



District School Board of Pasco County

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Heather Fiorentino, Superintendent


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May 18, 2010

MEMORANDUM

TO: Honorable School Board Members

FROM: Kendra Goodman, CPPO, CPPB, Purchasing Agent 

SUBJECT: Statement of Work: CORE Education & Consulting Services (formerly The Princeton Review), Student Progress Monitoring Tool

On September 5, 2006, official action was taken to approve a contract and resulting Statement of Work (SOW) with The Princeton Review, now CORE Education & Consulting Services (CORE). The contract for a student progress monitoring tool was a result of Invitation to Negotiate 06-091-AZ. CORE provides online formative benchmark assessments to monitor student achievement through its proprietary system. Subsequent SOWs were Board-approved, with the current SOW due to expire on June 30, 2010.

A SOW covering the term June 1, 2010 – June 30, 2011 is attached for your review. Please refer to the attached memo from Dr. Peggy Jones, Director of Research & Evaluation Services, for detailed information regarding the deliverables encompassed by this SOW. Dr. Jones has received permission from Mr. John Simon, Director of Finance, to have this contract begin in the current fiscal year, spanning into the 2010-11 fiscal year, as training is required in June 2010 for Leadership week. The cost of the program is \$747,875, with \$547,875 being paid with Title II funds and \$200,000 paid with Title I funds.

We request Board approval of the SOW and permission to place a purchase order to CORE so that they may begin work immediately on the outlined deliverables. Please feel free to contact Dr. Jones or me at your earliest convenience if you have any questions or concerns.

KDG/az
Attachments

Date/Time: May 12, 2010 10:55:00

Exhibit E
STATEMENT OF WORK
Formative Assessment Program and Related Services
Academic Year 2010-2011

DISTRICT SCHOOL BOARD OF PASCO COUNTY, FLORIDA
Provided by CORE Education and Consulting Solutions Inc.

Overview

This Statement of Work (SOW) is subject to and a part of the Formative Assessment Program Agreement between **CORE Education and Consulting Solutions Inc. ("CORE K12")** and the **DISTRICT SCHOOL BOARD OF PASCO COUNTY, FLORIDA (PCS)** dated **August 15, 2006** (the "Agreement"). This Statement of Work ("SOW") identifies the deliverables to be provided by CORE K12 and the payment terms for those deliverables. All capitalized terms contained, but not defined, in this SOW shall have the meaning assigned to such terms in the Agreement. Any conflict between the terms of this SOW and the Agreement shall be governed by the terms of this SOW. The effective date of this SOW is **June 1, 2010** and this SOW will remain in effect through **June 30, 2011**.

Program Description

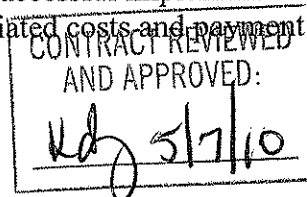
CORE K12 will provide PCS a formative assessment program & web based assessment platform for the academic year (AY) 2010-2011. The program is intended to serve up to 52,000 students in grades 2-11 and inform their educators at classroom, school and district levels.

Licenses to Core K12's online *Assessment Center (AC)* will allow for the hybrid administration of assessments (online, responder/clicker, or paper/pencil/scan). Reports will inform students, parents, teachers and administrators on progress towards Next Generation Sunshine State Standards (NGSSS). Online test creation will be available to teachers and administrators using Core K12's bank of over 200,000 items in math, science & reading as well as a Pasco bank comprised of items authored by PCS. Online supplemental skill resources will also be available.

CORE K12 will also license use of 51 new, custom created NGSSS benchmark assessments for grades 2-8 & 11 in Science and grades 2-10 in Math. There will be three parallel assessments (tests with the same blueprints) administered at each grade level during three testing windows in 2010-2011 and are intended to reflect student growth throughout the school year.

The benchmark assessments were blueprinted in conjunction with the district such that each test will address the most critical NGSSS benchmarks with 3 to 4 items per benchmark. Cognitive complexity / depth of knowledge ratings for each item have been specified with the intention that assessment results will inform instruction. All items have been crafted according to revised FCAT item specifications and then vetted by the same group of expert PCS educators responsible for blueprinting.

CORE K12 will continue to service this program with a combination of remote and on-site supports and professional development to ensure a successful implementation. A description and schedule of specific program deliverables, the associated costs and payment terms follow.



