



ATTN: BARBARA COSTAKIS, PURCHASING AGENT
PHONE: 845-486-4800 EXT. 2262/FAX 845-486-4822
EMAIL: barbara.costakis@dcboces.org

RECEIPT CONFIRMATION

RFP NUMBER: 2324-06

TITLE: Scoring for NYSED Grades 3-8 Assessments

VENDORS: PLEASE COMPLETE AND RETURN THIS RECEIPT CONFIRMATION PAGE BY JULY 25, 2023

IF YOU PLAN TO SUBMIT A PROPOSAL, RETURN OF THIS FORM WILL ENSURE THAT YOU WILL RECEIVE ALL FURTHER COMMUNICATION REGARDING THIS REQUEST FOR PROPOSALS.

Company Name:

Address:

City, State, Zip Code:

Contact Person:

Title:

Phone Number:

Fax Number:

Email Address:

I authorize the Dutchess County BOCES to send by the following method, further correspondence that the BOCES deems to be of an urgent nature regarding this RFP:

Email:

Other (specify):



***Request for Proposals
Scoring for NYSED Grades 3-8 Assessments***

Response Date: August 10, 2023 by 11:00 AM

5 BOCES Road
Poughkeepsie, NY 12601
845.486.4800



5 BOCES Road
Poughkeepsie, New York 12601

REQUEST FOR PROPOSALS: *Scoring for NYSED Grades 3-8 Assessments*
RFP #2324-06

I. PURPOSE OF THE RFP

Dutchess Board of Cooperative Educational Services (BOCES) is requesting proposals from qualified vendors (referred to hereafter as “Contractor”) to perform scoring of assessments on behalf of Dutchess BOCES as well as our (13) thirteen component districts.

To be considered, two (2) copies of a proposal must be received by the BOCES’ Purchasing Agent **no later than 11:00 AM on Thursday, August 10, 2023** at the following address:

Dutchess BOCES
ATTN: Barbara Costakis, Purchasing Agent
5 BOCES Road
Poughkeepsie, NY 12601

It is anticipated that the selection of a vendor will be completed when our Board of Trustees meets on **August 23, 2023**.

II. BACKGROUND INFORMATION

The BOCES is governed by the laws of New York State. The BOCES is an independent entity governed by an elected Board of Education consisting of seven (7) members. The President of the Board serves as the chief fiscal officer and the District Superintendent as the chief executive officer. The Board is responsible for and controls all activities related to public school education within the BOCES. Board members have authority to make decisions, power to appoint management personnel, and primary accountability for all fiscal matters.

The Boards of Cooperative Educational Services (BOCES) were established by New York State Legislation in 1948 to enable smaller school districts to offer more breadth in their educational programs by sharing teachers. In 1955, Legislation was passed allowing BOCES to provide vocational and special education. The BOCES are voluntary, cooperative associations of school districts in a geographic area that share planning, services, and programs to provide educational and support activities more economically, efficiently, and equitably than could be provided locally.

The BOCES provides instructional support programs and services to the following thirteen (13) school districts in New York's Dutchess County:

1. Arlington Central School District
2. Beacon City School District
3. Dover Union Free School District
4. Hyde Park Central School District
5. Millbrook Central School District
6. Northeast (Webutuck) Central School District
7. Pawling Central School District
8. Pine Plains Central School District
9. Poughkeepsie City School District
10. Red Hook Central School District
11. Rhinebeck Central School District
12. Spackenkill Union Free School District
13. Wappingers Central School District

BOCES' programs and services include special education, vocational education, academic and alternative programs, summer school, staff development, computer services (management and instructional), educational communication, and cooperative purchasing.

The BOCES, with total budget in excess of \$63,000,000, employs over 470 full and part-time employees. The BOCES student enrollment is approximately 1,200 students, plus approximately 2,000 adults who take short term courses at our Adult Learning Institute. Four collective bargaining units exist at the BOCES.

III. SCOPE OF SERVICES REQUIRED

The Contractor needs to adhere to all NYSED guidelines, from test security to scoring and be able to provide documentation that they have done so.

Test Security

The Contractor will offer courier service to and from the school district(s), or the BOCES as a central location returning test booklets to the district and answer sheets to the MHRIC, by the required date and time. An intake system will be articulated, including confirmation processes for participating district(s). Final counts and detailed records will be returned with test booklets to district(s). A process will also be described that clearly demonstrates how a district inquires about contested missing test booklets/answer sheets.

The Contractor maintains test security and confidentially. All secure test booklets will be returned, no secure materials will be retained, and all scoring materials will be returned to NYSED's destruction site, per NYSED guidelines. Assurances are necessary that no data will be collected, stored, or shared throughout the process.

