

## NOTICE OF SOLE SOURCE PROCUREMENT

Date: August 31, 2009

Vendor/Contractor: Council for Aid to Education

Contract Amount: Not to Exceed \$61,440.00

Description of Services:

College and work readiness assessment.

Sole Source Determination:

Only known source for this type of assessment testing

Date of Award: TBD



# VIRGINIA BEACH CITY PUBLIC SCHOOLS

A H E A D O F T H E C U R V E

## DEPARTMENT OF RESEARCH, EVALUATION, AND ASSESSMENT

### MEMORANDUM

TO: J. Kevin, Director  
Office of Purchasing Services

FROM: Jared A. Cotton, Ed.D. *JAC*  
Assistant Superintendent

SUBJECT: Sole Source Justification

CONTRACT AMOUNT: Estimated \$61,440

DATE: August 27, 2009

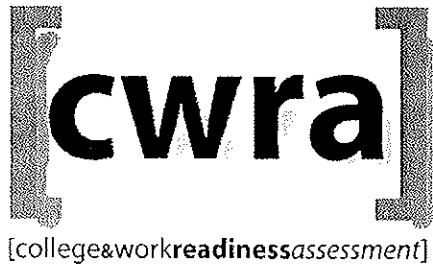
This is to certify that Virginia Beach City Public Schools selected Council for Aid to Education for implementation of the College and Work Readiness Assessment (CWRA) to a sampling of juniors from each of our 11 comprehensive high schools during the 2009-2010 academic school year. Council for Aid to Education is the sole vendor who provides this particular assessment which evaluates students in the areas of critical and creative thinking, reasoning, and communication. Each of these areas is closely aligned with our strategic plan, Compass to 2015: A strategic plan for student success. The cost will not exceed \$61,440 during the contract period of June 1, 2009 – August 2010. Attached is a copy of the proposed contract for the 2009-2010 school year. I've also attached a previous contract with the Council for Aid to Education that was approved in May 2008 as a reference.

If you have any questions, please contact me.

Approved  
 Not Approved

*J. Kevin Blady*  
Signature

*8/31/09*  
Date



**Memorandum of Agreement**  
between  
**Council for Aid to Education (CAE)**  
and  
**The School Board of the City of**  
**Virginia Beach**

**For the 2009-2010 Academic Year**  
**College and Work Readiness Assessment (CWRA)**  
**August 17, 2009**

This Memorandum of Agreement is between the Council for Aid to Education (CAE) and The School Board of the City of Virginia Beach ("the institution") for implementation of the College and Work Readiness Assessment (CWRA) at Bayside High School, First Colonial High School, Frank W. Cox High School, Green Run High School, Kellam High School, Kempsville High School, Landstown High School, Ocean Lakes High School, Princess Anne High School, Salem High School, and Tallwood High School in the 2009-2010 academic year.

The term of this contract runs from June 1, 2009, (or the date of institution's signature, whichever is later) until August 1, 2010, and entitles the institution to participate in additional CWRA offerings (such as *the CLA Spotlight* web conferencing series) during that timeframe.

**1. COMMUNICATION AND SUPPORT**

- 1.1 CAE will provide the institution with the following guides to prepare for the administration of the CWRA:
  - Sampling and Recruitment Guide
  - Proctor Guide
  - Computer Configuration Requirements
- 1.2 CAE will host periodic web conferences throughout the year to discuss various aspects of administering the CWRA.
- 1.3 CAE will provide password-protected access to faculty and administrators to review a random selection of the CWRA instruments upon request.
- 1.4 CAE will provide institutions with a technical support hotline to call in the unlikely event that there are technical difficulties with the testing website during scheduled CWRA testing sessions.
- 1.5 The institution will ensure effective communication of the CWRA, its testing processes, student results, and appropriate data interpretation to campus members and other constituents.
- 1.6 The institution will obtain support from the administration and faculty to promote the success of the CWRA.

