

INTRODUCTION

The contract between the Mississippi Department of Education (hereinafter referred to as the "MDE") and Questar Assessment, Inc. (hereinafter referred to as the "Contractor" or "QAI") is for the purpose of administering assessments for English Language Arts and Mathematics in Grades 3-8, End-of-Course in Algebra I, English II, and options for Geometry and Algebra II. The term of this initial contract is July 1, 2015 through June 30, 2021.

The purpose of this modification is to provide clarification to products and technical services for FY21 in an amount to not exceed \$ \$7,509,844.00.

This is optional year 6 of the contract. Renewal of contract will be determined annually and shall be contingent upon successful completion of the services in the preceding year's contract and a performance-based evaluation.

This contract will not be considered renewable where legislative changes impact the implementation of said contract.

Based upon the Internal Revenue Service Code, Contractor has been classified as an independent contractor and will not be subject to withholding.

STATEMENT OF WORK

The contractor will fulfill all terms and conditions as outlined in the documents listed below. In the event of conflict between the documents, the terms contained in the later document will prevail over the terms contained in the earlier documents.

Attachment 28: MAAP 2020-2021 Contract Modification Letter dated April 20, 2020

Attachment 29: 2020-2021 Budget Summary Form dated April 21, 2020

Attachment 30: 2020-2021 Statement of Work (SOW)

Attachment 31: Annually Renewable Performance Bond

Attachment 32: Memorandum of Understanding (MOU)

Specifically, the contractor agrees to perform the following tasks for fiscal year 2021 as specified in Attachment 30, 2020-2021 Statement of Work.

PRIORITY

The contract consists of this Modification 6, Modification 5, Modification 4, Modification 3, Modification 2, Modification 1, the Agreement, the Mississippi Department of Education's Request for Proposal for English Language Arts and Mathematics Grades 3-8, End-of-Course in Algebra I and English II, and Cost Options for Geometry and Algebra II Assessments (hereinafter "RFP" and Attachment 1), the response proposal by Questar Assessment, Inc. dated March 16, 2015 (hereinafter "Proposal" and Attachment 2), the budget narrative by Questar Assessment, Inc. (hereinafter "Budget Narrative" and Attachment 3), the budget summary (hereinafter "Budget Summary" and Attachment 4), the Annually Renewable Performance Bond (hereinafter "Performance Bond" and Attachment 5), the Memorandum of Understanding between MDE and Questar Assessment, Inc. (hereinafter "MOU" and Attachment 6), the Mississippi Assessment Program (MAP) 2016-2017 Contract Modification letter dated March 23, 2016 (hereinafter "Mississippi Assessment Program (MAP) Contract Modification Letter" and Attachment 7), the 2016-2017 Budget Summary Form dated February 25, 2016 (hereinafter "Budget Summary Form" and Attachment 8), 2016-2017 Statement of Work (hereinafter "Statement of Work" and Attachment 9), Annually Renewable Performance Bond #106291670 (hereinafter "Annually Renewable Performance Bond" and Attachment 10), and the 2015-

2018 Memorandum of Understanding (hereinafter "MOU" and Attachment 11), the Mississippi Assessment Program (MAP) 2017-2018 Contract Modification letter dated March 31, 2017 (hereinafter "Mississippi Assessment Program (MAP) Contract Modification Letter" and Attachment 12), the 2017-2018 Budget Summary Form dated March 31, 2017 (hereinafter "Budget Summary Form" and Attachment 13), 2017-2018 Statement of Work (hereinafter "Statement of Work" and Attachment 14), Annually Renewable Performance Bond #106291670 (hereinafter "Annual Performance Bond" and Attachment 15), the Memorandum of Understanding (hereinafter "MOU" and Attachment 16), MAAP 2018-2019 Contract Modification letter dated March 13, 2018 (hereinafter "Contract Modification Letter" and Attachment 17), 2018-2019 Budget Summary Form dated March 14, 2018 (hereinafter "Budget Summary Form" and Attachment 18), 2018-2019 Statement of Work (SOW) (hereinafter "Statement of Work" and Attachment 19), Annually Renewable Performance Bond (hereinafter "Annually Renewable Performance Bond" and Attachment 20), the Memorandum of Understanding (hereinafter "MOU" and Attachment 21), the Liquidated Damage Rubric (hereinafter LD Rubric and Attachment 22), MAAP 2019-2020 Contract Modification letter dated February 27, 2019 (hereinafter "Contract Modification Letter" and Attachment 23), 2019-2020 Budget Summary Form dated February 27, 2019 (hereinafter "Budget Summary Form" and Attachment 24), 2019-2020 Statement of Work (SOW) (hereinafter "Statement of Work" and Attachment 25), Annually Renewable Performance Bond (hereinafter "Annually Renewable Performance Bond" and Attachment 26), the Memorandum of Understanding (hereinafter "MOU" and Attachment 27) MAAP 2020-2021 Contract Modification letter dated April 20, 2020 (hereinafter "Contract Modification Letter" and Attachment 28), 2020-2021 Budget Summary Form dated April 21, 2020 (hereinafter "Budget Summary Form" and Attachment 29), 2020-2021 Statement of Work (SOW) (hereinafter "Statement of Work" and Attachment 30), Annually Renewable Performance Bond (hereinafter "Annually Renewable Performance Bond" and Attachment 31), the Memorandum of Understanding (hereinafter "MOU" and Attachment 32).

Any ambiguities, conflicts or questions of interpretation of this contract shall be resolved in this order: this Modification 6, Modification 5, Modification 4, Modification 3, Modification 2, Modification 1, the agreement, the RFP, the proposal, the budget narrative, and the budget summary. Omission of any term or obligation from this Modification 6, Modification 5, Modification 4, Modification 3, Modification 2, Modification 1, the agreement, or Attachments 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, or 32 shall not be deemed an omission from this contract if such term or obligation is provided for elsewhere in this contract.

LIQUIDATED DAMAGES

All Deliverables are subject to liquidated damages. The parties to this agreement recognize the importance of a timely and accurate assessment system for the Mississippi Department of Education, districts, schools, students, and parents of students. The parties agree that QAI's nonperformance will result in injury to MDE. Nonperformance is defined as QAI's failure to deliver the Deliverables free of Critical Errors by the date and time specified in the Assessment Testing Schedule and Deliverables Chart. Critical Errors are those that reasonably render the deliverable substantially unusable by MDE, as determined by MDE. QAI assumes all risks incurred in its selection of delivery method, including, but not limited to, electronic transfer (e-mails, facsimile, etc.). QAI shall alert MDE as soon as it believes a Deliverable is at risk of not meeting its delivery date.

The parties further agree that if nonperformance were to occur, it would be difficult to determine damages. Based on what the parties presently know, the parties agree that the amount of liquidated damages as set forth below are fair and reasonable and would not act as a penalty to the breaching party. Any and all combined liquidated damages will not exceed 20% total value of the contract for the fiscal year in which the nonperformance occurs.

Parties agree to the following liquidated damages for QAI's nonperformance:

- a. Interrupted or slowed test administration such as issues pertaining to outages and/or slowed responsiveness shall be assessed liquidated damages in an amount up to or equal to 3% total value of the contract for the fiscal year in which the nonperformance occurs.

