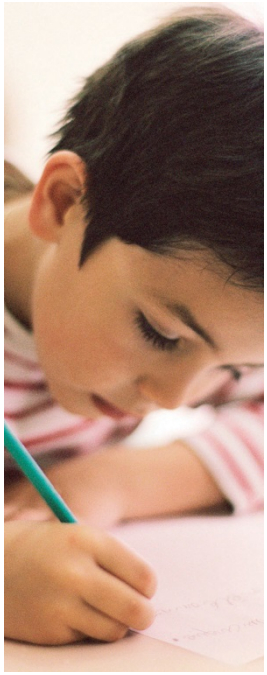
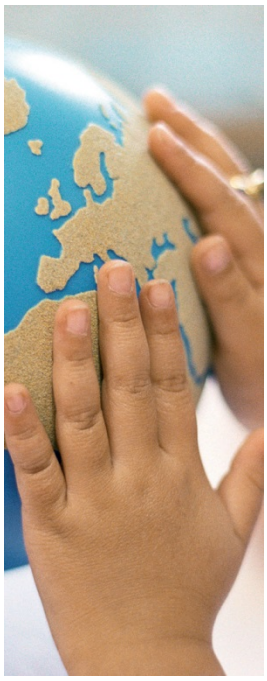
Part II – Cost Proposal	
RFP Title:	School Climate/SEL Survey
RFP:	3179
Vendor Name:	Cambridge Education, LLC
Address:	1 University Ave, Suite 100 North Lobby, Westwood, MA 02090
Opening Date:	May 6, 2015
Opening Time:	2:00 PM

RFP #3179
State of Nevada
School Climate/SEL Survey

Part II – Cost Proposal

May 6th, 2015

Cambridge Education

Cost Proposal

Charges	Item	Includes	Cost
Fixed charges	Survey design and refinement	• Requirements definition with NDE staff • In person, cognitive interviews with students • Development of draft instrument • Pilot testing and refinement of survey • Refinement of survey year on year • Provision of recommendations to NDE	• $56,000 in year one • $16,000 in each additional year.
	Project Management	• Regular check-ins, written status reports • Attendance at required meetings and trainings • Coordination and scheduling of all activities • Presentations to stakeholder groups • Set up, planning, documentation of all meetings, actions • Risk, issue and action monitoring and mitigation • Set-up, attendance at planning meetings and associated costs	• $18,000 per year

	Survey administration management and setup	• Survey logistics management
		• Administration support
		  o Roster development support
		  o Communications and management materials
		  o Help desk
		  o Recorded webinars for school and district staff on survey administration protocols
		  o Tracking of paper and online surveys
		• Reporting to the state level
			• $10,000 per year

	Data analysis	• Psychometric analysis • Development of scoring • Development of technical reports	• $15,000 per year

	School and District Level Reporting	• Delivery of school and district level reports to each participating school • Access to online report platform allowing for multiple views and data interrogation • Highly customizable reporting views, Cambridge education will work to create views that are best aligned to principal needs and interests • For more information and example views see Appendix D – Sample Reporting Views	• $25,000 in Year One • Charged at $0.35 per response, each year • Full roll out cost (*maximum* 245,000*$0.25) $61,250
	Project Website	• Development of a dedicated project microsite with information for teachers, schools, parents, and other stakeholders •	• $2,500 per year
Per-Survey charges	Online surveys for students	• Surveys paneled • Survey URLs emailed to schools for distribution • Survey response rates and tracking • Survey reminders • Collecting and cleaning all data • State response data file • State report	• $.50 per survey response
	Paper surveys	• Includes all that online surveys include (as above) • K-3 survey and administration protocols • Paper fulfillment processes: School packing, Shipping to Nevada schools, Return shipping, Scanning • Tracking (including shipment tracking to and from all schools) • Images of all completed surveys, indexed by school and classroom • Merging paper with online survey data	• $.75 per English paper survey ordered (additional languages priced based on volume)
Indicative pricing		Year one (2015-16) price includes: • Survey development • Administration support • Surveying 35,000 students in grades 6-12 • All online	• **$144,000**

		• Student survey only • All reporting to state	
		Years two through four price includes: • Survey refinement • Administration support • Responses for all 245,000 students in grades 6-12 • All online • Student survey only • All reporting to state-level	• **$245,000**
Additional Options (*not included in baseline pricing)*	License Fees (As applicable)	• Some of the scales proposed may require small license fees to be paid to their developers, the owners of the survey IP.	• To be confirmed
	Translations	• Translating the survey • Translation QA • Paneling translated surveys online • Design of paper surveys	• $2,500 per language/survey

Payment Schedule

1.1. The Consultant shall invoice the Client for any sums stated in SCHEDULE (A) when, for a particular sum, the respective milestone is achieved.

1.2. Acceptance by the Client shall at all times be timely and not unreasonably withheld.

Schedule A

Milestone Payment Number	Description	Milestone	Value ($)	Indicative cost based on year one total value (above)
1	Mobilization, of team, project kick off and planning	Design completed, plans in place for surveys	20% of anticipated contract value	$28,800
2	Design support and up-front training	Delivery of Draft Survey Instrument to NDE	30% of contract value	$43,200
3	Surveys delivered, administration window opened	Surveys administered, data collection ongoing	40% of anticipated contract value	$57,600
4	Reports delivered, accepted	Final reports delivered	Remainder of actual contract value	$14,400

Cambridge Education certifies the pricing included in the PRICE PROPOSAL.

Signed for and on behalf of Cambridge Education (LLC)
Signature:
Name and Position:
Date:

Tab III – Attachment I, Cost Proposal Certification of Compliance with Terms and Conditions of RFP

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

2. 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.***

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

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

5. 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.

