

STATE OF MICHIGAN
DEPARTMENT OF MANAGEMENT AND BUDGET
PURCHASING OPERATIONS
P.O. BOX 30026, LANSING, MI 48909
 OR
530 W. ALLEGAN, LANSING, MI 48933

June 2, 2008

NOTICE
TO
CONTRACT NO. 071B8200166
 (Supercedes Contract #071B5200309)
between
THE STATE OF MICHIGAN
and

NAME & ADDRESS OF CONTRACTOR NCS Pearson Inc. 2510 N. Dodge Street Iowa City, IA 52245 <p style="text-align: right;">carol.everson@pearson.com</p>	TELEPHONE (319) 358-4447 Carol Everson
	CONTRACTOR NUMBER/MAIL CODE
	BUYER/CA (517) 373-8530 Rebecca Nevai
Contract Compliance Inspector: Joseph Martineau and Marilyn Roberts Item Development for Statewide MEAP K-12 Assessments – Department of Education	
CONTRACT PERIOD: From: May 2, 2008 To: September 30, 2010	
TERMS <p style="text-align: center;">N/A</p>	SHIPMENT <p style="text-align: center;">N/A</p>
F.O.B. <p style="text-align: center;">N/A</p>	SHIPPED FROM <p style="text-align: center;">N/A</p>
MINIMUM DELIVERY REQUIREMENTS <p style="text-align: center;">N/A</p>	

The terms and conditions of this Contract are those of Contract #071B5200309, ITB #07115200066, and the vendor's quote dated 12/16/2004. In the event of any conflicts between the specifications, and terms and conditions, indicated by the State and those indicated by the vendor, those of the State take precedence.

This Contract replaces Contract #071B5200309 as vendor has changed name and FEIN. No additional funds have been added.

Current Authorized Spend Limit: \$11,707,030.41

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MINIMUM DELIVERY REQUIREMENTS <p style="text-align: center;">N/A</p>	
MISCELLANEOUS INFORMATION: <p>The terms and conditions of this Contract are those of Contract #071B5200309, ITB #07115200066, and the vendor's quote dated 12/16/2004. In the event of any conflicts between the specifications, and terms and conditions, indicated by the State and those indicated by the vendor, those of the State take precedence.</p> <p>This Contract replaces Contract #071B5200309 as vendor has changed name and FEIN. No additional funds have been added.</p> <p>Current Authorized Spend Limit: \$11,707,030.41</p>	

<p>FOR THE CONTRACTOR:</p> <p style="text-align: center;">NCS Pearson Inc.</p> <hr/> <p style="text-align: center;">Firm Name</p> <hr/> <p style="text-align: center;">Authorized Agent Signature</p> <hr/> <p style="text-align: center;">Authorized Agent (Print or Type)</p> <hr/> <p style="text-align: center;">Date</p>	<p>FOR THE STATE:</p> <hr/> <p style="text-align: center;">Signature</p> <p style="text-align: center;">Elise A. Lancaster, Director</p> <hr/> <p style="text-align: center;">Name/Title</p> <p style="text-align: center;">Purchasing Operations</p> <hr/> <p style="text-align: center;">Division</p> <hr/> <p style="text-align: center;">Date</p>
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**STATE OF MICHIGAN
 DEPARTMENT OF MANAGEMENT AND BUDGET
 PURCHASING OPERATIONS
 P.O. BOX 30026, LANSING, MI 48909
 OR
 530 W. ALLEGAN, LANSING, MI 48933**

April 28, 2008

**CHANGE NOTICE NO. 9
 TO
 CONTRACT NO. 071B5200309**

**between
 THE STATE OF MICHIGAN
 and**

NAME & ADDRESS OF VENDOR Harcourt Assessment Inc. 19500 Bulverde Road San Antonio, TX 78259 Carol.everson@Pearson.com	TELEPHONE (319) 358-4447 Carol Everson
	VENDOR NUMBER/MAIL CODE
	BUYER/CA (517) 335-8530 Rebecca Nevai
Contract Administrator: Marilyn Roberts and Joseph Martineau Item Development for State of Michigan's Statewide MEAP K-12 Assessments	
CONTRACT PERIOD: From: May 15, 2005 To: May 2, 2008	
TERMS <p style="text-align: center;">Net</p>	SHIPMENT <p style="text-align: center;">N/A</p>
F.O.B. <p style="text-align: center;">N/A</p>	SHIPPED FROM <p style="text-align: center;">N/A</p>
MINIMUM DELIVERY REQUIREMENTS <p style="text-align: center;">N/A</p>	

NATURE OF CHANGE (S):

Effective May 2, 2008, this Contract is hereby CANCELED and REPLACED with Contract #071B8200166 due to vendor merger.

AUTHORITY/REASON:

Per vendor request and DMB/Purchasing Operations' approval.

CURRENT AUTHORIZED SPEND LIMIT REMAINS: \$23,815,729.00

**STATE OF MICHIGAN
 DEPARTMENT OF MANAGEMENT AND BUDGET
 PURCHASING OPERATIONS
 P.O. BOX 30026, LANSING, MI 48909
 OR
 530 W. ALLEGAN, LANSING, MI 48933**

April 14, 2008

**CHANGE NOTICE NO. 8
 TO
 CONTRACT NO. 071B5200309**

**between
 THE STATE OF MICHIGAN
 and**

NAME & ADDRESS OF VENDOR Harcourt Assessment Inc. 19500 Bulverde Road San Antonio, TX 78259 Carol.everson@Pearson.com	TELEPHONE (319) 358-4447 Carol Everson
	VENDOR NUMBER/MAIL CODE
	BUYER/CA (517) 335-8530 Rebecca Nevai
Contract Administrator: Marilyn Roberts and Joseph Martineau Item Development for State of Michigan's Statewide MEAP K-12 Assessments	
CONTRACT PERIOD: From: May 15, 2005 To: September 30, 2010	
TERMS <p style="text-align: center;">Net</p>	SHIPMENT <p style="text-align: center;">N/A</p>
F.O.B. <p style="text-align: center;">N/A</p>	SHIPPED FROM <p style="text-align: center;">N/A</p>
MINIMUM DELIVERY REQUIREMENTS <p style="text-align: center;">N/A</p>	

NATURE OF CHANGE (S):

Effective immediately, this Contract is hereby **EXTENDED** through **September 30, 2010**, and **INCREASED** by **\$8,700,000.00**. **NOTE:** The DMB Buyer for this Contract is changed to **Rebecca Nevai (517) 373-8530**.

Furthermore, the following attachments (2) are hereby incorporated into this Contract:

- 1.) Expedited shipping of score reports, Option 1 (\$11,238.00) added to this Contract. Scope change request signed by Harcourt (Pearson) and Joseph Martineau, Michigan Department of Education attached herewith.
- 2.) Additional language and pricing for 2008-2009 is incorporated into this Contract. See attachment (20 pages).

All other terms, conditions, and specifications remain unchanged.

AUTHORITY/REASON:

Per request of Department of Education, Ad Board approval on 4/1/08, and DMB/Purchasing Operations' approval.

REVISED CURRENT AUTHORIZED SPEND LIMIT: \$23,815,729.00

Faxed + mailed
3/13/08

PEARSON

Pearson
19500 Bulverde Rd.
San Antonio, TX 78259
Telephone: 210-339-5000
www.PearsonSchool.com

Chad Barrett
Program Manager

March 5, 2008

Dr. Joseph Martineau
Michigan Dept. of Education
Office of Educational Assessment & Accountability
P.O. Box 30008
Lansing, MI 48909

RE: Scope Change Request 495/507_MI ELPA Expedited Shipping of Score Reports (2 Options)

Dear Dr. Martineau:

Thank you for the opportunity to be of service to you and the Michigan Office of Educational Assessment and Accountability. NCS Pearson, Inc., successor in interest to Harcourt Assessment, Inc. ("Pearson") values the partnership that we have formed to meet the assessment needs of Michigan. It is understood and agreed that all rights and obligations of Harcourt Assessment, Inc. under the contract are now the rights and obligations of NCS Pearson, Inc. successor in interest by virtue of acquisition. The following information was requested to be added to the contract by and between Pearson and the Michigan Office of Educational Assessment and Accountability, dated April 13, 2006.

Summary of Request

The Michigan Office of Educational Assessment and Accountability (OEAA) has asked Pearson to price expedited shipping costs for the return shipment of scorable test materials at the conclusion of the spring 2008 assessment cycle. Approximately 31,000 students answer documents (test booklets for levels 1 and 2) will be shipped in an expedited manner (approximately 3600 documents for level 1, 7200 for level 2, 7500 for level 3, 6000 for level 4, and 6400 for level 5).

Pearson priced two options for the OEAA's consideration. Option one, at a price of **\$11,238**, calls for Pearson to utilize an expedited shipper, most probably K2 Logistics. Option two, at a price of **\$22,643**, calls for the use of UPS second day delivery. Only one option needs to be selected by the OEAA for this Scope Change Request.

Respectfully submitted,



Chad Barrett
Program Manager

Please check the option chosen for this SCR.

- Option 1: \$11,238
- Option 2: \$22,643

Accepted by:



Signature

Joseph Martineau

Typed Name

Interim Director

Title

3/13/08

Date

517-241-4710

Pearson understands that this work is contingent on acceptance of the grant by the USDOE. Once the grant is approved, Pearson expects this SCR to be signed without delay so that Pearson can complete the work required by this SCR. By signing you indicate that you are authorized to amend our existing contract via the Scope Modification, and that all other terms in our contract remain the same. If you require other documentation, please notify me immediately.

TEACH & LEARN ASSESS & INFORM DEVELOP & LEAD

martineauj@michigan.gov



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING



JENNIFER M. GRANHOLM
GOVERNOR

MICHAEL P. FLANAGAN
SUPERINTENDENT OF
PUBLIC INSTRUCTION

February 7, 2008

Additional Language for MEAP extension for 2008-2009 and 2009-2010 year development

The fourth and fifth year extensions (2008-2009 and 2009-2010) of the Contract between NCS Pearson, Inc., successor in interest to Harcourt Assessment, Inc., ("Pearson") and the State of Michigan (the "State") (Contract No. 071B5200309, the "Contract"), proposed by Pearson will include an extension to the Scope of Work for the Michigan Educational Assessment Program (MEAP), Michigan Merit Exam (MME), and other general population assessment items as currently provided pursuant to the Contract. The Parties understand and agree that all rights and obligations of Harcourt Assessment, Inc., under the terms and conditions of this Contract are now the rights and obligations of NCS Pearson, Inc., as successor in interest by virtue of acquisition of Harcourt Assessment.

Michigan ELPA Administration:

The Scope of Work contained in the Contract for the Michigan English Language Proficiency Assessment Program (ELPA), will not be part of this two-year contract extension. Pearson's contractual performance related to the ELPA Program will conclude following the completion of all work related to the Spring 2008 ELPA Administration of the assessment and the migration of all Michigan ELPA assessment items, the statistical data for these items, and all related documentation to the Michigan Department of Education (MI DOE), subject to existing permissions and licenses. The transfer shall include electronic versions of all of the items in the Item bank in a Portable Document Format (PDF) such that the MI DOE can view and edit the items. The data files shall be delivered electronically in a delimited text format along with a complete file nomenclature with a minimum of each field's start position, end position, field length, data type, field name, and field description.

Michigan MEAP Administration Extension:

Effective with the development of new items for the 2008 – 2009 Administration and moving forward, Pearson will maintain in electronic form the following item-specific data and documentation, related to all MEAP items billed to the State of Michigan:

1. The name of the item writer and date of generation of the item
2. Pearson review of the item and disposition
3. Pearson editing of the item
4. pre-pilot-test Bias/Sensitivity review and committee disposition
5. pre-pilot-test Content Advisory review and committee disposition
6. date, form and item position on pilot test
7. pre-field-test Bias/Sensitivity review and committee disposition
8. pre-field-test Content Advisory review and committee disposition
9. date, form and item position on field testing
10. post-field-test Bias/Sensitivity review and committee disposition
11. post-field-test Content Advisory review and committee disposition
12. current item status
13. all required item statistics populated in the item bank

Each Bias/Sensitivity and Content Advisory committee (BSC/CAC) review shall be supported by a listing of who was in attendance at each, (i.e. sign-in sheet). There shall also be documentation that verifies that the committee actually reviewed the items, such as a list of item codes under review with that committee along with any item statistics as appropriate for each review, a space next to each item code for the committee's opinion, a header on each page identifying the committee (CAC or BSC), subject and date of the committee, then a signature section somewhere on the page for PEARSON or designee, MI DOE or designee, and at least one non-PEARSON (and non-MI DOE) committee representative to sign-off. Failure to obtain a sign-off of the items reviewed shall render the related items "not reviewed" and then PEARSON shall cover all costs for a timely, subsequent committee session to obtain sign-off.

Liquidated Damages:

The following deliverable is identified and incorporated as part of Section 2.703(C) of the Contract, as amended in Change Notice 2 and as subsequently amended in Change Notice 5, with all limitations and restrictions contained therein applicable, as a deliverable for which Liquidated Damages may be applied pursuant to that Section.

Section 2.703 C.8 Delivery of Completed Error-free Test Matrices: Beginning with the 2008-2009 assessment and beyond, for each assessment cycle, PEARSON is responsible for creating Test Matrices that conform to established acceptance criteria.

No later than 90 days prior to the first testing date in each assessment window, the State and Pearson will complete the development of the final test matrix edit criteria. Pearson shall deliver completed Test Matrices that conform to the corresponding edit criteria no later than 60 days prior to the first testing date in each assessment window. If errors in conformance are discovered by the State during or after the 60-day period prior to the first testing date, the State shall provide Pearson with immediate written notification (via e-mail) of the error and liquidated damages will begin to accrue from the date of notice of the error until a corrected Test Matrix is delivered to the State.

Failure to meet this requirement: No more than \$10,000 per business day for each day in delay of delivery of completed test matrices or, once non-compliance is identified in writing, no more than \$10,000 for each day until compliant Matrices are delivered to the State.

Definitions:

Pearson Meeting: Pearson staff travel and participation in meetings.

OEAA Meeting: OEAA staff, Michigan teachers, and designated Michigan committee members travel and participation in meetings.

Costs Associated with the Extension:

The costs for the extension are attached hereto as Exhibits 1 and 2 and are hereby incorporated as part of the Agreement. For years 4 and 5, the maintenance of the Michigan Item Bank does not have a separate cost line.

NCS Pearson, Inc

State of Michigan

Printed Name and Title

Printed Name and Title

Date

Date

Exhibit 1 – Pricing 2008-2009 Extension

Description	2008-09 Academic Yr		
	Proposed Unit Cost	Estimated Quantity	Lump Sum or Total
Multiple Choice Item Development (unit = MC item)			
Gr 3 - ELA	\$ 271.36	126	\$ 34,191.36
Gr 4 - ELA	\$ 271.36	126	\$ 34,191.36
Gr 5 - ELA	\$ 281.09	126	\$ 35,417.34
Gr 6 - ELA	\$ 281.09	126	\$ 35,417.34
Gr 7 - ELA	\$ 281.09	126	\$ 35,417.34
Gr 8 - ELA	\$ 281.09	126	\$ 35,417.34
Gr 11 - ELA (SCA)	\$ 281.09	100	\$ 28,109.00
Gr 3 - Math	\$ 405.01	120	\$ 48,601.20
Gr 4 - Math	\$ 405.01	138	\$ 55,891.38
Gr 5 - Math	\$ 332.70	126	\$ 41,920.20
Gr 6 - Math	\$ 332.70	132	\$ 43,916.40
Gr 7 - Math	\$ 332.70	126	\$ 41,920.20
Gr 8 - Math	\$ 332.70	108	\$ 35,931.60
Gr 11 - Math (MME)	\$ 332.70	160	\$ 53,232.00
Gr 11 - Math (SCA)	\$ 332.70	120	\$ 39,924.00
Gr 5 - Science	\$ 330.98	176	\$ 58,252.48
Gr 8 - Science	\$ 330.98	176	\$ 58,252.48
Gr 11 - Science (MME)	\$ 330.98	184	\$ 60,900.32
Gr 11 - Science (SCA)	\$ 330.98	120	\$ 39,717.60
Gr 6 - Social Science	\$ 293.77	114	\$ 33,489.78
Gr 9 - Social Science	\$ 293.77	114	\$ 33,489.78
Gr 11 - Social Science (MME)	\$ 293.77	188	\$ 55,228.76
Gr 11 - Social Science (SCA)	\$ 293.77	120	\$ 35,252.40
SUBTOTAL - Multiple Choice Item Development			\$ 974,081.66

Description	2008-09 Academic Yr		
	Proposed Unit Cost	Estimated Quantity	Lump Sum or Total
Open Ended Item Development (unit = OE item)			
Gr 3 - ELA	\$ 271.36	6	\$ 1,628.16
Gr 4 - ELA	\$ 271.36	6	\$ 1,628.16
Gr 5 - ELA	\$ 281.09	6	\$ 1,686.54
Gr 6 - ELA	\$ 281.09	6	\$ 1,686.54
Gr 7 - ELA	\$ 281.09	6	\$ 1,686.54
Gr 8 - ELA	\$ 281.09	6	\$ 1,686.54
Gr 11 - ELA (SCA)	\$ 281.09	10	\$ 2,810.90
Gr 3 - Math	\$ 405.01	3	\$ 1,215.03
Gr 4 - Math	\$ 405.01	3	\$ 1,215.03
Gr 5 - Math	\$ 332.70	6	\$ 1,996.20
Gr 6 - Math	\$ 332.70	4	\$ 1,330.80
Gr 7 - Math	\$ 332.70	6	\$ 1,996.20
Gr 8 - Math	\$ 332.70	6	\$ 1,996.20
Gr 11 - Math (MME)	\$ 332.70	12	\$ 3,992.40
Gr 11 - Math (SCA)	\$ 332.70	10	\$ 3,327.00
Gr 5 - Science	\$ 330.98	20	\$ 6,619.60
Gr 8 - Science	\$ 330.98	20	\$ 6,619.60
Gr 11 - Science (SCA)	\$ 330.98	10	\$ 3,309.80

Gr 6 - Social Science
 Gr 9 - Social Science
 Gr 11 - Social Science (MME)
 Gr 11 - Social Science (SCA)

\$	293.77	5	\$	1,468.85
\$	293.77	5	\$	1,468.85
\$	293.77	4	\$	1,175.08
\$	293.77	5	\$	1,468.85

SUBTOTAL - Open Ended Item Development

\$ 52,012.87

Print Permissions (unit = Item Print Permission)

Gr 3 - ELA
 Gr 4 - ELA
 Gr 5 - ELA
 Gr 6 - ELA
 Gr 7 - ELA
 Gr 8 - ELA
 Gr 11 - ELA (SCA)

\$	1,561.45	6	\$	9,368.70
\$	1,561.45	6	\$	9,368.70
\$	1,561.45	6	\$	9,368.70
\$	1,561.45	6	\$	9,368.70
\$	1,561.45	6	\$	9,368.70
\$	1,561.45	6	\$	9,368.70
\$	1,561.45	6	\$	9,368.70

SUBTOTAL - Print Permissions

\$ 65,580.90

Web Permissions (unit = Item Web Permission)

Gr 3 - ELA
 Gr 4 - ELA
 Gr 5 - ELA
 Gr 6 - ELA
 Gr 7 - ELA
 Gr 8 - ELA
 Gr 11 - ELA (SCA)

\$	1,811.96	6	\$	10,871.76
\$	1,811.96	6	\$	10,871.76
\$	1,811.96	6	\$	10,871.76
\$	1,811.96	6	\$	10,871.76
\$	1,811.96	6	\$	10,871.76
\$	1,811.96	6	\$	10,871.76
\$	1,811.96	6	\$	10,871.76

SUBTOTAL - Web Permissions

\$ 76,102.32

Forms Development (unit = # Forms)

Any Grade, Any Subject

\$	985.79	390	\$	384,458.10
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SUBTOTAL - Forms Development

\$ 384,458.10

Ancillary Development (unit = Ancillary Component)

Each Ancillary

\$	6,088.18	5	\$	30,440.90
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SUBTOTAL - Ancillary Development

\$ 30,440.90

Test Composition (unit = page)

Fall 2008 MEAP/MME

ELA Gr. 3 Test Book
 ELA Gr. 4 Test Book
 ELA Gr. 5 Test Book
 ELA Gr. 6 Test Book
 ELA Gr. 7 Test Book
 ELA Gr. 8 Test Book
 Math Gr. 3 TB
 Math Gr. 4 TB
 Math Gr. 5 TB
 Math Gr. 6 TB

\$	41.19	792	\$	32,622.48
\$	41.19	792	\$	32,622.48
\$	41.19	792	\$	32,622.48
\$	41.19	792	\$	32,622.48
\$	41.19	792	\$	32,622.48
\$	41.19	792	\$	32,622.48
\$	41.59	616	\$	25,619.44
\$	41.08	616	\$	25,305.28
\$	40.92	704	\$	28,807.68
\$	41.08	616	\$	25,305.28

Math Gr. 7 TB	\$ 41.08	616	\$ 25,305.28
Math Gr. 8 TB	\$ 41.08	616	\$ 25,305.28
Math High School	\$ 41.08	616	\$ 25,305.28
Science Gr 5	\$ 42.19	528	\$ 22,276.32
Science Gr 8	\$ 41.59	528	\$ 21,959.52
Science High School	\$ 41.95	440	\$ 18,458.00
Social Studies Gr. 6	\$ 43.03	320	\$ 13,769.60
Social Studies Gr. 9	\$ 42.19	384	\$ 16,200.96
Social Studies High School	\$ 42.19	384	\$ 16,200.96
<u>Winter 2009 Pilot</u>			
ELA Gr. 3	\$ 43.98	192	\$ 8,444.16
ELA Gr. 4	\$ 43.98	192	\$ 8,444.16
ELA Gr. 5	\$ 43.98	192	\$ 8,444.16
ELA Gr. 6	\$ 43.98	192	\$ 8,444.16
ELA Gr. 7	\$ 43.98	192	\$ 8,444.16
ELA Gr. 8	\$ 43.98	192	\$ 8,444.16
English 10	\$ 42.94	160	\$ 6,870.40
Math Gr. 3	\$ 48.77	120	\$ 5,852.40
Math Gr. 4	\$ 49.85	120	\$ 5,982.00
Math Gr. 5	\$ 49.49	120	\$ 5,938.80
Math Gr. 6	\$ 49.85	120	\$ 5,982.00
Math Gr. 7	\$ 49.49	120	\$ 5,938.80
Math Gr. 8	\$ 48.05	120	\$ 5,766.00
Science Gr. 5	\$ 51.76	144	\$ 7,453.44
Science Gr. 8	\$ 51.76	144	\$ 7,453.44
Chemistry	\$ 48.77	160	\$ 7,803.20
Social Studies Gr. 6	\$ 43.39	336	\$ 14,579.04
Social Studies Gr. 9	\$ 43.39	336	\$ 14,579.04
US History and Geography	\$ 42.87	280	\$ 12,003.60
World Geography and Geography	\$ 42.87	280	\$ 12,003.60
Test Coordinator Handbook	\$ 38.55	44	\$ 1,696.20
ELA DFA	\$ 38.55	40	\$ 1,542.00
Math DFA	\$ 38.55	40	\$ 1,542.00
Science DFA	\$ 38.55	40	\$ 1,542.00
Social Studies DFA	\$ 38.55	40	\$ 1,542.00
ELA Gr. 4 Response Book	\$ 41.23	16	\$ 659.68
ELA Gr. 5 Response Book	\$ 41.23	16	\$ 659.68
ELA Gr. 6 Response Book	\$ 41.23	16	\$ 659.68
ELA Gr. 7 Response Book	\$ 41.23	16	\$ 659.68
ELA Gr. 8 Response Book	\$ 41.23	16	\$ 659.68
English 10	\$ 41.23	16	\$ 659.68
Math Gr. 4 Response Book	\$ 41.23	4	\$ 164.92
Math Gr. 5 Response Book	\$ 41.23	4	\$ 164.92
Math Gr. 6 Response Book	\$ 41.23	4	\$ 164.92
Math Gr. 7 Response Book	\$ 41.23	4	\$ 164.92
Math Gr. 8 Response Book	\$ 41.23	4	\$ 164.92
Science Gr. 5 Response Book	\$ 41.23	4	\$ 164.92
Science Gr. 8 Response Book	\$ 41.23	4	\$ 164.92
Science High School Response Book	\$ 41.23	4	\$ 164.92