- b. Test content during administration such as issues with item rendering, item versioning, item selection/ordering shall be assessed liquidated damages in an amount up to or equal to 1% total value of the contract for the fiscal year in which the nonperformance occurs.
- c. Score validity (after reports are released) such as inaccurate item scores, inaccurate scale scores, and/or inaccurate performance levels shall be assessed liquidated damages in an amount up to or equal to 3% total value of the contract for the fiscal year in which the nonperformance occurs.
- d. Unrecoverable data loss and/or corruption such as orphaned data, missing data and/or mis-linked data shall be assessed liquidated damages in an amount up to or equal to 1% total value of the contract for the fiscal year in which the nonperformance occurs.
- e. Test security such as unauthorized access and/or unauthorized exposure to assessment content shall be assessed liquidated damages in an amount up to or equal to 1% total value of the contract for the fiscal year in which the nonperformance occurs.
- f. Data privacy and/or security such as unauthorized access and/or unauthorized exposure of personal identifiable information of student, teacher, the MDE staff, or other individuals shall be assessed liquidated damages in an amount up to or equal to 1% total value of the contract for the fiscal year in which the nonperformance occurs.
- g. Delayed critical dates before testing such as, but not limited to, issues with registering students in the online delivery platform, and/or trouble with accommodation request, issues with the online test delivery system demonstration and online test delivery system available for district installation/download; and delayed critical test window dates such as issues with the start and/or end date of testing shall be assessed liquidated damages of \$25,000 per work day, not to exceed 2% total value of the contract for the fiscal year in which the nonperformance occurs, with the contract subject to termination.
- h. If the online test delivery system is not operating at an acceptable level as determined by the MDE, and not able to be used for test delivery on the scheduled date or during the testing window, it will be considered a breach of the contract and shall be assessed liquidated damages of \$75,000 per work day, not to exceed 5% total value of the contract for the fiscal year in which the nonperformance occurs, with the contract subject to termination.
- i. Delayed critical dates after testing such as issues with individual student score reporting and/or aggregate score reporting (Individual Student File(s), Individual Student File Electronic Reports, State Level File(s), District Level File(s), District Electronic Reports, School Level File(s), School Electronic Reports) shall be assessed liquidated damages of \$50,000 per work day per assessment data file (3-8, EOC), not to exceed 3% total value of the contract for the fiscal year in which the nonperformance occurs, with the contract subject to termination.

The Deliverables with critical dates subject to Liquidated Damages are listed as follows:

Assessment Testing Schedule and Deliverables Charts

<u>Test</u>	<u>Testing Window</u>
MAAP – Fall 2020 End-of-Course (EOC) Algebra I and English II	November 16 – December 11, 2020 To create maximum flexibility, MDE shall have the right to alter these dates as necessary.

Test	Testing Window
MAAP – 2021 Grade 3 Reading 2021 Grade 3 Retest #1 2021 Grade 3 Retest #2	April 12 to 23, 2021 May 10 to 14, 2021 June 21 to July 9, 2021 To create maximum flexibility, MDE shall have the right to alter these dates as necessary.
MAAP – Spring 2021 Grades 3-8 Math and ELA; EOC) Algebra I and English II	April 12, 2021 – May 14, 2021; to create maximum flexibility, MDE shall have the right to alter these dates as necessary.
MAAP: Graduating Students Retest Opportunity	April 12-23, 2021 To create maximum flexibility, MDE shall have the right to alter these dates as necessary.

Deliverable	Deliverable Date
Core Test Form and Field Test Form Development—Final	No later than two (2) months prior to testing
Non-secure materials in District (e.g. TAM and TCM documents)	No later than two (2) months prior to testing
Secure Materials in District	No later than two (2) weeks prior to testing
Reporting: MAAP Fall Testing – Data File for MDE review	January 13, 2021 (4:00 pm CST)
Reporting: MAAP Fall Testing – Data File for District Corrections	January 18, 2021 (4:00 pm CST)
Reporting: MAAP Fall Testing – Score Reports	February 5, 2021 (4:00 pm CST)
Reporting: MAAP Fall Testing – Final Data File	February 5, 2021 (4:00 pm CST)
Deliver EOC Spring Retest Scores for Seniors to MDE	No later than May 5, 2021 (4:00 pm CST)
Deliver 3rd grade pass/fail roster (students who tested by April 23, 2021) to MDE	No later than May 5, 2021 (4:00 pm CST)
Reporting: MAAP Spring Testing – Data File for MDE review	No later than June 11, 2021 (4:00 pm CST)
Reporting: MAAP Spring Testing – Data File for District Corrections	No later than June 21, 2021, (4:00 pm CST)
Reporting: MAAP Spring Testing – Score Reports	No later than July 12, 2021, (4:00 pm CST) Lagged deliverable due to district review of reports
Reporting: MAAP Spring Testing – Final Data File	No later than July 12, 2021, (4:00 pm CST) Lagged deliverable due to district review of reports
Reporting: State Level File(s) Posted	No later than July 12, 2021, (4:00 pm CST) Lagged deliverable due to district review of reports
Reporting: District Electronic Reports Posted	No later than July 12, 2021, (4:00 pm CST) Lagged deliverable due to district review of reports

<u>Deliverable</u>	<u>Deliverable Date</u>
Reporting: School Electronic Reports Posted	No later than July 12, 2021, (4:00 pm CST) Lagged deliverable due to district review of reports
Reporting: Hard Copy Individual Student Reports and Labels in District	No later than August 31, 2021, (4:00 pm CST) Lagged deliverable due to district review of reports
Technical Report—Final Version to MDE	November 1, 2021, (4:00 pm CST) - Lagged deliverable due to technical properties of the report.

To the extent that QAI's nonperformance is excused, liquidated damages shall not be assessed.

To the extent that failure to timely and correctly complete a key deliverable is caused by or would not have occurred but for acts or failures to act by the State, the MDE, Local Education Agency, or by actions of a third party outside the control of the parties, liquidated damages shall not be assessed.

In the event of complete failure of performance, the liquidated damages provisions shall not apply and MDE may pursue any other legal or equitable remedies available to it.

STANDARD TERMS AND CONDITIONS

INDEMNIFICATION

To the fullest extent allowed by law, Contractor shall indemnify, defend, save and hold harmless, protect, and exonerate the agency, its commissioners, board members, officers, employees, agents, and representatives, and the State of Mississippi from and against all claims, demands, liabilities, suits, actions, damages, losses, and costs of every kind and nature whatsoever including, without limitation, court costs, investigative fees and expenses, and attorney's fees, arising out of or caused by Contractor and/or its partners, principals, agents, employees and/or subcontractors in the performance of or failure to perform this agreement. In the State's sole discretion upon approval of the Office of the Mississippi Attorney General, Contractor may be allowed to control the defense of any such claim, suit, etc. In the event Contractor defends said claim, suit, etc., Contractor shall use legal counsel acceptable to the Office of the Mississippi Attorney General. Contractor shall be solely responsible for all costs and/or expenses associated with such defense, and the State shall be entitled to participate in said defense. Contractor shall not settle any claim, suit, etc. without the concurrence of the Office of the Mississippi Attorney General, which shall not be unreasonably withheld.

BACKGROUND CHECKS

Contractor and/or its employees represents that it has never been convicted or pled guilty or entered a plea of nolo contendere to a felony in any court of the state of Mississippi, another state, or in federal court in which public funds were unlawfully taken, obtained or misappropriated in the abuse or misuse of any office or employment or money coming into its hands by virtue of any office or employment. Contractor agrees to an initial criminal background check to be performed as well as subsequent criminal background checks that may be necessary and all charges associated with these criminal background checks will be the responsibility of Contractor. Information obtained from the criminal background check will be used only to determine employment eligibility. Any disqualifying information received from the criminal background check will render this agreement null and void.

PRICE ADJUSTMENT

(1) **Price Adjustment Methods.** Any adjustments in contract price, pursuant to a clause in this contract, shall be made in one or more of the following ways:

- (a) by agreement on a fixed price adjustment before commencement of the additional performance;

(b) by unit prices specified in the contract;

(c) by the costs attributable to the event or situation covered by the clause, plus appropriate profit or fee, all as specified in the contract; or,

(d) by the price escalation clause.

(2) **Submission of Cost or Pricing Data.** Contractor shall provide cost or pricing data for any price adjustments subject to the provisions of Section 3-401 (Cost or Pricing Data) of the *Mississippi Public Procurement Review Board Office of Personal Service Contract Review Rules and Regulations*.