Scoring Process

Staffing: All scorers must be appropriately certified in the State of New York. The Contractor must maintain scorer records which include copies of NYS teaching certificates, teaching experience and NYS test scoring experience.

Training: The Contractor will provide documentation of the type/amount of scoring training that scorers will receive and from whom.

Computer-Based Testing: For schools that elect to administer operational computer-based testing (CBT), the Contractor must be able to provide computer-based scoring of those assessments in a manner outlined and approved by NYSED.

Materials for Training: The Contractor will be responsible for the reproduction of all of the materials necessary for scoring training and scoring. The service will also be responsible for the return of the materials to the destruction site as mandated by NYSED.

Scoring: The entire scoring process must be outlined. The process for ensuring quality control and records maintenance should be included. The Contractor should describe the process for adherence to NYSED scoring and security guidelines.

Post-Scoring: The Contractor should provide scoring feedback to district(s), including common student errors in constructed and extended response questions.

IV. TERM OF SERVICE

The services/bids shall commence on September 5, 2023 for one year. This agreement may be terminated by the Board of Education subject solely to payment of fees and disbursements as of the date of termination.

Dutchess BOCES and the successful bidder(s) have the option of extending or renewing this contract for two (2) consecutive additional periods of twelve (12) months each upon the same terms and conditions as are contained in this contract at the times said option(s) are exercised.

- Original Term: September 5, 2023 - June 30, 2024
- First Renewal: July 1, 2024 - June 30, 2025
- Second Renewal: July 1, 2025 - June 30, 2026
- Third Renewal: July 1, 2026 – June 30, 2027

The quote should include both pricing for courier service directly from and to each individual school district and pricing for a central (Dutchess BOCES) pick-up and return.

Vendor will **not** be reimbursed by Dutchess BOCES for any travel related costs.

Each proposal will clearly state:

- Vendor rates, price per test, to be charged to the BOCES.
 - <1000 tests in each grade 3-8 ELA
 - <1000 tests in each grade 3-8 Math
 - <1000 tests in each grade 4 and 8 Science
 - 1001-3000 tests in each grade 3-8 ELA

- 1001-3000 tests in each grade 3-8 Math
 - 1001-3000 tests in each grade 4 and 8 Science
 - >3001 tests in each grade 3-8 ELA
 - >3001 tests in each grade 3-8 Math
 - >3001 tests in each grade 4 and 8 Science
 - <100 tests for all grades for NYSESLAT
 - >100 tests for all grades for NYSESLAT
 - <100 tests per subject for Regents
 - >100 tests per subject for Regents
- Names and resumes of personnel to be assigned to BOCES and/or component district(s). It is fully expected that the personnel indicated will be those assigned.
 - A listing of experience in the performance of the requested services for BOCES, school districts or municipalities in New York State and the years of such experience.
 - A summary of any experience the vendor has in scoring operational computer-based assessments.
 - Each proposal submitted must include a list of current school district and BOCES clients. The information should include contact name, title, address, and telephone number.
 - Responses to this request for proposals should include an affirmation that there are no conflicts of interest between the vendor and Dutchess BOCES.
 - Each proposal should include the vendor name, address, telephone number, signature of official, and date.

VI. BOARD OF TRUSTEES PROCESS

The Dutchess County BOCES reserves the right to reject any and all bids, or to accept any bid or waive any informality in any bid if deemed for the best interest of the said District, and may reject as informal, such bids as, in its opinion, are incomplete, conditional, obscure, or which contain irregularities of any kind.

The Dutchess County BOCES reserves the right to award bids on individual items or on total sum bids whichever will be for the benefit of the said District. The entire work and/or delivery of the materials, furnishings and equipment called for, as awarded in whole or in part to the one or more bidders must be completed and/or furnished as soon as possible at the school specified.

It is anticipated that the selection of a firm will be completed on **August 23, 2023**. The vendor(s) will be notified of selection as soon as possible thereafter.

VII. CRITERIA FOR SELECTION

The selection process will include, but not be limited to, evaluation in the following areas:

Description	Percent
1) Experience	50%
2) Price	30%
3) Scoring Process and adherence to NYSED Scoring and Security Guidelines	10%
3) Responsiveness and completeness of the written proposal	5%
4) References	5%

VIII. REQUIREMENTS FOR PROPOSALS

All proposals must be received by Dutchess BOCES, no later than **August 10, 2023 at 11:00 AM**. Any proposals received after this deadline will be returned unopened to the firm.

Each vendor shall submit one original proposal and one copy to the following address:

Dutchess BOCES
ATTN: Barbara Costakis, Purchasing Agent
5 BOCES Road
Poughkeepsie, NY 12601

Proposals are to be submitted in a sealed envelope clearly labeled **“Scoring for NYSED Grades 3-8 Assessments, RFP 2324-06”**.

