



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING



MICHAEL P. FLANAGAN  
SUPERINTENDENT OF  
PUBLIC INSTRUCTION

JENNIFER M. GRANHOLM  
GOVERNOR

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As of this date, the Office of Professional Preparation Services of the Michigan Department of Education (MDE) announces the publishing of a Request for Bids for providing for all aspects of the Michigan Test for Teacher Certification (MTTC) program.

General information about the testing program and an outline of the specifications required in providing for the MTTC program follows this page.

Bidders who are interested in obtaining the detailed service contract for the MTTC program should contact Dr. Steven Stegink, [SteginkS@Michigan.gov](mailto:SteginkS@Michigan.gov), 517-241-4945.

Completed contract with bid are due in the MDE financial accounting office by 2PM (EST), December 19, 2008.

Successful bidder will be informed by e-mail communication no later than 4:00PM (EST) on January 30, 2009.

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608 WEST ALLEGAN STREET • P.O. BOX 30008 • LANSING, MICHIGAN 48909  
[www.michigan.gov/mde](http://www.michigan.gov/mde) • (517) 373-3324

# REQUEST FOR BID TO PROVIDE FOR MICHIGAN TEACHER CERTIFICATION EXAMINATIONS

## BACKGROUND

The Michigan Department of Education (MDE) is offering a contract for developing, validating, field-testing, scoring, maintaining, administering, and reporting results teacher certification licensure tests for the Michigan Test for Teacher Certification (MTTC) program. Michigan law [MCL 380.1531(2)(a)(b)] requires teacher candidates to pass a basic skills examination and, as consistent with certificate preparation and as appropriate with available examinations, subject area examinations, which including an elementary certification examination.

The successful bidder will provide for all MTTC aspects for at least a 5-year contract period. Two year contract extensions will be possible if mutually beneficial and necessary.

The actual number of test registrants and the actual number and distribution of test registrations from the more than 75 MTTC test fields are not guaranteed annually during the contract. However, from 2000 to the present (2007), the average annual number of tests registered is approximately 42,600, which includes approximately 14,900 basic skills registration and approximately 27,700 subject area registrations (including the elementary certificate registrations). Approximately 8000 of the subject area registration represent registrations as a second, third, or fourth examination on an examination date.

## MTTC SPECIFICATIONS OUTLINE

Under MDE oversight and approval, the successful bidder will do the following:

1. Provide and maintain a high quality teacher certification examination program based on:
  - a. the *Standards for Educational and Psychological Testing* (1999) by the American Educational Research Association, the American Psychological Association, and the National Council on Measurement in Education
  - b. current best-available research related to preparing, validating, conducting, scoring, and reporting teacher licensure tests
  - c. Michigan statutory and policy requirements and standards
2. Administer regular paper-and-pencil examinations in the more than 75 test fields at no less than 13 locations statewide, 4 or more times per year, including but not limited to:
  - a. publishing registration procedures and rules of participation
  - b. registering examinees and confirming and informing registration status and other important details like test site, dates, and time and disposition of score reports with examinees
  - c. arranging for and training sufficient Michigan personnel needed for secure and successful test administrations
  - d. securely transporting test materials to and from test sites

- e. secure storage and use of test materials at test sites
  - f. secure production and storage of test materials at contractor's facilities
  - g. secure production, transport, and storage of test materials during various stages of test development, for example, during review and approval by Michigan K-12 teachers and post-secondary teacher educators and content specialists, field-testing procedures, and standard setting conferences.
3. Administer examinations in a manner that assures that no person is discriminated against on the basis of race, gender, national origin, handicapping condition or other factors unrelated to the person's ability to perform as a licensed teacher, this includes providing alternative testing arrangements for test takers with physical disabilities, learning disabilities, or religious requirements.
4. Maintain an accessible archive of the entire history (15 or more years) of MTTC test scores, as well as adding records of MTTC test scores generated during this contract period.
5. Develop five new or updated tests annually as may be required in response to new State Board of Education standards and administrative rules or in response to a schedule prepared by the MDE, i.e., 25 new or updated test fields over the life-time of the contract.
6. Validate new and updated tests based on current and reliable research-based methods.
7. Maintain and continuously update a customized, attractive, and easy-to-use MTTC Web site that provides the functionality and properties of the current web site ([www.mttc.nesinc.com](http://www.mttc.nesinc.com)) without infringing up copyright protections afforded the current contractor with regard to content and software. Such properties and functionality, include but are not limited to information regarding:
  - a. program rules and policies
  - b. test dates and locations
  - c. scoring documents and how obtaining score results
  - d. how to register, select test fields, and select teacher preparation institutions to receive score report
  - e. Frequently-Asked-Questions
  - f. link to MDE resources and contacts
  - g. preparation advice and study guides
8. Be prepared to administer annual examinations beginning October of 2009.
9. Assume all financial costs and planning needed for smooth transition between current MTTC testing contract and that projected to begin October 2009, including, but not limited to:
  - a. secure transfer of test performance archives
  - b. providing MTTC program and registration information to test takers, to the MDE, and to Michigan teacher preparation institutions through online and printed materials
  - c. maintaining test field update and development schedule
  - d. ensuring appropriate facilities for test administration at the existing 13 locations/regions, statewide, and 4 out-of-state sites