TRANSPARENCY

This contract, including any accompanying exhibits, attachments, and appendices, is subject to the "Mississippi Public Records Act of 1983," and its exceptions. See Mississippi Code Ann. §§ 25-61-1 *et seq.* and Mississippi Code Annotated § 79-23-1. In addition, this contract is subject to the provisions of the Mississippi Accountability and Transparency Act of 2008. Mississippi Code Annotated §§ 27-104-151 *et seq.* Unless exempted from disclosure due to a court-issued protective order, a copy of this executed contract is required to be posted to the Mississippi Department of Finance and Administration's independent agency contract website for public access at <http://www.transparency.mississippi.gov>. Information identified by Contractor as trade secrets, or other proprietary information, including confidential vendor information or any other information which is required confidential by state or federal law or outside the applicable freedom of information statutes, will be redacted.

COMPENSATION AND FINANCIAL REPORTS

This contract is based upon a fixed amount not to exceed \$59,568,023.60 for services performed July 1, 2015 through June 30, 2021. Payment of the fixed amount of the contract shall be made by quarterly payments of 1/4th of the fixed annual amount upon successful completion of all work specified in the contract and upon receipt of an invoice by the 8th working day of the month following the completion of the work. Failure to provide the work may result in the withholding of total payment or may result in partial payment until contractor completes tasks as specified.

Fiscal Year	Annual Contract Amounts
2016 (Original)	\$12,346,829.60
2017 (Modification 1)	\$10,990,109.00
2018 (Modification 2)	\$11,485,109.00
2019 (Modification 3 & 4)	\$8,538,929.00
2020 (Modification 5)	\$8,697,203.00
2021 (Modification 6)	\$7,509,844.00
TOTAL	\$59,568,023.60

BUDGET NARRATIVE

The Mississippi Department of Education will pay QAI an amount not to exceed \$59,568,023.60 for the purpose of administering assessments for English Language Arts and Mathematics in Grades 3-8, End-of-Course in Algebra I, English II, and options for Geometry and Algebra II from July 1, 2015 through June 30, 2021.

The FY 2021 invoice/payment schedule will be as follows:

	<u>Amount</u>	<u>Date</u>
1 st Quarterly Invoice	\$1,877,461.00	September 30, 2020
2 nd Quarterly Invoice	\$1,877,461.00	December 30, 2020
3 rd Quarterly Invoice	\$1,877,461.00	March 30, 2021
4 th Quarterly Invoice	\$1,877,461.00	June 30, 2021

Each payment must include completion of all tasks outlined in the statement of work for each payment period.
The 4th Quarterly invoice must be marked "Final" by the Contractor.

**CONTRACT BUDGET SUMMARY
 THE MISSISSIPPI DEPARTMENT OF EDUCATION
 P. O. BOX 771
 JACKSON, MISSISSIPPI 39205**

1. Contractor's Name and Address Questar Assessment, Inc. 5550 Upper 147 th Street West Apple Valley, MN 55124	2. The MDE Tracking Number Spring2018QAI-MAAP 3. Contract Beginning and Ending Dates: <u>July 1, 2015 to June 30, 2021</u> 4. Modification Number: <u>06</u> 5. Page 9 of 9
---	--

COST CATEGORY	TOTAL FUNDS
1. Fee for Services	1. <u>\$ 59,568,023.60</u>
2. Travel (see travel policy) a. in-state b. out-of-state	2. _____ a. _____ b. _____
3. Contractual Services a. postage b. telephone c. rental of buildings and floor space d. rental of EDP and computer equipment e. other contractual services	3. _____ a. _____ b. _____ c. _____ d. _____ e. _____
4. Commodities	4. _____
5. Equipment a. office machines, furniture, fixtures and equipment b. data processing and computer equipment c. other equipment	5. _____ a. _____ b. _____ c. _____
6. *Indirect Cost (Rate _____)	6. _____
GRAND TOTAL	\$ 59,568,023.60

***Copy of Indirect Cost Plan must be on file in The Mississippi Department of Education.**



**Mississippi Academic Assessment Program
Grades 3-8 and End of Course (Algebra I and English II)**

2020–2021

Statement of Work

Scope Changes

Note: All scope changes made after the contract is signed will be captured below, on an on-going basis, with a revised version of the Project Plan provided to the Mississippi Department of Education (MDE).

Approval Date	Scope Change	Description

Table of Contents

1. Introduction	1
1.1 Project Overview	1
1.2 Administration Overview	1
1.3 Scope and Project Plan Updates	1
2. Project Team	2
2.1 Questar Contacts	2
2.2 State Contacts	3
3. Communication	3
4. Meetings	6
4.1 Internal Meetings	6
4.1.1 Planning Meeting	6
4.1.2 Schedule Meetings	6
4.1.3 Project Phase Debrief Meetings	6
4.2 External Meetings	6
4.2.1 General Travel and Planning Information	6
4.2.2 Kick-off/Planning Meetings	6
4.2.3 Leadership Management Meetings	6
4.2.4 Status Meetings	6
4.3 Training	7
5. Customer Support and IT Support	7
5.1 Roles and Responsibilities	7
5.2 Contact Information	7
5.3 Hours and Dates of Coverage	7
5.4 FAST Team Coverage	7
6. Key Dates and Project Schedule	8
7. Assessment Services and Development	8
7.1 State Standards	9
7.2 Item Writing Training	9
7.3 Passage and Item Development	9
7.4 Test Blueprint, Item Specifications, and Test Specifications	9
7.5 Test Form Development	9
7.6 Third Grade Gate Assessment	9
8. Registration and Order Processing	10
8.1 Registration	10
8.2 Print Count Review & Materials Overage	10
8.3 Student Data File (Pre-ID)	10
8.4 Student Registration	10
8.5 Additional Material Orders	10
9. Publishing	10
9.1 Paper-and-Pencil Testing	10
9.1.1 Accommodated Versions	10
9.1.2 Control Forms	11
9.1.3 Fulfillment	11
9.2 Online Testing	11

9.2.1	Online Testing Manual	11
9.2.2	Item Sampler and Practice Tests.....	11
9.3	Reporting Materials	11
9.3.1	Report Interpretation Guide.....	11
9.4	Style Guide	12
10.	Materials Distribution.....	12
10.1	Return Kits.....	12
10.2	Accommodated Materials Kits	12
10.3	Pick-and-Pack.....	12
10.3.1	Packaging Requirements	12
10.3.2	Pick/Pack Scan Out	12
10.3.3	Contents by Shipment	12
10.4	Shipping Requirements	12
10.4.1	Distribution	12
10.4.2	Shipping Service.....	13
10.4.3	Tracking	13
10.5	Additional Material Orders Processing	13
11.	Online Testing System.....	13
11.1	Online System	13
11.2	Logins and Passwords.....	13
11.3	Student Logins and Access Codes.....	13
11.4	Accommodations.....	13
12.	Materials Collection.....	13
12.1	Returning Standard and Accommodated Materials	14
12.2	Return Shipping Service.....	14
13.	Materials Processing	14
13.1	Receiving and Check-in of Secure Materials	14
13.2	Materials Processing	14
13.3	Storage Requirements and Accessibility	14
14.	Scoring Services.....	14
14.1	Scoring Center Site Visits	14
14.2	Scoring Services	15
14.3	Alert Procedures	15
15.	Data Analysis, Scoring, Research, and Psychometrics	15
15.1	End-to-End Testing and Answer Key Verification	15
15.1.1	Internal End-to-End.....	15
15.1.2	External Report Review.....	15
15.2	FIA/Key Check.....	15
15.3	Scoring.....	16
15.4	Equating	16
15.5	Technical Report	16
16.	Reporting.....	16
16.1	Formatted Score Reports	16

16.1.1	Student-Level Reporting	16
16.1.2	Class-Level Reporting	16
16.1.3	School-Level Reporting	16
16.1.4	District-Level Reporting	17
16.1.5	State-Level Reporting	17
16.1.6	Senior and Grade 3 Reading Quick Reports.....	17
16.2	Data File Reporting	17
16.2.1	Demographic Clean-up	17
16.2.2	State Data File (SDF)	17
16.2.3	District Data File (SDF)	17
16.2.4	Report Retention.....	17
16.3	Rescore	17
16.4	Preliminary Data File	17
17.	Subcontractors	17
17.1	Caveon (Test Security)	17
18.	Quality Control	18
19.	Change Control System	18

1. Introduction

1.1 Project Overview

This Project Plan outlines the scope of work for the Mississippi Academic Assessment Program in English Language Arts and Mathematics for Grades 3-8 Assessments and End of Course (Algebra I and English II).

