

Fayette County Public Schools Purchasing Department

Request for Information 23-002-067

Assessment Banks for Student Achievement

Introduction

This request is for information (hereinafter RFI) only to assist Fayette County Public Schools (hereinafter the District or FCPS) in determining how best to provide and utilize quality assessment items to ensure consistency and rigor of instruction as described herein.

Please be advised that this may be a two-step process. Should the District determine to proceed with a solicitation based on the responses to this Request for Information (RFI), phase two will then be either a formal Request for Proposal (RFP) or Invitation for Bid (IFB) to be handled in accordance with District purchasing policies and procedures.

Instructions to Respondents

Designated Representative

1. The FCPS Purchasing Department has designated the following staff member as the representative of the Department and District during the RFI process: Matthew Roberts, Purchasing Manager, roberts.matthew@fcboe.org or (770) 460-3535 ext 1041.

Schedule of Events

RFI Released	Monday, October 3, 2022
Questions Due	Before 10:00 AM (ET), Monday, October 24, 2022
Addenda Issued	Week of November 7-11, 2022
Responses Due	Before 10:00 AM (ET), Thursday, December 1, 2022

Georgia Open Records Act Compliance (O.C.G.A. § 50-18-70)

1. This RFI and any resulting solicitations, responses, evaluations, contracts, agreements, or purchase orders are subject to the [Georgia Open Records Act](#) and may be released publicly.
2. Pursuant to the act, for any records or documents marked as “confidential” or “trade secrets” the respondent must submit and attach to the records an affidavit affirmatively declaring that specific information in the records constitutes trade secrets according to [O.C.G.A. § 10-1-761](#).
 - 2.1. Failure to attach such an affidavit will result in the record being considered public and subject to release under the Georgia Open Records Act.
 - 2.2. If FCPS determines that the specifically identified information does not constitute a trade secret, it shall notify the entity submitting the affidavit of its intent to disclose the information within ten days unless prohibited from doing so by an appropriate court order.
 - 2.3. In the event the entity wishes to prevent disclosure of the requested records, the entity may file an action in Fayette County, Georgia superior court to obtain an order that the requested records are trade secrets exempt from disclosure. The entity filing such action shall serve the requestor with a copy of its court filing.
 - 2.4. If the agency determines that the specifically identified information does constitute a trade secret, the agency shall withhold the records, and the

requester may file an action in Fayette County, Georgia superior court to obtain an order that the requested records are not trade secrets and are subject to disclosure.

Respondent Registration

1. Respondents are encouraged to register with the designated representative listed above via email after reviewing this RFI.
2. Respondents who register will automatically receive an email update with additional documents such as addenda and be notified of future solicitation issuance, even if they choose not to submit a response.

Response Delivery

1. Responses should be sent to the FCPS Purchasing Department and must be received before the due date and time specified.
2. Responses may be submitted electronically, by mail, or hand-delivered to the LaFayette Educational Center, Building A, 205 LaFayette Avenue, Fayetteville, Georgia 30214, Attention: Purchasing Department.
3. No faxed or telephone responses will be accepted or considered.
4. Responses may be emailed to the designated representative if meeting the following guidelines:
 - 4.1. Emailed responses must be in a consistent, clear, and readable format and complete. (Adobe PDF format is preferred unless specified otherwise)
 - 4.2. All response documents should be bound in one document. In an effort to reduce waste and allow for broader dissemination, the District recommends electronic documents be submitted in lieu of paper copies including brochures, catalogs, etc.

Scope, Questions, and Expectations

Background and Project Overview

Fayette County Public Schools is comprised of 24 schools (14 elementary schools, 5 middle schools, and 5 high schools) located just south of Atlanta, Georgia. The current student population is between 19,000-20,000 students in grades pre-kindergarten through twelfth serviced by approximately 3,000 staff members.

The Fayette County Public School System believes that a balanced assessment plan recognizes the relationship between a school district's mission and vision, Georgia's Standards of Excellence, district curriculum, classroom instruction, diagnostic, formative, and summative assessments, and student learning.

