**Table of Specific Criteria and Rubric for Evaluating and Rating Proposals**

***Mississippi Science Tests (MST) for Grade 5 and Grade 8***

**Proposal Number: \_\_\_\_\_\_\_**

**Rater Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **A. Technical Plan (35 points total)** | **Points Awarded** | **Comments** |
| **Item and Test Development for MST and EoC**   * Test design, estimates of the numbers of items needed, appropriate design for field testing items, plans and procedures for developing new items, training of item writers, and proposed plan for field testing of new items. * Procedures used to determine alignment of items to state content standards and plan for providing adequate sampling of the standards * Process described to ensure that universal design needs are met and that the tests are accessible to all students * Proposed procedures for establishing and utilizing review committees * Procedures for evaluating fairness and accessibility * Criteria and evidence of the quality of proposed items/tasks * Content-related validity evidence regarding the match between the proposed items/tasks to be included on the standards-based assessments and the State Standards * Development of forms to maximize the number of items tried out and procedures for assembling test forms in each of the grades/content areas   + Quality assurance procedures for all item and test development activities |  |  |
| **Support Materials and Test Administration Manuals**   * Proposed plan for production of support materials including test administration manuals and other assessment materials. * Proposed plan for developing Directions for Test Administration * Proposed plan for use of test accommodations * Proposed plan for packaging and shipping all assessment materials to designated sites in Mississippi * Proposed plan for implementing error-free procedures and thorough quality assurance in all production and distribution activities |  |  |
| Test Administration – Implementation of a Web-Based Online Test Delivery System  * Proposed workplan for design and implementation of the online system * Proposed plan for Online Testing System * Proposed plan for online tools and accommodations * Proposed plan for Data Integration and Collection * Proposed plan for System Reliability and Mitigation Experience |  |  |
| **Distribution and Collection of MST and EoC Materials**   * Proposed plan for shipping of large print and Braille test booklets * Proposed methodology for distribution and return of testing materials and receipt control * Proposed system to be used in the checking and processing of data from the assessment * Proposed quality control procedures |  |  |
| **Psychometric Analysis Procedures**   * Proposed item analysis methods and proposed procedures for statistical analyses of items and test forms * Proposed scaling methods and procedures for utilizing a common scale for items on the standards-based assessments to ensure that individual student performance and progress can be meaningfully evaluated * Proposed equating methods and procedures for year-to-year equating, including procedures for dealing with linking and replacement items, and form-to-form equating within each year of the assessment * Additional analyses and research procedures to support the state assessment system, including plans for determining reliability and validity and the technical quality of the state assessment, and plans for conducting studies that provide evidence of different types of validity * Proposed plans for the preparation and delivery of high quality Technical Reports |  |  |
| **Score Reports for MST and EoC Results**   * Proposed plans for scoring student responses from tests * Proposed plans for preparation of summary reports at the state, district, and school levels. * Proposed plans for providing specific information to be included on score reports * Proposed plans for delivering valuable and useful information for teachers, students and parents * Proposed process for delivering score reports and other results to MDE, districts, and schools * Proposed plans for maintaining security of all individual test results, including test information to the MDE, authorized school district personnel, and other entities identified and authorized by MDE |  |  |
| **Data Files for MST and EoC**   * Proposed plans for management and creation of data files * Proposed procedures for delivery of data files for use in reporting assessment results * Proposed procedures for appropriately reporting results * Proposed plans for providing full state data files to MDE * Proposed plans for data documentation, data ownership, and data review |  |  |
| **Other General Requirements for MST and EoC**   * Proposed plans for the following additional requirements: * Item banks * Training and support * Customer service * Quality assurance * Test security |  |  |
| **B. Project Management Plan (20 points total)** | **Points Awarded** | **Comments** |
| * Capabilities of the contractor, its overall capacity, and resources required to do all of the work and evidence of successful experience with at least two other large-scale (i.e., state-level assessment programs).   Qualifications of any subcontractors or key consultants (if applicable) |  |  |
| * Adequacy of proposed staffing plan and qualifications of contractor’s key personnel responsible for meeting the needs of this project |  |  |
| * Proposed plans for management meetings, other required meetings, and program management reports * Proposed plans for maintaining schedules and timeline management |  |  |
| * Proposed procedures for maintaining close communications with the MDE and provision of general support to the Department. |  |  |
| * Proposed procedures for providing technical support services to the MDE * Proposed procedures for ensuring overall test security for all tasks and activities |  |  |
| * Proposed quality assurance procedures and plans for QC that will ensure flawless execution during the entire length of the contract * Proposed plans for assisting the State with the transition from the current vendor as well as to another vendor upon completion of the contract |  |  |
| **C. Costs (45 points total)** | **Points Awarded** | **Comments** |
| * Points will be given based on the vendor’s costs in relation to the low bid and the appropriateness of the vendor’s cost to administer and deliver the program. |  |  |
| **MST and EoC Summary** | **Total Points Awarded** |  |
| **Additional Comments:** |  |  |