1.2 Administration Overview

There are approximately 150 Districts in the state of Mississippi.

For 2020-21 there will be the following administrations:

- Fall 2020: End of Course; Algebra I and English II
- Spring 2021: End of Course; Algebra I and English II
- Spring 2021: English Language Arts and Mathematics; Grades 3-8
- Summer 2021: Grade 3 retest (2 administrations)

1.3 Scope and Project Plan Updates

Any updates to the scope of this project will be requested through the Change Control System (see section 17).

2. Project Team

Questar Assessment, Inc. is the primary contractor for the *MAAP*. The Project Management team currently consists of Hakan Bergon, State Director, Client Program Management; Elizabeth Shamlala, Senior Program Manager; Kelly Granquist, Program Manager; Dave Carlson, Program Manager; and Morgan Jones, Associate Program Manager.

Questar Assessment, Inc.

5550 Upper 147th Street West
Apple Valley, MN 55124
Phone: 952-997-2700
Fax: 952-997-2770

Toll-Free Fax: 866-688-0419

Website: www.questarai.com

2.1 Questar Contacts

Questar Assessment Inc. General Contacts			
Name	Title	Telephone	E-mail
Stephen Lazer	Chief Executive Officer; President	952-997-0701	slazer@QuestarAI.com
Brad Baumgartner	Chief Operating Officer	317-586-5095	bbaumgartner@questarai.com
Kristin Werk	Vice President, Partner Effectiveness	952-997-0292	kwerk@QuestarAI.com

Primary Project Contacts			
Name	Title/Department	Telephone	E-mail
Hakan Bergon	State Director, Client Program Management	831-601-0265	hbergon@QuestarAI.com
Liz Shamla	Senior Program Manager	952-997-0742	eshamla@QuestarAI.com
Kelly Granquist	Program Manager	952-826-9365	kgranquist@questarai.com
Dave Carlson	Program Manager	952-492-8514	dcarlson@quetarai.com
Morgan Jones	Associate Program Manager	952-270-5412	mjones@questarai.com
Sean Armstrong	Director Customer Service	952-997-0768	kkrol@QuestarAI.com
Celia Backman	Customer Service Lead	952-997-0748	cbackman@QuestarAI.com
Teri Hendrickson	Scoring Services, Manager	952-997-0782	thendrickson@QuestarAI.com
Denise Nygren	Scoring Services, Specialist	952-997-2727	dnygren@QuestarAI.com
Dan Shaughnessy	Assessment Delivery Manager	952-997-0265	dshaughnessy@QuestarAI.com
Susan Robertson	ELA Content Lead	703-309-7250	srobertson@QuestarAI.com
Crissy Licea	Math Content Lead	210-289-5820	clicea@QuestarAI.com
Kwang Lee Chu	Lead Psychometrician		kchu@QuestarAI.com

2.2 State Contacts

Mississippi Department of Education		
Name	Title	E-mail
Dr. Paula Vanderford	Chief, Research and Development	pavanderford@mdek12.org
Dr. Jackie Sampsell	State Assessment Director	jsampsell@mdek12.org
Elizabeth Cook	MAAP Program Coordinator and Math Content	ecook@mdek12.org
Melissa Beck	Grade 3 Reading and ELA Content	mbeck@mdek12.org

3. Communication

Item/Document #1	Scope of Work/Project Plan
Purpose	Documents and describes, in greater detail, the agreed upon deliverables, processes and procedures to be implemented, the communication plan, changes to scope, and other key information for the 2020-21 MAAP.
Sender	QAI State Director, Hakan Bergon
Receiver	MDE
Frequency	Annually, prior to the start of the contract; updated/revised based on scope changes
Method	Via email
Item/Document #2	Communication Plan
Purpose	Outlines all printed cover memos and emails sent to districts and schools, including purpose, dates sent, sender, and audience.
Sender	QAI Program Manager, Dave Carlson
Receiver	MDE
Frequency	Annually
Method	Via email

Item/Document #3	Weekly Status Meeting w/MDE: Agenda
Purpose	Outlines discussion items, including milestones met, status of deliverable hand-offs or delivery, changes to deliverables or deadlines, and other key issues/activities that may need attention.
Sender	QAI Senior Program Manager, Elizabeth Shamla
Receiver	MDE
Frequency	Weekly, one day prior to the meeting
Method	Via email
Item/Document #4	Weekly Status Meeting w/ MDE: Minutes
Purpose	Provides a summary of action items, clarifications, changes, and notes on upcoming deliverables or activities.
Sender	QAI Program Manager, Kelly Granquist
Receiver	MDE
Frequency	Weekly, within two days of the meeting
Method	Via email
Item/Document #5	Customer Service Report
Purpose	Provides information on incoming calls from districts and schools, including details on issues and resolution.
Sender	QAI Program Manager
Receiver	Dr. Jackie Sampsell; Elizabeth Cook
Frequency	Daily during Test Window
Method	Via email
Item/Document #6	Nextera Administrator Site
Purpose	Provides details on administration windows, registration windows and deadlines, and report availability.
Sender	NA
Receiver	DTCs, STCs, TA/Teachers, and TCs
Frequency	Updated as needed.
Method	Online (https://ms.nextera.questarai.com/admin)
Item/Document #7	Cover Memos and Email Blasts
Purpose	Provides updates to key stakeholders involved in administering the

	MAAP.
Sender	QAI or MDE, depending on topic. (MDE: Elizabeth Cook/ Dr. Jackie Sampsell)
Receiver	DTCs, STCs, and Teachers
Frequency	Over the course of the year; corresponding to key milestones/deliverables.
Method	Via email
Item/Document #8	Business Rules
Purpose	Describes specifications and requirements for supporting and managing the online testing systems as well as requirements for reports and data files.
Sender	Sr. Program Manager, Elizabeth Shamla
Receiver	MDE
Frequency	Annually, approval prior to fall administration
Method	Via email
Item/Document #9	Technical Report
Purpose	Describes purpose of tests; overview of test development and test administrations; standard setting methodology and results; item analyses; equating/scaling; as well as test reliability, test validity, and general overview of reporting.
Sender	QAI Sr. Program Manager, Elizabeth Shamla
Receiver	MDE
Frequency	Annually, following spring administration
Method	Electronic-copy posted to MDE SharePoint site
Item/Document #10	Meeting Planning Procedures
Purpose	Summarizes the process and procedures for preparing for, hosting and facilitating, and wrap-up of committee meetings.
Sender	QAI Associate Program Manager, Morgan Jones
Receiver	MDE
Frequency	Annually, prior to the fall administration
Method	Via email
Item/Document #11	Root Cause Analysis (RCA)
Purpose	Summarizes break-down in process and/or procedures that resulted in a program issue. Includes information on analysis and investigation conducted as well as corrective and preventative actions taken.

Sender	QAI Senior Program Manager, Elizabeth Shamla
Receiver	MDE
Frequency	As needed
Method	Via email

4. Meetings

4.1 Internal Meetings

4.1.1 Planning Meeting

Multiple Planning Meetings will be held with the QAI MDE Project Team. The purpose of these meetings are to review the overall goals of the project, the primary deliverables, scope changes, and key dates and deadlines.

4.1.2 Schedule Meetings

QAI SPM, Elizabeth Shamla, will hold a weekly Schedule Meeting with internal resource department leads/schedulers, as needed throughout the year. The purpose of this meeting is to review the current status of tasks and activities in order to prepare for or adjust upcoming dates/deadlines, as needed.

4.1.3 Project Phase Debrief Meetings

As part of Questar’s commitment to continuous improvement, we will hold an internal team debrief meeting in the spring in order to implement “lessons learned” in a timely manner and increase efficiency and effectiveness of all processes and procedures.

