REQUEST FOR PROPOSALS

Proposals Due:

Thursday, March 3, 2016, by 4 pm for Districts Renewing Participation
Friday, April 15, 2016, by 4 pm for New Participating Districts

Webinar: Wednesday, January 27, 2016, from 3 pm - 4 pm

2016-2017
Early Literacy Assessment Tool Project
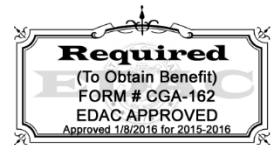### For New and Renewal Applicants

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

For ELAT program questions, contact:
Donna Bright (Bright_D@cde.state.co.us | 303-866-6002)

For application questions, contact:
Mandy Christensen (Christensen_A@cde.state.co.us | 303-866-6872)

Required
(To Obtain Benefit)
FORM # CGA-162
EDAC APPROVED
Approved 1/8/2016 for 2015-2016

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 of the program was to support state purchase of software that would provide individualized assessments with immediate results, store and analyze those results, and recommend 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 2016 session, the department will offer the project for the 2016-2017 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. Only first-time participating LEAs will receive assessment kits, and 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. A list of devices that support the software is available at
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.

Amplify software will:
a) Provide individualized assessments with immediate results;
b) 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;
c) Provide student grouping recommendations based on the assessment scores and provide proposed lesson plans on a short-term cycle; and
d) Assist in generating and populating individualized plans to improve students' reading skills.

Eligible Applicants

All local education agencies (LEAs) may apply. For purposes of this application, "local education agency" means a school district; a charter school that enrolls students in kindergarten, first, second, and/or third grades; or a public school operated by a board of cooperative services (BOCES) 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

Year 1: 2013-2014 school year	Year 2: 2014-2015 school year	Year 3: 2015-2016 school year

The current RFP will apply to the 2016-2017 school year (Year 4). 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 supported devices to assess kindergarten, first, second, and/or third graders on DIBELS Next. **(Note: the hardware purchase is the district's responsibility.)**
- Collection and secure submission of staff and student roster data to Amplify. The following demographics will be entered for all students: gender, ethnicity, EL status, and special education status.
- Assessment of all kindergarten, first, second, and third grade students using DIBELS Next at the three designated benchmark periods.
- 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 Wednesday, June 1, 2016. Training of Local Trainers will begin prior to the start of the school year. This information will be included in the timeline that will be available Wednesday, June 1, 2016.

Evaluation and 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:
  - 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).
- 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.

See the *Project Assurances* (Page 6) and *Authorization for Release of Personally Identifiable Information* (Page 7) for additional information. Amplify privacy policies and procedures are viewable at www.cde.state.co.us/dataprivacyandsecurity/agreements.

Technical Assistance

An application training webinar will be held on **Wednesday, January 27, 2016, at 3 pm.** Register for this webinar via Eventbrite at http://elat-16-17.eventbrite.com.

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 3 participants (2015-2016); 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 www.surveymonkey.com/r/ELAT_16-17. Applicant must complete the online application via SurveyMonkey by the below deadlines:

Districts Renewing Participation: Thursday, March 3, 2016, by 4 pm
New Participating Districts: Friday, April 15, 2016, by 4 pm

Incomplete or late applications will not be considered. Application materials are available for download on the CDE Website at www.cde.state.co.us/coloradoliteracy/READAct/assessmenttool.

Once submitted, your application will be reviewed by CDE staff to ensure it is complete. A notification confirming receipt will be sent out no later than one week after your application is received. If you do not receive confirmation within seven days, please e-mail Mandy Christensen at Christensen_A@cde.state.co.us.

Project Assurances and Release of Information

Applicant must obtain signature approval from the appropriate representatives on both the *Project Assurances* (Page 6) and *Amplify Authorization for Release of Information* (Page 7). These forms **do not** need to be submitted to CDE, however, they must be kept on file by the applicant through December 31, 2017, and available for verification by CDE program staff for any monitoring purposes.

