

REQUEST FOR PROPOSALS

**Proposals Due:**

Thursday, March 5, 2015, by 4:00 pm for districts renewing participation

Tuesday, April 15, 2015, by 4:00 pm for new districts participating

**Webinar:** Monday, January 26, 2015 from 3:00 - 4:00 pm

**Colorado Department of Education**

**Office of Federal Program Administration**

1560 Broadway, Suite 1450, Denver, CO 80202

**2015-2016**

**Early Literacy Assessment Tool Project**

**For New and Renewal Applicants**

**Pursuant to: C.R.S. 22-2-141**

**For program questions contact:**

Donna Bright ([Bright\_D@cde.state.co.us](mailto:Bright_D@cde.state.co.us) or 303-866-6002)

**For RFP specific questions contact:**

Mandy Christensen ([Christensen\_A@cde.state.co.us](mailto:Christensen_A@cde.state.co.us) or 303-866-6872)

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| **Early Literacy Assessment Tool Project**  **REQUEST FOR PROPOSALS**  ***Proposals Due: March 5, 2015, for renewing applicants***  ***April 15, 2015 for new applicants*** | |
| **Introduction** | The 2012 School Finance Act required the Colorado Department of Education to select a contractor to supply an early literacy assessment tool that teachers may use to obtain real-time assessments of the reading skill levels of students in kindergarten through third grade. The intent was to support state purchase of software that provides individualized assessments with immediate results, stores and analyzes those results, and recommends activities based on those results. Through a competitive bid process, the contract was awarded to Amplify for its DIBELS Next system and diagnostic reading assessments in January, 2013. Pending legislative approval during the 2015 session, the department will offer the project for the 2015-16 school year. This is a non-competitive project.  By participating in the Early Literacy Assessment Tool Project, local education agencies will be supplied with the online assessment of DIBELS Next, an approved interim measure, and DIBELS Deep diagnostic reading assessments, an approved diagnostic measure. First-time participating LEAs will receive assessment kits, each school will receive one kit per grade level (**renewal applicants will not receive additional kits**). All LEAs will receive software to use the assessment. The tool will store and analyze the results and recommend school and home activities based on those results. Districts will be responsible for providing their own hardware.  **Hardware is not included. For a list of devices that support the software, go to:** <http://www.amplify.com/assessment/devices>. |
| **Purpose** | The Early Literacy Assessment Tool is designed to assist teachers in meeting the assessment requirements of the READ Act. The tool will allow teachers to obtain real time assessment of the reading skill levels of students enrolled in kindergarten, first, second, and/or third grades and, based on the assessment results, generate intervention plans and materials.  The software will:   1. Provide individualized assessments with immediate results; 2. Store and analyze assessment results, recommend activities that are aligned with the assessment results, and assist in tracking student performance and identifying strategies to improve student performance; 3. Provide student grouping recommendations based on the assessment scores and provide proposed lesson plans on a short-term cycle; and 4. Assist in generating and populating individualized plans to improve students’ reading skills. |
| **Eligible Applicants** | All local education agencies (LEAs) may apply. As used in this section, "local education agency" means a school district; a charter school that enrolls students in kindergarten, first, second, and/or third grades; and a public school operated by a board of cooperative services that enrolls students in kindergarten and first, second, and/or third grades.  CDE is accepting applications from both new and renewal applicants. If the number of applicants exceeds the number of available licenses, prioritization will occur pursuant to C.R.S. 22-2-14. First preference will be given to LEAs renewing their participation from the 2014-2015 school year; then new LEA applicants will be accepted. Should there need to be a selection process for new LEAs it will be based on highest percentages of kindergarten and first-, second-, and third-grade students who are below grade level expectations in reading; and LEAs with the highest percentages of schools that are eligible to receive money under Title I of the federal “Elementary and Secondary Education Act of 1965”, 20 U.S.C. sec 6301 et seq. |
