

TO: Potential Bidders for RFP EV00007954

Date: April 29, 2020

Re: **RFP EV00007954 Questions and Correspondence**

- 1) **In reference to Terms and Conditions (p. 5), “All contracts resulting from this RFP shall be subject to the General Terms and Conditions, Standard Contract – City of Boston/County of Suffolk (Form CM 10 and CM 11),” if vendor takes exception to these terms, then how should it include the exceptions in its response?**

Vendors may note their exceptions to the Form CM11 on a separate sheet of paper and submit with a proposal. Vendors should not expect that any of the City's standard terms will be altered.

- 2) **In reference to Other Information (p. 4), “Vendors wishing to review the contents of competing vendors may do so only after a contract has been awarded,” if vendor claims portions of its response as exempt from public disclosure before and after contract award, how should vendor mark those portions of its response, so their confidentiality is maintained by Boston?**

Proposals are public records after a contract has been awarded, and a proposer’s trade secret or financial information is not exempt from disclosure under the Massachusetts public records law. Proposers should not include confidential information in their proposals. Proposers should provide the sample items required by the RFP in a way that does not implicate trade secret or confidentiality concerns.

- 3) **In reference to FF-c Ongoing Support - Timely Communication (p.17), “The vendor must agree to transfer all content and data, including assessments, results, and reports, to the district within 3 days, in the event of termination of this contract,” vendor licenses access to its assessment content and does not sell it. Please confirm Boston is interested in a licensed solution, instead of ownership.**

Proposers may propose licensed solutions.

- 4) **In reference to E. Additional Materials (p. 20), “Vendors must submit at least 5 sample items aligned to Massachusetts content standards in English language arts and 5 sample items aligned to Massachusetts content standards in Mathematics, for each of the following testing grades: 6, 8, and 9. The vendor should also provide any related passages, images, or diagrams that students would access to answer the items,” please describe how Boston will**

ensure the confidentiality of any sample items provided by vendor and limits on who have access to them.

See the response to question 2 above.

- 5) In reference to A. Minimum Evaluation Criteria (p. 21), “Has the vendor agreed to be the primary contractor for the purposes of implementation and support of services delivered under any contract entered into pursuant to this RFP?,” please clarify this requirement. Does it mean that Boston will make one RFP respondent the subcontractor of another respondent, even where the two respondents did not present a joint response?**

See Contract Award (p.5), “BPS may choose to offer a partial or complete contract to any vendor.” The RFP may result in more than one contract. For example, if one proposer provides a solution for test content only, then another product will be used for test content delivery, regardless of whether there was a joint submission.

- 6) In reference to LL-e Test Security (p. 10), “The vendor will notify Boston Public Schools of any irregularities and subsequent action necessary as a result of the vendor’s responsibility,” please clarify this requirement. What irregularities require notification?**

Testing irregularities are defined consistent with the MA Department of Elementary and Secondary Education’s definition for the MA Comprehensive Assessment System, “Testing irregularities are incidents that represent a deviation from prescribed testing procedures. Testing irregularities may include student impropriety, errors in providing accommodations, educator misconduct, or the mishandling of secure test materials.”

- 7) Does Boston Public Schools have a test administration manual for selective enrollment based on an untimed, interim adaptive test? If so, will Boston Public Schools provide a copy to vendor?**

Boston Public Schools does not have a test administration manual based on an untimed, interim adaptive test. For reference, BPS is providing a supervisor’s manual and an administrator’s manual, which were developed in conjunction with the Educational Records Bureau for timed, paper-based test administrations in 2019 for selective enrollment. New manuals will be developed based on the selected assessment and requirements.

[Supervisor’s Manual for School-Based Test Administrations](#)
[Administrator’s Manual for Weekend Test Administrations](#)