2016-2017 EARLY LITERACY ASSESSMENT TOOL PROJECT - REQUEST FOR PROPOSALS
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Friday, April 15, 2016, by 4 pm for New Participating Districts

Submit this application online at www.surveymonkey.com/r/ELAT_16-17.
This information on this page will be submitted online using the link above. Applicants will not submit a paper form.

By submitting an application, district/CSI/BOCES representatives and principals agree to the terms of the *Early Literacy Assessment Tool Project Assurances* and the *Amplify Authorization for Release of Personally Identifiable Information*.

PART I: LOCAL EDUCATION AGENCY (LEA)/ORGANIZATION INFORMATION

New or Renewal Applicant: Check the box that applies	☐ Renewal Applicant ☐ New Applicant (Complete New Applicant Section Below)

Name of LEA/Organization:		**District Code:**

Mailing Address:

Region: Indicate the region(s) of Colorado this proposal will directly impact.

☐ **Metro** ☐ **Pikes Peak** ☐ **North Central** ☐ **Northwest** ☐ **West Central**
☐ **Southwest** ☐ **Southeast** ☐ **Northeast**

Contact Information

Authorized Representative: This is a district person who approves the project and may serve as a secondary contact person for the project.

Telephone:		**E-mail:**	

Program Contact: 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:**	

FOR NEW APPLICANTS ONLY

District Assessment: Indicate the district reading interim assessment used for the 2015-2016 school year.

☐ DIBELS 6 ☐ DIBELS Next ☐ DRA ☐ PALS ☐ i-READY ☐ STAR Early Learning ☐ Istation ☐ Aims Web ☐ FAST

DIBELS Next kits: Each school new to the project in 2016-2017 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

PART IA: SCHOOL INFORMATION *

School Name:		**School Code:**

Mailing Address:

Name of Principal or Designee:

Telephone:		**E-mail:**	

I am aware of the conditions of accepting the Early Literacy Assessment Tool Project (found in Part 1B)	☐ Yes	☐ No

Primary Contact: 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.

Name:		**Title:**	
Telephone:		**E-mail:**	

Type of device(s) to be used for administering the assessment (iPad, iTouch, laptop, etc.):

* For Districts with more than five participating schools, a spreadsheet of the information for each school can be submitted instead of completing the entries via the online SurveyMonkey application. Please contact Mandy Christensen at Christensen_A@cde.state.co.us for the spreadsheet template. LEA information will still need to be entered online.

2016-2017 Early Literacy Assessment Tool Project Assurances

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.

On _____(date)_____, 2016, the Board of _____(District/CSI/BOCES)_____ 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** and agree to the following assurances:

1. The applicant will provide the Colorado Department of Education (CDE) with access to 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:

3. Obtain and utilize supported devices to assess kindergarten, first, second, and/or third graders on DIBELS Next. Note: the hardware purchase is the district's responsibility.
4. Collect and securely submit staff and student roster data to Amplify to include student demographics.
5. Assess all kindergarten, first, second, and/or third grade students using DIBELS Next at the three designated benchmarking periods.
6. 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.
7. Attendance by two Local Trainers per school at all face-to-face trainings and all webinar trainings.
8. Assurance that Local Trainers will have training time with teachers at their school to implement what they have been trained on in their sessions.
9. Attendance by principals at any instructional leader face-to-face full day trainings and/or webinar trainings as scheduled throughout the year.
10. 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.

Please Note: Districts will still be required to submit READ Data through Data Pipeline.

_____   _____
Name of School Board/BOCES President   Signature of School Board/BOCES President

_____   _____
Name of District Superintendent   Signature of District Superintendent

Amplify

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"):	2016-2017	*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 are 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).

Amplify privacy policies and procedures are viewable at www.cde.state.co.us/dataprivacyandsecurity/agreements.

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 July 7, 2015. 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.

Authorized LEA Signatory

Name: _____ **Title:** _____

Signature: _____ **Date:** _____