Social Studies Gr. 6 Response Book
 Social Studies Gr. 8 Response Book
 US History and Geography
 World Geography and Geography

\$	41.23	4	\$	164.92
\$	41.23	4	\$	164.92
\$	41.23	4	\$	164.92
\$	41.23	4	\$	164.92

Spring 2009 MME High School Test

Social Studies
 Math
 Science

\$	42.49	576	\$	24,474.24
\$	54.16	96	\$	5,199.36
\$	45.18	288	\$	13,011.84

Spring 2009 Secondary Credit Assessments

Chemistry
 English 10
 US History plus Geography
 World History plus Geography

\$	45.18	120	\$	5,421.60
\$	41.29	120	\$	4,954.80
\$	43.98	120	\$	5,277.60
\$	44.58	120	\$	5,349.60

Spring 2009 Secondary Credit Assessment

Answer Documents

Chemistry
 English 10
 US History plus Geography
 World History plus Geography

\$	41.23	4	\$	164.92
\$	41.23	4	\$	164.92
\$	41.23	4	\$	164.92
\$	41.23	4	\$	164.92

Spring 2009 Secondary Credit Assessment

Ancillary Materials

Chemistry
 English 10
 US History plus Geography
 World History plus Geography

\$	38.55	24	\$	925.20
\$	38.55	24	\$	925.20
\$	38.55	24	\$	925.20
\$	38.55	24	\$	925.20

SUBTOTAL - Test Composition

\$ 736,275.32

Test Manufacturing (unit = page)

Winter 2009 Pilot

ELA Gr. 3
 ELA Gr. 4
 ELA Gr. 5
 ELA Gr. 6
 ELA Gr. 7
 ELA Gr. 8
 English 10
 Math Gr. 3
 Math Gr. 4
 Math Gr. 5
 Math Gr. 6
 Math Gr. 7
 Math Gr. 8
 Science Gr. 5
 Science Gr. 8
 Chemistry
 Social Studies Gr. 6
 Social Studies Gr. 9

\$	0.11	24,000	\$	2,640.00
\$	0.11	24,000	\$	2,640.00
\$	0.11	24,000	\$	2,640.00
\$	0.11	24,000	\$	2,640.00
\$	0.11	24,000	\$	2,640.00
\$	0.11	24,000	\$	2,640.00
\$	0.06	40,000	\$	2,400.00
\$	0.11	15,000	\$	1,650.00
\$	0.11	15,000	\$	1,650.00
\$	0.11	15,000	\$	1,650.00
\$	0.11	15,000	\$	1,650.00
\$	0.11	15,000	\$	1,650.00
\$	0.11	15,000	\$	1,650.00
\$	0.10	18,000	\$	1,800.00
\$	0.11	18,000	\$	1,980.00
\$	0.06	40,000	\$	2,400.00
\$	0.10	42,000	\$	4,200.00
\$	0.10	42,000	\$	4,200.00

US History and Geography	\$	0.06	70,000	\$	4,200.00
World Geography and Geography	\$	0.06	70,000	\$	4,200.00
Test Coordinator Handbook	\$	0.02	39,600	\$	792.00
ELA DFA	\$	0.04	18,000	\$	720.00
Math DFA	\$	0.06	10,000	\$	600.00
Science DFA	\$	0.06	10,000	\$	600.00
Social Studies DFA	\$	0.06	10,000	\$	600.00
ELA Gr. 4 Response Book	\$	0.11	6,600	\$	726.00
ELA Gr. 5 Response Book	\$	0.11	6,600	\$	726.00
ELA Gr. 6 Response Book	\$	0.11	6,600	\$	726.00
ELA Gr. 7 Response Book	\$	0.11	6,600	\$	726.00
ELA Gr. 8 Response Book	\$	0.11	6,600	\$	726.00
English 10	\$	0.11	6,600	\$	726.00
Math Gr. 4 Response Book	\$	0.08	6,600	\$	528.00
Math Gr. 5 Response Book	\$	0.08	6,600	\$	528.00
Math Gr. 6 Response Book	\$	0.08	6,600	\$	528.00
Math Gr. 7 Response Book	\$	0.08	6,600	\$	528.00
Math Gr. 8 Response Book	\$	0.08	6,600	\$	528.00
Science Gr. 5 Response Book	\$	0.08	6,600	\$	528.00
Science Gr. 8 Response Book	\$	0.08	6,600	\$	528.00
Science High School Response Book	\$	0.08	6,600	\$	528.00
Social Studies Gr. 6 Response Book	\$	0.08	6,600	\$	528.00
Social Studies Gr. 8 Response Book	\$	0.08	6,600	\$	528.00
US History and Geography	\$	0.08	6,600	\$	528.00
World Geography and Geography	\$	0.08	6,600	\$	528.00
<u>Spring 2009 Secondary Credit Assessments</u>					
Chemistry	\$	0.33	3,960	\$	1,306.80
English 10	\$	0.33	3,960	\$	1,306.80
US History plus Geography	\$	0.33	3,960	\$	1,306.80
World History plus Geography	\$	0.33	3,960	\$	1,306.80
<u>Spring 2009 Secondary Credit Assessment</u>					
<u>Answer Documents</u>					
Chemistry	\$	0.10	2,000	\$	200.00
English 10	\$	0.10	2,000	\$	200.00
US History plus Geography	\$	0.10	2,000	\$	200.00
World History plus Geography	\$	0.10	2,000	\$	200.00
<u>Spring 2009 Secondary Credit Assessment</u>					
<u>Ancillary Materials</u>					
Chemistry	\$	0.03	12,000	\$	360.00
English 10	\$	0.03	12,000	\$	360.00
US History plus Geography	\$	0.03	12,000	\$	360.00
World History plus Geography	\$	0.03	12,000	\$	360.00

SUBTOTAL - Test Manufacturing

\$ 72,591.20

Meeting/Travel Participation (unit = person day)

PEARSON Meeting w/ Travel Costs	\$ 610.99	16	\$ 9,775.84
OEAA Meeting w/Travel Costs	\$ 522.02	32	\$ 16,704.64
Fixed Meeting Costs			\$ 4,099.46
Item review Social Studies (Pre- and Post-Pilot Bias)			
PEARSON Meeting w/ Travel Costs	\$ 610.99	16	\$ 9,775.84
OEAA Meeting w/Travel Costs	\$ 522.02	32	\$ 16,704.64
Fixed Meeting Costs			\$ 4,099.46
Item review ELA (Pre-Pilot Content)			
PEARSON Meeting w/ Travel Costs	\$ 610.99	8	\$ 4,887.92
PEARSON Meeting w/o Travel Costs	\$ 230.25	4	\$ 921.00
OEAA Meeting w/Travel Costs	\$ 515.46	48	\$ 24,742.08
OEAA Meeting w/o Travel Costs	\$ 463.58	24	\$ 11,125.92
Fixed Meeting Costs			\$ 3,074.59
Item review Math (Pre-Pilot Content)			
PEARSON Meeting w/ Travel Costs	\$ 610.99	8	\$ 4,887.92
PEARSON Meeting w/o Travel Costs	\$ 230.25	4	\$ 921.00
OEAA Meeting w/Travel Costs	\$ 515.46	48	\$ 24,742.08
OEAA Meeting w/o Travel Costs	\$ 463.58	24	\$ 11,125.92
Fixed Meeting Costs			\$ 3,074.59
Item review Science (Pre-Pilot Content)			
PEARSON Meeting w/ Travel Costs	\$ 610.99	8	\$ 4,887.92
PEARSON Meeting w/o Travel Costs	\$ 230.25	4	\$ 921.00
OEAA Meeting w/Travel Costs	\$ 515.46	48	\$ 24,742.08
OEAA Meeting w/o Travel Costs	\$ 463.58	24	\$ 11,125.92
Fixed Meeting Costs			\$ 3,074.59
Item review Social Studies (Pre-Pilot Content)			
PEARSON Meeting w/ Travel Costs	\$ 610.99	8	\$ 4,887.92
PEARSON Meeting w/o Travel Costs	\$ 230.25	4	\$ 921.00
OEAA Meeting w/Travel Costs	\$ 515.46	48	\$ 24,742.08
OEAA Meeting w/o Travel Costs	\$ 463.58	24	\$ 11,125.92
Fixed Meeting Costs			\$ 3,074.59
Item review ELA (Post-Pilot Content)			
PEARSON Meeting w/ Travel Costs	\$ 610.99	8	\$ 4,887.92
OEAA Meeting w/Travel Costs	\$ 515.46	48	\$ 24,742.08
Fixed Meeting Costs			\$ 2,049.73
Item review Math (Post-Pilot Content)			
PEARSON Meeting w/ Travel Costs	\$ 610.99	8	\$ 4,887.92
OEAA Meeting w/Travel Costs	\$ 515.46	48	\$ 24,742.08
Fixed Meeting Costs			\$ 2,049.73
Item review Science (Post-Pilot Content)			
PEARSON Meeting w/ Travel Costs	\$ 610.99	8	\$ 4,887.92
OEAA Meeting w/Travel Costs	\$ 515.46	48	\$ 24,742.08
Fixed Meeting Costs			\$ 2,049.73

Monthly Management Meeting - In MI

PEARSON Meeting w/ Travel Costs
OEAA Meeting w/Travel Costs
Fixed Meeting Costs

\$	643.01	60	\$ 38,580.60
\$	64.05	36	\$ 2,305.80
			\$ 9,992.43

Monthly Management Meeting - In TX

PEARSON Meeting w/ Travel Costs
OEAA Meeting w/Travel Costs

\$	124.38	60	\$ 7,462.80
\$	396.06	36	\$ 14,258.16

Kick off meeting - In TX

PEARSON Meeting w/ Travel Costs
PEARSON Meeting w/o Travel Costs
OEAA Meeting w/Travel Costs
OEAA Meeting w/o Travel Costs
Fixed Meeting Costs

\$	124.38	20	\$ 2,487.60
\$	124.38	10	\$ 1,243.80
\$	396.06	8	\$ 3,168.48
\$	232.77	4	\$ 931.08
			\$ 960.81

Additional Contractor Meetings - In MI

PEARSON Meeting w/ Travel Costs
PEARSON Meeting w/o Travel Costs
OEAA Meeting w/Travel Costs
OEAA Meeting w/o Travel Costs
Fixed Meeting Costs

\$	643.01	18	\$ 11,574.18
\$	262.28	9	\$ 2,360.52
\$	64.05	18	\$ 1,152.90
\$	64.05	9	\$ 576.45
			\$ 7,494.32

SUBTOTAL - Meeting/Travel Participation

\$ 1,125,478.55

Fixed Cost Components

Program Management
Psychometric Labor
Pilot IT/Scoring Labor
Pilot QA Labor
Pilot PASC Labor

		\$ 344,860.48
		\$ 196,488.36
		\$ 184,538.17
		\$ 21,697.05
		\$ 35,394.12

SUBTOTAL - Fixed Cost Components

\$ 782,978.18

GRAND TOTAL MEAP 08/09 EXTENSION

\$ 4,300,000.00

Exhibit 2 – Pricing 2009-2010 Extension

Description	2009-10 Academic Yr		
	Proposed Unit Cost	Estimated Quantity	Lump Sum or Total
Multiple Choice Item Development (unit = MC item)			
Gr 3 - ELA	\$ 279.86	126	\$ 35,262.36
Gr 4 - ELA	\$ 279.86	126	\$ 35,262.36
Gr 5 - ELA	\$ 289.89	126	\$ 36,526.14
Gr 6 - ELA	\$ 289.89	126	\$ 36,526.14
Gr 7 - ELA	\$ 289.89	126	\$ 36,526.14
Gr 8 - ELA	\$ 289.89	126	\$ 36,526.14
Gr 11 - ELA (SCA)	\$ 289.89	100	\$ 28,989.00
Gr 3 - Math	\$ 417.69	120	\$ 50,122.80
Gr 4 - Math	\$ 417.69	138	\$ 57,641.22
Gr 5 - Math	\$ 343.11	126	\$ 43,231.86
Gr 6 - Math	\$ 343.11	132	\$ 45,290.52
Gr 7 - Math	\$ 343.11	126	\$ 43,231.86
Gr 8 - Math	\$ 343.11	108	\$ 37,055.88
Gr 11 - Math (MME)	\$ 343.11	160	\$ 54,897.60
Gr 11 - Math (SCA)	\$ 343.11	120	\$ 41,173.20
Gr 5 - Science	\$ 341.34	176	\$ 60,075.84
Gr 8 - Science	\$ 341.34	176	\$ 60,075.84
Gr 11 - Science (MME)	\$ 341.34	184	\$ 62,806.56
Gr 11 - Science (SCA)	\$ 341.34	120	\$ 40,960.80
Gr 6 - Social Science	\$ 302.96	114	\$ 34,537.44
Gr 9 - Social Science	\$ 302.96	114	\$ 34,537.44
Gr 11 - Social Science (MME)	\$ 302.96	188	\$ 56,956.48
Gr 11 - Social Science (SCA)	\$ 302.96	120	\$ 36,355.20
SUBTOTAL - Multiple Choice Item Development			\$ 1,004,568.82

Description	2009-10 Academic Yr		
	Proposed Unit Cost	Estimated Quantity	Lump Sum or Total
Open Ended Item Development (unit = OE item)			
Gr 3 - ELA	\$ 279.86	6	\$ 1,679.16
Gr 4 - ELA	\$ 279.86	6	\$ 1,679.16
Gr 5 - ELA	\$ 289.89	6	\$ 1,739.34
Gr 6 - ELA	\$ 289.89	6	\$ 1,739.34
Gr 7 - ELA	\$ 289.89	6	\$ 1,739.34
Gr 8 - ELA	\$ 289.89	6	\$ 1,739.34
Gr 11 - ELA (SCA)	\$ 289.89	10	\$ 2,898.90
Gr 3 - Math	\$ 417.69	3	\$ 1,253.07
Gr 4 - Math	\$ 417.69	3	\$ 1,253.07
Gr 5 - Math	\$ 343.11	6	\$ 2,058.66
Gr 6 - Math	\$ 343.11	4	\$ 1,372.44
Gr 7 - Math	\$ 343.11	6	\$ 2,058.66
Gr 8 - Math	\$ 343.11	6	\$ 2,058.66
Gr 11 - Math (MME)	\$ 343.11	12	\$ 4,117.32
Gr 11 - Math (SCA)	\$ 343.11	10	\$ 3,431.10
Gr 5 - Science	\$ 341.34	20	\$ 6,826.80
Gr 8 - Science	\$ 341.34	20	\$ 6,826.80
Gr 11 - Science (SCA)	\$ 341.34	10	\$ 3,413.40

Gr 6 - Social Science	\$ 302.96	5	\$ 1,514.80
Gr 9 - Social Science	\$ 302.96	5	\$ 1,514.80
Gr 11 - Social Science (MME)	\$ 302.96	4	\$ 1,211.84
Gr 11 - Social Science (SCA)	\$ 302.96	5	\$ 1,514.80

SUBTOTAL - Open Ended Item Development **\$ 53,640.80**

Print Permissions (unit = Item Print Permission)

Gr 3 - ELA	\$ 1,610.33	6	\$ 9,661.98
Gr 4 - ELA	\$ 1,610.33	6	\$ 9,661.98
Gr 5 - ELA	\$ 1,610.33	6	\$ 9,661.98
Gr 6 - ELA	\$ 1,610.33	6	\$ 9,661.98
Gr 7 - ELA	\$ 1,610.33	6	\$ 9,661.98
Gr 8 - ELA	\$ 1,610.33	6	\$ 9,661.98
Gr 11 - ELA (SCA)	\$ 1,610.33	6	\$ 9,661.98

SUBTOTAL - Print Permissions **\$ 67,633.86**

Web Permissions (unit = Item Web Permission)

Gr 3 - ELA	\$ 1,868.68	6	\$ 11,212.08
Gr 4 - ELA	\$ 1,868.68	6	\$ 11,212.08
Gr 5 - ELA	\$ 1,868.68	6	\$ 11,212.08
Gr 6 - ELA	\$ 1,868.68	6	\$ 11,212.08
Gr 7 - ELA	\$ 1,868.68	6	\$ 11,212.08
Gr 8 - ELA	\$ 1,868.68	6	\$ 11,212.08
Gr 11 - ELA (SCA)	\$ 1,868.68	6	\$ 11,212.08

SUBTOTAL - Web Permissions **\$ 78,484.56**

Forms Development (unit = # Forms)

Any Grade, Any Subject	\$ 1,016.65	390	\$ 396,493.50
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SUBTOTAL - Forms Development **\$ 396,493.50**

Ancillary Development (unit = Ancillary Component)

Each Ancillary	\$ 6,278.77	5	\$ 31,393.85
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SUBTOTAL - Ancillary Development **\$ 31,393.85**

Test Composition (unit = page)

Fall 2009 MEAP/MME

ELA Gr. 3 Test Book	\$ 42.48	792	\$ 33,644.16
ELA Gr. 4 Test Book	\$ 42.48	792	\$ 33,644.16
ELA Gr. 5 Test Book	\$ 42.48	792	\$ 33,644.16
ELA Gr. 6 Test Book	\$ 42.48	792	\$ 33,644.16
ELA Gr. 7 Test Book	\$ 42.48	792	\$ 33,644.16
ELA Gr. 8 Test Book	\$ 42.48	792	\$ 33,644.16
Math Gr. 3 TB	\$ 42.89	616	\$ 26,420.24
Math Gr. 4 TB	\$ 42.36	616	\$ 26,093.76
Math Gr. 5 TB	\$ 42.20	704	\$ 29,708.80
Math Gr. 6 TB	\$ 42.36	616	\$ 26,093.76

Math Gr. 7 TB	\$ 42.36	616	\$ 26,093.76
Math Gr. 8 TB	\$ 42.36	616	\$ 26,093.76
Math High School	\$ 42.36	616	\$ 26,093.76
Science Gr 5	\$ 43.51	528	\$ 22,973.28
Science Gr 8	\$ 42.89	528	\$ 22,645.92
Science High School	\$ 43.26	440	\$ 19,034.40
Social Studies Gr. 6	\$ 44.37	320	\$ 14,198.40
Social Studies Gr. 9	\$ 43.51	384	\$ 16,707.84
Social Studies High School	\$ 43.51	384	\$ 16,707.84
<u>Winter 2010 Pilot</u>			
ELA Gr. 3	\$ 45.36	192	\$ 8,709.12
ELA Gr. 4	\$ 45.36	192	\$ 8,709.12
ELA Gr. 5	\$ 45.36	192	\$ 8,709.12
ELA Gr. 6	\$ 45.36	192	\$ 8,709.12
ELA Gr. 7	\$ 45.36	192	\$ 8,709.12
ELA Gr. 8	\$ 45.36	192	\$ 8,709.12
English 10	\$ 44.28	160	\$ 7,084.80
Math Gr. 3	\$ 50.30	120	\$ 6,036.00
Math Gr. 4	\$ 51.41	120	\$ 6,169.20
Math Gr. 5	\$ 51.04	120	\$ 6,124.80
Math Gr. 6	\$ 51.41	120	\$ 6,169.20
Math Gr. 7	\$ 51.04	120	\$ 6,124.80
Math Gr. 8	\$ 49.56	120	\$ 5,947.20
Science Gr. 5	\$ 53.38	144	\$ 7,686.72
Science Gr. 8	\$ 53.38	144	\$ 7,686.72
Chemistry	\$ 50.30	160	\$ 8,048.00
Social Studies Gr. 6	\$ 44.74	336	\$ 15,032.64
Social Studies Gr. 9	\$ 44.74	336	\$ 15,032.64
US History and Geography	\$ 44.22	280	\$ 12,381.60
World Geography and Geography	\$ 44.22	280	\$ 12,381.60
Test Coordinator Handbook	\$ 39.75	44	\$ 1,749.00
ELA DFA	\$ 39.75	40	\$ 1,590.00
Math DFA	\$ 39.75	40	\$ 1,590.00
Science DFA	\$ 39.75	40	\$ 1,590.00
Social Studies DFA	\$ 39.75	40	\$ 1,590.00
ELA Gr. 4 Response Book	\$ 42.52	16	\$ 680.32
ELA Gr. 5 Response Book	\$ 42.52	16	\$ 680.32
ELA Gr. 6 Response Book	\$ 42.52	16	\$ 680.32
ELA Gr. 7 Response Book	\$ 42.52	16	\$ 680.32
ELA Gr. 8 Response Book	\$ 42.52	16	\$ 680.32
English 10	\$ 42.52	16	\$ 680.32
Math Gr. 4 Response Book	\$ 42.52	4	\$ 170.08
Math Gr. 5 Response Book	\$ 42.52	4	\$ 170.08
Math Gr. 6 Response Book	\$ 42.52	4	\$ 170.08
Math Gr. 7 Response Book	\$ 42.52	4	\$ 170.08
Math Gr. 8 Response Book	\$ 42.52	4	\$ 170.08
Science Gr. 5 Response Book	\$ 42.52	4	\$ 170.08
Science Gr. 8 Response Book	\$ 42.52	4	\$ 170.08
Science High School Response Book	\$ 42.52	4	\$ 170.08

Social Studies Gr. 6 Response Book
 Social Studies Gr. 8 Response Book
 US History and Geography
 World Geography and Geography

\$	42.52	4	\$	170.08
\$	42.52	4	\$	170.08
\$	42.52	4	\$	170.08
\$	42.52	4	\$	170.08

Spring 2010 MME High School Test

Social Studies
 Math
 Science

\$	43.82	576	\$	25,240.32
\$	55.85	96	\$	5,361.60
\$	46.60	288	\$	13,420.80

Spring 2010 Secondary Credit Assessments

Chemistry
 English 10
 US History plus Geography
 World History plus Geography

\$	46.60	120	\$	5,592.00
\$	42.58	120	\$	5,109.60
\$	45.36	120	\$	5,443.20
\$	45.98	120	\$	5,517.60

Spring 2010 Secondary Credit Assessment

Answer Documents

Chemistry
 English 10
 US History plus Geography
 World History plus Geography

\$	42.52	4	\$	170.08
\$	42.52	4	\$	170.08
\$	42.52	4	\$	170.08
\$	42.52	4	\$	170.08

Spring 2010 Secondary Credit Assessment

Ancillary Materials

Chemistry
 English 10
 US History plus Geography
 World History plus Geography

\$	39.75	24	\$	954.00
\$	39.75	24	\$	954.00
\$	39.75	24	\$	954.00
\$	39.75	24	\$	954.00

SUBTOTAL - Test Composition

\$ 759,304.44

Test Manufacturing (unit = page)

Winter 2010 Pilot

ELA Gr. 3
 ELA Gr. 4
 ELA Gr. 5
 ELA Gr. 6
 ELA Gr. 7
 ELA Gr. 8
 English 10
 Math Gr. 3
 Math Gr. 4
 Math Gr. 5
 Math Gr. 6
 Math Gr. 7
 Math Gr. 8
 Science Gr. 5
 Science Gr. 8
 Chemistry
 Social Studies Gr. 6
 Social Studies Gr. 9

\$	0.11	24,000	\$	2,640.00
\$	0.11	24,000	\$	2,640.00
\$	0.11	24,000	\$	2,640.00
\$	0.11	24,000	\$	2,640.00
\$	0.11	24,000	\$	2,640.00
\$	0.11	24,000	\$	2,640.00
\$	0.06	40,000	\$	2,400.00
\$	0.11	15,000	\$	1,650.00
\$	0.11	15,000	\$	1,650.00
\$	0.11	15,000	\$	1,650.00
\$	0.11	15,000	\$	1,650.00
\$	0.11	15,000	\$	1,650.00
\$	0.11	18,000	\$	1,980.00
\$	0.11	18,000	\$	1,980.00
\$	0.07	40,000	\$	2,800.00
\$	0.10	42,000	\$	4,200.00
\$	0.11	42,000	\$	4,620.00