Program Deliverables

I. Access to *Assessment Center (AC)*

- A. CORE K12 will license *Assessment Center* (web based platform) to PCS for use during AY 2010-11.
- i. *AC* will be available to the district and its relevant users (including administrators, teachers and up to 52,000 students in grades 2-11) according to the Milestones Schedule found at the end of the Program Deliverables section of the SOW.
 - ii. The PCS will have full access to all standard *AC* functionalities including test creation, test administration, reporting, and skill resources as described in CORE K12 (2010), *Assessment Center User Guide*.
 - iii. The Technical Requirements for *AC* are as described in CORE K12 (2010), *AC Complete Tech-Check Guide* and CORE K12 (2010), *Assessment Center Info Import Guide*.
 - iv. CORE K12 will ensure that *AC* will be highly secure (https access), capable of safeguarding confidential student records, and available only to authorized users.
 1. CORE K12 prevents unauthorized access by presenting a security model based on visibility rules, defined with the district, as to which user type (teacher, school administrator, and district administrator) can access scores for students.
 2. Within CORE K12, only a select group of authorized employees have access to the physical database and file servers in which the client data resides.
 3. Within the databases, login credentials are encrypted for extra security.
 4. Additionally, CORE K12 implements a process by which we receive confidential Student Information System (SIS) data through secure File Transmission Protocol (FTP) and Pretty Good Privacy (PGP) encryption, and files remain encrypted in our system until they are imported into *Assessment Center*.
 - v. CORE K12 will use commercially reasonable efforts to keep the *Assessment Center* available on a 24 hours a day, seven days a week basis, subject to scheduled downtime for maintenance purposes. Any such downtime will be scheduled at times that minimize the impact to PCS. Messaging will be posted on the Teacher and Administrator sites to indicate scheduled downtimes.
 - vi. The parties acknowledge that because the Internet is neither owned nor controlled by any one entity, CORE K12 makes no guarantees that any given user will be able to access *Assessment Center* at any given time for causes outside the control of CORE K12, and CORE K12 shall not be liable to PCS for failure of accessibility to *Assessment Center* due to causes outside of the control of CORE K12, provided that CORE K12 has implemented, at minimum, industry standard measures to protect against such failures.



- FCAT item format and idiom with alignment of one item to one NGSSS benchmark.
1. Most items in CORE K12 item banks are tagged with meta data and include student facing answer explanations for each answer choice.
- iii. A Pasco specific item bank will be available for the district to publish items authored by the district, in accordance with section II below.
 - iv. CORE K12 shall remove all district Benchmark Assessment items from the *Assessment Center* item banks so that these specific items are not available to PCS teachers and administrators for test creation. Similar items aligned to other standards may remain in the *Assessment Center* item bank.
- E. The PCS will have full access to the teacher and administrator test creation, sharing and assignment functionality.
- i. Tests can be aligned to the Next Generation Sunshine State Standards (or other standards selected by the creator) during test creation.
 - ii. Teacher Assessment sharing is available to other teachers in his/her school if the Share option is selected during test creation.
 - iii. Administrator assessment creation is “shared” to all educators in the program, consistent with program configurations and if s/he selects this option during test creation.
 - iv. PCS created assessment forms will be archived so that Last year’s administrator & teacher created assessment forms (LYCrA), not test results, will be available during subsequent years of the program providing that PCS ensures consistency in teacher and administrator user identification data (‘TheirUID’ field in user import files) from year to year.
 1. LYCrA will ensure that tests created in AY 2010-11 are available to their creator and will be shared with others, if so designated at the time of creation.
 - a. Teacher created tests can be deleted by the creator but if shared with others, the assignor may not edit or delete the assessment.
 - b. Administrator created tests will continue to be available to the creator for assignment within his/her school.
- F. CORE K12 will provide online reporting of assessment results to students, teachers & administrators via *Assessment Center*.
- i. Both standard and deluxe reports will be available & displayed according to configurations established with the district.
 - ii. Reports can be printed or exported in a variety of file formats.
 - iii. Online reports will be available to students upon completion of an online assessment for immediate feedback.
 - iv. ‘Assessment Results’ reports for teachers are available almost immediately after online testing. All other standard teacher reports reflecting online test results will be fully available within 12 hours.
 - v. Standard administrator reports will be available within 24 hours and can be filtered by the defined student and organization characteristics.
 - a. Exceptions to filtering include the Usage report, Assessment Assignment Status report, Student Performance report & the

III. Custom Benchmark Assessments

- A. CORE K12 will license custom created science and math Benchmark Assessments for administration during AY 2010-11.
- B. A total of 51 assessments, containing 1,719 items vetted by PCS staff during 2009-10, will be provided for administration during three test windows (fall - T1, winter - T2 & spring - T3).
- C. Testing Periods: The PCS has determined that the Benchmark Assessments will be administered during the testing periods described in the table below.