4.2 External Meetings

4.2.1 General Travel and Planning Information

The MDE will be responsible for all travel for MDE staff, including airfare, lodging, and car rental.

4.2.2 Kick-off/Planning Meetings

A Planning Meeting will be held with key stakeholders from Questar and MDE. The purpose of this meeting is to review scope, risks and opportunities, and discuss and clarify the primary deliverables and key deadlines. Two additional planning meetings may be scheduled throughout the year.

4.2.3 Leadership Management Meetings

MDE and Questar will hold monthly Leadership Management Meetings to review program status and allow for planning of upcoming major milestones. Attendees will be determined based upon the agenda.

4.2.4 Status Meetings

MDE and Questar will hold weekly Status Meetings. Regular attendees include Elizabeth Shamla, Kelly Granquist, and Dave Carlson from Questar and Dr. Jackie Sampsel, Elizabeth Cook, and Melissa Beck from MDE. Other attendees will be invited as appropriate. The purpose of these meetings is to discuss the status of project deliverables

and activities, provide updates on any outstanding issues or change requests, and allow planning for upcoming activities and deliverables.

4.3 Training

Questar will participate in DTC training(s) hosted by MDE and conducted STC and Technology trainings as follows:

- Fall EOC STC Regional Training: Webinar based training, recorded training
- Spring EOC/3-8 STC Regional Training: Webinar based training, recorded training
- Fall EOC Technology Coordinator Training: (1) one webinar, recorded training
- Spring EOC/3-8 Technology Coordinator Training: (1) one webinar, recorded training
- Questar will create pre-recorded training modules available within Nextera that provide additional information on navigating the Nextera Admin, Site Certification, Test Administration Procedures, and Report Interpretation.

5. Customer Support and IT Support

5.1 Roles and Responsibilities

QAI PM will monitor CS reports daily during key administration activities (e.g., registration, materials distribution, and testing) and will immediately notify MDE of and implement corrective action on any emerging patterns of issues. QAI PM will also provide MDE with a daily summary report of issues and call statistics during each test window.

QAI CS will provide support to QAI PM for follow-up activities and communication with districts that have missed required activities (e.g., registration, material pick-ups, etc.).

5.2 Contact Information

The Questar *MAAP* Support toll-free number is 800-644-4054. All email correspondence will be to/from MSsupport@QuestarAI.com.

Policy or non-technical questions for the *MAAP* will be directed to MDE.

5.3 Hours and Dates of Coverage

Communication lines (i.e., telephone and email) will be staffed from 7:00 a.m. to 5:30 p.m. CST/CDT Monday through Friday with exception of state holidays specified by the MDE and Questar holidays.

5.4 Testing Team Coverage

QAI will deploy a field service engineer and program management to support both Fall and Spring administrations.

6. Key Dates and Project Schedule

QAI PM will develop a detailed annual Executive Milestone Schedule for each administration that includes information and deadlines on all deliverables and milestones.

The schedule will be updated regularly with percent completes and with any needed scheduling adjustments and provided to the Project Team and the MDE. All QAI resource groups will also develop their own internal department schedules.

QAI PM will also provide a weekly key dates schedule that lists the upcoming MDE tasks and activities.

MAAP Assessments 2020-21 Administration Dates*

***To create maximum flexibility, the MDE shall have the right to alter these dates as necessary**

Testing Window	2020-2021 Admin Dates
Fall 2020; EOC	11/16/2020 – 12/11/2020 (System locks 5:00 p.m. daily)
Spring 2021; EOC	4/12/2021 – 5/14/2021 (System locks 5:00 p.m. daily)
Spring 2021 EOC Seniors	4/12/2021 – 4/23/2021
Spring 2020; 3-8	4/12/2021 – 5/14/2021 (System locks 5:00 p.m. daily)
MAAP Grade 3 Reading	4/12/2021 – 4/23/2021 Retest 1: 5/10/2021 – 5/14/2021 Retest 2: 6/21/2021 – 7/9/2021 (System locks 5:00 p.m. daily)

7. Assessment Services and Development

QAI Director of Assessment Design will oversee all aspects of test development; duties will include managing the assessment specialists, monitoring schedules, setting up training sessions, managing the editing process, and ensuring consistency across content areas.

QAI scoring services specialists will also participate in the item review process in order to provide perspective on the types of responses the items may elicit from students.

7.1 State Standards

Detailed information on Mississippi's Academic Standards can be found at:
<http://www.mdek12.org/OSA/MAAP>

7.2 Passage and Item Development

The 2020-21 contract will include passage and item development, in which includes a mutually agreeable number of meetings and meeting participants required to successfully execute the MAAP.

All committee meetings necessary to develop and successfully administer field test items are also included within scope of this contract; passage review (one virtual meeting with the MDE), item review (one virtual meeting with participants at 3 sites across the state), data review (virtual with MDE), and all relevant bias committees (one virtual meeting).

QAI will support the development meetings by providing travel and food costs for the participants. QAI will lead the virtual meeting revision discussions remotely and provide facilitators for the meeting sites.

MDE will recruit committee members. For Item Writer Workshops, a maximum of 15 participants per grade/subject will participate, unless a larger number of participants is required and mutually agreed to.

7.3 Test Blueprint, Item Specifications, and Test Specifications

Questar will use approved blueprints for 2020–21 test form development and beyond. Blueprints, item types, and numbers of items in the item banking system will be analyzed. Recommendations will be made to the MDE when adjustments are needed. These adjustments will not have psychometric implications and will not require a new standard setting.

7.4 Test Form Development

Questar will use pre-equated test forms for Mathematics, ELA, Algebra I, and English II. For additional information on item and form development, see the Item and Form Development Plan. Questar will use the one core form and field test forms for each grade/subject that was originally planned for the spring 2020 administration.

For Fall 2020 EOC, mutually agreed upon reused forms will be used.

The DESMOS calculator will be available for Algebra I only.

7.5 Third Grade Gate Assessment

Questar will work with MDE to deliver a third-grade gate assessment component of the 3-8 assessment program. This will also include two (2) retest administrations using mutually agreed upon re-used forms, reports, and data files.

Questar will use two forms to be administered as the retests in 2021 that were approved for spring 2020.

8. Registration and Order Processing

8.1 Registration

During each administration's registration window, DTCs will need to enter enrollment information via Nextera, including ordering of accommodated materials.

8.2 Print Count Review & Materials Overage

QAI PM and IT will use the spring 2020 forms for spring 2021. The print counts based on paper-and-pencil and braille enrollments, materials overages, and the project algorithms will be reviewed. Read-aloud scripts will be shipped.

Large Print will be produced and shipped as districts order hard copies. Large print will also be offered through Zoom Capability in Nextera. For spring 2021, MDE will use the paper-pencil forms from spring 2020 with a label on the cover with the new date.

8.3 Student Data File (Pre-ID)

The MDE OTSS will provide Questar with a pre-ID data file that includes the necessary student information to populate the online system.

8.4 Student Registration

Student logins will be available two weeks prior to the start of each administration. The data will be uploaded from the pre-id file. If a district does not submit a data file, the district will need to enter each student manually through the Nextera interface.

8.5 Additional Material Orders

DTCs may request Additional Material Orders (AMOs). AMOs will be submitted through Nextera.

9. Publishing

A complete list of all materials produced for the *MAAP* can be found in the *MAAP* Materials Production Spreadsheet (MPS). Questar's Publishing department creates the MPS for PM review ahead of each test administration. A final list of materials will be provided to the MDE for review and approval prior to the academic year.

9.1 Paper-and-Pencil Testing

Materials will be produced by Questar's Publishing (PUB) team in Apple Valley, MN.

9.1.1 Accommodated Versions

Braille and IEP paper-and-pencil versions of the test books and math reference sheet will be produced.

APH will have an internal department do an independent review of each proof of the Braille test books before they go to production. They will provide a summary of who reviewed each book during each phase of the development process as documentation for the MDE.