US History and Geography	\$	0.06	70,000	\$	4,200.00
World Geography and Geography	\$	0.06	70,000	\$	4,200.00
Test Coordinator Handbook	\$	0.02	39,600	\$	792.00
ELA DFA	\$	0.04	18,000	\$	720.00
Math DFA	\$	0.06	10,000	\$	600.00
Science DFA	\$	0.06	10,000	\$	600.00
Social Studies DFA	\$	0.06	10,000	\$	600.00
ELA Gr. 4 Response Book	\$	0.12	6,600	\$	792.00
ELA Gr. 5 Response Book	\$	0.12	6,600	\$	792.00
ELA Gr. 6 Response Book	\$	0.12	6,600	\$	792.00
ELA Gr. 7 Response Book	\$	0.12	6,600	\$	792.00
ELA Gr. 8 Response Book	\$	0.12	6,600	\$	792.00
English 10	\$	0.12	6,600	\$	792.00
Math Gr. 4 Response Book	\$	0.08	6,600	\$	528.00
Math Gr. 5 Response Book	\$	0.08	6,600	\$	528.00
Math Gr. 6 Response Book	\$	0.08	6,600	\$	528.00
Math Gr. 7 Response Book	\$	0.08	6,600	\$	528.00
Math Gr. 8 Response Book	\$	0.08	6,600	\$	528.00
Science Gr. 5 Response Book	\$	0.08	6,600	\$	528.00
Science Gr. 8 Response Book	\$	0.08	6,600	\$	528.00
Science High School Response Book	\$	0.08	6,600	\$	528.00
Social Studies Gr. 6 Response Book	\$	0.08	6,600	\$	528.00
Social Studies Gr. 8 Response Book	\$	0.08	6,600	\$	528.00
US History and Geography	\$	0.08	6,600	\$	528.00
World Geography and Geography	\$	0.08	6,600	\$	528.00
<u>Spring 2010 Secondary Credit Assessments</u>					
Chemistry	\$	0.34	3,960	\$	1,346.40
English 10	\$	0.34	3,960	\$	1,346.40
US History plus Geography	\$	0.34	3,960	\$	1,346.40
World History plus Geography	\$	0.34	3,960	\$	1,346.40
<u>Spring 2010 Secondary Credit Assessment Answer Documents</u>					
Chemistry	\$	0.10	2,000	\$	200.00
English 10	\$	0.10	2,000	\$	200.00
US History plus Geography	\$	0.10	2,000	\$	200.00
World History plus Geography	\$	0.10	2,000	\$	200.00
<u>Spring 2010 Secondary Credit Assessment Ancillary Materials</u>					
Chemistry	\$	0.04	12,000	\$	480.00
English 10	\$	0.04	12,000	\$	480.00
US History plus Geography	\$	0.04	12,000	\$	480.00
World History plus Geography	\$	0.04	12,000	\$	480.00

SUBTOTAL - Test Manufacturing

\$ 74,625.60

Meeting/Travel Participation (unit = person day)

Development Related Meetings

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ELA Item writer training			
PEARSON Meeting w/ Travel Costs	\$ 629.32	16	\$ 10,069.12
PEARSON Meeting w/o Travel Costs	\$ 237.15	8	\$ 1,897.20
OEAA Meeting w/Travel Costs	\$ 458.22	120	\$ 54,986.40
OEAA Meeting w/o Travel Costs	\$ 404.77	60	\$ 24,286.20
Fixed Meeting Costs			\$ 8,312.94
Math Item writer training			
PEARSON Meeting w/ Travel Costs	\$ 629.32	16	\$ 10,069.12
PEARSON Meeting w/o Travel Costs	\$ 237.15	8	\$ 1,897.20
OEAA Meeting w/Travel Costs	\$ 458.22	120	\$ 54,986.40
OEAA Meeting w/o Travel Costs	\$ 404.77	60	\$ 24,286.20
Fixed Meeting Costs			\$ 8,312.94
Science Item writer training			
PEARSON Meeting w/ Travel Costs	\$ 629.32	16	\$ 10,069.12
PEARSON Meeting w/o Travel Costs	\$ 237.15	8	\$ 1,897.20
OEAA Meeting w/Travel Costs	\$ 440.24	72	\$ 31,697.28
OEAA Meeting w/o Travel Costs	\$ 386.80	36	\$ 13,924.80
Fixed Meeting Costs			\$ 6,333.66
Social Studies Item writer training			
PEARSON Meeting w/ Travel Costs	\$ 629.32	16	\$ 10,069.12
PEARSON Meeting w/o Travel Costs	\$ 237.15	8	\$ 1,897.20
OEAA Meeting w/Travel Costs	\$ 440.24	72	\$ 31,697.28
OEAA Meeting w/o Travel Costs	\$ 386.80	36	\$ 13,924.80
Fixed Meeting Costs			\$ 6,333.66
ELA passage review (Bias)			
PEARSON Meeting w/ Travel Costs	\$ 629.32	8	\$ 5,034.56
OEAA Meeting w/Travel Costs	\$ 530.93	48	\$ 25,484.64
Fixed Meeting Costs			\$ 791.71
ELA passage review (Content)			
PEARSON Meeting w/ Travel Costs	\$ 629.32	8	\$ 5,034.56
PEARSON Meeting w/o Travel Costs	\$ 237.15	4	\$ 948.60
OEAA Meeting w/Travel Costs	\$ 530.93	48	\$ 25,484.64
OEAA Meeting w/o Travel Costs	\$ 477.50	24	\$ 11,460.00
Fixed Meeting Costs			\$ 1,187.56
Item review ELA (Pre- and Post-Pilot Bias)			
PEARSON Meeting w/ Travel Costs	\$ 629.32	16	\$ 10,069.12
OEAA Meeting w/Travel Costs	\$ 537.67	32	\$ 17,205.44
Fixed Meeting Costs			\$ 4,222.44
Item review Math (Pre- and Post-Pilot Bias)			
PEARSON Meeting w/ Travel Costs	\$ 629.32	16	\$ 10,069.12
OEAA Meeting w/Travel Costs	\$ 537.67	32	\$ 17,205.44
Fixed Meeting Costs			\$ 4,222.44
Item review Science (Pre- and Post-Pilot Bias)			
PEARSON Meeting w/ Travel Costs	\$ 629.32	16	\$ 10,069.12

OEAA Meeting w/Travel Costs	\$ 537.67	32	\$ 17,205.44
Fixed Meeting Costs			\$ 4,222.44
Item review Social Studies (Pre- and Post-Pilot Bias)			
PEARSON Meeting w/ Travel Costs	\$ 629.32	16	\$ 10,069.12
OEAA Meeting w/Travel Costs	\$ 537.67	32	\$ 17,205.44
Fixed Meeting Costs			\$ 4,222.44
Item review ELA (Pre-Pilot Content)			
PEARSON Meeting w/ Travel Costs	\$ 629.32	8	\$ 5,034.56
PEARSON Meeting w/o Travel Costs	\$ 237.15	4	\$ 948.60
OEAA Meeting w/Travel Costs	\$ 530.93	48	\$ 25,484.64
OEAA Meeting w/o Travel Costs	\$ 477.50	24	\$ 11,460.00
Fixed Meeting Costs			\$ 3,166.83
Item review Math (Pre-Pilot Content)			
PEARSON Meeting w/ Travel Costs	\$ 629.32	8	\$ 5,034.56
PEARSON Meeting w/o Travel Costs	\$ 237.15	4	\$ 948.60
OEAA Meeting w/Travel Costs	\$ 530.93	48	\$ 25,484.64
OEAA Meeting w/o Travel Costs	\$ 477.50	24	\$ 11,460.00
Fixed Meeting Costs			\$ 3,166.83
Item review Science (Pre-Pilot Content)			
PEARSON Meeting w/ Travel Costs	\$ 629.32	8	\$ 5,034.56
PEARSON Meeting w/o Travel Costs	\$ 237.15	4	\$ 948.60
OEAA Meeting w/Travel Costs	\$ 530.93	48	\$ 25,484.64
OEAA Meeting w/o Travel Costs	\$ 477.50	24	\$ 11,460.00
Fixed Meeting Costs			\$ 3,166.83
Item review Social Studies (Pre-Pilot Content)			
PEARSON Meeting w/ Travel Costs	\$ 629.32	8	\$ 5,034.56
PEARSON Meeting w/o Travel Costs	\$ 237.15	4	\$ 948.60
OEAA Meeting w/Travel Costs	\$ 530.93	48	\$ 25,484.64
OEAA Meeting w/o Travel Costs	\$ 477.50	24	\$ 11,460.00
Fixed Meeting Costs			\$ 3,166.83
Item review ELA (Post-Pilot Content)			
PEARSON Meeting w/ Travel Costs	\$ 629.32	8	\$ 5,034.56
OEAA Meeting w/Travel Costs	\$ 530.93	48	\$ 25,484.64
Fixed Meeting Costs			\$ 2,111.22
Item review Math (Post-Pilot Content)			
PEARSON Meeting w/ Travel Costs	\$ 629.32	8	\$ 5,034.56
OEAA Meeting w/Travel Costs	\$ 530.93	48	\$ 25,484.64
Fixed Meeting Costs			\$ 2,111.22
Item review Science (Post-Pilot Content)			
PEARSON Meeting w/ Travel Costs	\$ 629.32	8	\$ 5,034.56
OEAA Meeting w/Travel Costs	\$ 530.93	48	\$ 25,484.64
Fixed Meeting Costs			\$ 2,111.22

Item review Social Studies (Post-Pilot Content)					
PEARSON Meeting w/ Travel Costs	\$ 629.32	8	\$	5,034.56	
OEAA Meeting w/Travel Costs	\$ 530.93	48	\$	25,484.64	
Fixed Meeting Costs			\$	2,111.22	
Item review ELA (Post-Field Test Bias)					
PEARSON Meeting w/ Travel Costs	\$ 663.62	8	\$	5,308.96	
OEAA Meeting w/Travel Costs	\$ 573.30	16	\$	9,172.80	
Fixed Meeting Costs			\$	2,111.22	
Item review Math (Post-Field Test Bias)					
PEARSON Meeting w/ Travel Costs	\$ 663.62	8	\$	5,308.96	
PEARSON Meeting w/o Travel Costs	\$ -	0	\$	-	
OEAA Meeting w/Travel Costs	\$ 573.30	16	\$	9,172.80	
OEAA Meeting w/o Travel Costs	\$ -	0	\$	-	
Fixed Meeting Costs			\$	2,111.22	
Item review Science (Post-Field Test Bias)					
PEARSON Meeting w/ Travel Costs	\$ 663.62	8	\$	5,308.96	
OEAA Meeting w/Travel Costs	\$ 573.30	16	\$	9,172.80	
Fixed Meeting Costs			\$	2,111.22	
Item review Social Studies (Post-Field Test Bias)					
PEARSON Meeting w/ Travel Costs	\$ 663.62	8	\$	5,308.96	
OEAA Meeting w/Travel Costs	\$ 573.30	16	\$	9,172.80	
Fixed Meeting Costs			\$	2,111.22	
Item review ELA (Post-Field Test Content)					
PEARSON Meeting w/ Travel Costs	\$ 663.62	8	\$	5,308.96	
OEAA Meeting w/Travel Costs	\$ 564.58	48	\$	27,099.84	
Fixed Meeting Costs			\$	2,111.22	
Item review Math (Post-Field Test Content)					
PEARSON Meeting w/ Travel Costs	\$ 663.62	8	\$	5,308.96	
OEAA Meeting w/Travel Costs	\$ 591.30	48	\$	28,382.40	
Fixed Meeting Costs			\$	2,111.22	
Item review Science (Post-Field Test Content)					
PEARSON Meeting w/ Travel Costs	\$ 663.62	8	\$	5,308.96	
OEAA Meeting w/Travel Costs	\$ 591.30	48	\$	28,382.40	
Fixed Meeting Costs			\$	2,111.22	
Item review Social Studies (Post-Field Test Content)					
PEARSON Meeting w/ Travel Costs	\$ 663.62	8	\$	5,308.96	
OEAA Meeting w/Travel Costs	\$ 591.30	48	\$	28,382.40	
Fixed Meeting Costs			\$	2,111.22	
Program Management Related Meetings					

Monthly Management Meeting - In MI

PEARSON Meeting w/ Travel Costs
OEAA Meeting w/Travel Costs
Fixed Meeting Costs

\$	662.30	60	\$	39,738.00
\$	65.98	36	\$	2,375.28
			\$	10,292.21

Monthly Management Meeting - In TX

PEARSON Meeting w/ Travel Costs
OEAA Meeting w/Travel Costs

\$	128.11	60	\$	7,686.60
\$	407.95	36	\$	14,686.20

Kick off meeting - In TX

PEARSON Meeting w/ Travel Costs
PEARSON Meeting w/o Travel Costs
OEAA Meeting w/Travel Costs
OEAA Meeting w/o Travel Costs
Fixed Meeting Costs

\$	128.11	20	\$	2,562.20
\$	128.11	10	\$	1,281.10
\$	407.95	8	\$	3,263.60
\$	239.76	4	\$	959.04
			\$	989.64

Additional Contractor Meetings - In MI

PEARSON Meeting w/ Travel Costs
PEARSON Meeting w/o Travel Costs
OEAA Meeting w/Travel Costs
OEAA Meeting w/o Travel Costs
Fixed Meeting Costs

\$	662.30	18	\$	11,921.40
\$	270.14	9	\$	2,431.26
\$	65.98	18	\$	1,187.64
\$	65.98	9	\$	593.82
			\$	7,719.15

SUBTOTAL - Meeting/Travel Participation

\$ 1,159,249.13

Fixed Cost Components

Program Management
Psychometric Labor
Pilot IT/Scoring Labor
Pilot QA Labor
Pilot PASC Labor

			\$	339,954.56
			\$	193,549.41
			\$	184,864.24
			\$	21,372.52
			\$	34,864.71

SUBTOTAL - Fixed Cost Components

\$ 774,605.44

GRAND TOTAL MEAP 09/10 EXTENSION

\$ 4,400,000.00

**STATE OF MICHIGAN
 DEPARTMENT OF MANAGEMENT AND BUDGET
 PURCHASING OPERATIONS
 P.O. BOX 30026, LANSING, MI 48909
 OR
 530 W. ALLEGAN, LANSING, MI 48933**

**CHANGE NOTICE NO. 7
 TO
 CONTRACT NO. 071B5200309**

**between
 THE STATE OF MICHIGAN
 and**

NAME & ADDRESS OF VENDOR Harcourt Assessment Inc. 19500 Bulverde Road San Antonio, TX 78259	TELEPHONE (210) 339-5000 Jeffrey Gait
	VENDOR NUMBER/MAIL CODE
	BUYER/CA (517) 335-8530 Rebecca Nevai
Contract Administrator: Marilyn Roberts and Joseph Martineau Item Development for State of Michigan's Statewide MEAP K-12 Assessments	
CONTRACT PERIOD: From: May 15, 2005 To: September 30, 2008	
TERMS <p style="text-align: center;">Net</p>	SHIPMENT <p style="text-align: center;">N/A</p>
F.O.B. <p style="text-align: center;">N/A</p>	SHIPPED FROM <p style="text-align: center;">N/A</p>
MINIMUM DELIVERY REQUIREMENTS <p style="text-align: center;">N/A</p>	

NATURE OF CHANGE (S):

Effective immediately, the contract administrator has been replaced. The duties will be split as follows:

Anything related to the ELPA assessments will be handled by:
Marilyn Roberts
 608 W. Allegan
 Lansing, MI 48933
 Phone: 517-335-0567
 Email: RobertsM@michigan.gov

Anything related to the MEAP and MME assessments:
Joseph Martineau
 608 W. Allegan
 Lansing, MI 48933
 Phone: 517-241-4710
 Email: MartineauJ@michigan.gov

Please note that the buyer has been changed to Douglas Collier.

AUTHORITY/REASON: Per agency and DMB agreement.

TOTAL ESTIMATED CONTRACT VALUE REMAINS: \$15,115,729.00

**STATE OF MICHIGAN
 DEPARTMENT OF MANAGEMENT AND BUDGET
 PURCHASING OPERATIONS
 P.O. BOX 30026, LANSING, MI 48909
 OR
 530 W. ALLEGAN, LANSING, MI 48933**

October 5, 2006

**CHANGE NOTICE NO. 6
 TO
 CONTRACT NO. 071B5200309**

**between
 THE STATE OF MICHIGAN
 and**

NAME & ADDRESS OF VENDOR Harcourt Assessment Inc. 19500 Bulverde Road San Antonio, TX 78259	TELEPHONE (210) 339-5000 Jeffrey Gait
	VENDOR NUMBER/MAIL CODE
	BUYER/CA (517) 373-8530 Rebecca Nevai
Contract Administrator: Dr. Edward Roeber Item Development for State of Michigan's Statewide MEAP K-12 Assessments	
CONTRACT PERIOD: From: May 15, 2005 To: September 30, 2008	
TERMS <p style="text-align: center;">Net</p>	SHIPMENT <p style="text-align: center;">N/A</p>
F.O.B. <p style="text-align: center;">N/A</p>	SHIPPED FROM <p style="text-align: center;">N/A</p>
MINIMUM DELIVERY REQUIREMENTS <p style="text-align: center;">N/A</p>	

NATURE OF CHANGE (S):

Effective 9-19-06, the following CHANGES are made to this Contract:

This change notice expands the scope of work in the base Contract, and change notices 1 and 3, relative to the English Language Proficiency Assessment (ELPA) design and administration. The Contract scope of work and price schedule are expanded per the attached nine (9) page Word document.

Funds in the amount of \$1,172,426.00 are added to the Contract; to cover the expanded scope of work.

The buyer is changed to Rebecca Nevai.

All other pricing, terms, and conditions remain unchanged.

AUTHORITY/REASON: Per AS-1 signed by agency, dated 7-27-06, and approval of DMB Purchasing Operations.

TOTAL ESTIMATED INCREASED CONTRACT VALUE: \$15,115,729.00

TEST SPECIFICATIONS, VERSION 1

"SCREENER"

MICHIGAN ENGLISH LANG. PROFICIENCY ASSESSMENT (ELPA)

May 5, 2006

General Parameters and Specifications

1	The screener will be administered to newly enrolled ESL students. The primary purpose of the test will be to exempt students who would not have the requisite skills from taking the October MEAP assessment. A secondary purpose is to provide placement information to ESL educators.
2	The operational items for the Fall 06 ELPA Screener will be pulled from the Spring 06 operational ELPA form. The original sources of the items will be SELP Form A, SAT9, or the Mountain West Assessment Consortium. The items will be selected to focus measurement around the point where the exemption decision is likely to be made, or approximately at the midpoint of the ability distribution. Items will also be selected to be as representative as possible of the content coverage of ELPA.
3	Each operational form will include space for embedded field testing of new items. These field test items will be used to supplement the items field tested in Spring 06 and be available for the Spring 2007 operational form.
4	All of the operational screener items, having been calibrated in Spring 2006, will allow the screener to be linked to the operational ELPA scale.
5	The screener, including all of its subtests, will be used to make a single, categorical decision of "P-F" for the purpose of exemption from the MEAP ELA test. Screener scores are NOT intended as substitutes for full ELPA scores.
6	A secondary purpose of the screener will be to provide curricular guidance to educators charged with placing new ESL students into appropriate ELL programs.

ELPA Screener Design (Fall 2006) -- Drafted May, 2006						
Domain	Type	Grade Range				
		K-G2	G3-G5	G6-G8	G9-G12	
Listening						
S-1*	MC	4	3	3	3	
S-2*	MC	4	2	2	2	
S-3*	MC		3	3	3	
Operational Total (Items)		8	8	8	8	
Operational Total (points)		8	8	8	8	
FT (items)		4	4	4	4	
FT (points)		4	4	4	4	
FT Forms**		5	3	3	3	
items/form		12	12	12	12	
points/form		12	12	12	12	

* S-1 refers to a listening stimulus that supports one MC item; S-2 refers to a listening stimulus that supports two MC items, etc.

**5 rather than 3 FT forms are proposed for K-2 because (1) there is the possibility of early need for additional K-level items and (2) the sample will accommodate.

ELPA Screener Design (Fall 2006) -- Drafted May, 2006					
Domain	Type	Grade Range			
		K-G2	G3-G5	G6-G8	G9-G12
Reading					
Read-alouds	MC	3			
Stand-alone MC	MC	3			
P-2*	MC	2	2		
P-3*	MC		6	3	3
P-5*	MC			5	5
Operational Total (Items)		8	8	8	8
Operational Total (points)		8	8	8	8
FT (items)		4	4	4	4
FT (points)		4	4	4	4
FT Forms**		5	3	3	3
items/form		12	12	12	12
points/form		12	12	12	12

* P-2 refers to a reading passage that supports two MC items; P-3 refers to a reading passage that supports three MC items, etc.

**5 rather than 3 FT forms are proposed for K-2 because (1) there is the possibility of early need for additional K-level items and (2) the sample will accommodate.

*** 7-item passages are field tested as part of MEAP or other sources, external to ELPA.

ELPA Screener Design (Fall 2006) -- Drafted May, 2006					
Domain	Type	Grade Range			
		K-G2	G3-G5	G6-G8	G9-G12
Writing					
	MC	4	3	2	2
	CR1*	2	1	2	2
	CR2*	1	2	2	2
	CR4*				
Operational Total (Items)		7	6	6	6
Operational Total (points)		8	8	8	8
FT (items)		2-4	1-4	1-4	1-4
FT (points)		4	4	4	4
FT Forms**		5	3	3	3
items/form		9-11	7-10	7-10	7-10
points/form		12	12	12	12

* CR1, CR2, CR4 refer to constructed response items with 1,2, and 4 points possible.

**5 rather than 3 FT forms are proposed for K-2 because (1) there is the possibility of early need for additional K-level items and (2) the sample will accommodate.

ELPA Screener Design (Fall 2006) -- Drafted May, 2006					
Domain	Type	Grade Range			
		K-G2	G3-G5	G6-G8	G9-G12
Speaking					
	CR1*	4	4	4	4
	CR2*				
	CR4* (retelling)	1	1	1	1
	CR4* (prompted telling)				
Operational Total (Items)		5	5	5	5
Operational Total (points)		8	8	8	8
	FT (items)	1-4	1-4	1-4	1-4
	FT (points)	4	4	4	4
FT Forms**		5	3	3	3
	items/form	6-9	6-9	6-9	6-9
	points/form	12	12	12	12

* CR1, CR2, CR4 refer to constructed response items with 1, 2, and 4 points possible.

**5 rather than 3 FT forms are proposed for K-2 because (1) there is the possibility of early need for additional K-level items and (2) the sample will accommodate.

**Michigan ELPA/Harcourt Assessment
Additional Scope Changes
July 2006**

1. Performance Level Descriptor Meeting: \$40,679

- 5 Harcourt staff
 - 3 for 2 days plus travel (includes PM and 2 unnamed staff)
 - 2 for 3 days plus travel (first day will be run by the state and Norm Webb, Doolittle and Johnson)
- NO expenses for teachers or meeting room
- There will be no data processing as such, but there will be a need for some planning and preparation of a report. Assume 1 week of Doolittle's time.

2. Standards Setting Consultant's Fees: \$39,588

In addition to the Standards Setting costs included in the original ELPA Administration, Scoring and Reporting proposal, Harcourt Assessment incurred the costs of two outside consultants to lead this meeting. At the request of Marilyn Roberts, Harcourt Assessment secured the assistance of the Assessment and Evaluation Services company to lead the Standards Setting meeting. The two consultants were John Keene and Tom Hirsch.

