell      Jennifer Eastman  
Lonny Wittnebel      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: LEAs want the ability to export CDT data at the grade/school/district level.

Anticipated Need       Required Need       URGENT Need

Justification: Around 80 districts currently contract with OnHand Schools to maintain a student database (information system) to include CDT data, which currently are not available.

Estimated Cost: \$ 22,500

APPROVAL TO REQUEST PRICING:

John Weiss Asst. Bureau Director 11/11/16 Date

Matthew Stem Deputy Secretary 11/10/16 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 11/14/16 Date

Deborah Reeves Bureau Director 11/14/16 Date

Matthew Stem Deputy Secretary 12/1/16 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.



November 14, 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 Classroom Diagnostic Tools (contract number 4400015274).

## CDT DISTRICT AND SCHOOL DATA EXPORT

### BACKGROUND

The Classroom Diagnostic Tools (CDT) are a set of online assessments designed to measure specific student strengths, weaknesses, skills, and knowledge throughout the school year to help guide instruction and remediation. A key component of the CDT is the Interactive Reports, which enable users to receive customizable reports for individual students or groups of students.

Currently, users can export student data from the Interactive Report to a PDF or CSV file by student, classroom (small student group), and grade level (large student group) for a given CDT test. Principals and district coordinators would like all of the data at a school and district level for a given test (e.g., data for all test events for all students who took the Mathematics CDT). Users would like to export the data on-demand.

PDE is requesting a price proposal for DRC to update the CDT Interactive Reports functionality to include a school and district level data export feature for each subject. The request will not require any changes to how the Interactive Maps display. The new option will allow users to export the school and district data to a CSV file.

### SCOPE OVERVIEW

The scope below represents tasks needed to complete the data export for CDT at the school and district level.

- Define and document all requirements for the new export files.
- Define and document all requirements for the new system functionality.
- Update eDIRECT to include the export feature.
- Adjust current processes to pull aggregate school/district data from the underlying database.
- Conduct thorough quality assurance testing on the data export itself as well as system performance.

**TIMELINE AND PRICING**

DRC's goal will be to have the CDT district and school data export available in late March of 2017; the final timeline will be discussed upon approval. For this pricing, DRC is assuming that the work would take place in PDE fiscal year 2016-2017. Although there are hours associated with system maintenance in the out years, DRC will not be passing on those costs to PDE.

|  | PDE FY<br>2016-2017 | PDE FY<br>2017-2018 and Beyond |
|--|---------------------|--------------------------------|
| CDT District and School Data Export (OnHand Schools) | \$22,415            | N/C                            |

Please let me know if you have any questions about this scope.

Sincerely,

Wyatt Garnett III  
Data Recognition Corporation

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