For 2020-21 we will reuse Braille forms for the fall of 2020. New one-sided Braille forms will be created for spring 2021 for grades 3 and 4.

9.1.2 Control Forms

Control forms include Packing lists, a cover memo for DTCs and STCs, and a Test Book Security Form at the school and district level.

9.1.3 Fulfillment

QAI OPs will generate ranges and pack IDs. All materials will be barcoded, including non-secure materials. Accommodated test book security codes will be applied at the fulfillment vendor, with the exception of Braille test books, which will be barcoded in-house by QAI OPs.

All accommodated test books will be wafer sealed. Math reference sheets are shrink-wrapped.

9.2 Online Testing

Materials will be produced by Questar's Publishing (PUB) team.

9.2.1 Online Testing Manual

There are two types of manuals for online testing: The *Test Coordinator's Manual* (TCM) and the *Test Administrator's Manual* (TAM). There is one TCM for End-of-Course and one TCM for 3-8. There is one TAM for End-of-Course and one TAM for 3-8. Once the manuals have been approved by MDE, they will be used for the entire year.

9.2.2 Item Sampler and Practice Tests

New items/writing prompts will be released for sample practice items during this contract year.

Existing item sampler forms and answer keys will continue to be provided in an online format for each content area to prepare the students for the online assessment. The item sampler is comprised of item types that students will encounter during the live assessment. There is an ELA item sampler for each grade level and for English II End-of-Course. There is a mathematics item sampler for each grade level and for Algebra I.

Existing practice test forms will continue to be provided online and in a PDF format for each content area to familiarize the students with content included on the assessment. Practice test forms and answer keys are available on the same landing page as the item samplers. There is an ELA practice test for each grade level and for English II End-of-Course. There is a mathematics practice test for each grade level and for Algebra I.

Students may access the item samplers and practice tests year-round using the following URL: <https://ms.nextera.questarai.com/tds/#practice>

9.3 Reporting Materials

9.3.1 Report Interpretation Guide

QAI will produce a Report Interpretation Guide and will post it to the Help Tab of Nextera online interface when reports are released.

9.4 Style Guide

QAI will provide a Style Guide with guidance from MDE for all online test materials to ensure consistency and high-quality across all materials.

10. Materials Distribution

Materials distribution will be managed out of Questar's Apple Valley offices.

10.1 Return Kits

The Return Kit will be preassembled by OPs. The return kit includes important materials to assist the DTC and STCs in the receipt, distribution, administration, and return of test materials. The district-level return kits will include: a Return Instructions cover memo, UPS return shipping (RS) labels. The school-level return kit will include: Return Instructions cover memo and used and unused carton return labels.

The Return Kits will be clear, plastic zip-lock bags. The Return Kits will be pre-assembled and will include a cover memo with a SKU that ties to the shipment order number.

The District-level Test Book Security Form and the School-level Test Book Security Form will not be included in the kits but are also useful for confirmation of receipt and return of test books. These documents are located in box 1 of the district boxes and box 1 of the school boxes.

Cover memos should have the order number SKU included.

10.2 Accommodated Materials Kits

The Accommodated Materials Kits will be preassembled by OPs. Kits are for Braille and orders only.

10.3 Pick-and-Pack

10.3.1 Packaging Requirements

Materials will be packaged in standard size boxes by school and shipped to districts. Box labels will include district name, district number, and box x of y. All boxes will have 1" headroom. The Return Kits, District Packing List, and copies of School Packing lists will be included in box 1. A Shipment Summary list will be included at the school level, and each box will include a Box Content Summary list.

10.3.2 Pick/Pack Scan Out

Test book security ranges will be sequential by pack size at the school level.

10.3.3 Contents by Shipment

QAI will package *MAAP* materials to arrive in one shipment, approximately two weeks prior to all administrations.

10.4 Shipping Requirements

10.4.1 Distribution

All materials will be shipped at one time, independent of when the schools are testing.

Shipment packages will be packed by school and shipped to the district for distribution to individual schools.

Accommodated test books will have one wafer seal applied to seal the test book for security purposes. Braille books will be part of a kit and individually sealed, and thus,

will not be wafer sealed. AMOs will be packed and shipped to the district.

Report shipments (labels) will be shipped for each admin and will be packed for school and shipped to the district.

10.4.2 Shipping Service

United Parcel Service (UPS) will be used for the distribution of materials. Packages will be sent via ground service.

10.4.3 Tracking

Questar's online administrative interface will allow DTCs to access all UPS tracking information for materials shipped to them and returned to Questar.

10.5 Additional Material Orders Processing

Additional Materials Orders will be processed within 24 hours and shipped via ground service.

All orders provided to OPs by 12:00 p.m. CT should ship same day.

11. Online Testing System

11.1 Online System

Questar will be responsible for providing an efficient, high-quality operational system for online administration of the *MAAP*. The URL for the system is:

<https://ms.nextera.questarai.com/admin>.

11.2 Logins and Passwords

Passwords for all districts and school personnel may be reset annually, prior to the pre-registration window.

A Proctor Password is available to the STC level and above if a school needs to allow a student into a test the next day.

The MDE will have a state level-user password that allows them access to all system functionality.

11.3 Student Logins and Access Codes

Student passwords will be available two weeks prior to the test window. Session Access Codes will also be provided at that time and can be printed on the cover page of the student logins.

11.4 Accommodations

For students with accommodations that test online, the test examiner monitors the time allocated to students and allows additional time as defined in the student's IEP. It will be a proctor-based monitoring approach. Text to Speech, reverse contrast, color overlay, masking, and zoom are also available for use with Nextera.

12. Materials Collection

Materials collection and processing will be managed out of Questar's Apple Valley offices.

12.1 Returning Standard and Accommodated Materials

STCs will package paper-pencil and braille test books for return to the DTC. Student responses must be transcribed into Nextera.

Braille test books should be returned in the box that they were received in.

12.2 Return Shipping Service

Districts will return all materials to Questar via UPS ground service. Districts will be responsible for scheduling UPS pick-up of materials by the designated date.

13. Materials Processing

13.1 Receiving and Check-in of Secure Materials

Questar Operations (OPs) will maintain a receiving log for each administration. Information on the log includes the district number and name, the tracking number on the box, box x of y, date received, and any comments needed. QAI OPs will account for all materials, checking each district shipment to verify all boxes have been received. QAI OPs will verify the number of materials returned versus the quantity indicated by each district/school.

If a box or a class appears to be missing during the check-in process, QAI OPs will do an initial check of all unused materials returned to make sure the missing materials were not packed in the unused materials boxes.

QAI PM will work with OPs to review and follow up on problem sheets according to established rules. Most problem sheets will require the PM to contact the DTC to get resolution.

QAI PMs will check the receiving log in OPsPath daily to confirm when materials arrived.

After all secure materials have been checked-in; QAI PM will provide MDE with the Missing Secure Materials Report. MDE may then contact all districts with outstanding materials.

13.2 Materials Processing

QAI OPs will process returned accommodated material.

13.3 Storage Requirements and Accessibility

Questar is responsible for storing all unused test materials for one year after an administration. QAI PM will provide a bulleted list of materials names and administration via email annually to the MDE for approval to destroy.

Questar must obtain written consent/permission from MDE before any materials are destroyed.

14. Scoring Services

14.1 Scoring Center Site Visits

MDE will make a site visit to QAI's Minnesota Scoring Center to observe scoring for each administration.

14.2 Scoring Services

Questar will be responsible for all scoring services activities, including recruiting, training, and monitoring readers, and will develop all procedures and timelines for MDE review and sign-off. QAI Scoring Services Specialist, Denise Nygren, will oversee all scoring services related activities.

To ensure quality in scoring and improve reliability measures, QAI will continue to provide 10% second reads. This second score is not factored into the student's score of report.

To ensure accuracy in scoring, QAI team leaders will access readers' scored responses by utilizing the "read behind" process in ScorePoint in order to provide feedback or adjust any scores as needed.