3. Teacher On Loan "pass-through":

Salary and Benefits	\$73,653
Travel	<u>\$20,000*</u>
Total	\$93,653

*this is assuming Phil will attend all ELPA management meetings as well as the annual kick-off meeting and all other ELPA project meetings

4. Fall Screener/Field Test (Development and Administration):

	Field Test	Screener
Program Management & Travel	\$11,798	\$18,383
Development	\$621,341	\$39,331
Production	\$131,631	\$96,259
Distribution	\$19,771	\$17,727
Scoring Dev/MAPS	\$18,694	\$5,961
PASC & Travel	\$17,610	\$-
Total Screener/FT	\$820,845	\$177,661 = \$998,506

Harcourt Assessment, Inc.
Pricing Breakout - SCR 30107B
Prepared 7/28/06

Description	2006-07 Academic Yr		
	Proposed Unit Cost	Estimated Quantity	Lump Sum or Total
Item Development			
Grade K-2 ELP Multiple Choice	\$ 756	81	\$ 61,236
Grade K-2 ELP Constructed Response	\$ 756	32	\$ 24,192
Grade K-2 ELP Writing Prompts	\$ 756	12	\$ 9,072
Grade K-2 ELP Commissioned Passages	\$ 756	38	\$ 28,728
Grade 3-5 ELP Multiple Choice	\$ 756	36	\$ 27,216
Grade 3-5 ELP Constructed Response	\$ 756	11	\$ 8,316
Grade 3-5 ELP Writing Prompts	\$ 756	8	\$ 6,048
Grade 3-5 ELP Commissioned Passages	\$ 756	20	\$ 15,120
Grade 6-8 ELP Multiple Choice	\$ 756	42	\$ 31,752
Grade 6-8 ELP Constructed Response	\$ 756	11	\$ 8,316
Grade 6-8 ELP Writing Prompts	\$ 756	8	\$ 6,048
Grade 6-8 ELP Commissioned Passages	\$ 756	24	\$ 18,144
Grade 9-12 ELP Multiple Choice	\$ 756	42	\$ 31,752
Grade 9-12 ELP Constructed Response	\$ 756	11	\$ 8,316
Grade 9-12 ELP Writing Prompts	\$ 756	8	\$ 6,048
Grade 9-12 ELP Commissioned Passages	\$ 756	24	\$ 18,144
SUBTOTAL - Item Development		408	\$ 308,448
Committee Member Meeting Participation (Per Person Per Day)			
Item Development Training - 6/2/06 - (10 people * 1 day)	\$ 1,970	10	\$ 19,700
Item Development Training - 6/19/06 - 6/22/06 - (33 people * 3 days)	\$ 867	99	\$ 85,833
Item/Forms Development - 6-23-06 - (9 people * 1 day)	\$ 378	9	\$ 3,402
Item Development (Tiffany & Richter) (2 people * 3 days)	\$ 735	6	\$ 4,410
Management Meeting (3 people * 2 days)	\$ 1,098	6	\$ 6,588
SUBTOTAL - Committee Member Meeting Participation			\$ 119,933
Other - Please Describe			
Item Bank Transfer and Maintenance			\$ 9,125
Psychometric Participation			\$ 7,930
Test Booklet Composition (Includes Manuals)			\$ 95,214
SUBTOTAL - Other			\$ 112,269
Test Mfg (unit = pages)			
ELP Grade K Test Booklet - (Screener)	\$ 0.217	96,000	\$ 20,832
ELP Grade 1-2 Test Booklet - (Screener)	\$ 0.217	196,800	\$ 42,706
ELP Grade 3-5 Test Booklet - (Screener)	\$ 0.217	76,800	\$ 16,666
ELP Grade 6-8 Test Booklet - (Screener)	\$ 0.217	60,000	\$ 13,020
ELP Grade 9-12 Test Booklet - (Screener)	\$ 0.217	60,000	\$ 13,020
ELP Grade K Speaking Test Booklet - (Screener)	\$ 0.217	32,000	\$ 6,944
ELP Grade 1-2 Speaking Test Booklet - (Screener)	\$ 0.217	65,600	\$ 14,235
ELP Grade K - DFA - (Screener)	\$ 0.217	28,000	\$ 6,076
ELP Grade 1-2 - DFA - (Screener)	\$ 0.217	56,000	\$ 12,152
ELP Grade 3-5 - DFA - (Screener)	\$ 0.217	28,000	\$ 6,076
ELP Grade 6-8 - DFA - (Screener)	\$ 0.217	28,000	\$ 6,076
ELP Grade 9-12 - DFA - (Screener)	\$ 0.217	28,000	\$ 6,076
ELP Grade 3-5 Answer Folder - (Screener)	\$ 0.217	51,200	\$ 11,110
ELP Grade 6-8 Answer Folder - (Screener)	\$ 0.217	40,000	\$ 8,680
ELP Grade 9-12 Answer Folder - (Screener)	\$ 0.217	40,000	\$ 8,680
ELP Grade K Reading Test Booklet - (Field Test)	\$ 0.217	9,136	\$ 1,983
ELP Grade K Writing Test Booklet - (Field Test)	\$ 0.217	18,272	\$ 3,965
ELP Grade K Listening Test Booklet - (Field Test)	\$ 0.217	18,272	\$ 3,965
ELP Grade K Speaking Test Booklet - (Field Test)	\$ 0.217	9,136	\$ 1,983
ELP Grade 1-2 Reading Test Booklet - (Field Test)	\$ 0.217	32,800	\$ 7,118
ELP Grade 1-2 Writing Test Booklet - (Field Test)	\$ 0.217	16,400	\$ 3,559
ELP Grade 1-2 Listening Test Booklet - (Field Test)	\$ 0.217	32,800	\$ 7,118
ELP Grade 1-2 Speaking Test Booklet - (Field Test)	\$ 0.217	16,400	\$ 3,559
ELP Grade 3-5 Reading Test Booklet - (Field Test)	\$ 0.217	12,800	\$ 2,778
ELP Grade 3-5 Writing Test Booklet - (Field Test)	\$ 0.217	6,400	\$ 1,389
ELP Grade 3-5 Listening Test Booklet - (Field Test)	\$ 0.217	6,400	\$ 1,389
ELP Grade 3-5 Speaking Test Booklet - (Field Test)	\$ 0.217	6,400	\$ 1,389

Harcourt Assessment, Inc.
Pricing Breakout - SCR 30107B
Prepared 7/28/06

Description	2006-07 Academic Yr		
	Proposed Unit	Estimated	Lump Sum or
	Cost	Quantity	Total
ELP Grade 6-8 Reading Test Booklet - (Field Test)	\$ 0.217	6,720	\$ 1,458
ELP Grade 6-8 Writing Test Booklet - (Field Test)	\$ 0.217	3,360	\$ 729
ELP Grade 6-8 Listening Test Booklet - (Field Test)	\$ 0.217	3,360	\$ 729
ELP Grade 6-8 Speaking Test Booklet - (Field Test)	\$ 0.217	3,360	\$ 729
ELP Grade 6-8 Reading/Writing Test Booklet - (Field Test)	\$ 0.217	3,360	\$ 729
ELP Grade 6-8 Listening/Speaking Test Booklet - (Field Test)	\$ 0.217	3,360	\$ 729
ELP Grade 9-12 Reading Test Booklet - (Field Test)	\$ 0.217	6,720	\$ 1,458
ELP Grade 9-12 Writing Test Booklet - (Field Test)	\$ 0.217	3,360	\$ 729
ELP Grade 9-12 Listening Test Booklet - (Field Test)	\$ 0.217	3,360	\$ 729
ELP Grade 9-12 Speaking Test Booklet - (Field Test)	\$ 0.217	3,360	\$ 729
ELP Grade 9-12 Reading/Writing Test Booklet - (Field Test)	\$ 0.217	3,360	\$ 729
ELP Grade 9-12 Listening/Speaking Test Booklet - (Field Test)	\$ 0.217	3,360	\$ 729
ELP Grade K - DFA - (Field Test)	\$ 0.217	28,000	\$ 6,076
ELP Grade 1-2 - DFA - (Field Test)	\$ 0.217	56,000	\$ 12,152
ELP Grade 3-5 - DFA - (Field Test)	\$ 0.217	28,000	\$ 6,076
ELP Grade 6-8 - DFA - (Field Test)	\$ 0.217	28,000	\$ 6,076
ELP Grade 9-12 - DFA - (Field Test)	\$ 0.217	28,000	\$ 6,076
ELP Grade 3-5 Answer Folder - (Field Test)	\$ 0.217	51,200	\$ 11,110
ELP Grade 6-8 Answer Folder - (Field Test)	\$ 0.217	40,000	\$ 8,680
ELP Grade 9-12 Answer Folder - (Field Test)	\$ 0.217	40,000	\$ 8,680
SUBTOTAL - Test Manufacturing		1,417,856	\$ 307,676
Distributing Testing Materials			
Sending Grades K, 1-2, 3-5, 6-8, and 9-12	\$ 0.298	75,437	\$ 22,480
Retrieving Grades K, 1-2, 3-5, 6-8, and 9-12	\$ 0.216	69,437	\$ 14,998
SUBTOTAL - Distributing Test Materials			\$ 37,478
ELPA Hand Scoring			
Preparation of Training and Qualifying Sets for Scoring			\$ 6,542
Field Test Scoring Site Visit (8 People * 3 days)	\$ 462	24	\$ 11,088
SUBTOTAL - ELPA Hand Scoring			\$ 17,630
Information Systems			
1) Project Management - IT			\$ 1,975
2) Measurement Services			\$ 10,758
3) Scoring Development			\$ 11,922
SUBTOTAL - Information Systems			\$ 24,655
Other - Please Describe			
Program Management			\$ 23,594
ELL Consulting and Meeting Facilities			\$ 46,823
SUBTOTAL - Other			\$ 70,417
Total (ELPA Screener and Field Test)			\$ 998,506

STATE OF MICHIGAN
DEPARTMENT OF MANAGEMENT AND BUDGET
PURCHASING OPERATIONS
P.O. BOX 30026, LANSING, MI 48909
OR
530 W. ALLEGAN, LANSING, MI 48933

September 19, 2006

CHANGE NOTICE NO. 5
TO
CONTRACT NO. 071B5200309

between
THE STATE OF MICHIGAN
and

NAME & ADDRESS OF VENDOR Harcourt Assessment Inc. 19500 Bulverde Road San Antonio, TX 78259	TELEPHONE (210) 339-5000 Jeffrey Gait
	VENDOR NUMBER/MAIL CODE
	BUYER/CA (517) 335-4804 Douglas Collier
Contract Administrator: Dr. Edward Roeber Item Development for State of Michigan's Statewide MEAP K-12 Assessments	
CONTRACT PERIOD: From: May 15, 2005 To: September 30, 2008	
TERMS Net	SHIPMENT N/A
F.O.B. N/A	SHIPPED FROM N/A
MINIMUM DELIVERY REQUIREMENTS N/A	

NATURE OF CHANGE (S):

This Contract is hereby amended to make corrections to Change Notices 2, 3, and 4.
Please see the attached document for amendment details.

AUTHORITY/REASON:

Per agency/vendor request and DMB/Purchasing Operations approval.

TOTAL ESTIMATED CONTRACT VALUE: \$13,943,303.00

NATURE OF CHANGE (S):

The Contract is hereby amended to make corrections to Change Notices 2, 3, and 4. Corrections are made to 1) the liquidated damages provisions that were included in Change Notice 2 and incorporated by reference in Change Notices 3 and 4, and 2) the attachment of the Contract to Change Notice 4. There is no change in value to the contract. All other terms and conditions remain the same.

AUTHORITY/REASON:

Per Agency/Vendor Request and DMB/Purchasing Operations' approval.

TOTAL CONTRACT VALUE: \$13,943,303.00

CORRECTIONS

1. Attachment of Contract Document

Change Notice 4: The Contract document attached to Change Notice 4 was not the actual final Contract Document executed by the parties in June 2005. The Contract document attached to Change Notice 4 is hereby replaced with a copy of the actual Contract executed by the parties in June 2005, attached hereto.

2. Cap of 10% on Liquidated Damages

Change Notice 2: The liquidated damages provisions, specifically, the cap of 10%, found on page 108 of the executed Contract between Michigan and Harcourt, shall be restored to the language in Change Notice 2, Section 2.703(C), at the end of the first paragraph: *Harcourt's liquidated damages liability for any contract year shall be capped at 10 percent (10%) of the contract value for that year.*

Change Notices 3 and 4: References in Change Notices 3 and 4 to the liquidated damages in Change Notice 2 hereby reflect the above correction.

3. Liquidated Damages 2006 Dates – ELPA Performance

Change Notice 2: The liquidated damages provisions found in Section 2.703, paragraphs C.4 – C.7 were added for the performance of the newly incorporated ELPA scope of work. These provisions will be amended to apply to the 2007 administration rather than for 2006. Due to requests for performance of additional activities, the 2006 dates are rendered inaccurate. For example, in paragraph C.7, delete the references to June 8, 2006 in the first and last sentences. Revise the first sentence to read, "*Beginning with the 2007 Administration, starting on the 29th day...*"

STATE OF MICHIGAN
 DEPARTMENT OF MANAGEMENT AND BUDGET
 ACQUISITION SERVICES
 P.O. BOX 30026, LANSING, MI 48909
 OR
 530 W. ALLEGAN, LANSING, MI 48933

June 27, 2006

CHANGE NOTICE NO. 4
 TO
 CONTRACT NO. 071B5200309
 between
 THE STATE OF MICHIGAN
 and

NAME & ADDRESS OF VENDOR Harcourt Assessment Inc. 19500 Bulverde Road San Antonio, TX 78259 lisamarie_anderson@harcourt.com	TELEPHONE (210) 339-5000 Jeffrey Galt
	VENDOR NUMBER/MAIL CODE
	BUYER/CA (517) 335-4804 Douglas Collier
Contract Compliance Inspector: Dr. Edward Roeber Item Development for State of Michigan's Statewide MEAP K-12 Assessments	
CONTRACT PERIOD: From: May 15, 2005 To: September 30, 2008	
TERMS N/A	SHIPMENT N/A
F.O.B. N/A	SHIPPED FROM N/A
MINIMUM DELIVERY REQUIREMENTS N/A	

NATURE OF CHANGE (S):

This Contract is hereby amended to provide Test Booklet Composition for MEAP 3 - 9 Fall Assessments, HSA and MME Fall Retests, as well as HSA and MME Spring Assessments. Please see attached detailed statement of work and pricing. The value of this Contract is to be increased by \$2,001,182.00. All other terms and conditions to remain the same.

AUTHORITY/REASON:

Per agency and vendor request and DMB/Purchasing Operations' approval.

INCREASE: \$2,001,182.00

TOTAL REVISED ESTIMATED CONTRACT VALUE: \$13,943,303.00



STATE OF MICHIGAN
Office of Educational Assessment and Accountability

Proposed New Work for the MEAP Development Contractor

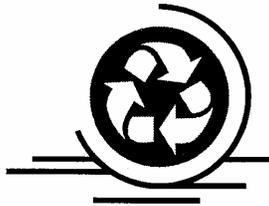
Test Booklet Composition for
MEAP 3 – 9 Fall Assessments
HSA and MME Fall Retests
HSA and MME Spring Assessments

Contract Period: January 1, 2006 through September 30, 2008



EEO STATEMENT

Harcourt Assessment, Inc. is an affirmative action equal opportunity employer subject to the nondiscrimination clauses of Executive Order 11246, Section 503 of the Rehabilitation Act of 1973 and Section 402 of the Vietnam Era Veterans Readjustment Act of 1974, 38 U. S. C. 2012.



**The Proposal is printed on recycled paper
containing 30% post-consumer content**



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SCOPE OF WORK AND DELIVERABLES

1.104. Work and Deliverables

1.104.B. Coordination With Development Contractors

1.104.B Coordination with Development Contractors

As your MEAP development contractor, Harcourt Assessment, Inc. (Harcourt) understands we are responsible for coordinating the work of the various contractors so that we are providing a seamless administration of your assessments. Under the period covered by this proposed new work statement (academic years 2006-2007 and 2007-2008), Harcourt will continue to coordinate its processes and schedules with the OEAA administration contractor. The program management team, led by Vice President of Custom Assessment Programs, Mr. Duane Manning, and Senior Director for Custom Assessment Programs, Mr. Herb Harris, and supported by the Program Manager, Mr. Chad Barrett, have developed and implemented productive coordination processes under our existing MEAP development contract. All of these coordination efforts will be supported by constant communication with the OEAA.

2. *General Coordination Responsibilities*

2. **General Coordination Responsibilities.** *The development contractors and the administration contractor both have the responsibility for assessment booklet design. However the development contractor will determine the final layout of the assessments. Designs must be coordinated so that administration, scoring and reporting is reliable and accurate, administration by school personnel is realistic, and costs are minimized. The administration contractor and the development contractor must have agreement on and ensure that all items and assessments comply with the OEAA style guide, assessment designs and specifications that identify standards for all items and assessments and subject specific standards.*

Under the period covered by this proposed new work statement, both Harcourt and the administration contractor will have responsibility for assessment booklet design. Harcourt will be responsible for determining the final layout of the assessments while the administration contractor is responsible for communicating the technical requirements for all camera-ready documents. This activity will take great coordination with the administration contractor to ensure scoring and reporting is reliable, test administration is as easy as possible, and costs are minimized. Harcourt will maintain open and constant communication with the OEAA and the administration contractor to ensure style guides are followed and the assessment designs and specifications are met.

3. *MEAP Coordination Responsibilities*

3. MEAP Coordination Responsibilities. In the MEAP assessments, the items produced by the *development* contractor will undergo a final round of tryouts (called "field tests") before they are used in calculating student scores. This round of field tests is the only round of tryouts in which the *administration* contractor is involved. Small sets of new field test items measuring a few benchmarks will be embedded in each of the operational forms of the MEAP the year before they are used in calculating student scores. These sets of items will be spiraled throughout the multiple forms in order to field test sufficient items to replace the core items in the next year's assessment. Where possible, the field test items will be interspersed throughout the test forms, and where necessary will be placed at the end of each section of the test forms.

The *development* contractor will help OEAA select the operational items, as well as the field test items to be embedded in the operational forms for field testing, to package and desktop publish these materials so that the *administration* contractor can print, package, and distribute the tests to Michigan school districts. The *development* contractor will provide camera-ready copy of the operational test booklets, with field test items embedded in them, as well as associated matrices containing item characteristics such as operational test position, released test position, item code from the item bank, characteristic code (core, extended core, future core, field test), type of item (multiple choice, constructed response), GLCE, answer key, and selected statistics from the item bank to the *administration* contractor. The final format, pagination, etc. will need to be negotiated and agreed to by the development contractor and the administration contractor within two weeks of the kickoff meeting held for each test cycle. The development contractor will need to provide the administration contractor with a nearly final draft of each test so that the administration contractor will have the information necessary to develop administration manuals and directions.

The *administration* contractor will administer the field test items with the operational assessment. The *administration* contractor will score the Multiple Choice field test items at the same time as the operational items. If needed, the *administration* contractor may score Short Answer and Extended Response field test items after scoring the operational items and completing other time-urgent tasks, when resources become available to perform the scoring. The *administration* contractor will complete all necessary analyses and forward the resulting statistical item information to the development contractor consistent with the schedule agreed upon at the kickoff meeting so that the development contractor can complete the necessary BSC/CAC reviews of the field test items. There are several steps to preparing the operational test items and forms.

To facilitate the work of the *development* contractor, the *administration* contractor must coordinate with the *development* contractor to familiarize the *development* contractor with the assessment design, blueprints, assessment specifications and reporting requirements to ensure that each assessment is replicable from cycle to cycle without sampling benchmarks or expectations to assess; that sufficient items are viable post-field testing to replace all Core items (which will be released), and that embedded field testing is cost effective as well as an effective use of valuable assessment time in the classroom. The *development* contractor and the *administration* contractor will need to carefully coordinate their work to ensure success on the timeline that exists.

As the current MEAP development contractor, Harcourt has in-depth knowledge of the construction of each test as well as the OEAA's plans for future item development. Harcourt realizes the OEAA releases all core test items to the public and therefore needs to field test a sufficient number of items in order to replace the released core items in the following test administration. Harcourt understands the OEAA prefers to embed field test items in the operational tests. We will work with the OEAA and the administration contractor to spiral the field test items throughout multiple operational forms. Harcourt will make every effort to intersperse the field test items throughout the operational forms and only place field test items at the end of the test when necessary.

Under this proposed new work statement, Harcourt will work with the OEAA to select the operational items, select the field test items to be embedded in the operational forms, and desktop publish the final test booklets. Harcourt will then deliver camera-ready copy of the operational test booklets, including the embedded field test items, to the administration contractor. In addition, Harcourt will provide the administration contractor with test matrices containing item characteristics such as operational test position, released test position, item code from the item bank, characteristic code (core, extended core, future core, etc) type of item (multiple choice, constructed response), GLCE, answer key, and selected statistics from the item bank. Harcourt will work with the administration contractor and the OEAA to solidify the requirements for this documentation. Harcourt will coordinate delivery of near-final versions of each test so that the administration contractor can develop answer folders and directions for administration for each test.

The administration contractor is responsible for administering the operational tests with the embedded field test items. After the tests have been administered, the administration contractor will score the assessments and provide Harcourt with all necessary analysis and statistical item information. This information will be forwarded to Harcourt in accordance with the project schedule agreed upon at the project kick-off meeting. Once Harcourt receives this information, we will complete the necessary bias and content (BSC/CAC) reviews of the field test items and associated test item data.

As your development contractor, Harcourt understands the level of coordination needed between the development contractor and the administration contractor in order to ensure each contractor is familiar with the assessment designs, blueprints, and specifications as well as the reporting requirements. This is absolutely necessary to ensure that each assessment is replicable from cycle to cycle without sampling benchmarks, to ensure that there are sufficient numbers of post field test items to replace all core items, and to ensure that embedded field testing is cost effective as well as an effective use of assessment time. Harcourt understands it is of the utmost importance that we carefully coordinate with the administration contractor to ensure these tasks be properly managed in accordance with the project timelines.

5. *Item Bank Coordination Responsibilities*

5. Item Bank Coordination Responsibilities The *development* contractor is responsible for providing an item banking software system to be accessed directly by the *development* contractor and by OEAA. The *administration* contractor will have no responsibility for maintaining or accessing this software system. However, the *administration* contractor must be capable of coordinating data exchanges with the *development* contractor to both (1) obtain updated versions of the item bank from the *development* contractor to load into the *administration* contractor's item banking system, and (2) deliver updated performance statistics after operational assessments to the *development* contractor to allow the development contractor to conduct final Field test item reviews and update the *development* contractor's item banking system.

As the current MEAP development contractor, Harcourt has developed a custom item bank for the OEAA. This system was created so the OEAA could inventory and organize existing MEAP items as well as add and organize new items as they are developed. The item bank stores each item's metadata (aligned standard, correct answer, associated items or passages, etc.) and statistics (percentage of students answering the student correctly, percentage of students choosing each answer option, differential item performance statistics, etc.). Harcourt understands the administration contractor will have no responsibility for the OEAA item bank. However, as the development contractor, we will coordinate data exchanges with the administration contractor so that the data in the item bank are up-to-date. Once Harcourt has received the updated performance statistics from the administration contractor, we will conduct bias and content (BSC/CAC) reviews and update the item bank.

1.104.C. General Administration Tasks

1.104.C General Administration Tasks

The following is an analysis of the major tasks involved in developing the end products of this project, relating to MEAP and the Michigan Merit Examination (MME). The development contractor is not, however, constrained from supplementing this listing with additional steps, subtasks or elements deemed necessary to permit the development of alternative approaches or the application of proprietary analytical techniques.

The development contractor must address these primary tasks as well as all supporting tasks. The main supporting tasks, with the assumption that quality processes exist throughout, include

- creating a schedule for assessment materials development, scheduling all tasks, subtasks, and activities to be conducted;
- layout, proofing, and submitting to OEAA and the administration contractor final "camera ready" test forms for printing by the administration contractor
- providing documentation and electronic data management; and
- conducting field test item committee reviews following administration of these items in the operational assessments.

NOTE

The lead OEAA administration contractor (the winning bidder on the MEAP portion of this ITB) and the development contractor will be responsible for coordinating their schedules, coordinating the layout and shipment timing of assessment materials, coordinating the timing and layout of student reports, coordinating on the format and integration of documentation (the technical report, see attachment 5), and on coordinating the management and integration of assessment data from the three assessments (MEAP, MI-Access, and ELPA).

The lead OEAA administration contractor is responsible for taking the lead on all coordination efforts, and is ultimately responsible for the products of that coordination

Major technical and procedural issues inherent in the development of items and administration of the MEAP and MME must also be addressed with final policy decisions made by the OEAA and the Michigan Merit Award Office.

Standard requirements for item reviews, forms design and development, proofing, and correction are presented following the specific listing of all tasks for each assessment (MEAP and MME) and cycle (Fall Grade 3-9 MEAP, Fall HSA Retest, Spring HSA).

Harcourt fully recognizes the complexities involved in each general administrative task involved in this program. Our program management team has developed a strong relationship with the OEAA while working this past year as the MEAP development contractor and has a thorough understanding of the tasks outlined in this proposed new

work statement. We have developed and implemented coordination activities with the current administration contractor, and we will expand upon these coordination efforts in order to carry out the tasks outlined in this proposed new work statement.