Table 1

Grade / Subject	Test Period 1	Test Period 2	Test Period 3
Grades 2-10 / Math, Grades 2-8, 11 / Science Off-grade per III.E.	District to determine by June 18, 2010	District to determine by June 18, 2010	District to determine by June 18, 2010

- i. Any change to test window dates, once established, must be submitted to CORE K12 at least two weeks in advance of the window opening date.


- D. The Benchmark Assessments will span grades 2-11 and cover critical Math and Science Next Generation Sunshine State Standards benchmarks consistent with blueprints established in collaboration with PCS and as described in the table below.

Table 2

Grade	# of multiple choice items per Benchmark Assessment			# of multiple choice items per Benchmark Assessment			Item Format and Idiom (based on availability of info from FLDOE)	Standard Item Alignment (Next Generation Sunshine State Standards)
	MATH			SCIENCE				
	T1	T2	T3	T1	T2	T3		
2	30	30	30	33	33	33	FCAT	NGSSS
3	33	33	33	33	33	33	FCAT	NGSSS
4	33	33	33	33	33	33	FCAT	NGSSS
5	33	33	33	33	33	33	FCAT	NGSSS
6	32	32	32	30	30	30	FCAT	NGSSS
7	34	34	34	30	30	30	FCAT	NGSSS
8	30	30	30	30	30	30	FCAT	NGSSS
9	42	42	42				FCAT	NGSSS
10	42	42	42				FCAT	NGSSS
11				42	42	42	FCAT	NGSSS
Totals	309	309	309	264	264	264	1,719 Total Items 51 Assessments	

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- ii. PCS will ensure that each identified school meets the following requirements for participation:
 - 1. The most recent software version of CPSONline program is installed on their desktops, and
 - 2. Clicker class sets are compatible (Gen 2 Radio Frequency).
- iii. PCS will identify up to 35 schools that meet requirements for participation in the program for fall benchmark assessment administration with clickers by June 18, 2010.
- iv. CORE K12 will provide CPSONline login(s) to the district assigned project manager(s) ten business days in advance of the testing period.
- v. CORE K12 will ensure program communication between *Assessment Center* and eInstruction's CPSONline program to publish assessments and distribute SIS student data.
- vi. CORE K12 will import/export assessments, student information, and response data to and from *Assessment Center* and CPSONline.
- vii. CORE K12 will collect and post student response data from clicker technology three (3) times a day (10 A.M, 2 P.M, and 4 P.M) in *Assessment Center* online reports for teachers to view results within an hour of processing (11 A.M, 3 P.M, and 5 P.M).
- D. CORE K12 will provide the PCS with all student benchmark assessment data, regardless of administration method cited above, for each testing period, ten (10) business days after the end of that period or later if scanning is incomplete.
 - i. A data pull of benchmark assessment results will be completed and provided in a format consistent with a template agreed upon by both parties.
 - ii. 3 files will be provided (one for each grade level grouping: Elementary-grades 2-5, Middle-grades 6-8, & High-grades 10-12).
 - iii. Each data pull will also be made available for psychometric analyses of item performance as described in the following section.
- E. Psychometric Services
 - i. Core K12 will provide a psychometric analysis report 45 business days after the end of each benchmark assessment testing period or later if scanning is delayed in order to review the performance of new items.
- F. CORE K12 will provide consulting for the replacement of up to 10% of the Benchmark Assessment items post administration and analyses.
 - i. Psychometric data will be used to define the potential pool of items requiring replacement. These items will be further examined for consistency with the established test blueprints by CORE K12 content specialists. A subset of items will then be recommended for revision or replacement.
 - ii. Item Review will allow PCS personnel to review only the subset of revised or replaced test items and request edits. Each review round for a particular test form should be conducted by the same PCS reviewers. Items will be deemed acceptable if they assess the corresponding skill; are grade-level appropriate for difficulty, diction, and syntax; are grammatically and mechanically correct; include only one correct answer and valid "distractors"; and are free from bias or stereotyping.