For additional information see the *MAAP* Scoring Rules and Condition Codes summary document.

14.3 Alert Procedures

Questar's standard procedures will be implemented for alerting student responses when an irregularity is apparent. QAI has an internal report which is generated during scoring that provides alerted student information (i.e., student test number, student name, district and school) as well as the student response and alert condition (e.g., suspected plagiarism, suspected teacher interference, or troubling content). This report will be posted to an FTP site shared by the MDE and QAI. The MDE makes the determination on whether to notify local authorities of the alert.

15. Data Analysis, Scoring, Research, and Psychometrics

15.1 End-to-End Testing and Answer Key Verification

Questar will test all online and scoring systems prior to each test administration in order to ensure all data processing, scoring, and analysis is functioning properly. QAI Quality Assurance (QA) will develop use cases for system testing. QAI QA will follow standard procedures for online end-to-end testing.

15.1.1 Internal End-to-End

The Questar IT department conducts an internal end-to-end testing process before each administration. The entire process is completed within IT.

15.1.2 External Report Review

The MDE approves Nextera and pdf reports based on report mock-ups. Final approval to release reports will be provided after PIA and report review.

15.2 FIA/Key Check

Prior to the release of score reports, Questar will conduct a FIA/key check.

The purpose of the FIA/key check is to conduct a system check to ensure that the proper keys have been loaded and applied and that students attempting the writing-response items receive reasonable score distributions. The n-count and sample on which the FIA/key check is conducted is generally not sufficient to make further investigations of item or test psychometric characteristics.

MDE and QAI psychometric staff will review the data via conference call and DOE provides approval to release online reports and data files to districts and schools.

15.3 Scoring

All responses will be scored using the answer keys, scoring rubrics and scoring rules approved by MDE.

15.4 Equating

The *MAAP* assessments will be pre-equated using a one parameter Rasch model. For the 2020/21 contract year, the writing prompt will be placed on the pre-equated scale post testing.

15.5 Technical Report

A Technical Report will be provided once after the spring administration is complete. It will document the procedures used to conduct the *MAAP*. The report will include test content, field test administration and scoring procedures, scaling and equating of test forms, analysis of passing rates, item-level analyses, test-level analyses, and results by content area/school.

An electronic copy of the Technical Report will be provided to MDE for review. Following approval of the report, the final PDF will be posted to the MDE SharePoint.

16. Reporting

16.1 Formatted Score Reports

All final reports will be posted online for district, school, and teacher access through Questar's online reporting system, Nextera. Questar will provide a secure and easy reference point for DTCs, STCs, and teachers to log in to the Nextera interface and access their reports, whether they administered tests online or used paper-and-pencil testing.

16.1.1 Student-Level Reporting

An Individual Student Report (ISR) will be available within Nextera.

Questar will print and ship one student ISR and label after each administration. ISRs and labels will be sorted by district, school, content area, teacher, class, alpha student last name, and alpha by student first name.

Labels will be shrink-wrapped and packaged by school; and shipped to each district.

Note: If districts request a reprint/ship of labels, QAI CS will obtain approval from the MDE. If approved, districts need to provide a PO, and may be invoiced \$1.50 per student, plus shipping.

16.1.2 Class-Level Reporting

Teachers will have access to a Class Roster and Standards Analysis Report.

16.1.3 School-Level Reporting

DTCs and STCs will have access to a School Summary Report, a School Roster, a school-level Demographic Summary Report and Standards Analysis Report.

16.1.4 District-Level Reporting

DTCs will have access to a District Summary Report, a District-level Disaggregation Report, and Standards Analysis Report.

16.1.5 State-Level Reporting

DTCs will have access to a State Summary Report, a State-level Disaggregation Report, and Standards Analysis Report.

16.1.6 Senior and Grade 3 Reading Quick Reports

Questar will produce a data file specifically for graduating seniors. This will be a modified version of the district data file, with such modifications being cooperatively developed by MDE and Questar. Questar will produce a data file, ISR and school pass/not pass roster for each reading administration. All files will be in electronic format and posted for MDE's distribution via sFTP.

16.2 Data File Reporting

16.2.1 Demographic Clean-up

Questar will provide a complete data file after each administration to districts for review and clean up for demographic information during one week after each administration.

16.2.2 State Data File (SDF)

Questar will provide a SDF file after each administration.

16.2.3 District Data File (SDF)

Questar will provide a SDF file after each administration.

16.2.4 Report Retention

Questar will make Nextera reports for districts available for three years.

16.3 Rescore

There is no rescore for the *MAAP*.

16.4 Preliminary Data File

Questar will provide MDE with a single preliminary data file, which will contain a subset of data files used to produce score reports. This file will contain mutual agreeable demographic data columns and will be limited to raw score data for machine collected and machine scored student response data. Depending on the agreed upon delivery dates for these files, MDE acknowledges that these files may receive more limited quality assurance checks and Questar recommends that these files not be used for anything more than preliminary planning and data review purposes.

17. Subcontractors

17.1 Caveon (Test Security)

Caveon will provide the following test security services:

- Data Forensics
- WebPatrol Monitoring
- Caveon Investigative Services
- Caveon Consulting Services

18. Quality Control

Questar's best-in-class quality assurance process is applied to all stages of the Mississippi's assessments. From verifying the online system is configured to specifications to proper materials ordering setup, test form construction and accuracy of reporting data, the Questar process guarantees a high-quality assessment.

19. Change Control System

Questar's Change Control System is designed to efficiently evaluate change requests for system enhancements or scope changes in order to provide thorough feedback on associated risks and impact of changes, along with associated costs, if applicable—so stakeholders can make well-informed decisions in a timely manner. When a change request is initiated, the QAI Program Manager will work with the MDE to capture the description of the request clearly and concisely. The request will then be submitted to all relevant QAI departments for analysis and a summary of the findings will be provided to the MDE as a basis for decision making.

From: [Madeleine Morris](#)
To: [Alicia Coleman](#)
Cc: [Monique Corley](#)
Subject: RE: <EXTERNAL>: RE: 82*18500, MDE and Questar Assessment, Inc.
Date: Wednesday, June 10, 2020 11:20:34 AM
Attachments: [2020-2021 Statement of Work MAAP Questar Att 30v2 8200018500.pdf](#)

Alicia – please see the responses below. I’ve attached the revised SOW and will upload in MAGIC as well.

Below are questions regarding contract **82*18500, MDE and Questar Assessment, Inc.**

Please feel free to add your responses; just do so in a different color font. I will need your responses and/or additional information by **2:00 PM, Wednesday, June 10, 2020**. The submitted documentation has not been reviewed by the DFA legal counsel. Additional questions or comments may follow.

1. How was the previous contract year effected by the COVID-19 pandemic?
The MDE will pay all vendors for the assessment related services provided during the 2019-2020 school year. However, the MDE will not pay any vendor for any services not provided as outlined in the scope of work for the FY20 assessment contracts after the stop work orders were issued when the state of emergency was declared for COVID-19 and the majority of the statewide assessments were not administered.
2. Were all contract deliverables met by the vendor, meaning were the MAAP Grade 3-8 ELA and Math and EOC in Algebra I and English II administered, scored, and reported?
For the Questar MAAP contract, the Fall 2019 End-of-Course (EOC) for 4x4 block scheduling and retest students was administered, scored, and reported as outlined in the scope of work. The Fall 2019 MAAP EOC courses assessments were administered for Algebra I and English II. The Spring 2020 tests were not administered for the Grades 3-8 ELA and Math, EOC Algebra I and English II.
3. Are the Desmos calculators that are provided for the Algebra I EOC administrations returned to Questar or do they become the property of MDE or the schools/districts?
The Desmos calculator is the online embedded graphing calculator that has been added to the Algebra I test. This calculator is used in the Algebra Nation online instructional materials across Mississippi classrooms. We added this technology to the assessments for consistency with what the students use daily. Students will continue to have access to the traditional hand-held scientific calculator for Algebra I assessments as needed.
4. Please make the following edits to Attachment 30, Statement of Work or SOW:
 - a. Review all page numbering provided in the Table of Contents to ensure it matches with actual page for the content of the SOW - **completed**
 - b. Review the title of 5.4 to determine correct one – FAST Team Coverage (page ii) versus Testing Team Coverage (page 7) – **changed**
 - c. Remove the Item Development Training (7.2) from page ii, Table of Contents, and section numbering is adjusted to match the body of the SOW - **completed**
 - d. Review 10.2 for missing verbiage. Should it be “Kits are for Braille and orders only.” OR

“Kits are for Braille and IEP paper-and-pencil orders only.”