In the management of the primary tasks, which are all included in the schedules submitted with this proposal, the program management team will maintain overall quality control and security while tracking and reporting the progress of each subtask. Harcourt will create a master schedule that coordinates the activities of all contractors and the OEAA during the test composition process. Harcourt will also coordinate the creation and updating of documentation to support the processes between the development and administration contractors.

The primary tasks associated with this proposed new work statement are as follows:

- ◆ Creating a schedule for assessment materials development, scheduling all tasks, subtasks, and activities to be conducted
- ◆ Laying out, proofing, and submitting to the OEAA and the administration contractor final camera-ready test forms for printing by the administration contractor
- ◆ Providing documentation and electronic data management
- ◆ Conducting field test item committee reviews following administration of these items in the operational assessments

1.104.D. Specific Grade 3–9 Fall MEAP Development Administration Tasks

1.104.D Specific Grade 3-9 Fall MEAP Assessment Administration Tasks

Given the magnitude of the grade 3-9 assessment development tasks the administration contractor is responsible for, they are listed here as separate tasks. The development contractor must address all the subtasks and activities specified on the timelines contained in the project schedule established annually. A copy of this schedule should be attached to this ITB. The development contractor may assume that unless specified, later test cycles will follow a similar calendar.

Harcourt's program management team will excel at facilitating the planning, scheduling, and control of the activities necessary to fulfill the objectives outlined in this proposed new work statement. The program management team understands that, unless agreed upon with the OEAA prior to or during the kick-off meeting, future test cycles will follow a similar calendar.

1. Participate in Project Kick-Off Meeting

1. Participate in Project Kick-Off Meeting Key staff of the development contractor and OEAA will meet for two days to review project plans, schedules, and activities. The goal is to make any needed last-minute changes to the Fall administration of the grade 3-9 MEAP, to revise schedules and planned activities accordingly, and to get to work to produce the materials needed for the Fall grade 3-9 MEAP administration.

The development contractor will update the electronic project schedule (in MS Project or similar format) as needed, and will document the initial meeting. Upon mutual agreement of the Contract Administrator for OEAA and the development contractor, this kick-off meeting may be held concurrently with the kick-off meetings for the Fall HSA Retest, and the Fall MME Retest (beginning in 2007). If the meeting addresses more than one assessment (MEAP and MME), it must be structured so that each assessment has adequate dedicated time for review, and a time for overall review of the multiple assessments covered by the meeting. The two days noted above are for the grade 3-9 MEAP only.

Harcourt's program management team will coordinate a two-day kick-off meeting to review the project plans, schedules, and activities for the test composition of the Grades 3-9 Fall MEAP tests. The program management team will also coordinate and structure the meetings to address each assessment and allow adequate time for review. After this meeting, Harcourt will update the electronic project schedule in Microsoft Project and will document the key discussion points and decisions from this meeting.

During the kick-off meeting, the program management team will also begin to gather the specifics on the materials needed for the Fall Grades 3-9 MEAP Tests.

2. Finalize Assessment Materials Development

2. Finalize Assessment Materials Development Plans The development contractor must provide a plan to develop the materials needed to administer the Fall Grade 3-9 MEAP at the appropriate dates. This will include, as a minimum, a detailed electronic project schedule, along with appropriate psychometric design, to assure that the assessments will produce accurate and sound information about students and schools.

Harcourt will work with the OEAA to develop an electronic project schedule detailing the activities necessary to compose each test for the Fall Grades 3-9 MEAP Tests. The schedule will ensure that adequate time and resources are devoted to the project to provide assessments that are psychometrically sound and that produce accurate and reliable information about students and schools.

The additional activities identified in this proposed new work statement will be incorporated into the program plan developed each year. This plan will be a working document that will be produced as a loose-leaf notebook and will be added to as the

program progresses. This document will be kept and maintained for each project year, and copies will be sent to the OEAA. Copies of the program plan will also be provided and updated for key Harcourt team members. By the end of the contract term, the plan will contain complete historical and current information related to each phase of the program. The following final products will be incorporated into the program plan:

- ◆ Proposed procedures for all work tasks
- ◆ All products developed and produced during the program
- ◆ Project schedule
- ◆ Work task specifications
- ◆ Status report forms

3. *Delivery of all Usable and Field-Tested Items in Item Bank to OEAA*

3. Delivery of All Usable and Field-Tested Items in the Item Bank to OEAA The *development* contractor will deliver final proofed and OEAA approved copy of all field-tested MEAP items available for use in operational tests, along with associated item statistics from previous field tests to OEAA. Final copy is defined as hardcopy and/or high-definition electronic form such as Microsoft Word or Adobe Acrobat PDF, according to the desire of the administration contractor. While this step will not be replicated in subsequent years of the contract because from this point on, the development contractor will have the entire bank of items available for use in operational assessments and will provide only updates to the item bank annually.

All usable and field-tested items will be placed into the item bank before the project kick-off meeting for the composition of the subsequent year's test forms. Item statistics from previously field-tested items will also be placed in the item bank. Each item will be an individual Word document accompanied by the native art files.

4. *Determination of Operational and Field-Test Items*

4. Determination of Operational and Field Test Items The development contractor will work with OEAA staff to determine the number and types of items that will be used in the field testing for each content area at each grade level. The development contractor responsibilities listed in tasks a-o will be carried.

a. Coordinate With Administration Contractor on Design and Layout of Assessment Booklets and Answer Documents

- (a) Coordinate with the administration contractor on the design and layout of the assessment booklets and answer documents. Total number of items, forms, style, pages, and other details should be finalized for both the assessment booklets and answer folders. The *development* contractor must coordinate with OEAA to determine the number of field test items that will be embedded in the operational assessment. OEAA will provide the *development* contractor details of field test item format, style, and standard item location (e.g. 5, 19-22, 48, ...) to be used in the operational assessments.

Harcourt will coordinate with the administration contractor on the design and layout of both the assessment booklets and the answer folders. Harcourt will also coordinate with the OEAA to determine the number of field test items to be embedded in the operational assessment. We will also provide near-final versions of each composed test so that the administration contractor can begin to develop answer documents and directions for administration.

b. Provide Coordinated Assessment Designs to OEAA

(b) Provide coordinated assessment designs to OEAA

Harcourt will provide coordinated assessment designs to OEAA and the administration contractor for review on the date specified in the project schedule.

c. OEAA, Development Contractor, and Administration Contractor Resolve Outstanding Assessment Design and Layout Issues

(c) OEAA, the *development* contractor, and the *administration* contractor resolve outstanding assessment design and layout issues

Harcourt will communicate with and arrange meetings as needed with the OEAA and the administration contractor to resolve outstanding assessment design and layout issues.

d. Development Contractor Selects Successfully Field-Tested Items From Item Bank for Operational Assessment and Provides Item Numbers to OEAA

(d) *Development* contractor selects successfully field-tested items from the item bank for the operational assessment and provides item numbers to OEAA The *development* contractor selects successfully field-tested items from the item bank for the current cycle's operational assessments, and returns a listing of all items to be used on the operational assessments to OEAA for purposes of planning item development to replace the used items.

Harcourt will select successfully field-tested items from the item bank for the current cycle's assessments. Items for the current cycle's assessments will be selected based on psychometric and curricular criteria.

During the process of operational test item selection Harcourt will prepare test matrices and test characteristic curves so that the OEAA can easily determine if a particular set of items will result in a test that meets the OEAA's needs. The test matrices will include information on each item's match to the Michigan standards and benchmarks as well as item statistics that can be used by the OEAA to determine if a test matches the assessment design. The test characteristic curves will provide additional information on the ability of the current set of items to be equated to the base-year operational test.

Harcourt's assigned content experts and psychometrician will be available during the test item selection process to consult with the OEAA on issues of test construction so that the OEAA can be assured that the best possible items are selected for each test. Harcourt will provide the OEAA with a listing of all items to be used on the operational assessments for the purposes of planning future item development.

e. Development Contractor Selects Field-Test Items to be Embedded in Operational Assessments

- (e) Development contractor selects field-test items to be embedded in the operational assessments Development contractor selects field test items for the operational forms in accordance with the matrix design for each subject at each grade. See attachments 2, 3, and 4 for general assessment designs.

In accordance with the test matrices provided by the OEAA, Harcourt will select successfully pilot-tested items from the item bank for the current cycle's assessments. Items for the current cycle's assessments will be selected based on psychometric and curricular criteria using a process similar that outlined in Part D above.

f. Development Contractor Delivers Operational and Field-Test Items Packaged by Form to OEAA

- (f) Development contractor delivers operational and field test items packaged by form to OEAA The *development* contractor will package the appropriately numbered proofed and OEAA approved final copy of the operational and field test items so that they will appear in the same location of each form. While the packaging of Mathematics, Science, and Social Studies items is relatively straightforward, the ELA (reading, writing, and listening) assessments contain a variety of different item types (varying from multiple-choice items for stand-alone passages to extended constructed-response essays) and the packaging may be more complicated. Final copy is defined as either hardcopy or electronic versions of the items that can be inserted as is into camera-ready documents. Whether the format is hardcopy or electronic copy is the prerogative of the *administration* contractor.

At the conclusion of the test item selection process outlined in Parts D and E above, Harcourt will package the appropriate number of proofed and OEAA-approved final copies of the operational and field test items. These items will be packaged according to the specifications of the OEAA for each content area. Harcourt will provide the OEAA with hard-copies of each item selected for operational use and for use as an embedded field-test item.

Harcourt understands that while the packaging of mathematics, science, and social studies items is relatively straightforward, the ELA (reading, writing, and listening) assessment contain a variety of different item types (varying from stand-alone passages to extended constructed-response essays) and the packaging may be more complicated.

g. Coordinated Review of Draft Operational Test Form Booklets

- (g) Coordinated Review of Draft Operational Test Forms Booklets The OEAA staff assigned to the content area will review the operational test forms put together by the *development* contractor and suggest any changes to the items selected or how they are packaged. OEAA and the *development* contractor will be involved in this review.

Harcourt will work cooperatively and collaboratively with the OEAA and the administration contractor, at the direction of the OEAA, to assist the OEAA staff with the review of all selected operational and field test items.

Harcourt will provide test matrices and test characteristic curves to both the OEAA and the administration contractor during the coordinated review. This will assist the OEAA in ensuring that the selected test items will result in an appropriate assessment for Michigan's students.

h. OEAA Provides Final Format Specifications for Operational Test Forms to Development Contractor

- (h) OEAA Provides Final Format Specifications for Operational Test Forms to the Development Contractor OEAA, with the assistance of the *development* contractor, will determine the format of the operational test forms, including the page layout, font, the numbering of the items (since the field test items are embedded). The *development* contractor shall use these specifications to construct the needed operational test forms.

OEAA provides the administration contractor with copies of assessment drafts at each stage so that the administration contractor can begin developing (and make adjustments to) administration manuals. These hand-offs will be placed into the project schedule.

Harcourt will work with the OEAA to determine the final format specifications of the operational assessment. To that end, Harcourt will work in a collaborative fashion with the OEAA and the administration contractor to create a format that addresses the needs of the students who will be taking the test. In addition, Harcourt will bring to bear its extensive experience in the area of page layout to create a look and feel for the assessment that will best facilitate the navigation on the part of the students taking the test. Some of the elements that the format specifications document will address include: font size, use of icons, art dimensions, spacing among page elements, and text that will allow the test taker to easily access the information arranged on the page. In addition, in order to create a seamless communication flow between the different contractors and the OEAA, Harcourt will submit options for the different issues that will need to be addressed in the creation of the final format specifications. The OEAA will provide the administration contractor with copies of the assessment drafts at each stage so the administration contractor can make any needed adjustments to the administration manuals.

i. Development Contractor Makes Changes to Draft Operational Test Forms

- (i) Development Contractor Makes Changes to Draft Operational Test Forms The *development* contractor will make any needed changes to the operational test forms

Harcourt, as directed by the OEAA, will replace items selected for the operational tests should the OEAA determine that the item is not appropriate. Using the final format specifications as defined by the OEAA, Harcourt will desktop publish the operational test forms.

j. Development Contractor Desktop Publishes Operational Test Forms

- (j) Development Contractor Desktop Publishes Operational Test Forms The *development* contractor uses the final format specifications provided by OEAA to desktop publish the operational test forms.

Harcourt's production team will take the following steps to desktop publish (compose) the operational test forms from conception to final electronic files: development of sample pages, the page review cycle, and the electronic delivery of the file to the administration contractor. During test form construction, Harcourt production planning and composition teams will work together with our vendors to establish schedules and plans that will accommodate every requirement of the OEAA. We will ensure that plans and schedules account for OEAA's involvement in the test form composition process.

First, Harcourt will provide OEAA staff sample pages that include booklet designs (e.g., page layouts, elements on the page, art requirements, fonts, colors, etc.). These samples provide the OEAA the opportunity to review and revise these important aspects of test booklets, which Harcourt will incorporate according to the mutually agreed-upon schedule. Once the OEAA has approved both the layout and design, the document will be ready to begin the desktop publishing (composition) process proper.

Next, to improve cycle times, Harcourt proposes the implementation of a PDF workflow for editing and production. We will use this workflow to achieve a more efficient review process between Harcourt and the OEAA. This technology allows for easy and quick turnaround time in providing files, and allows for the digital workflow of all rounds.

This entire process can be done electronically, eliminating the time needed to print a paper version and to send the documents through overnight mail to the OEAA for review and back to Harcourt for revisions. Password-protected PDF files will be transmitted electronically via a secure FTP site. PDF workflow increases efficiency and reduces the reliance on paper output for checking work.

PDF review rounds are approved through a cooperative effort between Harcourt and the OEAA. Agreed upon communications tools are put into place to ensure that edits, corrections, suggestions, and revisions are applied as requested and agreed to by content

and editorial staff from both parties. If corrections are needed, Harcourt and the OEAA mutually agree on necessary changes, and Harcourt will request page edits from the compositor before final approval is obtained from the OEAA.

Finally, Harcourt will create PDFs that meet the technical specifications of the administration contractor's printers. For example, a form is created in its native file. It is then put in PDF format for transporting to the appropriate reviewer(s). The PDF format allows anyone with Acrobat Reader to review the document and anyone with full version Adobe Acrobat to actually edit the PDF document. The PDF is then sent back to the compositor and the edits are made to the native file. These edits will be incorporated until the final file for each test booklet is approved for delivery to the administration contractor, which is the last step in the desktop publishing process.

k. Proof of Operational Test Forms by Development Contractor and OEAA

- (k) Proof of Operational Test Forms by the Development Contractor and OEAA The *development* contractor will proof each operational test form, checking for spelling, grammar, usage, correct answer, correct coding to GLCEs, correct item numbering, and so forth. Proofing will include development contractor and OEAA staff not familiar with the items being reviewed. Any needed changes will be summarized for later use. OEAA reviews will be summarized and sent to the development contractor.

Harcourt will proof each operational form, checking for correct spelling, grammar, usage, answer, coding to GLCEs, item numbering, and so forth. Proofing will include OEAA staff not familiar with the items being reviewed. Any needed changes will be summarized for later use. Harcourt understands all OEAA reviews will be summarized and sent to us by the OEAA.

l. Development Contractor Makes Corrections

- l. Development contractor makes corrections The *development* contractor will make any corrections uncovered in the reviews.

Harcourt will make any corrections uncovered during the OEAA reviews and the test preparation.

m. Development Contractor Provides Final Copy to OEAA

- (m) Development contractor provides final copy to OEAA The *development* contractor provides final copy to the OEAA to verify that the needed changes have been made. The *development* contractor is also responsible for updating the item bank software system with any changes made to items by this date.

Harcourt understands that the development contractor will provide final copy to the OEAA to verify that the needed changes have been made. The development contractor will also be responsible for updating the item bank software system with any changes made to items by this date.

n. Final Adjustments

- (n) Final adjustments OEAA verifies that the needed changes have been made. The *development* contractor is also responsible for updating the item banking software system with any changes made to items at this stage.

Harcourt understands the OEAA will verify that any needed changes have been made. If there are any further changes at this point, Harcourt is responsible for updating the item banking software system.

o. Final Handoff to Administration Contractor

- (o) Final handoff to the administration contractor The *development* contractor finalizes updates to the item bank with any changes made to items in the previous sub-task (n) of this section, and provides final copy of each of the operational test forms to the *administration* contractor. Note that the *administration* contractor may prefer to receive the camera-ready field test forms in an electronic format such as MS Word or Adobe PDF rather than in hardcopy.

Harcourt will deliver camera-ready copy of each test booklet to the OEAA and the administration contractor in the form of an Adobe PDF file. This file will meet the technical specifications as agreed upon in Part F above.

Harcourt will apply any changes made to items in the previous sub-tasks of this section to the item bank.

45. Receive Operational and Field Test Statistics on Items and Forms from OEAA

- 45. Receive Operational and Field Test Statistics on Items and Forms from OEAA**
The administration contractor will prepare an electronic document linking operational items and their operational statistics to OEAA. OEAA will provide this information to the development contractor to use to update the item bank maintained by the development contractor.

After receipt of the final statistical files from administration contractor, the item bank specialist will execute a quality control review of the data for accuracy and completeness. When the data have been verified as accurate, the item bank will be populated and the data merged with all existing item information.

43. Conduct Bias/Sensitivity and Content Advisory Review Committees on the Field Tested Items

43. Conduct Bias/Sensitivity and Content Advisory Review Committees on the Field Tested Items The development contractor will plan and conduct these committee meetings as specified in sections 1.104.J and 1.104.K (attachment 1).

Harcourt will plan and conduct Bias and Sensitivity committee reviews followed by Content Advisory committee reviews on all field- tested items prior to that item's use on an operational test. These meetings will be planned and executed according to the specifications outlined in Sections 1.104.J and 1.104.K.

1.104.F. Specific Fall HSA Retest and Fall MME Retest Development Tasks

1.104.F Specific Fall HSA Retest and Fall MME Retest Development Tasks

Before the Michigan Merit Examination becomes operational, it will need to be approved by the Peer Review Process of the US Department of Education. The following tables show the contingencies for which MEAP needs to prepare in order to be ready for the high school assessment whether or not the MME is approved by USDOE.

The following table shows the tests that need to be constructed for each fall retest cycle.

Retest Cycle	HSA	MME
Fall 2006	*	-
Fall 2007	(*)	**
Fall 2008	(*)	**

(*) Will be needed if the MME is not approved by USDOE

** Will be needed if approval is granted by USDOE

The following table shows the phase-in of the MME, if it is approved for use by the USDOE. If it is not approved, the MEAP HSA would be used all three years.

School Year	Test
2006-07	MEAP – Grade 12 only
	MME – If approved
2007-08	MME only – If approved
2008-09	MME only – If approved

This listing addresses only the Fall test cycle. The development contractor may assume that unless specified, later years' test cycles will follow a similar calendar.

The Michigan Department of Education and the Office of Educational Assessment and Accountability have selected a new high school assessment called the Michigan Merit Exam (MME). This exam is scheduled to go into place in the 2006-2007 school year. (See Table 1.) However, before the MME can become operational, it must be approved by the Peer Review Process of the United States Department of Education (US DOE). Harcourt understands the OEAA will need to be prepared to administer both the MEAP HSA and the MME until the US DOE approves the MME. Harcourt will work closely with the OEAA to ensure all needed development is done to cover the OEAA's contingency plan as they switch from the HSA to the MME.

Table 1. High School Test Creation by School Year

School Year	Test
2006-07	MEAP—Grade 12 only MME—If approved
2007-08	MME only—If approved
2008-09	MME only—If approved

Harcourt's program management team will excel at facilitating the planning, scheduling, and control of the activities necessary to fulfill the objectives outlined in this proposed new work statement. The program management team understands that, unless agreed upon with the OEAA prior to or during the kick-off meeting, future test cycles will follow a similar calendar.

1. Participate in Project Kick-Off Meeting

1. **Participate in Project Kick-Off Meeting** Key staff of the development contractor, OEAA, and sub-contractors (if used) will meet for two days to review project plans, schedules, and activities. The goal is to make any needed last-minute changes to the fall development of the HSA, to revise schedules and planned activities accordingly, and to get to work to produce the materials needed for the fall HSA administration.

The development contractor will update the electronic project schedule as needed, and will document the initial meeting. Upon mutual agreement of the Contract Administrator for OEAA and the development contractor, this kick-off meeting may be held concurrently with the kick-off meetings for the Fall Grade 3-9 MEAP. If the meeting addresses more than one assessment, it must be structured so that each assessment has adequate dedicated time for review, and a time for overall review of the multiple assessments covered by the meeting. The two days noted above are for the Fall HSA MEAP only.

Harcourt's program management team will coordinate a two-day kick-off meeting to review the project plans, schedules, and activities for the test composition of the fall high school assessment. The program management team will also coordinate and structure the meetings to address each assessment and allow adequate time for review. During the kick-off meeting, the program management team will begin to gather the specifics on the materials needed for the Fall high school assessment and make any needed last minute changes. After this meeting, Harcourt will update the electronic project schedule in Microsoft Project and will document the key discussion points and decisions from this meeting.

2. Finalize Assessment Administration Plans

2. Finalize Assessment Administration Plans The development contractor must provide a plan to develop the materials needed to administer, score, and report the Fall HSA at the appropriate dates. This will include, as a minimum, a detailed electronic project schedule, along with appropriate psychometric design, to assure that the assessments will produce accurate and sound information about students and schools.

Harcourt will work with the OEAA to develop an electronic project schedule detailing the activities necessary to compose each test for the Fall high school assessment. The schedule will ensure that adequate time and resources are devoted to the project to provide assessments that are psychometrically sound and that produce accurate and reliable information about students and schools.

The additional activities identified in this proposed new work statement will be incorporated into the program plan developed each year. This plan will be a working document that will be produced as a loose-leaf notebook and will be added to as the program progresses. This document will be kept and maintained for each project year, and copies will be sent to the OEAA. Copies of the program plan will also be provided and updated for key Harcourt team members. By the end of the contract term, the plan will contain complete information related to each phase of the program. The following final products will be incorporated into the program plan:

- ◆ Proposed procedures for all work tasks
- ◆ All products developed and produced during the program
- ◆ Project schedule
- ◆ Work task specifications
- ◆ Status report forms

3. Delivery of all Usable and Field-Tested Items in Item Bank to OEAA

3. Delivery of All Usable and Field-Tested Items in the Item Bank to OEAA The *development* contractor will deliver final proofed and OEAA approved copy of all field-tested MEAP items available for use in operational tests, along with associated item statistics from previous field tests to OEAA. Final copy is defined as hardcopy and/or high-definition electronic form such as Microsoft Word or Adobe Acrobat PDF, according to the desire of the administration contractor. While this step will not be replicated in subsequent years of the contract because from this point on, the development contractor will have the entire bank of items available for use in operational assessments and will provide only updates to the item bank annually.

All usable and field-tested items will be placed into the item bank before the project kick-off meeting for the composition of the subsequent year's test forms. Item statistics from

previously field-tested items will also be placed in the item bank. Each item will be an individual Microsoft® Word document accompanied by the native art files.

4. Determination of Operational and Field Test Items

4. **Determination of Operational and Field Test Items** The development contractor will work with OEAA staff to determine the number and types of items that will be used in the field testing for each content area at each grade level. The development contractor responsibilities listed in tasks a-o will be carried.

Harcourt will coordinate with the OEAA to determine the number of field test items to be embedded in the operational assessment. We will also provide near-final versions of each composed test so that the administration contractor can begin to develop answer documents and directions for administration.

a. Coordinate With Administration Contractor on the Design and Layout of the Assessment Booklets and Answer Documents

- (a) **Coordinate with the administration contractor on the design and layout of the assessment booklets and answer documents** Total number of items, forms, style, pages, and other details should be finalized for both the assessment booklets and answer folders. The *development* contractor must coordinate with OEAA to determine the number of field test items that will be embedded in the operational assessment. OEAA will provide the *development* contractor details of field test item format, style, and standard item location (e.g. 5, 19-22, 48, ...) to be used in the operational assessments.

