

August 15, 2019

# Adult Education Accountability and Assessment Request for Proposals Question and Answer Document

All references to Request for Proposals (RFP) in this document are to the Adult Education Accountability and Assessment Request for Proposals that was released on July 11, 2019. The answers have been organized by sections of the RFP, as submitted by the potential bidders, without reference to the individual or company asking the question.

## SCOPE OF PROJECT

### Task 1 – COORDINATION AND COMMUNICATIONS WITH THE CDE

1. Question: Page 9, Section 3 Scope of Project, Task 1 Coordination and Communications with the CDE, Subtask 1.4 Field Data Committee: Please provide additional detail regarding the Field Data Committee, its purpose, roles and responsibilities, makeup of participants, etc. Would CDE expect the current committee to remain unchanged, or does CDE want a new committee going forward? Please clarify the meeting schedule for the committee – is it one meeting per month in the last month of the quarter (i.e., March, June, and September), with one of these meetings being held in-person?

CDE Response: Refer to RFP, Page 9, Section 3 Scope of Project, Task 1 Coordination and Communications with the CDE, Subtask 1.4 Field Data Committee.

1. Question: Page 11-12, Section 3 Scope of Project, Task 1 Coordination and Communications with the CDE, Subtask 1.7 Coordination with California Department of Education Contractors: Exactly what data will be shared with CA Adult Literacy Professional Development Project and Outreach Technical Assistance Network? Is this data sharing expected to be one way or two way? If one-way, which way? If it is expected that data will be ingested into the CDE MIS system, what data elements will be included for data-matching purposes?

CDE Response: Please see Addendum 1. Also refer to RFP, Page 11-12, Section 3 Scope of Project, Task 1 Coordination and Communications with the CDE, Subtask 1.7 Coordination with California Department of Education Contractors.

1. Question: Page 11-12, Section 3 Scope of Project, Task 1 Coordination and Communications with the CDE, Subtask 1.7 Coordination with California Department of Education Contractors: Please provide documentation on specifically what information interchange technologies are supported by the EDD and CCCCO systems. Is it expected that the winning bidder be expected to ingest all WIOA-related data from other third-party MIS systems? If so, is it expected that data from any new import will overwrite the existing data?

CDE Response: Please see Addendum 1.

1. Question: Page 11-12, Section 3 Scope of Project, Task 1 Coordination and Communications with the CDE, Subtask 1.7 Coordination with California Department of Education Contractors: Please provide the data sharing agreements referenced in this section.

CDE Response: Please see Addendum 1.

1. Question: Page 12-13, Section 3 Scope of Project, Task 1 Coordination and Communications with the CDE, Subtask 1.8 Transition of Contracts: Please provide detail on how the current contractor will supply data contained in the current system. How many years of data are expected to be transferred to the new system? Is all data expected to be transferred or only that data needed for NRS reporting?

CDE Response: Please see Addendum 1.

### Task 2 – REPORTS, INVOICES, AND DATA FILE REQUIREMENTS

1. Question: Page 14-15, Section 3 Scope of Project, Task 2 Reports, Invoices, and Data File Requirements, Subtask 2.1 Monthly Written Progress Reports: Please confirm that by 'the last Friday of each month' the RFP is actually stating that the monthly progress report will be submitted to the CDE for review and approval on the last Friday of the subsequent month.

CDE Response: Please see Addendum 1.

1. Question: Page 15, Section 3 Scope of Project, Task 2 Reports, Invoices, and Data File Requirements, Subtask 2.2 Annual Reports, 2.2.1 Annual Summary Project Report: Please provide a sample or copy of the Annual Summary Project Report.

CDE Response: There is no sample.

1. Question: Page 15, Section 3 Scope of Project, Task 2 Reports, Invoices, and Data File Requirements, Subtask 2.2 Annual Reports, 2.2.2. OCTAE Reports: Please provide a sample or copy of the Data Quality Checklist and Statistical Performance Report.

CDE Response: Please see Addendum 1.