This should have been “Kits are for Braille orders only.” This has been updated.

Thanks for your time and consideration,

Thank you,
Madeleine

From: Alicia Coleman [mailto:Alicia.Coleman@dfa.ms.gov]
Sent: Tuesday, June 09, 2020 11:09 PM
To: Madeleine Morris <MMorris@mdek12.org>
Cc: Monique Corley <MCorley@mdek12.org>
Subject: RE: <EXTERNAL>: RE: 82*18500, MDE and Questar Assessment, Inc.

Below are questions regarding contract **82*18500, MDE and Questar Assessment, Inc..** Please feel free to add your responses; just do so in a different color font. I will need your responses and/or additional information by **2:00 PM, Wednesday, June 10, 2020**. The submitted documentation has not been reviewed by the DFA legal counsel. Additional questions or comments may follow.

1. How was the previous contract year effected by the COVID-19 pandemic?
2. Were all contract deliverables met by the vendor, meaning were the MAAP Grade 3-8 ELA and Math and EOC in Algebra I and English II administered, scored, and reported?
3. Are the Desmos calculators that are provided for the Algebra I EOC administrations returned to Questar or do they become the property of MDE or the schools/districts?
4. Please make the following edits to Attachment 30, Statement of Work or SOW:
 - a. Review all page numbering provided in the Table of Contents to ensure it matches with actual page for the content of the SOW
 - b. Review the title of 5.4 to determine correct one – FAST Team Coverage (page ii) versus Testing Team Coverage (page 7)
 - c. Remove the Item Development Training (7.2) from page ii, Table of Contents, and section numbering is adjusted to match the body of the SOW
 - d. Review 10.2 for missing verbiage. Should it be “Kits are for Braille and orders only.” OR “Kits are for Braille and IEP paper-and-pencil orders only.”

Thanks for your time and consideration,

Alicia Coleman, CMPA, CPM

Contract Analyst, Office of Personal Service Contract Review

Mississippi Department of Finance and Administration

Alicia.Coleman@dfa.ms.gov

601-359-2796 Office

P.O. Box 267 Jackson, MS 39205
501 North West Street, Suite 700
Jackson, MS 39201

From: Madeleine Morris <MMorris@mdek12.org>
Sent: Monday, June 1, 2020 2:37 PM
To: Alicia Coleman <Alicia.Coleman@dfa.ms.gov>
Cc: Monique Corley <MCorley@mdek12.org>
Subject: <EXTERNAL>: RE: 82*18500, MDE and Questar Assessment, Inc.

Hi Alicia – revised contract (all suggested edits have been made) has been uploaded as well as Attachment 30. I've also attached the revised contract to this email.

1. Please provide the following:
 - a. Attachment 30, 2020-2021 Statement of Work uploaded
 - b. Attachment 31, Annually Renewable Performance Bond bond/MOU will be submitted when contract is executed
 - c. Attachment 32, Memorandum of Understanding

Please let me know if you need anything else.

Thank you,
Madeleine

From: Alicia Coleman [<mailto:Alicia.Coleman@dfa.ms.gov>]
Sent: Thursday, May 28, 2020 4:18 PM
To: Madeleine Morris <MMorris@mdek12.org>
Cc: Monique Corley <MCorley@mdek12.org>
Subject: 82*18500, MDE and Questar Assessment, Inc.
Importance: High

Below are questions regarding contract **82*18500, MDE and Questar Assessment, Inc..** Please feel free to add your responses; just do so in a different color font. I will need your responses and/or additional information by **COB, Monday, June 1, 2020**. The submitted documentation has not been reviewed by the DFA legal counsel. Additional questions or comments may follow.

1. Please provide the following:
 - a. Attachment 30, 2020-2021 Statement of Work uploaded
 - b. Attachment 31, Annually Renewable Performance Bond bond/MOU will be submitted when contract is executed
 - c. Attachment 32, Memorandum of Understanding
2. Please make the following edits to the Modification Six:

- a. Insert the following as paragraph four of the Introduction section on page 2 or explain its' removal: "This contract will not be considered renewable where legislative changes impact the implementation of said contract."
- b. Insert "Modification 6" into the second sentence of the last paragraph of the Priority clause on page 3: "Omission of any term or obligation from this Modification 6. Modification 5,..."
- c. Add missing verbiage (Paragraphs 1-3.a-i) back to the Liquidated Damages clause on page 3 or explain said removal. Refer to Modification Five for language.
- d. Correct the year from 2020 to 2021 on the third row of the Chart contained within the Liquidated Damages clause on page 3.
- e. Add missing verbiage (3 sentences/paragraphs) following chart of the Liquidated Damages clause on page 4 or explain said removal. Refer to Modification Five for language.
- f. Remove the Availability of Funds clause as no changes were made.
- g. Update to the Indemnification clause consistent with the January 18, 2020 PPRB OPSCR R&R as follows:

INDEMNIFICATION To the fullest extent allowed by law, Contractor shall indemnify, defend, save and hold harmless, protect, and exonerate the agency, its commissioners, board members, officers, employees, agents, and representatives, and the State of Mississippi from and against all claims, demands, liabilities, suits, actions, damages, losses, and costs of every kind and nature whatsoever including, without limitation, court costs, investigative fees and expenses, and attorney's fees, arising out of or caused by Contractor and/or its partners, principals, agents, employees and/or subcontractors in the performance of or failure to perform this agreement. In the State's sole discretion upon approval of the Office of the Mississippi Attorney General, Contractor may be allowed to control the defense of any such claim, suit, etc. In the event Contractor defends said claim, suit, etc., Contractor shall use legal counsel acceptable to the Office of the Mississippi Attorney General. Contractor shall be solely responsible for all costs and/or expenses associated with such defense, and the State shall be entitled to participate in said defense. Contractor shall not settle any claim, suit, etc. without the concurrence of the Office of the Mississippi Attorney General, which shall not be unreasonably withheld.

- h. Edit the Compensation and Financial Reports clause as follows: "This contract is based upon ~~an annual amount not to exceed~~ a fixed amount of \$59,568,023.60 for services performed from July 1, 2015 through June 30, 2021. Payment of ~~this annual~~ the fixed amount of ..."
- i. Insert the following chart at the end of the Compensation and Financial Reports clause:

Fiscal Year	Annual Contract Amounts
2016 (Original)	\$12,346,829.60
2017 (Modification 1)	\$10,990,109.00
2018 (Modification 2)	\$11,485,109.00
2019 (Modification 3 & 4)	\$8,538,929.00

2020 (Modification 5)	\$8,697,203.00
2021 (Modification 6)	\$7,509,844.00
TOTAL	\$59,568,023.60

- j. Edit the Budget Narrative clause as follows:
- i. Add to the end of the first sentence: "...and options for Geometry and Algebra II from July 1, 2015 through June 30, 2021."
 - ii. Edit 2nd sentence: "The FY 2021 invoice/payment schedule will be..."
 - iii. Add to the end of the clause: "Each payment must include completion of all tasks outlined in the statement of work for each payment period. The 4th Quarterly Invoice must be marked "Final" by the Contractor."

Stay safe and healthy.

Alicia Coleman, CMPA, CPM

Contract Analyst, Office of Personal Service Contract Review
Mississippi Department of Finance and Administration
Alicia.Coleman@dfa.ms.gov
601-359-2796 Office

P.O. Box 267 Jackson, MS 39205
501 North West Street, Suite 700
Jackson, MS 39201