Response to RFP No. 3179

School Climate/SEL Survey

PART II – COST PROPOSAL

May 6, 2015

Submitted to: Annette Morfin
Purchasing Officer
State of Nevada, Purchasing Division
515 E. Musser Street, Suite 300
Carson City, NV 89701
E-Mail: amorfin@admin.nv.gov

Submitted by: American Institutes for Research, Education Program

American Institutes for Research
1000 Thomas Jefferson Street NW, Washington, DC 20007-3835 | 202.403.5000 | TTY 877.334.3499 | www.air.org

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May 6, 2015

Annette Morfin
Purchasing Officer
State of Nevada, Purchasing Division
515 E. Musser Street, Suite 300
Carson City, NV 89701

RE: RFP No. 3179

Dear Ms. Morfin:

American Institutes for Research (AIR) is pleased to submit its proposal, *School Climate/SEL Survey*, to the State of Nevada.

Founded in 1946, AIR is one of the largest not-for-profit behavioral and social science research and evaluation organizations in the world. With more than 1,600 global employees, AIR has a strong foundation in education research and the application of those findings in the field. We currently stand as a national leader in teaching and learning improvement, providing the research, assessment, evaluation, and technical assistance to ensure that all students—particularly those facing historical disadvantages—have access to a high-quality, effective education.

In this proposal, we present the Nevada Department of Education (NDE) with a solution to its school climate measurement needs that aligns with the efforts of multiple federal agencies to address the White House's Now Is The Time initiative. Our solution is tailored to the needs of NDE, is cost effective and sustainable for long-term measurement, and provides NDE and its schools and school districts with the ability to directly compare their school climate scores with national benchmarks beginning in 2016.

We have enclosed one master, six copies, and two CD-ROMs of the proposal as requested. Please direct contractual questions about this proposal to Nilva da Silva, contracts officer, at 202-403-5086 or ndasilva@air.org. For technical questions, please contact Samantha Neiman at 312-588-7345 or sneiman@air.org.

Thank you for your consideration.

Sincerely,

Lawrence B. Friedman, Ph.D.
Vice President
Education Program

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May 6, 2015

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RFP Title:	School Climate/SEL Survey
RFP:	3179
Vendor Name:	American Institutes for Research
Address:	1000 Thomas Jefferson NW Washington, DC 20007-3853
Opening Date:	May 6, 2015
Opening Time:	2:00 PM

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2087_05/15

Cost Proposal

Vendor's response for the cost proposal must be included in this tab.

5.1 Proposing vendors must submit a per-pupil cost for administration of the assessment.

5.2 For aggregate cost associated with an entire class/year of students, the projected student population of 35,000 students per grade should be used and noted in the Cost Schedule (refer to Attachment H, Cost Schedule).

5.3 Any support costs for products or services not included in the per-pupil cost of the assessment should be listed on a fee schedule with the following information:

5.3.1 Listing of each product or service;

5.3.2 Original project proposed price;

5.3.3 Annual licensing fee, if applicable; and

5.3.4 Annual maintenance fee.

5.4 Clearly specify the nature of all expenses anticipated (refer to Attachment H, Cost Schedule).

ATTACHMENT H – COST SCHEDULE

Vendor: American Institutes for Research

Description	***Price per Each***
Cost for School Reports	$_____25_____ per each
Cost for Set Up	$ _____642,000_____
Cost per Pupil Taking the Survey	To keep NDE costs low, AIR's per-pupil cost structure uses a sliding scale based on the number of students being surveyed annually, as follows:

Number of students (per year)	**Cost**
Fewer than 140,000	$ ____1.95_____ per each
140,001 – 195,000	$ ____1.35_____ per each
195,001 – 250,000	$ ____1.00_____ per each
More than 250,000	$ ____0.80_____ per each

Table 1 outlines the percentage distribution of setup costs. Tables 2, 3, and 4 outline the assumptions that inform the costing provided in Attachment H for setup activities, per-student survey completion, and reporting, respectively. Please note that the costs covered in this proposal do not include surveying or standard setting for respondent groups other than students. American Institutes for Research (AIR) can assist the Nevada Department of Education (NDE) in administering and reporting staff and parent surveys and can provide costing information for these options upon request.