**2. TEST ADMINISTRATION**

- 2.1 Sample Size Requirement

## 2009-2010 CWRA Memorandum of Agreement

- 2.1.1 The institution agrees to sample students according to CAE's specifications. The institution will test approximately **1,786 Juniors** in the spring. All students will also be required to take the Scholastic Level Exam (SLE) in conjunction with the CWRA.
- 2.2 The institution will provide a testing environment in compliance with CAE requirements:
  - 2.2.1 With guidance from CAE, the institution will ensure that testing facilities are adequate to administer the CWRA.
  - 2.2.2 With guidance from CAE, the institution will train and supervise examination proctors.
- 2.3 The institution will designate primary contacts at each participating high school for test administration. These individuals will be responsible for ensuring the successful delivery of the CWRA, including turning in all required forms, providing required data in a timely fashion, and meeting other operational requirements.
- 2.4 The institution will provide appropriate follow-up communication and/or services to student test takers.
- 2.5 Total testing time for the CWRA + SLE is approximately 105 minutes.
- 2.6 The institution will provide CAE with the following materials by the deadlines CAE establishes:
  - Testing Plans
  - Registrar data on students. *Delay in receiving registrar data may jeopardize CAE's ability to include the institution in comparative analysis of institutional results.*
- 2.8 The testing window for spring 2010 will run from approximately early February until mid April.

### 3. RESULTS

- 3.1 CAE agrees to provide institutional results, which may take the following form(s):
  - School-level institutional reports for each participating high school.
  - Student-level data files for each participating high school.
  - District-level institutional report.
- 3.2 Result samples are available upon request. Content of results is subject to change as CAE reviews and modifies the information it reports to participating institutions.
- 3.3 The institution agrees that a student's CWRA scores or results should be considered one piece of evidence about a student's skills. The institution understands and agrees that the CWRA score may not be provided to any other party or used to determine placement of, or grades for, individual students or for any other purpose described herein. The institution shall indemnify and hold CAE harmless from any and all claims arising out of the use of the CWRA data.

### 4. USE OF DATA

- 4.1 CAE will use the results of testing at the institution and other data provided by the institution for research and reporting purposes and may incorporate the institution's results into a national database of CWRA results.
- 4.2 CAE agrees that the institution's CWRA results will be protected from disclosure under any circumstance where the identity of the institution could become known. **Unless specifically requested otherwise by the institution, CAE will use the name of the institution when listing it along with all others as a participant in the CWRA.**
- 4.3 Students may be asked to provide supplementary information to CAE in the form of a general survey attached to the CWRA task(s) they receive. This information is requested to better inform the technical merits of the assessment and is not designed to return additional data to the institution.

# 2009-2010 CWRA Memorandum of Agreement

## 5. CONFIDENTIALITY

- 5.1 Any confidential or proprietary information CAE may disclose to the institution, orally or in writing, in connection with the CWRA (including but not limited to the CWRA tests that are administered under the institution's proctored supervision) must remain confidential and may not be reproduced. The institution will make every reasonable effort to ensure that there are no breaches of test security such as copying or downloading of test materials.
- 5.2 The institution shall use the confidential information solely for purposes of the CWRA in accordance with the terms of this agreement, and shall not use any mentally-retained recollections thereof to copy the methods disclosed in this or other CWRA related materials.

## 6. COSTS AND PAYMENT SCHEDULE

### 6.1 Cost

- 6.1.1 The estimated cost of participating in the 2009-2010 administration of the CWRA is **\$72,440** (1,786 juniors at \$40 per student + \$1,000 special reporting fee for the additional district-level institutional report). less a one time **\$11,000** allocation of grant funding.
- 6.1.2 Total payment of **\$61,440** (thanks to a time allocation of grant funding toward the institution's participation, in the amount of \$11,000) is due before testing begins. Any remaining balance will be due upon invoicing by CAE at the conclusion of spring testing. Alternatively, any refund due to the participating institution will be processed at the conclusion of spring testing. **The maximum refund for the institution is \$1,000.** The institution will receive testing materials needed to proceed with delivery of the CWRA after CAE receives the initial payment.

### COUNCIL FOR AID TO EDUCATION

\_\_\_\_\_  
SIGNATURE

James W. Hundley  
\_\_\_\_\_  
PRINTED NAME

Executive Vice President  
\_\_\_\_\_  
TITLE

August 17, 2009  
\_\_\_\_\_  
DATE

### The School Board of the City of Virginia Beach

See attached signature page  
\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE



# VIRGINIA BEACH CITY PUBLIC SCHOOLS

A H E A D O F T H E C U R V E

## Department of Research, Evaluation, and Assessment

### CONTRACT FOR SERVICES BETWEEN THE SCHOOL BOARD OF THE CITY OF VIRGINIA BEACH AND THE COUNCIL FOR AID TO EDUCATION (CAE)

Approved as to Content:

\_\_\_\_\_  
Jared A. Cotton, Assistant Superintendent  
Department of Research, Evaluation, and Assessment