| **Duration of Program** | Participation in the first year of the program was for the 2013-2014 school year. Year two participation was the 2014-15 school year. The current RFP will apply to the 2015-2016 school year. Participation in subsequent years is dependent upon appropriations and available licenses. |
| **Required Activities** | School level activities required of the Early Literacy Assessment Tool Project include the following:   * Obtain and utilize devices to assess kindergarten, first, second, and/or third graders on DIBELS Next. Note: The hardware purchase will be the district’s responsibility. * Collection and submission of staff and student roster data to Amplify. * Assessment of all kindergarten, first, second, and third grade students using DIBELS Next. * Progress monitoring of students. Students well below benchmark will be progress monitored every 7-10 days and students below benchmark will be progress monitored every 10-12 days. * Attendance by two Local Trainers per school at all face to face trainings and all webinar trainings. * Assurance that Local Trainers will have training time with teachers at their school to implement what they have been trained on in their sessions. * Attendance by principals at any scheduled instructional leader full day trainings and/or webinars as scheduled throughout the year.   For training, a timeline with specific dates and places will be available June 30, 2015. Prior to the start of the school year, we will begin training the Local Trainers. This information will be included in the timeline that will be available June 30, 2015. |
| **Evaluation & Reporting** | By receiving software licenses, local education agencies agree to share all data collected using the software.   * This data will be shared with Amplify and the Colorado Department of Education (CDE). * Data includes, but is not limited to, the growth and achievement of all kindergarten, first, second, and/or third grade students receiving services using the early literacy assessment tool, staff and student roster data, etc. * Data that is entered into the system will be automatically synced for uploading. Districts will still be required to submit READ Data through Data Pipeline. * The data collected is solely used by Amplify and the Colorado Department of Education for the scope of successful implementation of the project. This includes implementation fidelity, achievement and growth results, determination of site visits and professional development support. Any transference of data that includes personal identifiable information is done through secure file transfer.   See the ***Assurances*** (Page 8) and ***Authorization for Release of Personally Identifiable Information*** (Page 9-10)**.** |
| **Technical Assistance** | An application training webinar will be held on **January 26, 2015, at 3:00 pm.** To register for this technical assistance opportunity, please email [competitivegrants@cde.state.co.us](mailto:competitivegrants@cde.state.co.us), with subject line “ELAT”. |
| **Review Process** | Applications will be reviewed by CDE staff to ensure they contain all required components. As stated above, if the number of applicants exceeds the number of available licenses, prioritization will occur pursuant to C.R.S. 22-2-14. Preference will be given to year 2 participants (2014-2015); then to new LEAs with the highest percentages of kindergarten and first-, second-, and third-grade students who are below grade level expectations in reading; and to LEAs with the highest percentages of schools that are eligible to receive money under Title I of the federal “Elementary and Secondary Education Act of 1965”, 20 U.S.C. sec 6301 et seq. |