Table 1. Percentage Allocation of Setup Activities

Activity	**Percentage Cost Allocation**
Web-Based Platform Development	28%
Standard Setting	38%
Reporting Template Development and Automation (school and district; English and Spanish)	14%
Development of Administration Procedures and Instruction Manuals; Technical Assistance to 18 School Districts	7%
Pilot Administration (flat fee, no additional per-student fees apply)	6%
Detailed Data Documentation	6%

Table 2. Cost Assumptions for Setup Activities

Activity	Assumptions
Web-Based Platform Modification	Cost covers only features proposed in Part I.
Student Survey Standard Setting	Cost assumes that four expert panels will be formed (one for each domain) with nine panel members each. Each panel will meet for one full day (eight hours) at AIR headquarters in Washington, D.C., and AIR will provide the meeting accommodations and food. Further, we assume that a maximum of eight content experts external to AIR will be required as consultants, a maximum of $1,000 compensation will be offered to consultants for meeting participation, and a maximum of 12 out-of-town trips will be required (including NDE, AIR, and external panel members).
Reporting Template Setup and Automation	Cost assumes the development of two reporting templates: a school-level template and a district-level template. Approximately six page layouts will be used for the reports, and a maximum of 16 pages per report is assumed. Reports will be delivered in PDF format. Costing includes English and Spanish versions of each report.
Development of Administration Procedures and Instruction Manuals	Cost assumes customized administration procedures and instruction manuals will be developed for district- and school-level survey coordinators and administrators.
Pilot Administration	Cost assumes a maximum of 5,000 students in the pilot administration.

Table 3. Cost Assumptions for Per-Student Pricing

Activity	Assumptions
District-Level Outreach and Technical Assistance	Cost assumes approximately 700 hours of survey assistance will be needed by Nevada's school districts, collectively, over the four full-scale survey administrations.
Survey Help Desk	Cost assumes that a survey Help Desk will be staffed for four months each year and for an additional two months during the pilot administration.
Web-Based Platform Maintenance and Hosting	Cost assumes that no change to the Web-based platform will be requested after the first full-scale administration. Cost includes hosting and maintenance fees.
Meetings, Trainings, and Presentations	Cost assumes that AIR will participate in three events per year including an annual planning meeting but exclusive of regular meetings with the NDE project team, for a total of 12 events across the four contract years, for which six of the 12 events will require out-of-state travel for a maximum of one AIR staff member each.
Technical Reporting	Cost assumes that a detailed data documentation manual will be developed after the initial full-scale administration, and technical reporting at the end of each contract year will be delivered as an update memorandum of approximately five pages.

Table 4. Cost Assumptions for Per-Report Pricing

Activity	Assumptions
School and District Survey Results Reporting	Per-report pricing includes English and Spanish versions, and reports will be delivered electronically in PDF. School reports and district reports will be ordered and priced separately. We assume that no customization will occur at the school or district level after the reporting templates and automation are approved by NDE.

Attachment I, Cost Proposal Certification of Compliance With Terms and Conditions of RFP

A. Attachment I with an original signature by an individual authorized to bind the organization must be included in this tab.

B. In order for any cost exceptions and/or assumptions to be considered, vendors must provide the specific language that is being proposed in Attachment I.

C. Only cost exceptions and/or assumptions should be identified on Attachment I.

D. Do not restate the technical exceptions and/or assumptions on this form.

E. The State will not accept additional exceptions and/or assumptions if submitted after the proposal submission deadline. If vendors do not specify any exceptions and/or assumptions in detail at time of proposal submission, the State will not consider any additional exceptions and/or assumptions during negotiations.

ATTACHMENT I – COST PROPOSAL CERTIFICATION OF COMPLIANCE WITH TERMS AND CONDITIONS OF RFP

I have read, understand and agree to comply with ***all*** the terms and conditions specified in this Request for Proposal.

YES X I agree to comply with the terms and conditions specified in this RFP.

NO _____ I do not agree to comply with the terms and conditions specified in this RFP.

If the exception and/or assumption require a change in the terms in any section of the RFP, the contract, or any incorporated documents, vendors ***must*** provide the specific language that is being proposed in the tables below. If vendors do not specify in detail any exceptions and/or assumptions at time of proposal submission, the State will not consider any additional exceptions and/or assumptions during negotiations. ***Note: Only cost exceptions and/or assumptions should be identified on this attachment. Do not restate the technical exceptions and/or assumptions on this attachment.***

American Institutes for Research
Company Name

Signature

Nilva da Silva
Print Name

April 16, 2015
Date

Vendors MUST use the following format. Attach additional sheets if necessary.

EXCEPTION SUMMARY FORM

EXCEPTION #	RFP SECTION NUMBER	RFP PAGE NUMBER	EXCEPTION (Complete detail regarding exceptions must be identified)
1	Attachment D	47	Any documents or materials created by the Contractor prior to this Agreement (and not pursuant to another agreement between the State and Contractor) shall be and remain the property of the Contractor. The Board may use those materials delivered to the Board and Board Participants pursuant to this Agreement.

ASSUMPTION SUMMARY FORM

ASSUMPTION #	RFP SECTION NUMBER	RFP PAGE NUMBER	ASSUMPTION (Complete detail regarding assumptions must be identified)

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