Harcourt will coordinate with the administration contractor on the design and layout of the assessment booklets and answer documents. Elements in this process include finalization of the total number of items, forms, style, pages, and other details for both the booklets and the answer folders. Harcourt will coordinate and work closely with the OEAA to determine the number of field test items that will be embedded in the operational assessment. The OEAA will provide details of field test item format, style, and standard item location in the operational assessment for the use of the development contractor.

b. Provide Coordinated Assessment Designs to OEAA

- (b) **Provide coordinated assessment designs to OEAA**

Harcourt will provide coordinated assessment designs to OEAA and the administration contractor for review on the date specified in the project schedule.

c. OEAA, Development Contractor, and Administration Contractor Resolve Outstanding Assessment Design and Layout Issues

- (c) OEAA, the *development* contractor, and the *administration* contractor resolve outstanding assessment design and layout issues

Harcourt will communicate with and arrange meetings as needed with the OEAA and the administration contractor to resolve outstanding assessment design and layout issues.

d. Development Contractor Selects Successfully Field-Tested Items From the Item Bank for the Operational Assessment and Provides Item Numbers to OEAA

- (d) *Development* contractor selects successfully field-tested items from the item bank for the operational assessment and provides item numbers to OEAA The *development* contractor selects successfully field-tested items from the item bank for the current cycle's operational assessments, and returns a listing of all items to be used on the operational assessments to OEAA for purposes of planning item development to replace the used items.

Harcourt will select successfully field-tested items from the item bank for the current cycle's assessments. Items for the current cycle's assessments will be selected based on psychometric and curricular criteria.

During the process of operational test item selection Harcourt will prepare test matrices and test characteristic curves so that the OEAA can easily determine if a particular set of items will result in a test that meets the OEAA's needs. The test matrices will include information on each item's match to the Michigan standards and benchmarks as well as some item statistics and can be used by the OEAA to determine if a test matches the assessment design. The test characteristic curves will provide additional information on the ability of the current set of items to be equated to the base-year operational test.

Harcourt's assigned content experts and psychometrician will be available during the test item selection process to consult with the OEAA on issues of test construction so that the OEAA can be assured that the best possible items are selected for each test. Harcourt will provide the OEAA with a listing of all items to be used on the operational assessments for the purposes of planning future item development.

e. Development Contractor Selects Field-Test Items to be Embedded in the Operational Assessments

- (e) Development contractor selects field-test items to be embedded in the operational assessments Development contractor selects field test items for the operational forms in accordance with the matrix design for each subject at each grade. See attachments 2, 3, and 4 for general assessment designs.

In accordance with the test matrices provided by the OEAA, Harcourt will select successfully pilot-tested items from the item bank for the current cycle's assessments. Items for the current cycle's assessments will be selected based on psychometric and curricular criteria using a process similar that outlined in Part D above.

f. Development Contractor Delivers Field Tested Items Packaged by Form to OEAA

- (f) Development contractor delivers operational and field test items packaged by form to OEAA The *development* contractor will package the appropriately numbered proofed and OEAA approved final copy of the operational and field test items so that they will appear in the same location of each form. While the packaging of Mathematics, Science, and Social Studies items is relatively straightforward, the ELA (reading, writing, and listening) assessments contain a variety of different item types (varying from multiple-choice items for stand-alone passages to extended constructed-response essays) and the packaging may be more complicated. Final copy is defined as either hardcopy or electronic versions of the items that can be inserted as is into camera-ready documents. Whether the format is hardcopy or electronic copy is the prerogative of the *administration* contractor.

At the conclusion of the test item selection process outlined in Parts D and E above, Harcourt will package the appropriate number of proofed and OEAA-approved final copy of the operational and field test items. These items will be packaged according to the specifications of the OEAA for each content area. Harcourt will provide the OEAA with hard-copies of each item selected for operational use and for use as an embedded field-test item.

g. Coordinated Review of Draft Operational and Field Test Forms Booklets

- (g) Coordinated Review of Draft Operational Test Forms Booklets The OEAA staff assigned to the content area will review the operational test forms put together by the *development* contractor and suggest any changes to the items selected or how they are packaged. OEAA and the *development* contractor will be involved in this review.

Harcourt will work cooperatively and collaboratively with the OEAA and the administration contractor, at the direction of the OEAA, to assist the OEAA staff with the review of all selected operational and field test items.

Harcourt will provide test matrices and test characteristic curves to both the OEAA and the administration contractor during the coordinated review. This will assist the OEAA in ensuring that the selected test items will result in an appropriate assessment for Michigan's students.

h. OEAA Provides Final Format Specifications for Operational Test Forms to Development Contractor

- (h) OEAA Provides Final Format Specifications for Operational Test Forms to the Development Contractor OEAA, with the assistance of the *development* contractor, will determine the format of the operational test forms, including the page layout, font, the numbering of the items (since the field test items are embedded). The *development* contractor shall use these specifications to construct the needed operational test forms.

OEAA provides the administration contractor with copies of assessment drafts at each stage so that the administration contractor can begin developing (and make adjustments to) administration manuals. These hand-offs will be placed into the project schedule.

Harcourt will work with the OEAA to determine the final format specifications of the operational assessment. To that end, Harcourt will work in a collaborative fashion with the OEAA and the administration contractor to create a format that addresses the needs of the students who will be taking the test. In addition, Harcourt will bring to bear its extensive experience in the area of page layout to create a look and feel for the assessment that will best facilitate the navigation on the part of the students taking the test. Some of the elements that the Format Specifications document will address include: font size, use of icons, art dimensions, spacing among page elements, and text that will allow the test taker to easily access the information arranged on the page. In addition, in order to create a seamless communication flow between the different contractors and the OEAA, Harcourt will submit options for the different issues that will need to be addressed in the creation of the final format specifications. The OEAA will provide the administration contractor with copies of the assessment drafts at each stage so the administration contractor can make any needed adjustments to the administration manuals.

i. Development Contractor Makes Changes to Draft Operational Test Forms

- (i) Development Contractor Makes Changes to Draft Operational Test Forms The *development* contractor will make any needed changes to the operational test forms, substituting field test items for those identified or repackaging the items, as determined by OEAA staff.

Harcourt, as directed by the OEAA, will replace items selected for the operational tests should the OEAA determine that the item is not appropriate. Using the final format specifications as defined by the OEAA, Harcourt will desktop publish the operational test forms.

j. Development Contractor Desktop Publishes Operational Test Forms

- (j) *Development Contractor Desktop Publishes Operational Test Forms* The development contractor uses the final format specifications provided by OEAA to desktop publish the operational test forms.

Harcourt's production team will take the following steps to desktop publish (compose) the operational test forms from conception to final electronic files: development of sample pages, the page review cycle, and the electronic delivery of the file to the administration contractor. During test form construction, Harcourt production planning and composition teams will work together with our vendors to establish schedules and plans that will accommodate every requirement of the OEAA. We will ensure that plans and schedules account for OEAA's involvement in the test form composition process.

First, Harcourt will provide OEAA staff sample pages that include booklet designs (e.g., page layouts, elements on the page, art requirements, fonts, colors, etc.). These samples provide the OEAA the opportunity to review and revise these important aspects of test booklets, which Harcourt will incorporate according to the mutually agreed-upon schedule. Once the OEAA has approved both the layout and design, the document will be ready to begin the desktop publishing (composition) process proper.

Next, to improve cycle times, Harcourt proposes the implementation of a PDF workflow for editing and production. We will use this workflow to achieve a more efficient review process between Harcourt and the OEAA. This technology allows for easy and quick turnaround time in providing files, and allows for the digital workflow of all rounds.

This entire process can be done electronically, eliminating the time needed to print a paper version and to send the documents through overnight mail to the OEAA for review and back to Harcourt for revisions. Password-protected PDF files will be transmitted electronically via a secure FTP site. PDF workflow increases efficiency and reduces the reliance on paper output for checking work.

PDF review rounds are approved through a cooperative effort between Harcourt and the OEAA. Agreed upon communications tools are put into place to ensure that edits, corrections, suggestions, and revisions are applied as requested and agreed to by content and editorial staff from both parties. If corrections are needed, Harcourt and the OEAA mutually agree on necessary changes, and Harcourt will request page edits from the compositor before final approval is obtained from the OEAA.

Finally, Harcourt will create PDFs that meet the technical specifications of the administration contractor's printers. For example, a form is created in its native file. It is then put in PDF format for transporting to the appropriate reviewer(s). The PDF format allows anyone with Acrobat Reader to review the document and anyone with full version Adobe Acrobat to actually edit the PDF document. The PDF is then sent back to the compositor and the edits are made to the native file. These edits will be incorporated

until the final file for each test booklet is approved for delivery to the administration contractor, which is the last step in the desktop publishing process.

k. Proof of Operational Test Forms by Development Contractor and OEAA

- (k) Proof of Operational Test Forms by the Development Contractor and OEAA The *development* contractor will proof each operational test form, checking for spelling, grammar, usage, correct answer, correct coding to GLCEs, correct item numbering, and so forth. Proofing will include development contractor and OEAA staff not familiar with the items being reviewed. Any needed changes will be summarized for later use. OEAA reviews will be summarized and sent to the development contractor.

Harcourt will proof each operational form, checking for correct spelling, grammar, usage, answer, coding to GLCEs, item numbering, and so forth. Proofing will include OEAA staff not familiar with the items being reviewed. Any needed changes will be summarized for later use. Harcourt understands all OEAA reviews will be summarized and sent to us by the OEAA.

l. Development Contractor Makes Corrections

- (l) Development contractor makes corrections The *development* contractor will make any corrections uncovered in the reviews.

Harcourt will make any corrections uncovered during the OEAA reviews and the test preparation.

m. Development Contractor Provides Final Copy to OEAA

- (m) Development contractor provides final copy to OEAA The *development* contractor provides final copy to the OEAA to verify that the needed changes have been made. The *development* contractor is also responsible for updating the item bank software system with any changes made to items by this date.

Harcourt understands that the development contractor will provide final copy to the OEAA to verify that the needed changes have been made. The development contractor will also be responsible for updating the item bank software system with any changes made to items by this date.

n. Final Adjustments

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Harcourt understands the OEAA will verify that any needed changes have been made. If there are any further changes at this point, Harcourt is responsible for updating the item banking software system.

o. Final Handoff to Administration Contractor

- (o) **Final handoff to the administration contractor** The development contractor finalizes updates to the item bank with any changes made to items in the previous sub-task (*n*) of this section, and provides final copy of each of the operational test forms to the administration contractor. Note that the administration contractor may prefer to receive the camera-ready field test forms in an electronic format such as MS Word or Adobe PDF rather than in hardcopy.

Harcourt will deliver camera-ready copy of each test booklet to the OEAA and the administration contractor in the form of an Adobe PDF file. This file will meet the technical specifications as agreed upon in Part F above.

Harcourt will apply any changes made to items in the previous sub-tasks of this section to the item bank.

45. Receive Operational and Field Test Statistics on Items and Forms from OEAA

45. **Receive Operational and Field Test Statistics on Items and Forms from OEAA** The administration contractor will prepare an electronic document linking operational items and their operational statistics to OEAA. OEAA will provide this information to the development contractor to use to update the item bank maintained by the development contractor.

After receipt of the final statistical files from administration contractor, the item bank specialist will execute a quality control review of the data for accuracy and completeness. When the data have been verified as accurate, the item bank will be populated and the data merged with all existing item information.

43. Conduct Bias/Sensitivity Review Committees on Field Test Items

43. **Conduct Bias/Sensitivity and Content Advisory Review Committees on the Field Tested Items** The development contractor will plan and conduct these committee meetings as specified in sections 1.104.J and 1.104.K (attachment 1).

The total number of assessment forms that may be developed per contract year is provided as Attachment 2.

The operational MEAP assessment booklets will consist of the multiple-choice and constructed-response items specified above in this section. Each assessment will be untimed, although a maximum allowable time (e.g., two hours) will be specified for each assessment. Each assessment booklet will be separated into two-to-three sections to allow for breaks in assessment. All answers are marked in machine-scannable booklets or folders. The separation

may be done by color-coding or by providing separate sections on the answer documents for the two-to-three sections of the assessment. The position of field test items may change from assessment cycle to assessment cycle, but must remain constant within an assessment cycle.

One additional form, an emergency form to be used in the event of a security breach, must also be prepared for each content area and grade level. This form will contain the same Core items, but will not include any matrixed items. Emergency forms may be reused from one assessment cycle to another so long as they remain secure, but one emergency form must be available for each assessment cycle.

Harcourt will plan and conduct Bias and Sensitivity committee reviews followed by Content Advisory committee reviews on all field- tested items prior to that item's use on an operational test. These meetings will be planned and executed according to the specifications outlined in Sections 1.104.J and 1.104.K.

1.104.H. Specific Spring HSA and Spring MME Development Tasks

1.104.H Specific Spring HSA and Spring MME Development Tasks

Before the Michigan Merit Examination becomes operational, it will need to be approved by the Peer Review Process of the US Department of Education. The following tables show the contingencies for which MEAP needs to prepare in order to be ready for the high school assessment whether or not the MME is approved by USDOE.

The following table shows the tests that need to be constructed for each spring operational cycle.

Test Cycle	HSA	MME
Spring 2007	*	**
Spring 2008	(*)	**
Spring 2009	(*)	**

(*) Will be needed if the MME is not approved by USDOE

** Will be needed if approval is granted by USDOE

The following table shows the phase-in of the MME, if it is approved for use by the USDOE. If it is not approved, the MEAP HSA would be used all three years.

School Year	Test
2006-07	MEAP – Grade 12 only
	MME – If approved
2007-08	MME only – If approved
2008-09	MME only – If approved

This listing addresses only the Spring test cycle. A similar cycle, with different types and quantities of materials, will be produced for the MME. The administration contractor may assume that unless specified, later test cycles will follow a similar calendar.

The Michigan Department of Education and the Office of Educational Assessment and Accountability have selected a new high school assessment called the Michigan Merit Exam (MME). This exam is scheduled to go into place in the 2006-2007 school year. However, before the MME can become operational, it must be approved by the Peer Review Process of the US DOE. Harcourt understands the OEAA will need to be prepared to administer both the MEAP HSA and the MME until the US DOE approves the MME. Harcourt will work closely with the OEAA to ensure all needed development is done to cover the OEAA's contingency plan as they switch from the HSA to the MME.

Table 2 shows the tests that need to be constructed for each spring operational cycle. Table 3 shows the phase-in of the MME, if it is approved for use by the USDOE. If it is not approved, the MEAP HSA would be used all three years.

Table 2. Test Construction for Spring Operational Cycle

Test Cycle	HSA	MME
Spring 2007	*	**
Spring 2008	(*)	**
Spring 2009	(*)	**
(*) Will be needed if the MME is not approved by USDOE		
** Will be needed if approval is granted by USDOE		

Table 3. Phase-in of MME

School Year	Test
2006-07	MEAP—Grade 12 only MME—If approved
2007-08	MME only—If approved
2008-09	MME only—If approved

Harcourt's program management team will excel at facilitating the planning, scheduling, and control of the activities necessary to fulfill the objectives outlined in this proposed new work statement. The program management team understands that, unless agreed upon with the OEAA prior to or during the kick-off meeting, future test cycles will follow a similar calendar.

1. Participate in Project Kick-Off Meeting

- 1. Participate in Project Kick-Off Meeting** Key staff of the development contractor, OEAA, and sub-contractors (if used) will meet for two days to review project plans, schedules, and activities. The goal is to make any needed last-minute changes to the Spring development schedule for the HST or MME, to revise schedules and planned activities accordingly, and to get to work to produce the materials needed for the Fall HSA or MME administration.

The development contractor will update the electronic project schedule as needed, and will document the initial meeting. Upon mutual agreement of the Contract Administrator for OEAA and the development contractor, this kick-off meeting may be held concurrently with the kick-off meetings for the Fall Grade 3-9 MEAP. If the meeting addresses more than one assessment, it must be structured so that each assessment has adequate dedicated time for review, and a time for overall review of the multiple assessments covered by the meeting. The two days noted above are for the Fall HST MEAP or MME only.

Harcourt's program management team will coordinate a two-day kick-off meeting to review the project plans, schedules, and activities for the test composition of the Spring high school assessment (HST or MME). The program management team will also coordinate and structure the meetings to address each assessment and allow adequate

time for review. During the kick-off meeting, the program management team will begin to gather the specifics on the materials needed for the Spring high school assessment and make any needed last minute changes. After this meeting, Harcourt will update the electronic project schedule in Microsoft Project and will document the key discussion points and decisions from this meeting.

2. Finalize Assessment Administrations Plans

2. Finalize Assessment Administration Plans The development contractor must provide a plan to develop the materials needed to administer, score, and report the Spring HST or MME at the appropriate dates. This will include, as a minimum, a detailed electronic project schedule, along with appropriate psychometric design, to assure that the assessments will produce accurate and sound information about students and schools.

Harcourt will work with the OEAA to develop an electronic project schedule detailing the activities necessary to compose each test for the Spring HST or MME. The schedule will ensure that adequate time and resources are devoted to the project to provide assessments that are psychometrically sound and that produce accurate and reliable information about students and schools.

The additional activities identified in this proposed new work statement will be incorporated into the program plan developed each year. This plan will be a working document that will be produced as a loose-leaf notebook and will be added to as the program progresses. This document will be kept and maintained for each project year, and copies will be sent to the OEAA. Copies of the program plan will also be provided and updated for key Harcourt team members. By the end of the contract term, the plan will contain complete information related to each phase of the program. The following final products will be incorporated into the program plan:

- ◆ Proposed procedures for all work tasks
- ◆ All products developed and produced during the program
- ◆ Project schedule
- ◆ Work task specifications
- ◆ Status report forms

3. **Delivery of All Usable and Field-Tested Items in the Item Bank to OEAA**

3. Delivery of All Usable and Field-Tested Items in the Item Bank to OEAA The *development* contractor will deliver final proofed and OEAA approved copy of all field-tested MEAP items available for use in operational tests, along with associated item statistics from previous field tests to OEAA. Final copy is defined as hardcopy and/or high-definition electronic form such as Microsoft Word or Adobe Acrobat PDF, according to the desire of the administration contractor. While this step will not be replicated in subsequent years of the contract because from this point on, the development contractor will have the entire bank of items available for use in operational assessments and will provide only updates to the item bank annually.

All usable and field-tested items will be placed into the item bank before the project kick-off meeting for the composition of the subsequent year's test forms. Item statistics from previously field-tested items will also be placed in the item bank. Each item will be an individual Word document accompanied by the native art files.

4. **Determination of Operational and Field-Test Items**

4. Determination of Operational and Field Test Items The development contractor will work with OEAA staff to determine the number and types of items that will be used in the field testing for each content area at each grade level. The development contractor responsibilities listed in tasks a-o will be carried.

Harcourt will coordinate with the OEAA to determine the number of field test items to be embedded in the operational assessment. We will also provide near-final versions of each composed test so that the administration contractor can begin to develop answer documents and directions for administration.

a. Coordinate With Administration Contractor on Design and Layout of Assessment Booklets and Answer Documents

- (a) Coordinate with the *administration* contractor on the design and layout of the assessment booklets and answer documents Total number of items, forms, style, pages, and other details should be finalized for both the assessment booklets and answer folders. The *development* contractor must coordinate with OEAA to determine the number of field test items that will be embedded in the operational assessment. OEAA will provide the *development* contractor details of field test item format, style, and standard item location (e.g. 5, 19-22, 48, ...) to be used in the operational assessments.

Harcourt will coordinate with the administration contractor on the design and layout of the assessment booklets and answer documents. Elements in this process include finalization of the total number of items, forms, style, pages, and other details for both the booklets and the answer folders. Harcourt will coordinate and work closely with the OEAA to determine the number of field test items that will be embedded in the operational assessment. The OEAA will provide details of field test item format, style,

and standard item location in the operational assessment for the use of the development contractor.

b. Provide Coordinated Assessment Designs to OEAA

(b) Provide coordinated assessment designs to OEAA

Harcourt will provide coordinated assessment designs to OEAA and the administration contractor for review on the date specified in the project schedule.

c. OEAA, Development Contractor, and Administration Contractor Resolve Outstanding Assessment Design and Layout Issues

(c) OEAA, the development contractor, and the administration contractor resolve outstanding assessment design and layout issues

Harcourt will communicate with and arrange meetings as needed with the OEAA and the administration contractor to resolve outstanding assessment design and layout issues.

d. Development Contractor Selects Successfully Field-Tested Items From Item Bank for Operational Assessment and Provides Item Numbers to OEAA

(d) Development contractor selects successfully field-tested items from the item bank for the operational assessment and provides item numbers to OEAA The development contractor selects successfully field-tested items from the item bank for the current cycle's operational assessments, and returns a listing of all items to be used on the operational assessments to OEAA for purposes of planning item development to replace the used items.

Harcourt will select successfully field-tested items from the item bank for the current cycle's assessments. Items for the current cycle's assessments will be selected based on psychometric and curricular criteria.

During the process of operational test item selection Harcourt will prepare test matrices and test characteristic curves so that the OEAA can easily determine if a particular set of items will result in a test that meets the OEAA's needs. The test matrices will include information on each item's match to the Michigan standards and benchmarks as well as some item statistics and can be used by the OEAA to determine if a test matches the assessment design. The test characteristic curves will provide additional information on the ability of the current set of items to be equated to the base-year operational test.

Harcourt's assigned content experts and psychometrician will be available during the test item selection process to consult with the OEAA on issues of test construction so that the

OEAA can be assured that the best possible items are selected for each test. Harcourt will provide the OEAA with a listing of all items to be used on the operational assessments for the purposes of planning future item development.

e. Development Contractor Selects Field-Test Items to be Embedded in Operational Assessments

- (e) Development contractor selects field-test items to be embedded in the operational assessments Development contractor selects field test items for the operational forms in accordance with the matrix design for each subject at each grade. See attachments 2, 3, and 4 for general assessment designs.

In accordance with the test matrices provided by the OEAA, Harcourt will select successfully pilot-tested items from the item bank for the current cycle's assessments. Items for the current cycle's assessments will be selected based on psychometric and curricular criteria using a process similar that outlined in Part D above.

f. Development Contractor Delivers Operational and Field-Test Items Packaged by Form to OEAA

- (f) Development contractor delivers operational and field test items packaged by form to OEAA The *development* contractor will package the appropriately numbered proofed and OEAA approved final copy of the operational and field test items so that they will appear in the same location of each form. While the packaging of Mathematics, Science, and Social Studies items is relatively straightforward, the ELA (reading, writing, and listening) assessments contain a variety of different item types (varying from multiple-choice items for stand-alone passages to extended constructed-response essays) and the packaging may be more complicated. Final copy is defined as either hardcopy or electronic versions of the items that can be inserted as is into camera-ready documents. Whether the format is hardcopy or electronic copy is the prerogative of the *administration* contractor.

At the conclusion of the test item selection process outlined in Parts D and E above, Harcourt will package the appropriate number of proofed and OEAA-approved final copy of the operational and field test items. These items will be packaged according to the specifications of the OEAA for each content area. Harcourt will provide the OEAA with hard-copies of each item selected for operational use and for use as an embedded field-test item.

g. Coordinated Review of Draft Operational Test Forms Booklets

- (g) Coordinated Review of Draft Operational Test Forms Booklets The OEAA staff assigned to the content area will review the operational test forms put together by the *development* contractor and suggest any changes to the items selected or how they are packaged. OEAA and the *development* contractor will be involved in this review.

Harcourt will work cooperatively and collaboratively with the OEAA and the administration contractor, at the direction of the OEAA, to assist the OEAA staff with the review of all selected operational and field test items.

Harcourt will provide test matrices and test characteristic curves to both the OEAA and the administration contractor during the coordinated review. This will assist the OEAA in ensuring that the selected test items will result in an appropriate assessment for Michigan's students.

h. OEAA Provides Final Format Specifications for Operational Test Forms to Development Contractor

- (h) OEAA Provides Final Format Specifications for Operational Test Forms to the Development Contractor OEAA, with the assistance of the *development* contractor, will determine the format of the operational test forms, including the page layout, font, the numbering of the items (since the field test items are embedded). The *development* contractor shall use these specifications to construct the needed operational test forms.

OEAA provides the administration contractor with copies of assessment drafts at each stage so that the administration contractor can begin developing (and make adjustments to) administration manuals. These hand-offs will be placed into the project schedule.

