



Department of Procurement Services

160 South Hollywood Street · Room 126 · Memphis, TN 38112 · (901) 416-5376

QUESTIONS AND ANSWERS

RFP 04032024SB Formative Assessment

1. Can the assessment items/questions in the item bank be sourced, or must they be created by the vendor?
They can be sourced.
2. Is the district writing the benchmark assessments or are those provided by the vendor?
The district is expecting test items to be provided by the vendor. The vendor may provide completed benchmark assessments or an item bank that the district can use to create benchmarks assessments.
3. If a vendor's assessments and expertise are primarily focused on ELA and Math (and not Science), does the district consider that a barrier to responding to this RFP?
A proposal that has no science component is not likely to be selected.
4. Has the district identified structures, windows, or specific days for the professional development outlined in the RFP?
No. However, we would expect initial professional development to occur by August of 2024.
5. Can you share more information about the desired purpose, design, and use of "vendor-produced benchmark assessments with content that matches the pacing of the district's curriculum?"
This refers to benchmarks created by the vendor that match the pacing of the district's curriculum. These benchmarks, which may need to be custom made by the vendor, would only include curriculum standards that have already been covered at the time of testing based on the district's curriculum pacing guide.
6. For the IT Questionnaire, is it a barrier to application if the vendor's software does not currently have the listed certification reports?
7. Do the science assessments need to be delivered digitally and must they align to the NGSS?
We prefer online testing capability for science, and the assessments would need to align to Tennessee state science standards.
8. If a vendor's assessments and expertise are primarily focused on ELA and Math (and not Science), does the district consider that a barrier to responding to this RFP?
A proposal that has no science component is not likely to be selected.

9. Would open source assessment items available on paper only sufficiently meet your needs for subject areas that are not the vendors primary content areas?

We strongly prefer online assessments for all content areas but other options would be considered.

10. Does each content assessment need to be delivered online and does each assessment need to roll up on our platform?

We strongly prefer online assessments for all content areas, but other options would be considered.

11. Does MSCS already have a benchmark test that occurs three times per year, and is seeking an item bank in this requirement? Or is MSCS seeking a benchmark test and an item bank as part of this requirement? If the latter, is MSCS using benchmark and formative interchangeably?

Yes, benchmark and formative are being used interchangeably to refer to the three assessments that would be given district-wide three times per year. In addition, we are requesting an item bank that can be used for additional assessments outside of the three district-wide assessments.

12. Does SCBE agree that the Vendor will retain exclusive rights over any designs, programs, documents, data, reports, materials, supplies, equipment, accomplishments, processes, improvements, methodology, and assessment items owned by the Vendor prior to award and not specifically created for SCBE and that all of these items shall remain Vendor's exclusive property?

13. Does SCBE agree that any inspection shall be limited to regular business hours? Would SCBE be agreeable to signing a non-disclosure agreement before accessing any trade secret information? Would SCBE be agreeable to signing non-disclosure agreements prior to accessing any trade secret information in the course of any inspection?

14. Does SCBE accept that the Vendor is only required to indemnify SCBE for actions arising directly or indirectly due to the fault of the Vendor, its agents, employees, or volunteers and is not required to indemnify SCBE for actions caused by any omission or negligence on the part of SCBE?

15. Will the Vendor have an opportunity to negotiate language contained in the Terms and Conditions or Special Terms and Conditions for RFP's contained in Appendix A?

16. For the in-person professional development sessions during the first year, should the vendor assume that SCBE will provide meeting space at either the central office or individual schools?

Yes.

17. Is Science a required subject for this bid? In other words, if a vendor offers Math and ELA, but no Science, would the District consider a response without Science?

A proposal that has no science component is not likely to be selected.

18. Are the following bullets related to professional development intended to be the same or separate requirements?

- Ongoing professional development must be provided at the district and school level.
- At a minimum, during the first year, four hours of in-person professional development should be provided for at least two representatives from each school (306 representatives from 153 schools). An additional four hours of professional development should also be provided to the 306 school representatives for a total of eight hours during the first year, and these additional four hours may be provided in person or virtually. In addition, at least four hours of in-person professional development should be provided the first year to as many as 100 central office representatives. We ask that any in-person sessions for schools or central office personnel not include more than 35 participants.

Regarding the second bullet, can MSCS clarify your expectation for the in-person meetings? We understand that 306 representatives from 153 schools are to receive four hours of in-person training, along with plans for the involvement of 100 central office representatives. But the District asks to keep the meetings to no more than 35 participants at any time. Could MSCS clarify if you have a specific arrangement or multiple sessions in mind to fit the 35-person guideline in relation to the total number of representatives desired? **The bullet points refer to the same requirement. One bullet point details the minimum amount of PD that must be provided, but vendors can offer additional PD beyond the minimum. We are not mandating the specific content of the sessions but at a minimum the sessions should result in our school and district personnel being able to correctly administer assessments and use the resulting reports.**

19. Can MSCS clarify “the ability to create or purchase from the vendor benchmark assessments with content that matches the pacing of the district’s curriculum”?

This refers to benchmarks created by the vendor that match the pacing of the district’s curriculum. These benchmarks, which may need to be custom made by the vendor, would only include curriculum standards that have already been covered at the time of testing based on the district’s curriculum pacing guide.

20. Can MSCS confirm the current curricula for the content areas (math, ELA, science, social studies)? In addition, can MSCS confirm that the District is seeking curriculum-aligned assessments?

The assessments must be curriculum aligned in that they should be aligned with Tennessee curriculum standards. Assessments that match the curriculum pacing guide

of the district and only include standards covered so far during the school year are of interest to the district but are not a requirement.

21. For ELA, does MSCS expect commissioned or permissioned passages?

Either type of passage is potentially acceptable and will be considered when reviewing the proposals.

22. When does MSCS expect the formative assessment system to be operational?

September, 2024

Thank you,

Procurement Services