California Department of Education

Request for Qualifications (RFQ) CN220002

ATTACHMENT 16

# Stage One: Qualification eight­—item bank and test forms Form

## Purpose

This qualification response will be used to determine a contractor’s capacity and expertise to maintain an item bank system for California in which all assessment test items are stored for all California assessments and where they can be viewed by authorized users.

## Directions

Your response below will be used to determine your capacity and expertise to successfully fulfill the purpose described above. Provide a narrative response illustrating a client experience or implemented relevant solution that details the following:

* Capacity of the item bank for each program you support (total number of items)
* Attributes of the item bank for each program you support
* Software that is used for item banking and viewing
* Methods of building test forms that are able to satisfy California’s test blueprints
* Item and performance task version control
* Item and performance task aging
* Item and performance task refresh rate
* Item security and measures to minimize item exposure

Expertise or an implemented relevant solution in lieu of current client experience is acceptable only when a potential contractor does not have current operational experience to provide as evidence for meeting the qualification.

If one or more subcontractor(s) will be employed to fulfill this qualification, Attachment 8 must be completed per the directions on the attachment.

Responses must be provided in the space below. Responses must be typed in 12 pt. Arial font, double-spaced, and limited to 500 words.

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| [Enter Response] |

## Client Reference

Provide a client reference who could substantiate the information provided above. The California Department of Education reserves the right to contact the client reference to substantiate the narrative response above.

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| **Client Reference** |
| Name: [Enter Name] |
| Organization: [Enter Organization] |
| Phone number: [Enter Phone number] |
| Email address: [Enter Email address] |

California Department of Education, April 2020