A primary function of the assessment plan is to provide students, parents, teachers, administrators, Board members, and the community served by the district with accurate, reliable, and valid data that may be used to

- Inform decisions regarding curriculum, instruction, and assessment
- Ensure alignment of the district curriculum with state learning standards
- Assist in placement of courses
- Evaluate district programs

- Inform teacher professional development
- Improve student learning
- Evaluate the college and career readiness of students
- Measure student achievement
- Measure student growth
- Provide accountability for the district's stakeholders

The Fayette County Public School System is committed to refining its current balanced assessment system and is seeking to provide a source of high quality assessment items that teachers will be able to utilize with consistency throughout the district to ultimately support and strengthen the aforementioned uses of data.

Design/Technical Questions/Expectations

Please provide detailed answers to the following questions/expectations and include references to submitted support materials.

1. How are the provided assessment items aligned to Georgia Standards of Excellence?
2. What content area assessment items are available?
3. How are reading passages selected? What are the topics/content included?
4. Are items housed in a third party item bank?
5. Is culturally relevant content included?
6. How will items be updated as the standards change?
7. Do you have the capability to use the CASE format?
8. Do your items come with rationales for incorrect answers?

Performance and Service Questions/Expectations

1. What professional development is provided for the district?
2. What is the cost per student?
3. What District support resources are available for both district level staff and classroom teachers in the use/administration of the assessment items?
4. Do your items integrate into Performance Matters?
5. Will your organization/staff collaborate with our other partners such as Performance Matters?
6. QTI is our current integration standard. Do you offer other implementation methods such as OTI?
7. What happens if we run into a problem with an item?

Comments

1. Please provide your evaluative comments on the project description and requirements outlined in this document.
2. Include any suggestions or advice regarding the design, implementation, management, technology, etc. of this contemplated project.
3. Detail what additional information or clarifications would be needed in order to prepare a comprehensive proposal in the future.

Evaluation of Responses

Interviews and Presentations

1. Post-response interviews and presentations may be required, in person at the District's direction or desire.
2. Submission of a response does not guarantee an interview or presentation.
3. Selection for interviews and presentations is at the sole discretion of the evaluation committee.

Required Forms and Submissions

Required Respondent Submissions

1. Product Data: Please provide the District with all product data that pertains to RFI scope, this includes but is not limited to;
 - 1.1. Product Data Sheet
 - 1.2. Product Certification: Submit manufacturer's certification that products and materials comply with the requirements of the specifications.
 - 1.3. Submit manufacturer's catalog cuts, material safety data sheets (MSDS), brochures, specifications;
 - 1.4. Preparation, maintenance, and installation instructions and recommendations;
 - 1.5. Storage, handling requirements, and recommendations.
 - 1.6. Warranties: Submit warranty documents according to specifications (if applicable).
 - 1.6.1. Include any and all manufacturer's warranties for each item.

Cost/Price Information

1. The District seeks information on cost/pricing as it relates to the product or service requested in this RFI.
2. Pricing should be in line item format with optional materials and/or services listed separately.
3. Unless specifically requested otherwise no quantity or amount is anticipated/guaranteed and all potential discounts should be clearly explained.

Respondent Information Form

1. Respondent must complete a Respondent Information Form attached hereto.
2. This form must be placed on top, or as the first page of your response.

Respondent Information Form

Place this form on top of your response.

Request for Information 23-002-067: Assessment Banks for Student Achievement

Company Name:	
Point of Contact:	
Street Address:	
City:	
State:	
Zip Code:	
Telephone:	
Email:	
Website:	

Authority to Act

The undersigned states that he/she has the requisite authority to act on behalf of his/her employer in these matters and has offered to provide the products/services in accordance with the terms and conditions herein.

Terms, Conditions, and Specifications

Through the submission of a response and signature below, the respondent verifies that their solution, if applicable, complies fully, or complies with an exception, to all stated general and special terms, conditions, and specifications. See the FCSD General Terms and Conditions for further information and directions on notating exceptions to stated specifications.

Addenda

Through the submission of a response and signature below the respondent verifies that they have read and understood any addenda issued for this solicitation if issued.

Signature: _____

Date: _____