All proposals and accompanying documentation become the property of Dutchess BOCES. The BOCES shall not divulge any information presented in the RFP to anyone outside the BOCES without the written approval of the firm.

IX. INQUIRIES

All inquiries concerning this Request for Proposal for **Scoring for NYSED Grades 3-8 Assessments** should be directed to:

Dutchess BOCES
Barbara Costakis
5 BOCES Road
Poughkeepsie, NY 12601
845.486.4800 Ext. 2262
barbara.costakis@dcboces.org

X. PROPOSAL ACKNOWLEDGMENT FORM

The Respondent acknowledges that he/she has carefully read the RFP and understands the specifications requested.

The Respondent also acknowledges that should this Proposal be accepted by Dutchess BOCES, such action shall constitute a legally binding agreement and therefore be subject to all terms and conditions of the RFP documents.

Respondent further acknowledges that he/she will contract with Dutchess BOCES and comply with the requirements of the RFP and the purchase order terms and conditions.

Company Name of Respondent: _____

Business Address of Respondent: _____

Business Phone Number: _____

Email Address: _____

Business is legally listed as (please check one):

- Sole Proprietorship
- Partnership (General or Limited)
- Corporation (Business or Not-for-Profit)
- Limited Liability Company

Authorized Agent (Please Print): _____

Signature of Authorized Agent: _____

Date: _____

STATEMENT OF NON-COLLUSION

RFP 2324-06 – Dutchess BOCES Scoring for NYSED Grades 3-8 Assessments

Your bid is subject to the following Non-Collusion Statement of Section 103-D of the General Municipal Law, which reads as follows:

"103-D. Statement of non-collusion in bids and proposals to political subdivision of the state. Every bid or proposal hereafter made to a political subdivision of the state or any public department, agency or official thereof where competitive bidding is required by statute, rule, regulation or local law, for work or services performed, to be performed, or goods sold or to be sold, shall contain the following statement subscribed by the bidder and affirmed by such bidder as true under the penalties of perjury: Non-collusive bidding certification.

- (A) By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:
 - (1) The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
 - (2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
 - (3) No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

- (B) A bid shall not be considered for award nor shall any award be made where (A) (1), (2) and (3) above have not been complied with; provided, however, that if in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefore. Where (A) (1), (2) and (3) above have not been complied with, the bid shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the political subdivision, or his designee, determines that such disclosure was not made for the purpose of restricting competition.

The fact that the bidder (a) has published price lists, rates, or tariffs covering items being procured, (b) has informed prospective customers of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being bid, does not constitute, without more, a disclosure within the meaning of subparagraph one (A).

Any bid hereafter made to any subdivision of the state or any public department, agency or official thereof by a corporate bidder for work or services performed or goods sold or to be sold, where competitive bidding is required by statute, rule, regulation, or local law, and where such bid contains the certification referred to in subdivision one of the section, shall be deemed to have been authorized by the board of directors of the bidder, and such authorization shall be deemed to include the signing and submission of the bid and the inclusion therein of the certificate as to non-collusion as the act and deed of the corporation.

SIGNED: _____ **PRINT NAME** _____

TITLE OF COMPANY REPRESENTATIVE: _____

COMPANY NAME & ADDRESS: _____

IRAN DIVESTMENT ACT COMPLIANCE RIDER

The Iran Divestment Act of 2012, effective as of April 12, 2012, is codified at State Finance Law (“SFL”) §165-a and General Municipal Law (“GML”) §103-g. The Iran Divestment Act, with certain exceptions, prohibits municipalities, including the District, from entering into contracts with persons engaged in investment activities in the energy sector of Iran. Pursuant to the terms set forth in SFL §165-a and GML §103-g, a person engages in investment activities in the energy sector of Iran if:

- (a) The person provides goods or services of twenty million dollars or more in the energy sector of Iran, including a person that provides oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran; or
- (b) The person is a financial institution that extends twenty million dollars or more in credit to another person, for forty-five days or more, if that person will use the credit to provide goods or services in the energy sector in Iran and is identified on a list created pursuant to paragraph (b) of subdivision three of Section 165-a of the SFL and maintained by the Commissioner of the Office of General Services.

A bid or proposal shall not be considered for award nor shall any award be made where the bidder or proposer fails to submit a signed and verified bidder’s certification.