**Submission Process and Deadline**

The application is available online at: <https://www.surveymonkey.com/s/ELAT_15-16>. **Upon completion of the application**, applicants must submit the signed assurances and Amplify *Authorization for Release of Personally Identifiable Information* by **March 5, 2015, for renewing applicants** (districts in the project for the 2014-15 school year), and no later than **April 15, 2015, for new applicants** to the project*.* Incomplete or late applications will not be considered.

Application materials are available for download on the CDE Website at: <http://www.cde.state.co.us/coloradoliteracy/READAct/assessmenttool.asp>.

Proposals will be due **by 4 pm** on **Thursday, March 5, 2015, for renewing applicants and no later than Tuesday, April 15, 2015, for new applicants.**

**Complete the electronic copy of the application at:**

[**https://www.surveymonkey.com/s/ELAT\_15-16**](https://www.surveymonkey.com/s/ELAT_15-16)

**&**

**Mail the signed assurances and Release of information to:**

Mandy Christensen

Colorado Department of Education

Competitive Grants and Awards

1560 Broadway, Suite 1450

Denver, CO 80202

**Early Literacy Assessment Tool Project**

**2015-2016**

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| **Part I: Cover Page (To be submitted at** [**https://www.surveymonkey.com/s/ELAT\_15-16**](https://www.surveymonkey.com/s/ELAT_15-16)**)**  **This information will be submitted online using the link above. Applicants do not need to submit this form.** | |
| **Name of Lead Local Education Agency (LEA)/Organization:** |  |
| Mailing Address: | |
|  | |
| **Authorized Representative - This is a district person who approves the project and might serve as a secondary contact person for the project:** |  |
| Telephone: | E-mail: |
| **Signature:** | |
| **Program Contact Person - This person will be the primary contact for the project and will receive emails and updates in addition to the Authorized Representative:** |  |
| Mailing Address: | |
| Telephone: | E-mail: |
| **Signature:** | |
| **Region:** *Indicate the region(s) this proposal will directly impact* | |
| **□ Metro □ Pikes Peak □ North Central □ Northwest □ West Central**  **□ Southwest □ Southeast □ Northeast** | |
| **New or Renewal Applicant:** *Check the box that applies* | |
| **□ New Applicant**  **□ Renewal Applicant** | |
| ***FOR NEW APPLICANTS ONLY*** | |
| **District Assessment:** Indicate the district reading interim assessment used for the 2014-15 school year.  *Note: this information is being collected to determine professional development for the Fall of 2015. Districts that currently use and are trained in DIBELS Next will have differentiated professional development that is one day in length as opposed to those who are not currently using DIBELS Next who will have a two day professional development.* | |
| **□ DIBELS 6 □ DIBELS Next □ DRA □ PALS □ Other (please specify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |
| **DIBELS Next kits: Each school new to the project in 2015-2016 will receive one kit per grade level assessed K-3** (Note: the DIBELS Next kits will have student materials and administration manuals that assessors will need.) | |
| Kits should be delivered to: **□ District Office □ Individual Schools** | |

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| **Part IA: School Information and Signatures Page**  **This information will be submitted online as well. If you have more than 5 schools in your district you will submit a spreadsheet template as explained in the online application.** | | | | | | |
| **School Name:** | |  | | | | |
| **Number of K-3 Teachers in building:** | |  | **# of staff in building giving the DIBELS Next assessment:** | | |  |
| **Devices to be used for administering the assessment (iPad, iTouch, laptop, etc.)** | |  | | | | |
| Telephone: | | | | | | |
| Mailing Address: | | | | | | |
| **Name of Principal or Designee:** | |  | | | | |
| Telephone: | | | | E-mail: | | |
| **Signature of Principal** |  | | | | | |
| **I am aware of the conditions of accepting the Early Literacy Assessment Tool Project *(found in Part 1B)*** | **□ Yes □ No** | | | | | |
| **Name of Primary Contact Person - this person in addition to the principal will receive email updates, will be contacted about training and will serve as the contact for Amplify customer service representatives:** |  | | | | | |
| Telephone: | | | | E-mail: | Title: | |
| **Signature of Primary Contact:** |  | | | | | |

**\*\*For Districts with multiple schools (more than 5) a spreadsheet of the information above can be submitted instead of single pages per school. Please contact Mandy Christensen at** [**Christensen\_A@cde.state.co.us**](mailto:Christensen_A@cde.state.co.us) **for a template spreadsheet.**

**Please note:** If application is approved, licenses and training will not be awarded until all signatures are in place. Please attempt to obtain all signatures before submitting the application.

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| Part IB: Assurances  Mail signed assurances and Release of Information to:  CDE, Competitive Grants and Awards  Mandy Christensen  1560 Broadway, Suite 1450  Denver, CO 80202 |

2015-2016 Early Literacy Assessment Tool Project

*The School Board President and Board- Appointed Authorized Representative must sign below to indicate approval of the contents of the application, and the receipt of program funds.*

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| On | (date) , | 2015, | the Board of | (district) |

hereby applies for and, if awarded, accepts the goods requested in this application. In consideration of the receipt of these goods, the Board agrees that the General Assurances form for all the terms therein are specifically incorporated by reference in this application. The Board also certifies that all program and pertinent administrative requirements will be met. In addition, the Board certifies that the district is in compliance with the requirements of the federal Children’s Internet Protection Act (CIPA), and that no policy of the local educational agency prevents or otherwise denies participation in constitutionally protected prayer in public schools. In addition, school districts accept the conditions of the **Early Literacy Assessment Tool Project** andagree to the following assurances:

1. The applicant will provide the Colorado Department of Education (CDE) all data collected with the software. This data will be shared with Amplify and the Colorado Department of Education.
2. The school will not discriminate against anyone regarding race, gender, national origin, color, disability or age.