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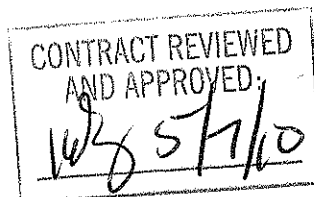
- ii. Phase 2: Data Driven Decision Making (DDDM) for Teachers & Students with *Assessment Center*

VI. Program Support

- A. CORE K12 will provide project management support on a limited basis to service the Formative Assessment Program.
 - i. Part-time remote & on-site implementation support scheduling will be responsive to benchmark administration & professional development schedules;
 - ii. Support will include no more than 10 hours per week in meetings with CORE K12 and/or CLIENT stakeholders in order to service the deliverables outlined in this SOW.
 - iii. Travel time to and from the district may be deducted from the 10 hours allocated per week to attend on site meetings.
 - iv. At the mutual agreement of CORE K12 and the CLIENT, project management hours may be reallocated from week to week. However, any unused hours may not carry over more than 45 days and do not carry over from year to year.
- B. Project Management responsibilities and duties include, but are not limited to:
 - i. Tailoring *Assessment Center* configurations to meet PASCO specific requirements.
 - ii. Monitoring and evaluation of the formative assessment program implementation with *AC*.
 - iii. Working with all project stakeholders to ensure the program is successful.
 - iv. Acting as a single point of contact for the district and schools, streamlining communications and processes.
 - v. Developing and executing the statement of work, any and all change orders, and program communication plans.
 - vi. Creating and maintaining the project plans, including tasks, timelines and milestones.
- C. CORE K12 recommends that the PCS continues to provide a Project Lead/Manager to serve as a primary contact for all aspects of the program.

VII. Changes to Scope and Requirements

- A. Services and/or timelines different than, or not specifically provided for, in this SOW may result in an increase in cost and/or affect the timing of the overall program.
- B. Deadlines missed by PCS or CORE K12 may result in changes to delivery dates.
- C. In the event of termination of the Agreement or this SOW, all payments for completed deliverables for PCS as of the date of termination will immediately become due and payable.



Program Cost

The fixed cost for the formative assessment program and related services described in this Statement of Work is **\$747,875.00**, as detailed below.

Deliverables	AY 10-11 Pricing
<p>ASSESSMENT CENTER Web-based Online Platform for Test Creation with Item Banks, Assessment Administration, Reporting & supplemental Skill Resources:</p> <p><u>Students (annual license)</u> 52,000 students in grades 2-11 at 79 schools Additional licenses available per 100 students @ \$450.00</p> <p><u>Teachers & Administrators (annual license)</u> No charge for teachers, school and district level administrators serving the 52,000 students; Help Desk support included</p>	<p>\$ 234,000.00 To be Determined Included at no charge <u>Subtotal: \$ 234,000</u></p>
<p>WEB-BASED AUTHORIZING of District Assessment Items:</p> <p><u>District Level Staff (annual license to UNIFIED AUTHORIZING)</u> Up to 5 users with rights to author items with publishing to a 'PASCO Item Bank' in <i>Assessment Center</i> No charge for training of 5 users with support provided for up to 1,000 items Additional unsupported authoring of an unlimited number of items will be available through <i>UA</i> until available in <i>AC</i></p>	<p>\$ 35,000.00 Included at no charge <u>Subtotal: \$ 35,000</u></p>
<p>ASSESSMENTS aligned to Next Generation Sunshine State Standards:</p> <p><u>New custom Benchmark Assessments (annual license)</u> Science – Benchmark Assessments, 24 tests / 792 items Math - Benchmark Assessments, 27 tests / 927 items No charge for revisions to <10% of items post administration per psychometric analyses</p> <p><u>Psychometric Analyses</u> Analyses & report provided after each of three benchmark assessment administrations to assess item performance & inform future revisions</p>	<p>\$ 99,000.00 \$ 115,875.00 Included at no charge \$ 18,000.00 <u>Subtotal: \$ 232,875</u></p>

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Invoicing Schedule

PCS agrees to pay the total cost of each invoice within thirty (30) days of receipt of CORE K12's invoice. Invoices will be referenced with a district PO # that will be supplied upon full execution of this SOW.

Invoice 1	Invoice 2	Invoice 3	Invoice 4
June 25, 2010 \$200,000.00	September 24, 2010 \$200,000.00	December 17, 2010 \$200,000.00	March 25, 2011 \$147,875.00

Statement of Work Signatures for Academic Year 2010-2011

A Statement of Work is agreed to by the parties to reflect the major deliverables and services for each year of the contract. Each such Statement of Work will be made an exhibit to the Agreement.

CORE Education and Consulting Solutions Inc.

By: _____
Name: _____
Title: _____
Date: _____

Pasco County Public Schools

By: _____
Name: _____
Title: _____
Date: _____

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