- e. ensuring 4 test administration dates based on a pattern equivalent to that in use during the previous 15 years of MTTC program
  - f. ensuring trained test administration site personnel required for managing test administration in a secure and professional manner
  - g. initiating the transition process as of March 1, 2009
  - h. monthly communication with MDE through conference calls to ensure that transition plan is in place and that implementation of the transition plan is progressing at a pace sufficient to assure regular testing will occur on schedule.
10. Administer a fee waiver/voucher system for the registration fee for one subject area test for examinees with financial need. The distribution of fee waivers to the approved teacher preparation institutions is based proportionately on the number of Pell grants awarded to students at each institution.
  11. Provide a means and mechanism for regular and optional late and optional emergency registration that accommodates examinees who wish to register by mail, online, or by phone even as late as one week before a test administration date.
  12. Coordinate an examinee verification process to provide Michigan teacher preparation institutions with the option of excluding certain examinees from official records of test performance attributed to an institution.
  13. Accommodate the use of MTTC tests for MDE-approved purposes other than for issuing teaching certificates; for example, using MTTC tests by teachers and education paraprofessionals complying with federal legislation that produced the No Child Left Behind Act of 2001.
  14. Ensure and maintain secure electronic communication of MTTC examinee score reports between testing contractor and MDE and between testing contractor and teacher preparation institutions, in compliance with Michigan's social security number privacy act, MCL 445.83.
  15. Directly collect registration and optional service fees from test registrants and pay all costs related to developing, maintaining, and administering the MTTC program from collected fees, ensuring that registration fees comply with legislated cap of \$50 for basic skills examination and \$75 for subject area examination, including the elementary certificate examination.
  16. Remit administrative fee to the MDE in the amount of \$5.00 for each registered test (basic skills and subject area examinations, including the elementary certificate examination) within 6 weeks following each of the four annual test administrations.
  17. Remit administrative fee to teacher preparation institutions in the amount of \$1.00 for each registered subject area examination and elementary certificate examination for which a test taker identifies the institution as the test taker's preparation institution within 6 weeks following each of the four annual test administrations.
  18. Be prepared to adjust registration fees, optional service fees, and MDE and teacher preparation administrative fees during the course of the contract if legislation that impacts MTTC fees is enacted.
  19. Facilitate full and representative participation of certified Michigan K-12 teachers and post-secondary teacher educators and content area experts from community colleges and 4-year colleges/universities across the geographic span of communities and cultures in Michigan for test

objective/framework development, item development and revision, and standard setting; assume all costs for such full participation, costs typically include, but are not limited to, travel, lodging, meals, and substitute teachers.

20. Assure bias-free objective framework, item development, and test administration.
21. Update the MDE on current trends and issues related to certification tests for teacher licensure, including, but not limited to, state-of-the-art protocols for standard setting for test forms composed solely of multiple choice items and for test forms that combine multiple choice items and performance assessment such as constructed response items or depend exclusively on constructed responses.
22. Notify the MDE on items related to testing irregularities, including legal issues and precedents related to challenges of the MTTC protocols and procedures, and, with prior MDE approval, handle all correspondence with test takers regarding test irregularities.
23. Ensure that all test materials, records, and administration events and test taker personal information are handled under the most-up-to-date, sophisticated, and reasonable security procedures and protocols published for licensure testing and/or established through statute, legal precedence, and professional competency, with specific focus on attention to security concerns that arise with electronic communication of personal information and personal communication devices including but not limited to cell phones and personal digital assistants (PDAs).
24. Recommend the means and mechanism to deliver secure optional online test taking opportunities during the period of the contract.
25. Recommend the means and mechanism to provide optional full-length practice tests during the period of this contract
26. Provide online and printed study guides that contain objective framework and 20 Michigan-approved sample questions for each test field; in situations in which a current study guide may have only 10 questions, the number of example questions will be increased to 20 as test fields are updated.
27. Ensure review, analysis, and integration of Michigan and federal statutes and standards related to teacher preparation and certification testing for maintaining a responsive and up-to-date Michigan Test for Teacher Certification (MTTC) program.
28. Provide senior level measurement and assessment expert personnel at legislatively mandated MTTC supervisory groups, including but not limited to the Standing Technical Advisory Council (STAC) and the Teacher Examination Advisory Committee (TEAC).
29. Acknowledge that all items produced under this contract, whether used for operational and field-testing or not, are the property of the MDE.
30. Train Michigan personnel who are involved in test objective framework and item review, field testing, standard setting, and test administration as test site managers, assistant managers, and proctors and assume all costs associated with trainings.
31. Provide at least biennial training and program updates for test administration personnel; assume all costs associated with such trainings and updates.

32. Provide senior fulltime employed professional personnel with ten or more years of successful experience in measurement and assessment related to licensure test development, validation, implementation, and administration and with ten or more years of successful experience in management and customer service related to teacher certification testing.
33. Provide occasional and regular reports at no cost to MDE, including but not limited to:
  - a. Annual Technical Report
  - b. Pass Rate Analyses for MTTC Advisory Groups
  - c. Quarterly Activity Reports
  - d. Alternative Testing Arrangement Roster
  - e. Pre-Test Administration Record of Test Registrations, Test Takers, and Location Details
  - f. Annual MTTC Passing Percentage Record
  - g. Three-year Cumulative MTTC Passing Percentage Record
  - h. Michigan Educator Participation Record
  - i. Fee Voucher Distribution and Use Record
  - j. Annual Financial Accounting Report
  - k. Post-Test Administration Score Reports: Examinees
  - l. Post-Test Administration Score Reports: MDE and Michigan Institutions
  - m. Post-Test Administration Scoring Report
  - n. Post-Test Administration Equating Analysis Report
  - o. Pre-Conference Planning Documents
  - p. Post-Conference Reports
  - q. Content Validation Survey Reports
  - r. Title II Higher Education Act (HEA) State Report for Teacher Preparation
  - s. Other reports as may be required by legislation or needs of the MDE.

**For additional information and for full service contract that bidder is required to complete, please contact:**

**Dr. Steven Stegink, 517-241-4945, or [SteginkS@Michigan.gov](mailto:SteginkS@Michigan.gov)**

**Completed contract and BID DUE: 2:00 PM EST; December 19, 2008**