\_\_\_\_\_  
Date

\*\*\*\*\*

Approved as to Availability of Funds and Business Content:

\_\_\_\_\_  
Sammy Cohen, Director  
Office of Business Services

\_\_\_\_\_  
Date

\_\_\_\_\_  
James G. Merrill, Superintendent

\_\_\_\_\_  
Date

# [cla] SPECIAL ANALYSIS

INSTITUTION: The School Board of the City of Virginia Beach

PHONE: 757-263-1109

PRIMARY CONTACT: Dr. Jared Cotton

EMAIL: jared.cotton@vbschools.com

## DESIGN DESCRIPTION

11 schools within the Virginia Beach Public Schools system will test juniors during the spring 2010 administration of the CWRA.

## REPORTING PROVIDED

A student level data file and institutional report will be provided for each participating high school. An institutional report will also be provided for the district at large.

In the student level data file, each institution will be provided with CWRA scale scores for each student, percentile ranks within the institution for each student, and percentile ranks across all participating institutions that will also be testing juniors during the spring 2010 assessment. Both the contracting organization (The School Board of the City of Virginia Beach) and each participating high school understands that, given that most participating high schools do not elect to assess juniors as part of their participation in the CWRA, "percentile ranks across all participating institutions that will also be testing juniors" may prove limited and should be treated as such.

In each high school's institutional report, we will be able to provide unadjusted comparisons of assessed samples of juniors to other CWRA participating institutions as well as unadjusted comparisons with first-year student samples at colleges participating in the Collegiate Learning Assessment (CLA).

The District-level institutional report will aggregate performance of all participating Virginia Beach high schools to compare how the district as a whole is performing when compared to other participating CWRA institutions as well as to first-year student samples at colleges participating in the Collegiate Learning Assessment (CLA). The District-level institutional report will likely be delivered later than the school-level institutional reports.

## PRICE

For the above, the School Board of the City of Virginia Beach will pay \$40 per student. At an anticipated assessment of 1,786 juniors, the cost of this would be \$71,440. An additional cost of \$1,000 will be incurred for the provision of the District-level institutional report. Please see the "Cost and Payment Schedule" section of the standard Memorandum of Agreement for more information.

## REQUIRED SIGNATURES

PRIMARY CONTACT

DATE

JARED COTTON, PROGRAM MANAGER, TEST ADMINISTRATION & CONTRACTS

DATE 8.24.09

ALEX NEMETH, PROGRAM MANAGER, TEST ADMINISTRATION & REPORTING

DATE 8.20.09

HEATHER KUGELMASS, PROGRAM MANAGER, QUALITY ASSURANCE

DATE 8/20/09



**VIRGINIA BEACH CITY PUBLIC SCHOOLS**

AHEAD OF THE CURVE

OBS:Rev. 7/08

**GENERAL CONTRACT EXECUTION POLICY 3-89  
FISCAL NOTE**

Research, Evaluation, and Assessment  
**SCHOOL/DEPARTMENT**

115.52100.603407  
**ACCOUNT NUMBER**

Council for Aid to Education - College and Work Readiness Assessment (CWRA)

**CONTRACT INFORMATION**

YEAR	FISCAL YEAR	(a) ESTIMATED COSTS	(b) ESTIMATED REVENUES	NET DIFFERENCE (a) - (b)
1	2009-2010	\$ 61,440.00		\$ (61,440.00)
2				\$ -
3				\$ -
4				\$ -
5				\$ -
<b>TOTAL</b>		<u>\$ 61,440.00</u>	<u>\$ -</u>	<u>\$ (61,440.00)</u>

**SCHOOL CONTRACTS ONLY**

SCHOOL BOOKEEPER VERIFICATION THAT FUNDS ARE AVAILABLE OR WILL BE AVAILABLE IN THE ABOVE ACCOUNT NUMBER

\_\_\_\_\_  
**SCHOOL BOOKEEPER'S SIGNATURE**

\_\_\_\_\_  
**DATE**

**CAPITAL PROJECTS ONLY**

TOTAL COST TO COMPLETE THE PROJECT:

\$ \_\_\_\_\_

PROJECT BUDGET:

\$ \_\_\_\_\_

CONTRACT BASE COST

\$ \_\_\_\_\_

Approved as to availability of funds.

\_\_\_\_\_  
**SCHOOL/DEPT. AUTHORIZED SIGNATURE**

\_\_\_\_\_  
**DATE**

Note: See Section 19 (Contracts) in the Business Manual for Schools and Central Offices for further information on contract processing.