Each bidder or proposer must certify that it is not on the list of entities engaged in investment activities in Iran created pursuant to paragraph (b) of subdivision 3 of Section 165-a of the SFL. In any case where the bidder or proposer cannot certify that it is not on such list, the bidder or proposer shall so state and shall furnish with the bid or proposal a signed statement which sets forth in detail the reasons why such statement cannot be made. The District may award a bid to a bidder who cannot make the certificate on a case by case basis if:

- (1) The investment activities in Iran were made before the effective date of this section (i.e., April 12, 2012), the investment activities in Iran have not been expanded or renewed after the effective date of this section and the person has adopted, publicized and is implementing a formal plan to cease the investment activities in Iran and to refrain from engaging in any new investments in Iran; or
- (2) The District makes a determination that the goods or services are necessary for the District to perform its functions and that, absent an exemption, the District would be unable to obtain the goods or services for which the contract is offered. Such determination shall be made in writing and shall be a public document.

CERTIFICATION

IRAN DIVESTMENT ACT OF 2012

As a result of the Iran Divestment Act of 2012 (Act), Chapter 1 of the 2012 Laws of New York, added new provisions to the State Finance Law (SFL), §165-a and General Municipal Law (GML) §103-g effective April 12, 2012. Under the Act, the Commissioner of the Office of General Services (OGS) will be developing a list (prohibited entities list) of “persons” who are engaged in “investment activities in Iran” (both are defined terms in the law). Pursuant to SFL § 165-a(3)(b) and GML §103-g, the initial list is expected to be issued no later than 120 days after the Act’s effective date, at which time it will be posted on the OGS website.

By submitting a response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, Proposer (or any assignee) certifies that once the prohibited entities list is posted on the OGS website, it will not utilize on such Contract any subcontractor that is identified on the prohibited entities list.

Additionally, Proposer is advised that once the list is posted on the OGS website, any Proposer seeking to enter into, renew or extend a Contract or assume the responsibility of a Contract awarded in response to the solicitation, must certify at the time the Contract is bid upon or a proposal submitted, or the contract is renewed, extended or assigned that it is not included on the prohibited entities list.

During the term of the Contract, should Dutchess County BOCES receive information that a person is in violation of the above-referenced certification, Dutchess County BOCES will offer the person an opportunity to respond. If the person fails to demonstrate that it has ceased its engagement in the investment which is in violation of the Act within 90 days after the determination of such violation, then Dutchess County BOCES shall take such action as may be appropriate including, but not limited to, imposing sanctions, seeking compliance, recovering damages, or declaring the Contractor in default.

Dutchess County BOCES reserves the right to reject any bid, proposal or request for assignment for an entity that appears on the prohibited entities list prior to the award of a contract, and to pursue a responsibility review with respect to any entity that is awarded a contract and appears on the prohibited entities list after contract award.

Signature: _____

Print Name: _____

Title: _____

Company Name: _____

Date: _____

Sexual Harassment Prevention Certification

NY State Finance Law §139-I requires bidders on state procurements to certify that they have a written policy addressing sexual harassment prevention in the workplace and provide annual sexual harassment training to all its employees and that such policy, at a minimum, meets the requirements of section two hundred one-g of the labor law.

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies its own organization, under penalty of perjury, that the bidder has and has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all of its employees. Such policy shall, at a minimum, meet the requirements of NYS Labor Law, Chapter 31, Article 7, Section 201-g.

The Bidder’s signature below certifies its compliance with State Finance Law §139-I.

Bidder: _____

By (signature): _____

Name (Please Print): _____

Title: _____

Date: _____

This form must be signed by an authorized executive or legal representative.

If the bidder cannot make the above certification, the bidder must provide a statement with their bid detailing the reasons therefor:

DUTCHESS COUNTY BOCES

NON-BIDDERS RESPONSE

SCORING FOR NYSED GRADES 3-8 ASSESSMENTS – RFP #2324-06

PLEASE RETURN THIS FORM BY 11:00 AM ON AUGUST 10, 2023 IF YOU ARE NOT SUBMITTING A PROPOSAL.

The Board of Cooperative Educational Services is interested in the reasons why prospective bidders fail to submit bids/RFP'S. Failure to submit a bid without explanation may result in removal of your firm from our bidders' list. If you are **NOT** submitting a bid in this proposal, please indicate the reason(s) by checking off one or more of the items below and return this form to us.

- We are not bidding for reasons indicated below:
- Unable to bid at this time, but would like to receive future bid proposals.
- Items or material not ____ manufactured, ____, distributed, ____ stocked, ____ furnished.
- Materials or items we have to offer do not fully meet all the requirements of standards specified.
- Multiplicity of delivery points.
- Delivery quantities too small.
- We cannot meet the time of delivery of items or materials specified.
- Insufficient time allowed for preparation and submission of bid.
- Other reason _____

You may remove our name from the bid list for:

- This commodity group
- This commodity class
- This item or service
- All bids

COMPANY: _____

ADDRESS: _____

NAME: _____

SIGNATURE: _____

TITLE: _____

TELEPHONE: _____