1. Question: Page 15-16, Section 3 Scope of Project, Task 2 Reports, Invoices, and Data File Requirements, Subtask 2.2 Annual Reports, 2.2.3 Narrative Report: Please provide a sample or copy of the Narrative Report.

CDE Response: Please see Addendum 1.

1. Question: Page 16, Section 3 Scope of Project, Task 2 Reports, Invoices, and Data File Requirements, Subtask 2.2 Annual Reports, 2.2.5, End-of-Year Progress Report: Please provide a sample or copy of the End-of-Year Progress report.

CDE Response: Please see Addendum 1

1. Question: Page 16-17, Section 3 Scope of Project, Task 2 Reports, Invoices, and Data File Requirements, Subtask 2.2 Annual Reports, 2.2.6 Reports Technical Assistance; Page 20, Section 3 Scope of Project, Task 4 Student Assessments, Article 5, and Page 22, Scope of Project, Task 5 Data System and Management of Information Systems, Article 16: All of these references talk about “Nine in person trainings must be offered in multiple locations, in the 11 service regions of the California County Superintendents' Educational Services Association” for both assessments and for the data collection system itself. Please provide additional clarification regarding the training, including the following: Does this mean that there are 9 in-person training sessions at each of the 11 service regions, for a total of 99 sessions? How long is each in-person training session (e.g., ½ day, full day, multiple days, etc.)? Is the training conducted annually? Are all training topics covered in one meeting at each site? Or is there a round of training for each different topic, and if so, please list the topic areas covered at each training. If separate topics, does that mean that each topic gets 99 sessions (9 trainings x 11 regions)? Is a train-the-trainer model utilized? What costs is the vendor responsible for at the meetings? Meeting space, refreshments, etc.

CDE Response: Please see Addendum 1.

### Task 4 – STUDENT ASSESSMENTS

1. Question: Page 20, Section 3 Scope of Project, Task 4 Student Assessments: How many of the 355 of the 605 CA adult education agencies listed on https://caladulted.org/FindASchool are non- WIOA funded? Are any of the non-WIOA funded centers included in any of the reports, surveys, plans, in this RFP? If so, what are the responsibilities of the vendor?

CDE Response: No.

1. Question: Page 20, Section 3 Scope of Project, Task 4 Student Assessments: How many of the 250 CA Adult education agencies are WIOA Section 243 IELCE funded (i.e., participating in the WIOA Section 243 IELCE Plan)?

CDE Response: Please refer to RFP, Page 16, Section 3 Scope of Project, Task 2 Reports, Invoices, and Data File Requirements, Subtask 2.2 Annual Reports, 2.2.4 California Adult Education California Annual Performance Report.

1. Question: Page 20, Section 3 Scope of Project, Task 4 Student Assessments: It is sometimes the case where a funded agency has several ‘satellite sites’ associated with the single funded agency. For example, a local funded agency might have five satellite sites that collect data at each satellite site as well as collect data at the local funded agency site. Using that example, that single local agency has, in fact, six sites where data is collected (1 local agency site + 5 satellite sites). Using this example, approximately how many total sites will be collecting data through this contract?

CDE Response: Please refer to RFP, Page 20, Section 3 Scope of Project, Task 4 Student Assessments.

1. Question: Page 20, Section 3 Scope of Project, Task 4 Student Assessments: What are the estimated numbers of assessments purchased annually, and what are the online vs paper percentages for: Reading, Math, ESL Reading and Listening, Reading Citizenship, and Government and History? Number of Oral Citizenship interview assessments?

CDE Response: Please refer to RFP, Page 16, Section 3 Scope of Project, Task 2 Reports, Invoices, and Data File Requirements, Subtask 2.2 Annual Reports, 2.2.4 California Adult Education California Annual Performance Report.

1. Question: Page 20, Section 3 Scope of Project, Task 4 Student Assessments: Does the State own the content for the EL Civics assessments (Citizenship Interview Test, Reading for Citizenship, and Government and History for Citizenship) developed for CA?