Assumptions and Dependencies

The pricing and timelines proposed are based on the assumptions and dependencies specified in this document. If any changes to the scope, scale, or timescale of this project are required, they could have an impact on the price, timeliness and/or the quality and extensiveness of deliverables.

Work will commence upon contract award. State of Nevada shall be responsible for supply of data file(s) and other information to an appropriate and predefined quality and within the timescales specified below, in order for Cambridge Education to deliver the services included in this proposal.

Price Structure

All costs outlined are to meet the minimum requirements. Price of gathering of data through student surveys as well as the related prices associated with the analysis of the resulting data will include the following:

a. Personnel costs associated with software customization and development
b. Personnel costs associated data management and analysis
c. Personnel costs associated with outreach and coordination with the state, district, schools, teachers, and project partners
d. Direct costs related to requirements such as server capacity and technical support
e. Hosting and software licensing costs

Cost Dependencies

The late delivery of rosters or the delivery of incomplete rosters may impact upon survey and reporting timescales and price. In addition, major errors resulting in significant rework will result in delays to survey administration and reporting as well as additional costs which, as applicable, will be passed on to the state. Pricing assumes rosters will be submitted once in the year, and teachers can survey an unlimited number of students during the district-designated window. Pricing assumes reporting is at the teacher, school, district, and state levels, with a composite report for all participating classes. The rostering of additional districts and survey numbers in excess of those agreed will be charged at the standard rate. Additional rosters beyond those defined herein will incur additional costs.

Pricing is dependent on a single procurement and contract with the State of Nevada. Pricing herein includes maintenance and direct costs associated with the upkeep of an online survey platform as well as the personnel costs for supporting districts to undertake a survey administration. Any additional off-site support requested by the state or any district will be agreed in a change order and charged at $1,000 per day.

SURVEYS ADMINISTERED

1. Each school will administer surveys in school during designated survey window(s) in 2015-2016 school year. Additional windows may result in additional costs.
2. School packs including survey materials will be delivered at the school level.
   a. School packs for paper surveys will be shipped with a number of surveys designated by the school as well as printed administration procedures and scripts. The state will be charged for each survey that is ordered, printed, and shipped.
   b. For online surveys, school coordinators will receive emails with survey URL to share with all survey takers, administration procedures, and scripts. The state will be charged for each online survey response.
   c. Additional deliveries will result in additional cost.
3. Parent and teacher surveys are available online, only. Parents and teachers will receive access information for the teacher survey via email. Accurate emails must be rostered for all participating parents and teachers. The state will be charged for each parent and teacher response.

SURVEY MATERIALS and COMMUNICATIONS

1. A Website to hold communication documents can be provided for a fee. The State of Nevada is responsible for directing schools to the proper information.
2. If one, merged roster with all schools and districts cannot be provided, Cambridge Education can work directly with school districts to assemble the information for a fee.

SURVEY FULLFILLMENT and SURVEY WINDOWS

1. Print-based surveys will be shipped in boxes that include a return shipping label. Costs of return shipping are included in the budget.

TIMELINES

1. State of Nevada will adhere to all contract timelines. Any missed milestone deliverable will require a reschedule of all deliverables (surveys and reports) or an additional cost.

SURVEY LICENCE FEES

1. State of Nevada may be liable to pay additional license fees, should NDE select a survey that contains licensed material. Cambridge Education will advise NDE of which scales would be subject to license fees and what the fees may be.

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

NO X* _____ I do not agree to comply with the terms and conditions specified in this RFP.
**Vendor requests consideration for the assumptions outlined below, but are willing to negotiate or discuss any of the proposed changes should we be successful with our bid.*

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.

Cambridge Education LLC
Company Name

Signature

Majid Haquani
Print Name

5/5/2015
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)

ASSUMPTION SUMMARY FORM

ASSUMPTION #	RFP SECTION NUMBER	RFP PAGE NUMBER	ASSUMPTION (Complete detail regarding assumptions must be identified)
1			Each school will administer surveys in school during designated survey window(s) in 2015-2016 school year.

ASSUMPTION #	RFP SECTION NUMBER	RFP PAGE NUMBER	ASSUMPTION (Complete detail regarding assumptions must be identified)
			Additional windows may result in additional costs.
2			School packs including survey materials will be delivered at the school level. a. School packs for paper surveys will be shipped with a number of surveys designated by the school as well as printed administration procedures and scripts. The state will be charged for each survey that is ordered, printed, and shipped. b. For online surveys, school coordinators will receive emails with survey URL to share with all survey takers, administration procedures, and scripts. The state will be charged for each online survey response. c. Additional deliveries will result in additional cost.
3			Parent and teacher surveys are available online, only. Parents and teachers will receive access information for the teacher survey via email. Accurate emails must be rostered for all participating parents and teachers. The state will be charged for each parent and teacher response.
4			A Website to hold communication documents can be provided for a fee. The State of Nevada is responsible for directing schools to the proper information.
5			If one, merged roster with all schools and districts cannot be provided, Cambridge Education can work directly with school districts to

ASSUMPTION #	RFP SECTION NUMBER	RFP PAGE NUMBER	ASSUMPTION (Complete detail regarding assumptions must be identified)
			assemble the information for a fee.
6			Print-based surveys will be shipped in boxes that include a return shipping label. Costs of return shipping are included in the budget.
7			State of Nevada will adhere to all contract timelines. Any missed milestone deliverable will require a reschedule of all deliverables (surveys and reports) or an additional cost.
8			State of Nevada may be liable to pay additional license fees, should NDE select a survey that contains licensed material. Cambridge Education will advise NDE of which scales would be subject to license fees and what the fees may be.

This document must be submitted in Tab III of vendor's cost proposal.
This form MUST NOT be included in the technical proposal.