Harcourt will work with the OEAA to determine the final format specifications of the operational assessment. To that end, Harcourt will work in a collaborative fashion with the OEAA and the administration contractor to create a format that addresses the needs of the students who will be taking the test. In addition, Harcourt will bring to bear its extensive experience in the area of page layout to create a look and feel for the assessment that will best facilitate the navigation on the part of the students taking the test. Some of the elements that the format specifications document will address include: font size, use of icons, art dimensions, spacing among page elements, and text that will allow the test taker to easily access the information arranged on the page. In addition, in order to create a seamless communication flow between the different contractors and the OEAA, Harcourt will submit options for the different issues that will need to be addressed in the creation of the final format specifications. The OEAA will provide the administration contractor with copies of the assessment drafts at each stage so the administration contractor can make any needed adjustments to the administration manuals.

i. Development Contractor Makes Changes to Draft Operational Test Forms

- (i) *Development Contractor Makes Changes to Draft Operational Test Forms* The *development* contractor will make any needed changes to the operational test forms, substituting field test items for those identified or repackaging the items, as determined by OEAA staff.

Harcourt, as directed by the OEAA, will replace items selected for the operational tests should the OEAA determine that the item is not appropriate. Using the final format specifications as defined by the OEAA, Harcourt will desktop publish the operational test forms.

j. Development Contractor Desktop Publishes Operational Test Forms

- (j) *Development Contractor Desktop Publishes Operational Test Forms* The *development* contractor uses the final format specifications provided by OEAA to desktop publish the operational test forms.

Harcourt's production team will take the following steps to desktop publish (compose) the operational test forms from conception to final electronic files: development of sample pages, the page review cycle, and the electronic delivery of the file to the administration contractor. During test form construction, Harcourt production planning and composition teams will work together with our vendors to establish schedules and plans that will accommodate every requirement of the OEAA. We will ensure that plans and schedules account for OEAA's involvement in the test form composition process.

First, Harcourt will provide OEAA staff sample pages that include booklet designs (e.g., page layouts, elements on the page, art requirements, fonts, colors, etc.). These samples provide the OEAA the opportunity to review and revise these important aspects of test booklets, which Harcourt will incorporate according to the mutually agreed-upon schedule. Once the OEAA has approved both the layout and design, the document will be ready to begin the desktop publishing (composition) process proper.

Next, to improve cycle times, Harcourt proposes the implementation of a PDF workflow for editing and production. We will use this workflow to achieve a more efficient review process between Harcourt and the OEAA. This technology allows for easy and quick turnaround time in providing files, and allows for the digital workflow of all rounds.

This entire process can be done electronically, eliminating the time needed to print a paper version and to send the documents through overnight mail to the OEAA for review and back to Harcourt for revisions. Password-protected PDF files will be transmitted electronically via a secure FTP site. PDF workflow increases efficiency and reduces the reliance on paper output for checking work.

PDF review rounds are approved through a cooperative effort between Harcourt and the OEAA. Agreed upon communications tools are put into place to ensure that edits, corrections, suggestions, and revisions are applied as requested and agreed to by content and editorial staff from both parties. If corrections are needed, Harcourt and the OEAA mutually agree on necessary changes, and Harcourt will request page edits from the compositor before final approval is obtained from the OEAA.

Finally, Harcourt will create PDFs that meet the technical specifications of the administration contractor's printers. For example, a form is created in its native file. It is then put in PDF format for transporting to the appropriate reviewer(s). The PDF format allows anyone with Acrobat Reader to review the document and anyone with full version Adobe Acrobat to actually edit the PDF document. The PDF is then sent back to the compositor and the edits are made to the native file. These edits will be incorporated until the final file for each test booklet is approved for delivery to the administration contractor, which is the last step in the desktop publishing process.

k. Proof of Operational Test Forms by Development Contractor and OEAA

(k) Proof of Operational Test Forms by the Development Contractor and OEAA The *development* contractor will proof each operational test form, checking for spelling, grammar, usage, correct answer, correct coding to GLCEs, correct item numbering, and so forth. Proofing will include development contractor and OEAA staff not familiar with the items being reviewed. Any needed changes will be summarized for later use. OEAA reviews will be summarized and sent to the development contractor.

Harcourt will proof each field-test form, checking for correct spelling, grammar, usage, answer, coding to GLCEs, item numbering, and so forth. Proofing will include OEAA staff not familiar with the items being reviewed. Any needed changes will be summarized for later use. Harcourt understands all OEAA reviews will be summarized and sent to us by the OEAA.

l. Development Contractor Makes Corrections

(l) Development contractor makes corrections The *development* contractor will make any corrections uncovered in the reviews.

Harcourt will make any corrections uncovered during the OEAA reviews and the test preparation.

m. Development Contractor Provides Final Copy to OEAA

(m) Development contractor provides final copy to OEAA The *development* contractor provides final copy to the OEAA to verify that the needed changes have been made. The *development* contractor is also responsible for updating the item bank software system with any changes made to items by this date.

Harcourt understands that the development contractor will provide final copy to the OEAA to verify that the needed changes have been made. The development contractor will also be responsible for updating the item bank software system with any changes made to items by this date.

n. Final Adjustments

- (n) **Final adjustments** OEAA verifies that the needed changes have been made. The *development* contractor is also responsible for updating the item banking software system with any changes made to items at this stage.

Harcourt understands the OEAA will verify that any needed changes have been made. If there are any further changes at this point, Harcourt is responsible for updating the item banking software system.

o. Final Handoff to Administration Contractor

- (o) **Final handoff to the *administration* contractor** The *development* contractor finalizes updates to the item bank with any changes made to items in the previous sub-task (n) of this section, and provides final copy of each of the operational test forms to the *administration* contractor. Note that the *administration* contractor may prefer to receive the camera-ready field test forms in an electronic format such as MS Word or Adobe PDF rather than in hardcopy.

Harcourt will deliver camera-ready copy of each test booklet to the OEAA and the administration contractor in the form of an Adobe PDF file. This file will meet the technical specifications as agreed upon in Part F above.

Harcourt will apply any changes made to items in the previous sub-tasks of this section to the item bank.

45. Receive Operational Statistics on Items and Forms to OEAA

- 45. Provide Operational Statistics on Items and Forms to OEAA** The administration contractor will prepare an electronic document linking operational items and their operational statistics to OEAA. OEAA will provide this information to the development contractor to use to update the item bank maintained by the development contractor.

All matrixed items (field test items) will appear in the same item location on each of the parallel forms within an assessment and content area in order to assure that all students' responses to the core items can be scored regardless of the accuracy of students' gridding of the form taken.

These parts of each assessment are placed on the operational test to be scored and reported as described elsewhere in this ITB. The administration contractor will work closely with the OEAA staff and the staff of the development contractor(s) on the use of the item bank, and the assessment blueprints and

specifications to ensure that the operational parts of the assessments meet the high standards expected. These operational forms of the assessments should include (1) the accurate coding of each item to or benchmark, and (2) adequate coverage of the content area.

The operational MEAP assessment booklets will consist of the multiple-choice and constructed-response items specified above in this section. Each assessment will be un-timed, although a maximum allowable time (e.g., two hours) will be specified for each assessment. Each assessment booklet will be separated into two-to-three sections to allow for breaks in assessment. All answers are marked in machine-scannable booklets or folders. In MEAP assessment booklets, the field test items will be embedded within their content area. The position of field test items may change from assessment cycle to assessment cycle, but must remain constant within an assessment cycle.

One additional form, an emergency form to be used in the event of a security breach, must also be prepared for each content area and grade level. This form will contain the same Core items, but will not include any matrixed items. Emergency forms may be reused from one assessment cycle to another so long as they remain secure, but one emergency form must be available for each assessment cycle and grade level.

After receipt of the final statistical files from the administration contractor, the item bank specialist will execute a quality control review of the data for accuracy and completeness. When the data have been verified as accurate, the item bank will be populated and the data merged with all existing item information.

43. Conduct Bias/Sensitivity Reviews on Field Test Items

43. Conduct Bias/Sensitivity and Content Advisory Review Committees on the Field Tested Items The development contractor will plan and conduct these committee meetings as specified in sections 1.104.J and 1.104.K (attachment 1).

Harcourt will plan and conduct Bias and Sensitivity committee reviews followed by Content Advisory committee reviews on all field- tested items prior to that item's use as on an operational test. These meetings will be planned and executed according to the specifications outlined in Sections 1.104.J and 1.104.K.

Attachment 1

1.104.J. General Committee Meeting Responsibilities

Development contractor responsibilities include:

- (1) make all arrangements for the meetings, including developing an agenda, securing the meeting location, and paying for meeting expenses with approval of meeting arrangements by OEAA
- (2) recruit potential participants in coordination with OEAA, and with OEAA approval of potential participants
- (3) formally invite potential participants, and verify their intent to attend
- (4) make suitable lodging arrangements for participants traveling more than 50 miles
- (5) pay participants' travel expenses at State rates
- (6) keep records of participant attendance
- (7) provide *either* reimbursement of district substitute teacher fees *or* a daily honorarium according to participant request (the daily honorarium is to be \$250 for BSC and CAC participants)
- (8) provide suitable (continental) breakfast, lunch, and snacks for all participants, including OEAA and administration contractor staff
- (9) provide dinner reimbursement for those staying overnight
- (10) train participants using OEAA-approved training materials
- (11) prepare (in consultation with OEAA staff) all materials needed by the committee participants to perform their tasks
- (12) conduct meetings according to OEAA-approved protocols
- (13) provide sufficient experienced staff in coordination with OEAA to facilitate and monitor each large-group and break-out session
- (14) provide for appropriate security of the OEAA assessment data and items
- (15) administer security agreements for participants, and monitor compliance with those agreements
- (16) record the proceedings of the meetings and send records to OEAA and to the development contractor.

The development contractor will be responsible for all travel and lodging costs of OEAA staff related to development contractor activities where OEAA staff need to be present.

Harcourt's Program Manager, Mr. Chad Barrett, will take a lead role in initiating the coordination of all meetings. Harcourt will take responsibility for the following meeting specifications:

- ◆ Harcourt's contract management team will make all arrangements for the meetings. Mr. Barrett will collaborate with the state to develop an agenda for each meeting to ensure that all subjects are covered.
- ◆ Mr. Barrett's team will also secure a meeting location that is convenient for the state and other meeting attendees. Harcourt will pay for all meeting expenses and gain the approval of the OEAA for all meeting arrangements.

- ◆ Mr. Barrett's management team will collaborate with the OEAA to recruit potential participants and will request the OEAA's approval of potential participants.
- ◆ The management team will formally invite potential participants, and maintain an RSVP file of participants' intent to attend. Mr. Barrett will inform the OEAA of the attendee list prior to the meeting.
- ◆ Harcourt will arrange for suitable lodging arrangements for participants traveling more than 50 miles.
- ◆ Harcourt will pay participants' travel expenses at state rates.
- ◆ As part of the minutes, Mr. Barrett's management team will keep records of participant attendance at all meetings.
- ◆ Harcourt will provide either reimbursement of district substitute teacher fees or a daily honorarium according to participant request (the daily honorarium is to be \$250 for BSC and CAC participants).
- ◆ Mr. Barrett's management team will arrange for suitable (continental) breakfast, lunch, and snacks for all participants, including the OEAA and administration contractor staff.
- ◆ Harcourt will provide dinner reimbursement for those staying overnight.
- ◆ With Harcourt's many years of experience in training, we will provide high-quality training sessions to thoroughly prepare participants. All training material will be sent to the OEAA for approval.
- ◆ Harcourt clearly understands the important role that effective training and support materials play in an effective assessment program. Harcourt will prepare (in consultation with OEAA staff) all materials needed by the committee participants to perform their tasks.
- ◆ Harcourt's trained meeting facilitators will conduct meetings according to OEAA-approved protocols.
- ◆ Harcourt will ensure that a sufficient number of experienced and trained meeting facilitators are present to facilitate and monitor each large-group and break-out session.
- ◆ Harcourt will provide for appropriate security of the OEAA assessment data and items.
- ◆ Harcourt will administer security agreements for participants, and monitor compliance with those agreements.
- ◆ Harcourt will discuss appropriate meeting minute formats and guidelines to determine which are acceptable to OEAA. The following are a few suggested guidelines to ensure accurate and uniform minutes:
 - Record decisions, important issues, and action items
 - Record information

- Use the agenda as an outline for the meeting minutes.
- ◆ All meeting minutes and records of participants will be submitted to the OEAA and the development contractor.
- ◆ Harcourt will also provide for the travel and lodging costs of OEAA staff related to activities where OEAA staff need to be present.

1.104.K. Responsibilities for Specific Committee Meetings

1.104.K Responsibilities for Specific Committee Meetings

2. *Bias/Sensitivity and Content Advisory Meetings*

2. Bias/Sensitivity and Content Advisory Meetings

Each *development* contractor will have responsibility for all Bias/Sensitivity and Content Advisory meetings specific to the MEAP 3 – 9 Fall Assessments, Fall HSA and MME Retests, and Spring HSA and MME.

The *development* contractor will plan and conduct Bias/Sensitivity committees (BSC) followed by Content Advisory committees (CAC) on all field tested items. The goal of these committees is to sort items that are viable to be used as scorable items in future operational assessments and to replace operational items that are being released to the public. In these meetings, other items may be discarded or sent back to the *development* contractor for revision. OEAA will identify the members of the BSCs and CACs using members previously involved in the development contractor committees. Bidders should describe the process for conducting BSC and CRC reviews in detail.

The administration contractor will score all field test items and provide data analyses that are necessary for BSC and CAC meetings. The *development* contractor will assemble all materials for the meetings including the items, data and analyses of the items, agenda, training materials, security agreements, sign in sheets, and the necessary records for committee sign off on each item. The *development* contractor will conduct the meetings after obtaining approval from the OEAA on the agenda, training, and process. Only items surviving the BSC will be forwarded to the CAC. The *development* contractor will complete a comprehensive report summarizing the results of these meetings including attendance, contribution and performance of each panelist, decisions on each item, data and statistical analyses, feedback on items sent back for revision, and final disposition of the items.

It is the goal of OEAA to obtain evaluations of the contributions of the various members to the BSC and CAC meetings, as well as to involve experienced and well-performing members of the committees as chairs of the meetings with oversight of staff from OEAA and the contractor responsible for a given BSC/CAC meeting.

The administration contractor will also provide industry-standard item-pilot statistics for the bias and content review. The administration contractor will also provide additional interpretive information in graphics (based on mutual agreement of the administration contractor and OEAA) for flagged items. The graphics should relate the number of correct responses to the proportion of respondents answering the item correctly, with graphical comparisons of groups for DIF flagged items. With the approval of OEAA, the administration contractor may provide alternative interpretive information to the review committees.

Harcourt will prepare items following field testing for reviews by a Bias/Sensitivity Committee and a Content Advisory Committee. Each committee will meet for three days to review items. The reviews will be guided by checklists to ensure that the items meet the criteria for inclusion in the item bank and for potential use on future examinations. Harcourt will review the criteria with the OEAA to be sure that we capture all nuances of acceptability. The review panel will examine each item and determine if it is of high quality and matches the intended assessment objective. The items will be reviewed to be sure they are appropriate for the grade level. Lexile determinations will be provided for the review panel to examine as well. The determination of accuracy of all material, with each question having only a single correct answer will be part of the review process. The item statistics for each item will be presented, along with a general orientation to interpretation and use of the data in item approval. The bias and sensitivity committee will focus additionally on issues that ensure that the items have no stereotypical statements, present no unfair advantage or disadvantage to any group, and are free of bias for race, ethnicity, gender, age, disability status, and any other category of individuals for whom the item may be unfair. Each review panel will consist of eight members. Following OEAA's decision, these reviews will either occur in face-to-face group meetings, or through an online system called Harcourt Item Review Online (HIRO).

HIRO provides a secure, web-based delivery of assessment items for review. The items are exported directly from Main IDEA and are presented as they would appear in print form. HIRO provides password protected, SSL technology encryption delivery of items that prevents clipboard copying or printing from the application. Reviewers answer a set of questions that will be customized for MEAP in consultation with the OEAA. Separate review sessions will be conducted for content and bias/sensitivity committee members. Items can be organized by content area, grade level, GLCE, or other criteria and reviewers can comment individually on items or through a bulletin board discussion venue. OEAA staff can have access to all items and comments during the review period. Reviewers may stop and start the review as their schedules permit. Reports will be generated that detail the reviewer's comments, so they can be evaluated by Harcourt assessment specialists in conjunction with the OEAA.

Harcourt will work with OEAA staff to ensure that committee decisions are captured accurately, and to supplement the committees should any member drop out during the course of the contract. Harcourt will develop all appropriate materials for soliciting new members, describing the criteria, responsibilities, and forms to be filled out by prospective members. Committee members will be limited to a period of two years as a reviewer, with successful members being promoted to take on more responsibility as needed.

Once developed and small scale pilot studies are done, items will be examined by Content, Bias, and Field Test Data Review Committees, respectfully.

Harcourt will provide honoraria for this, and the second convening of the Content and Bias review panel, as specified in this proposed new work statement. Harcourt will handle all logistics and arrangements for these panels, in cooperation with the OEAA.

COST PROPOSAL

Cost Notes for Proposed New Work for the MEAP Development Contractor

Scope of Work:

- ◆ Test Booklet Composition for MEAP 3-9 Fall Assessments,
- ◆ HAS and MME Fall Retests, HAS and MME Spring Assessments

Pricing Summary

Harcourt is pleased to present the Michigan OEAA its price for the Test Booklet Composition outlined above. Harcourt's price quote is composed of three elements, the page composition charges, form construction charges and associated travel costs for the data review meetings. The following notes accompany the attached price sheets and are meant to help clarify key assumptions behind our pricing.

- ◆ Harcourt's page composition rate is a blend between our "pick-up" rate (approximately \$18.12/page in 2006-2007) and our custom rate (approximately \$36.23/page in 2006-2007) for each proposed booklet.
- ◆ Please note that page estimates were based on the submitted scope of work in ITB 05-331.
- ◆ Travel costs assume that 8 Michigan staff will serve on each committee and would receive a \$250/day stipend and that 3 other Michigan staff will attend to help facilitate the meeting without a stipend.
- ◆ Please note that our costs assume that we would be responsible for all committee meals, mileage and lodging.
- ◆ A small charge has been included for large print composition and Arabic and Spanish language test booklet composition. If this is not part of the desired scope of work, Harcourt will remove these line items. Please note that standard composition rates were applied to the Arabic and Spanish language test booklets, but not to the Large Print test booklets, as the composition process for these books is significantly lower (approximately \$7.47/page). Also, we have assumed that large print form construction will not require the any significant forms construction effort from our development team.

The cost proposal spreadsheets for the proposed new work for the MEAP program begin on the following page.

Price Proposal

Item Development

Description Test Composition (Unit = Page)	2006-07 Academic Yr.			2007-08 Academic Yr.			ESTIMATED CONTRACT TOTAL
	Proposed Unit Cost	Estimated Quantity	Lump Sum or Total	Proposed Unit Cost	Estimated Quantity	Lump Sum or Total	
Grade 3 Mathematics	\$ 23.80	896	\$ 21,325	\$ 24.41	896	\$ 21,871	\$ 43,196
Grade 3 English Language Arts	\$ 23.94	1,120	\$ 26,813	\$ 24.55	1,120	\$ 27,456	\$ 54,309
Grade 4 Mathematics	\$ 29.16	788	\$ 22,935	\$ 29.90	788	\$ 22,953	\$ 45,358
Grade 4 English Language Arts	\$ 26.71	1,120	\$ 29,915	\$ 27.39	1,120	\$ 30,677	\$ 60,592
Grade 5 Mathematics	\$ 29.51	768	\$ 22,664	\$ 30.27	768	\$ 23,247	\$ 45,911
Grade 5 English Language Arts	\$ 26.71	1,120	\$ 29,915	\$ 27.39	1,120	\$ 30,677	\$ 60,592
Grade 6 Science	\$ 29.49	384	\$ 11,324	\$ 30.24	384	\$ 11,612	\$ 22,936
Grade 6 Mathematics	\$ 31.98	640	\$ 20,474	\$ 32.81	640	\$ 20,988	\$ 41,472
Grade 6 English Language Arts	\$ 29.78	800	\$ 23,824	\$ 30.54	800	\$ 24,432	\$ 48,256
Grade 6 Social Studies	\$ 27.93	480	\$ 13,406	\$ 28.65	480	\$ 13,752	\$ 27,158
Grade 7 Mathematics	\$ 29.44	640	\$ 18,842	\$ 30.20	640	\$ 19,328	\$ 38,170
Grade 7 English Language Arts	\$ 26.71	1,120	\$ 29,915	\$ 27.39	1,120	\$ 30,677	\$ 60,592
Grade 8 Mathematics	\$ 31.14	640	\$ 19,930	\$ 31.94	640	\$ 20,442	\$ 40,372
Grade 8 English Language Arts	\$ 27.99	960	\$ 26,870	\$ 28.71	960	\$ 27,562	\$ 54,432
Grade 8 Science	\$ 29.49	384	\$ 11,324	\$ 30.24	384	\$ 11,612	\$ 22,936
Grade 9 Social Studies	\$ 34.25	480	\$ 13,406	\$ 35.13	480	\$ 13,752	\$ 27,158
Fall HSA Release Mathematics	\$ 36.23	256	\$ 8,768	\$ 37.18	256	\$ 9,935	\$ 17,703
Fall HSA Release English Language Arts	\$ 29.79	40	\$ 1,449	\$ 31.52	40	\$ 1,487	\$ 2,936
Fall HSA Release Science	\$ 28.31	256	\$ 7,626	\$ 30.56	256	\$ 7,823	\$ 15,449
Fall HSA / MME Release Social Studies	\$ 36.23	320	\$ 9,059	\$ 29.03	320	\$ 9,290	\$ 18,349
Spring HSA Mathematics	\$ 36.23	48	\$ 1,739	\$ 18.58	64	\$ 1,189	\$ 8,874
Spring HSA English Language Arts	\$ 30.95	288	\$ 8,914	\$ 24.85	320	\$ 7,952	\$ 2,928
Spring HSA Science	\$ 29.19	360	\$ 10,508	\$ 16.26	160	\$ 2,602	\$ 13,110
Spring HSA / MME Social Studies	\$ 36.23	48	\$ 1,739	\$ -	-	\$ -	\$ 1,739
Fall MME Release Math / Science	\$ 36.23	56	\$ 2,029	\$ -	-	\$ -	\$ 2,029
Spanish TB's	\$ 36.23	104	\$ 3,768	\$ 31.52	224	\$ 7,060	\$ 10,828
Arabic TB's	\$ 36.23	104	\$ 3,768	\$ 31.52	224	\$ 7,060	\$ 10,828
Large Print Composition	\$ 7.47	880	\$ 6,574	\$ 7.65	880	\$ 6,732	\$ 13,306
SUBTOTAL - Item Development			\$ 410,022			\$ 418,421	\$ 828,443

**Description
Forms Development (Unit = # Forms)**

Grade 3 Mathematics	\$ 697.00	16	\$ 11,152	\$ 702.50	16	\$ 11,240	\$ 22,392
Grade 3 English Language Arts	\$ 697.00	20	\$ 13,940	\$ 702.50	20	\$ 14,050	\$ 27,990
Grade 4 Mathematics	\$ 697.00	16	\$ 11,152	\$ 702.50	16	\$ 11,240	\$ 22,392
Grade 4 English Language Arts	\$ 697.00	20	\$ 13,940	\$ 702.50	20	\$ 14,050	\$ 27,990
Grade 5 Mathematics	\$ 697.00	16	\$ 11,152	\$ 702.50	16	\$ 11,240	\$ 22,392
Grade 5 English Language Arts	\$ 697.00	20	\$ 13,940	\$ 702.50	20	\$ 14,050	\$ 27,990
Grade 6 Science	\$ 697.00	12	\$ 8,364	\$ 702.50	12	\$ 8,430	\$ 16,794
Grade 6 Mathematics	\$ 697.00	16	\$ 11,152	\$ 702.50	16	\$ 11,240	\$ 22,392
Grade 6 English Language Arts	\$ 697.00	20	\$ 13,940	\$ 702.50	20	\$ 14,050	\$ 27,990
Grade 6 Social Studies	\$ 697.00	12	\$ 8,364	\$ 702.50	12	\$ 8,430	\$ 16,794
Grade 7 Mathematics	\$ 697.00	16	\$ 11,152	\$ 702.50	16	\$ 11,240	\$ 22,392
Grade 7 English Language Arts	\$ 697.00	20	\$ 13,940	\$ 702.50	20	\$ 14,050	\$ 27,990
Grade 8 Mathematics	\$ 697.00	20	\$ 13,940	\$ 702.50	20	\$ 14,050	\$ 27,990
Grade 8 English Language Arts	\$ 697.00	12	\$ 8,364	\$ 702.50	12	\$ 8,430	\$ 16,794