CDE Response: No.

1. Question: Page 20, Section 3 Scope of Project, Task 4 Student Assessments: Please expand on the assessment requirements for IELCE and Civics education?

CDE Response: Please refer to RFP, Page 5, Section 1 Purpose, and review link to Workforce Innovation and Opportunity Act, Public Law 113-128.

1. Question: Page 20, Section 3 Scope of Project, Task 4 Student Assessments: Please confirm that all four language domains should be provided for ELA and English Literacy assessments (i.e., reading, writing, listening, and speaking), similar to what is required for CA’s K-12 ELPAC assessments.

CDE Response: Please refer to RFP, Page 20, Page 20, Section 3 Scope of Project, Task 4 Student Assessments, Article 1 for assessment requirements.

1. Question: Page 20, Section 3 Scope of Project, Task 4 Student Assessments: Please provide more detail regarding accessibility requirements for students with disabilities both for online and paper assessments.

CDE Response: Please refer to RFP, Page 20, Section 3 Scope of Project, Task 4 Student Assessments, Article 2.

### Task 5 – DATA SYSTEM AND MANAGEMENT OF INFORMATION SYSTEMS

1. Question: Page 22, Section 3 Scope of Project, Task 5 Data System and Management of Information Systems: What school attendance systems are currently being used? Specifically, which information interchange technologies do they support?

CDE Response: Bidder will have to contact schools for this information.

1. Question: Page 24, Section 3 Scope of Project, Task 5 Data System and Management of Information Systems, Article 5 Re: Data match to verify HSE scores. Is this a match between information supplied by the agency (as listed in subtask 2.dd.) and the CDE database, or is this a match with files provided by GED, TASC and Hi-SET vendors?

CDE Response: Please refer to RFP, Page 23, Section 3 Scope of Project, Task 5 Data System and Management of Information Systems, Article 2, Item dd. Also refer to Page 11-12, Section 3 Scope of Project, Task 1 Coordination and Communications with the CDE, Subtask 1.7 Coordination with California Department of Education Contractors.

1. Question: Page 24, Section 3 Scope of Project, Task 5 Data System and Management of Information Systems, Article 6 Re: Data match with the Unemployment Insurance agency. Is this match required only for students that have volunteered a social security number?

CDE Response: Yes. Please refer to RFP, Page 24, Section 3 Scope of Project, Task 5 Data System and Management of Information Systems, Article 6.

1. Question: Page 24, Section 3 Scope of Project, Task 5 Data System and Management of Information Systems, Article 6: Please provide documentation on what information interchange technologies are supported by the UI system.

CDE Response: Please refer to RFP, Page 11, Section 3 Scope of Project, Task 1 Coordination and Communications with the CDE, Subtask 1.7 Coordination with California Department of Education Contractors.

1. Question: Page 24, Section 3 Scope of Project, Task 5 Data System and Management of Information Systems, Article 7: Re: Data match with the CA CC Chancellor’s Office. Is this match required only for students that have volunteered a social security number?

CDE Response: Please refer to RFP, Page 24, Section 3 Scope of Project, Task 5 Data System and Management of Information Systems, Article 7.

1. Question: Page 24, Section 3 Scope of Project, Task 5 Data System and Management of Information Systems, Article 8: Is the Contractor expected to create a new evaluation process or continue to implement the current program? If a new program, please provide specifics.

CDE Response: Please refer to RFP, Page 24, Section 3 Scope of Project, Task 5 Data System and Management of Information Systems, Article 8

1. Question: Page 24-25, Section 3 Scope of Project, Task 5 Data System and Management of Information Systems, Articles 8 and 9: What format would be used for transferring the Civic Objectives and Additional Assessment Plans lists and the data submitted by the adult education centers from incumbent vendor? What format would be used for transferring the content of the IELCE Plan and the data submitted by the adult education centers?

CDE Response: Please refer to RFP, Page 12-13, Section 3 Scope of Project, Task 1 Coordination and Communications with the CDE, Subtask 1.8 Transition of Contracts.

1. Question: Page 25, Section 3 Scope of Project, Task 5 Data System and Management of Information Systems, Article 9: Develop a Section 243 Integrated English Literacy and Civic Education Plan: Is the Contractor expected to create a new Plan or to continue to implement the current plan? If a new plan, please provide specifics.

CDE Response: Please refer to RFP, Page 25, Section 3 Scope of Project, Task 5 Data System and Management of Information Systems, Article 9.

1. Question: Page 25, Section 3 Scope of Project, Task 5 Data System and Management of Information Systems, Article 10: What are the passing requirements for the EL Civics components listed in d, e, and f?

CDE Response: Please refer to RFP, Page 20, Section 3 Scope of Project, Task 4 Student Assessments for assessment requirements.

1. Question: Page 25, Section 3 Scope of Project, Task 5 Data System and Management of Information Systems, Article 12: For the survey for students who have not provided social security numbers, does the state have a minimum set of required fields for matching or does the bidder provide those requirements?

CDE Response: Please see Addendum 1. Also refer to RFP Page 25-26, Section 3 Scope of Project, Task 5 Data System and Management of Information Systems, Article 12.

1. Question: Page 26, Section 3 Scope of Project, Task 5 Data System and Management of Information Systems, Article 16, Item b: Can face-to-face training days be combined with in-person technical support AEFLA Regional Network Meetings?

CDE Response: No. Please see Addendum 1.

## GENERAL PROPOSAL INFORMATION

### Bidder Eligibility

1. Question: Page 28, Section 4 General Proposal Information, Subsection 4.1 Bidder Eligibility: Do subcontractors need to submit a Certificate of Good Standing from the CA Secretary of State?

CDE Response: No.

### Minimum Qualifications for Bidders

1. Question: Page 28, Section 4 General Proposal Information, Subsection 4.2 Minimum Qualifications for Bidders Article 2, Item d: Please provide an example of a scanned student record form and indicate what data needs to be captured from it.

CDE Response: Please refer to RFP, Page 28, Section 4 General Proposal Information, Subsection 4.1 Bidder Eligibility.

## PROPOSAL SPECIFICATIONS

### Technical Proposal Requirements

1. .Question: Page 42, Section 5 Proposal Specifications, Subsection 5.1 technical Proposal Requirements, 5.1.6 Bidder Reference: Are references required for subcontractors?

CDE Response: No.

## SPECIAL TERMS AND CONDITIONS

### 10.1 Information Technology Requirements

1. Question: Page 61, Section 10 Special Terms and Conditions, Subsection 10.1 Information Technology Requirements, Article C: “Contractor must provide the application and/or web site source code, collected data, and project documentation in a form to be specified by the CDE…” Is it acceptable that the application source code be placed in escrow? Please specify what the acceptable forms of this material would be.

CDE Response: Please see RFP, Page 53, Section 5 Proposal Specifications, Subtask 5.6 Proposal Submission Conditions, Article H. Also, Please See RRP, Section 10, Special Terms and Conditions, Subtask 10.1 Information Technology Requirements (4/10).

## BUDGET DETAIL AND PAYMENT PROVISIONS

### 11.1 Invoicing and Payment

1. Question: Page 68, Section 11 Budget Detail and Payment Provisions, Subsection 11.1 Invoicing and Payment: Please confirm that by 'the last Friday of each month' the RFP is actually stating that the monthly progress report will be submitted to the CDE for review and approval on the last Friday of the subsequent month.

CDE Response: Please see to Addendum 1.

## ATTACHMENT 15

1. Question: Page 3 of 15, Attachment 15, Results of Phase 1 – Pre-Evaluation Review – Attachment Checklist, Article 3: What specific forms/documents does this item refer to that should be included in the proposal that are not listed on the Attachment 10 Checklist? Please clarify.

CDE Response: Please refer to RFP, Page 35, Section 5 Proposal Specifications and Attachment 10, Attachment Checklist.