California Department of Education

Request for Qualifications (RFQ) CN220002

ATTACHMENT 17

# Stage One: Qualification nine—item development and review process Form

## Purpose

This qualification response will be used to determine a contractor’s capacity and expertise to maintain an ongoing and robust item development and item review process.

## 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:

* The processes used in the development of new test items
* The processes for the recruitment of teachers for item development and review
* The processes for educator involvement in the review of new test items
* Experience and expertise of staff who are involved in item development trainings and reviews

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] |
| Email address: [Enter Email address] |

California Department of Education, April 2020