Price Proposal

Description	2006-07 Academic Yr			Lump Sum or Total	2007-08 Academic Yr			ESTIMATED CONTRACT TOTAL	
	Proposed Unit Cost	Estimated Quantity			Proposed Unit Cost	Estimated Quantity			
Grade 9 Social Studies	\$ 697.00	12	\$	8,364	\$ 702.50	12	\$	8,430	\$ 16,794
Fall HSA Release Mathematics	\$ 697.00	8	\$	5,576	\$ 702.50	8	\$	5,620	\$ 11,196
Fall HSA Release English Language Arts	\$ 697.00	1	\$	697	\$ 702.50	1	\$	703	\$ 1,400
Fall HSA Release Science	\$ 697.00	8	\$	5,576	\$ 702.50	8	\$	5,620	\$ 11,196
Fall HSA / MME Release Social Studies	\$ 697.00	8	\$	5,576	\$ 702.50	8	\$	5,620	\$ 11,196
Spring HSA Mathematics	\$ 697.00	3	\$	2,091	\$ 702.50	2	\$	1,405	\$ 3,496
Spring HSA English Language Arts	\$ 697.00	3	\$	2,091	\$ 702.50	2	\$	1,405	\$ 3,496
Spring HSA Science	\$ 697.00	9	\$	6,273	\$ 702.50	8	\$	5,620	\$ 11,893
Spring HSA / MME Social Studies	\$ 697.00	2	\$	1,394	\$ 702.50	0	\$	-	\$ 1,394
Fall MME Release Math / Science	\$ 697.00	2	\$	1,394	\$ 702.50	0	\$	-	\$ 1,394
Spring MME Math / Science	\$ 697.00	4	\$	2,788	\$ 702.50	8	\$	5,620	\$ 8,408
Spanish TB's	\$ 697.00	4	\$	2,788	\$ 702.50	8	\$	5,620	\$ 8,408
Arabic TB's	\$ 697.00	4	\$	2,788	\$ 702.50	8	\$	5,620	\$ 8,408

SUBTOTAL - Item Development

\$ 226,525

\$ 228,313

\$ 454,838

Committee Member Meeting Participation (unit = person day)									
Item	Proposed Unit Cost	Estimated Quantity		Proposed Unit Cost	Estimated Quantity				
Bias Sensitivity	\$ 818.64	11	\$	9,005	\$ 839.18	11	\$	9,231	\$ 18,236
Mathematics	\$ 818.64	11	\$	9,005	\$ 839.18	11	\$	9,231	\$ 18,236
English Language Arts	\$ 818.64	11	\$	9,005	\$ 839.18	11	\$	9,231	\$ 18,236
Science	\$ 818.64	11	\$	9,005	\$ 839.18	11	\$	9,231	\$ 18,236
Social Studies	\$ 818.64	11	\$	9,005	\$ 839.18	11	\$	9,231	\$ 18,236
Content Advisory	\$ 1,312.00	33	\$	43,296	\$ 1,344.79	33	\$	44,378	\$ 87,674
Mathematics	\$ 1,312.00	33	\$	43,296	\$ 1,344.79	33	\$	44,378	\$ 87,674
English Language Arts	\$ 1,087.00	33	\$	35,871	\$ 1,114.18	33	\$	36,768	\$ 72,639
Science	\$ 1,087.00	33	\$	35,871	\$ 1,114.18	33	\$	36,768	\$ 72,639
Social Studies	\$ 1,087.00	33	\$	35,871	\$ 1,114.18	33	\$	36,768	\$ 72,639
SUBTOTAL - Committee Member Meeting Participation			\$ 194,354				\$ 199,216		\$ 393,570

TOTAL ITEM DEVELOPMENT

\$ 830,901

\$ 845,950

\$ 1,676,851

STATE OF MICHIGAN
DEPARTMENT OF MANAGEMENT AND BUDGET
ACQUISITION SERVICES
P.O. BOX 30026, LANSING, MI 48909
OR
530 W. ALLEGAN, LANSING, MI 48933

April 13, 2006

CHANGE NOTICE NO. 3
TO
CONTRACT NO. 071B5200309
between
THE STATE OF MICHIGAN
and

NAME & ADDRESS OF VENDOR Harcourt Assessment Inc. 19500 Bulverde Road San Antonio, TX 78259	TELEPHONE (210) 339-5000 Jeffrey Galt
	VENDOR NUMBER/MAIL CODE
	BUYER/CA (517) 335-4804 Douglas Collier
Contract Compliance Inspector: Dr. Edward Roeber Item Development for State of Michigan's Statewide MEAP K-12 Assessments	
CONTRACT PERIOD: From: May 15, 2005 To: September 30, 2008	
TERMS N/A	SHIPMENT N/A
F.O.B. N/A	SHIPPED FROM N/A
MINIMUM DELIVERY REQUIREMENTS N/A	

NATURE OF CHANGE (S):

This contract is hereby revised to include the following new tasks:

The administration, scoring, and reporting of Michigan's English Language Proficiency Assessment (ELPA).

Additionally, this contract is increased by \$3,337,036.00 Please see attached Statement of Work details. All other terms and conditions to remain the same.

AUTHORITY/REASON:

Per agency and vendor request and DMB/Purchasing Operations' approval.

INCREASE: \$3,337,036.00

TOTAL REVISED ESTIMATED CONTRACT VALUE: \$11,942,121.00



STATE OF MICHIGAN
Office of Educational Assessment and Accountability

**OEA Assessment Administration,
Scoring, and Reporting for the
State of Michigan ELPA**

Response to
Invitation to Bid
January 2006

Contract Period: January 1, 2006 through September 30, 2008



EEO STATEMENT

Harcourt Assessment, Inc. is an affirmative action equal opportunity employer subject to the nondiscrimination clauses of Executive Order 11246, Section 503 of the Rehabilitation Act of 1973 and Section 402 of the Vietnam Era Veterans Readjustment Act of 1974, 38 U. S. C. 2012.



**The Proposal is printed on recycled paper
containing 30% post-consumer content**



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1.001 Project Request

1.001 Project Request

The purpose of this project is to provide the materials and processes to administer annual English Language Proficiency Assessments (ELPA) for the Michigan Department of Education Office of Educational Assessment and Accountability (OEAA) for the school years 2005-2006, 2006-2007, and 2007-2008. The administration contractor selected to complete this work will assist the MDE with the tasks necessary to administer these assessments to students in all primary grades (K-12), to score the assessments, and to report the assessment information to various interested parties.

The administration contractor must address the primary tasks addressed in this ITB. The primary tasks include assessment form development and construction, production, packaging, distribution, and retrieval of assessment materials, training Michigan educators in test administration procedures, and monitoring the security during all stages of the test administration process. Additional primary tasks include scoring, analysis, and reporting of results.

1.002 Background

1.002 Background

Under the Federal No Child Left Behind Act of 2001 (NCLB), Michigan is required to administer a state-wide English language proficiency test in the spring of 2006. To meet the requirements of the federal legislation, the OEAA is moving to create a custom assessment of English language proficiency. This decision follows two years of working with two state consortia (the Mountain West Assessment Consortium (MWAC) and the Comprehensive English Language Learners Assessment group (CELLA) to develop an English language proficiency assessment appropriate to the state's needs.

The OEAA has decided to mirror the activities required to develop a customized English language proficiency assessment with the development activities underway for the Michigan Educational Assessment Program (MEAP). That is, each year the state will use Michigan educators to create test items aligned to the English Language Proficiency Standards for K-12 Schools. Until there are a sufficient number of items in the ELPA item bank, the OEAA is working with its ELPA development contractor to supplement items from other sources in order to create test forms for the 2005-2006 and 2006-2007 school year.

1.104.I. Spring ELPA Administration Tasks

1.104.I Spring ELPA Administration Tasks

Note: Because this is a new assessment for Michigan, the timelines may change significantly from those listed in this ITB.

Harcourt's program management team will facilitate the planning, scheduling, and controlling of the activities necessary to fulfill the objectives of administering the Spring ELPA administration. The management team will provide the leadership to coordinate the extraordinary efforts of psychometricians, publishing and manufacturing coordinators, handscoring project leads, information technology managers and developers, scoring and reporting analysts and managers, and distribution center staff for a collaborative effort in completing each of the following tasks.

1. **OEAA Delivery of ELPA Forms to Administration Contractor**

1. *OEAA Delivery of ELPA Forms to the Administration Contractor (January 2006) OEAA will deliver a total of 16 test forms (4 forms at each of 4 test levels) to the administration contractor.*

As the OEAA's ELPA item and test development contractor, Harcourt is well positioned to continue its work as the OEAA's ELPA administration contractor by printing and distributing the camera-ready files.

2. **Participate in Project Kick-Off Meeting**

2. *Participate in Project Kick-Off Meeting (January 2006) Key staff of the administration contractor, OEAA, and sub-contractors (if used) will meet for two or four days to review project plans, schedules, and activities. The goal is to make any needed last-minute changes to the Spring 2006 administration of the ELPA, to revise schedules and planned activities accordingly, and to get to work to produce the materials needed for the Spring 2006 ELPA administration.*

The administration contractor will update the electronic project schedule as needed, and will document the initial meeting. Upon mutual agreement of the Contract Administrator for OEAA and the administration contractor, this kick-off meeting may be held concurrently with the kick-off meetings for the Spring 2006 High School MI-Access, and the Spring 2006 HSA. If the meeting addresses more than one assessment, it must be four days in length; and must be structured so that each assessment has adequate dedicated time for review, and a time for overall review of the multiple assessments covered by the meeting.

Harcourt's program management team will coordinate a kick-off meeting to introduce the program management team to OEAA staff and review the project plans, schedules, and activities. In addition, Harcourt's ELPA administration program team will begin to gather the specifics requirements for successful delivery of the Spring ELPA administration. After the meeting, the program management team will revise the electronic project schedule in Microsoft® Project and document the initial meeting.

3. Finalize Assessment Administrations Plans

3. Finalize Assessment Administration Plans (January 2006) The administration contractor must provide a plan to develop the materials needed to administer, score, and report the ELPA at the appropriate dates. This will include, as a minimum, a detailed electronic project schedule, along with appropriate psychometric design, to assure that the assessments will produce accurate and sound information about students and schools.

Harcourt will work with OEAA to develop the plan detailing the materials to be delivered to administer, score, and report the Spring ELPA. This will be delivered in the form of an electronic project schedule. The schedule will ensure that adequate time and resources are devoted to the project to provide assessments that are psychometrically sound and that produce accurate and reliable information about students and schools.

The final Project Plan will be the working document that will guide all Spring ELPA activities. It will include an overview of the program, detailed electronic schedules that indicate beginning and ending dates for each task, the responsible party for the task, appropriate psychometric design, and the plans and strategies for the development of the various specifications required for Spring ELPA.

The Project Plan will be a working document that will be produced as a loose-leaf notebook and modified as the program progresses. This document will be kept and maintained for each project year, and copies will be sent to the OEAA. Copies of the Project Plan will also be provided and updated for key Harcourt team members. By the end of the contract term, the Project Plan will contain complete information related to each phase of the program. The following final products and reports will be presented as the Assessment Administration Plan:

- ◆ Proposed procedures for all work tasks
- ◆ All products developed and produced during the program
- ◆ Project schedule
- ◆ Work task specifications
- ◆ Report forms

4. Not needed

4. No coordination with development contractor needed for ELPA.

5. Develop Operational Assessment Booklets

5. *Develop the Operational Assessment Booklets (January 2006) The administration contractor will print the operational and emergency forms of the ELPA using the camera-ready copy provided by OEAA. The administration contractor will customize the covers of the assessment booklets to reflect other OEAA assessment documents.*

The operational ELP assessment booklets will consist of multiple-choice and constructed-response items as specified in Appendix A. Each assessment will be untimed, although the projected total time for all four content areas (speaking, listening, reading and writing) is approximately two hours. All answers are marked in machine-scannable booklets or folders.

Harcourt will print the operational and emergency forms of the ELPA using the camera-ready copy produced by the OEAA's ELPA item and test development contractor. Harcourt will customize the covers to reflect other OEAA assessment documents.

6. Develop Answer and Other Scannable Documents

6. *Develop Answer and Other Scannable Documents (January 2006) The administration contractor will develop answer folders to collect the multiple-choice and the constructed-response answers from students. A separate answer document will be used with students in grades 3-12. Each answer documents should be printed in a color corresponding to the assessment booklet for a particular grade span.*

In addition, the administration contractor will be responsible for providing needed header sheets, including a School and Grade Identification Sheet, and a Teacher Identification Sheet. These will be used to facilitate the return of the assessment results to the appropriate schools and educators.

Answer documents (including scannable booklets) must provide space for responding to the written-response questions, and all pages must be linked physically and/or by identifiers. Answer documents must also provide space to collect demographic and identification data, a handwriting sample (signature) suitable for use in conducting security investigations, assessment date, 4-digit numerical bubble field as an optional classroom/instructional group reporting field, and a 10-digit assessment identification number for use with newly enrolled students who have not been assigned a Unique Identification Code (UIC) through the Single Record Student Data (SRSD) system that is being created through the Center for Educational Performance and Information (CEPI). Space must also be provided for a bar-code label that will be generated for students who are registered during assessment.

Harcourt will work with the OEAA to design a scannable answer documents in which students will record their answers. Each assessment area will be designated by an assigned color.

In addition to recording answers, these answer documents will be used to collect the student demographic data required by the state. After test forms have been finalized each year, a customized, scannable answer document will be created for each grade. OEAA will approve the answer documents prior to printing.

The ELPA answer documents will be designed, produced, and manufactured to fully support test administration, scanning, and scoring. The design and composition process for scannable answer documents is controlled by Harcourt's Publishing Operations group

in order to guarantee that all key departments in scoring operations have the opportunity to review and approve laser proofs and printer proofs.

7. Develop Student-Identification Documents for Students Registered After Printing Materials

7. *Develop Student-Identification Documents for Students Registered After Printing Materials (February 2006) the administration contractor will develop student identification documents (bar-coded labels and slip-sheets) for registering students after materials have been printed.*

Harcourt will develop student identification documents that will allow for districts to register students after the regular student pre-ID collection window. Harcourt is working with the OEAA to ensure the process meets the needs and specifications of the OEAA.

8. Generic Coordinator Manual for ELPA

8. *No generic coordinator manual is needed for ELPA.*

Harcourt understands that there will not be a generic coordinator manual for the ELPA.

9. Develop ELPA Coordinator Manuals

9. *Develop a Customized ELPA Coordinator Manual (February 2006) The administration contractor and OEAA staff will develop a School and District ELPA Coordinator Manual for the ELPA. It will contain all types of information included in the generic and cycle-specific MEAP manuals, but specific to the ELPA.*

Harcourt will develop a smaller test coordinator's manual for the ELPA to provide cycle-specific coordination directions. The Test Coordinator's Manual will be designed for use by district and school personnel to ensure all processes and security precautions required for the receipt, distribution, and return of test materials are clearly delineated. In addition to supplying printed copies of the manual, Harcourt will supply copies in PDF format to the OEAA for placement on the OEAA website. We will develop these materials with the guidance and input of the OEAA, though Harcourt will be ultimately responsible for manuscript and supporting graphics development.

The manual will include information about the activities prior to, during, and after test administration including:

- ◆ Receiving testing materials
- ◆ Storage of materials with descriptions of ethical and unethical pre-assessment, assessment, and post-assessment activities
- ◆ Checking in materials using a security checklist
- ◆ Ordering extra materials
- ◆ Briefings for assessment administrators
- ◆ Monitoring assessment

- ◆ Registration of students during the assessment window
- ◆ Completing the demographic page of the answer sheet
- ◆ Filling out Master File Sheets and SSID sheets to prepare scorable materials for return
- ◆ Organizing, packing, and shipping the materials for return to Harcourt
- ◆ Use of secure website for downloading district results

10. Develop Assessment Administration Manuals

10. Develop Assessment Administration Manuals (January 2006) the administration contractor and OEAA staff will develop an Assessment Administration Manual for the administration of the ELPA by classroom teachers, counselors, or school administrators.

To support teachers and administrators, Harcourt will develop test administration manuals for the ELPA administration. We will provide hardcopies and electronic (PDF) versions of these manuals. These manuals can be uploaded to the OEAA website and printed upon demand. We will develop these materials with the guidance of the OEAA, though Harcourt will be ultimately responsible for manuscripts and support graphics.

The test administration manuals will include information about the test itself and will, therefore, be developed with our content area experts to ensure they exactly match the corresponding student test materials. Our editorial and production teams will work in tandem during the typesetting process to ensure the quality of these materials. Each grade level assessed will have a test administration manual and will include all administration requirements and instructions for each form of the test at that grade level.

11. Develop Assessment Materials for Students With Disabilities

11. Develop Assessment Materials for Students with Disabilities (February 2006) the administration contractor and OEAA staff will develop assessment materials for students with disabilities, such as audiocassette, audio CD, large-print, and Braille forms with corresponding administration manuals.

Because Harcourt shares Michigan's goal to evaluate students in a valid and a fair manner, we will work with the OEAA to prepare assessment materials for students requiring special accommodations such as Braille, large print, and audio tests. Harcourt prepares these materials on a regular basis and has vendors who have proven their expertise and capacity to provide quality materials.

Harcourt will produce for the ELPA large print, Braille, audiotape, and CD audio versions of the designated special accommodation form (typically the Form 1 of each test booklet).

Large Print

Upon final proof approval the regular test booklets, PDF files will be composed and quality checked for accuracy before being submitted to the print vendor. Inspections will be performed throughout the production process for accuracy and quality assurance. Prior to delivery, the printer will provide Harcourt with a certificate of inspection on 100 percent of large print material. Harcourt has developed product standards that support the special needs of children using large print test materials. We will apply those standards for the ELPA. For example, once a test booklet is composed, graphics will be examined for clarity and accurate size.

For the ELPA, Harcourt will use our published step-by-step production procedures defined for the procurement of large print test materials. These steps include:

- ◆ Thorough editorial review of all items
- ◆ Identification of measurable items in advance of composition
- ◆ NCLB specification compliance of large print test booklets
- ◆ Quality check of composed file before and after it is sent to the print vendor
- ◆ Quality check of sample proof from printer

Braille

Braille versions of test forms will not include any field-test items. Harcourt will subcontract the development of the Braille version of the designated accommodations form. Harcourt will provide Braille notes for each test. The Braille notes will summarize changes in wording, omission of graphics, special symbol pages and special directions to the test administrator. These notes will also summarize where a picture description is needed in place of a picture. Harcourt recommends that each set of materials for Braille be individually packaged for each Braille test participant. Each package will include a printed version of the test, the Braille version of the test, directions for administration, a copy of the Braille notes, and any special instructions for the visually impaired.

Harcourt's workflow for processing Braille will begin upon final proof approval of the regular test booklets. After that approval, the electronic text and PDF files will be prepared and securely submitted to the subcontractor.

Upon receipt of the electronic files, the subcontractor will assess the test items and submit suggestions, if any modifications are recommended. These modifications will be submitted to Harcourt and the state for final approval and resolution. When approval has been received on all modifications, a careful translation and proofing process will occur. All of Harcourt's Braille subcontractors employ qualified and experienced transcribers and proofreaders who will check the Braille test items against the regular test booklets for accuracy, as well as to standard Braille requirements. Each subcontractor also employs a graphic designer on staff who will hand draw each art piece. Hand-illustrated art will give the student a more robust experience than computer generated art because it has a

more organic feel. The thin and thick lines that are captured with hand illustrations are more natural than the technical lines created by a computer. As such, the details will be much more refined with the hand illustrated art provided for the Braille version of the ELPA.

Audiotape/CD

Harcourt will develop, manufacture, and distribute a recorded version of each assessment on both cassette tape and CD-ROM. Harcourt has a long relationship with a reliable media duplicator. Audiotape/CD versions of the assessments will be recorded using normal bias voice quality. The Audiotape/CDs will be clearly labeled with recording length and shrink-wrapped with the corresponding test book. Additional requirements will be gathered during the initial planning meeting.

12. Final Proofing of All Assessment Materials

12. Final Proofing of All Assessment Materials (January and February 2006) The administration contractor and OEAA will proof each assessment booklet (including accommodated forms), checking for spelling, grammar, usage, correct answer, correct coding to GLCEs, correct item numbering, and so forth. Proofing will include administration contractor and OEAA staff not familiar with the forms and items being reviewed. OEAA reviews will be summarized and sent to the administration contractor and the administration contractor will make final changes to the assessment booklets. The ELPA coordinator manual, ELPA administration manuals, and answer documents will undergo a similar proofing process.

To facilitate the overlapping development, proofing, and printing windows, the administration contractor will stagger the deadlines of the production tasks according to their production capabilities, with the latest deadline for any task being that listed above. This will allow OEAA and the administration contractor time to finish the proofing of one production task to pass on to the printing process while production on another task is still underway.

Within the Spring ELPA schedule, Harcourt's program management team has staggered the deadlines of production tasks according to our production capabilities to facilitate the overlapping development, proofing, and printing windows. By staggering the deadlines, we can accomplish a more time-efficient proofing and production process.

13. Conduct Final Rangefinding on Operational Constructed-Response Selected for Assessments

13. Conduct Final Rangefinding on Operational Constructed-Response Selected for the Assessments (May 2006) the administration contractor will conduct final rangefinding on any constructed-response items selected for the operational assessments. This round of rangefinding will utilize approximately 125 responses from the prior year's field testing for each item representing the full range of responses, selected by the administration contractor. The goal of this rangefinding is to finalize the scoring rubrics. This information will then be used to train scorers.

Harcourt's Performance Assessment Scoring Center (PASC) is responsible for all activities related to the scoring of constructed-response assessments, including rangefinding for finalizing the anchors, training sets, qualifying sets, and calibration sets required for training and scoring of the ELPA.

Background and Experience

PASC was opened in 1988. At that time PASC developed and implemented stringent requirements and procedures for recruiting, training, and monitoring readers. Those requirements are still standard at PASC, where our mission is to provide accurate, reliable, on-time scores for all student responses entrusted to our care.

PASC currently maintains large pools of qualified, trained, professional readers who are well-experienced in scoring a wide range of writing assessments and open-ended assessments in reading, mathematics, science, social science, and other subjects, at each of our scoring sites. The PASC staff has a well-established history of working cooperatively with clients to accommodate customization of procedures for developing scoring guidelines, for designing scoring parameters, and for developing and implementing training models. In addition, PASC developed training materials for and conducts catalog scoring for Harcourt's published performance assessment products, including *Stanford Achievement Test Series*; *Metropolitan Achievement Tests*[®]; *New Standards Reference Examinations in Mathematics and English Language Arts*; *GOALS*; *Apr enda*[®]; *La prueba de logros en español*; *Integrated Assessment System*[®]; *Stanford English Language Proficiency assessments*. These products include writing, short-answer, and extended-response formats.

Quality Controls for Providing Accurate, Reliable, On-Time Student Results

- Highly qualified staff and readers
- Comprehensive training materials
- Rigorous training
- Continuous monitoring
- Proven processes

In 2003 PASC developed anchors and training materials for more than 3,700 unique items/prompts and provided more than 38 million scores for constructed-response items and writing prompts.

Harcourt has the History

- 10 years of experience
- Over 20 million scoring decisions

Developing Training Materials

At a time to be determined in conjunction with OEAA, PASC will conduct final rangefinding for the constructed-response items for the ELPA. PASC staff will work with each committee, comprised of OEAA staff and eight to 10 educators (per grade level/subject area) over a three-day period to prepare the final scoring/training materials.

Develop Comprehensive Training Materials

PASC's Michigan-dedicated supervisor will coordinate with the OEAA and Harcourt's Michigan program manager to identify potential committee members. Harcourt will recruit and train the teachers and conduct the rangefinding activities to finalize the scoring materials.