Implementation commitments at the school level include the following:

1. Obtain and utilize devices to assess kindergarten, first, second, and/or third graders on DIBELS Next.
2. Note: The hardware purchase will be the district’s responsibility.
3. Collection and submission of staff and student roster data to Amplify.
4. Assessment of all kindergarten, first, second, and/or third grade students using DIBELS Next.
5. Progress monitoring of students. Students well below benchmark will be progress monitored every 7-10 instructional days and, students below benchmark will be progress monitored every 10-12 instructional days.
6. Attendance by two Local Trainers per school at all face to face trainings and all webinar trainings.
7. Assurance that Local Trainers will have training time with teachers at their school to implement what they have been trained on in their sessions.
8. Attendance by principals at any instructional leader face-to-face full day trainings and/or webinar trainings as scheduled throughout the year.
9. Sharing of all data from the district to CDE collected using the tool. Data collected is not used beyond the scope of the Early Literacy Assessment Tool Project. All data is shared solely between the Colorado Department of Education and Amplify for the purpose of monitoring fidelity of implementation and achievement/growth results of the participating LEAs. Any transference of data that includes personal identifiable information is done through secure file transfer. If any additional use of data is contracted outside of CDE, all previously acquired data will be de-identified/disaggregated.

Please Note: Data that is entered into the system will be automatically synced for uploading. Districts will still be required to submit READ Data through Data Pipeline.

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| Name of School Board/BOCES President |  | Signature of School Board/BOCES President |
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| Name of District Superintendent |  | Signature of District Superintendent |

**55 Washington Street, Suite 900**



**Brooklyn, NY 11201**

**AUTHORIZATION FOR RELEASE OF PERSONALLY IDENTIFIABLE INFORMATION**

**to Colorado Department of Education**

*Local Education Agency (i.e., district)(“LEA”):*

*Products/Applications (“Solution(s)”):*  mCLASS®: DIBELS Next® and Deep, Burst®: Reading, mCLASS®: IDEL

*School Year (“Year”):*  2015-2016

*State Program(s) (“Program(s)”):*  Early Literacy Assessment Tool

**Background:**

In connection with the Program, Amplify Education, Inc. (“Amplify”) has been engaged to conduct a study (the “Amplify Study”) for certain local educational agencies within the state (i.e., districts; each, an “LEA”) consisting of the administration of formative assessments and other educational tools and otherwise improving instruction through the above Amplify Solution(s). The Amplify Study is being conducted in compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974 and 34 C.F.R. §99.31(a)(6) and applicable Colorado law and in a manner that does not permit personal identification of parents and students by individuals other than those that have legitimate interests in such information. Such personal identifying information will be destroyed when it is no longer needed for the purposes of the Amplify Study or as otherwise directed by the LEA. The purpose, scope and duration of the Amplify Study is set forth in the license to the Solution.

**Data:**

Using Amplify’s system and software, LEA-authorized personnel may input current and historical information (collectively, “LEA Information”) into, and access LEA Information from, Amplify’s systems. The LEA Information will consist of the following fields:

• student and staff identifier information: names, grades, dates of birth, state, school, school district and classroom associations, SASID, ESID;

• student information: gender, ethnicity, English proficiency, socio-economic status, disability information, special education program information; and

• results: records and/or scores for the assessments listed as part of the Solution(s).

**Evaluation:**

CDE desires to collect and analyze certain LEA Information in connection with its audit and evaluation of the Program(s) in order to enhance professional development and improve instructional methods. To facilitate LEA’s efforts, LEA desires that Amplify provide CDE access to LEA Information in Amplify’s systems relating to the program.

**Authorization:**

LEA hereby requests and authorizes Amplify to provide CDE access to current and historical LEA Information as described above. This data will be transmitted securely and in full accordance with the terms of the May 29, 2013 agreement between CDE and Amplify, as amended June 26, 2014. LEA acknowledges and agrees that this Authorization covers all participating LEA schools and programs, and that no additional approvals or releases are required from those schools. In addition, LEA understands and acknowledges that Amplify will not have control over LEA Information following its disclosure to CDE. Amplify does not own CDE’s or the LEA’s data at any time. This Authorization is effective with respect to LEA Information during the year, or as otherwise extended or terminated by LEA.

*The undersigned has the right, power and authority, in compliance with LEA policies, to execute and deliver this*

*Authorization on behalf of LEA and the covered schools.*

**Signature**: **Date**:

**Name & Title of Authorized LEA Signatory**: