

## **REQUEST FOR PROPOSALS**

**Proposals Due:** Tuesday, April 15, 2014 by 4:00 p.m. **Webinar:** Tuesday, February 18, 2014 at 3:00 - 4:00 p.m.

# 2014-2015 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 or 303-866-6002)



#### For RFP specific questions contact:

Courtney Kuntz (<u>Kuntz c@cde.state.co.us</u> or 303-866-6143) until March 5<sup>th</sup> Lynn Bamberry (<u>Bamberry l@cde.state.co.us</u> or 303-866-6813) after March 5<sup>th</sup>

Colorado Department of Education Office of Federal Program Administration 1560 Broadway, Suite 1450, Denver, CO 80203

## Early Literacy Assessment Tool Project REQUEST FOR PROPOSALS

Proposals Due: April 15, 2014

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 Burst diagnostic reading assessments in January, 2013. Pending legislative approval during the 2014 session, the department will offer the project for the 2014-15 school year.

#### Introduction

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 the Burst 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: <a href="http://www.amplify.com/assessment/mclass-dibels-next#devices">http://www.amplify.com/assessment/mclass-dibels-next#devices</a>

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:

#### **Purpose**

- a) Provide individualized assessments with immediate results;
- 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.

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 third grades. CDE is accepting applications from both new and renewal applicants. If the **Eligible Applicants** 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 1 participants (2013-2014); then to LEAs with the highest percentages of kindergarten and first-, second-, and third-grade student 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 seg. Participation in the first year of the program was for the 2013-2014 school **Duration of** year. Year two participation will be for the 2014-15 school year. Participation **Program** in subsequent years is dependent upon appropriations and available licenses. 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 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. **Required Activities**  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 1, 2014. Please note that we will have a technology assistance webinar for participating districts in late May. This webinar will be targeted for your technology support person and will cover devices and what would need to be loaded on the devices prior to the first training. 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 1, 2014.

Evaluation & Reporting	<ul> <li>By receiving software licenses, local education agencies agree to share all data collected using the software.</li> <li>This data will be shared with Amplify and the Colorado Department of Education (CDE).</li> <li>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.</li> <li>Data that is entered into the system will be automatically synced for uploading. Districts do not have to plan for an extra step for data uploading. Districts will still be required to submit READ Data through Data Pipeline.</li> <li>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.</li> </ul>				
Technical Assistance	An application training webinar will be held on <b>February 18, 2014, at 3:00 p.m.</b> To register for this technical assistance opportunity, please email Camila Zardo at Zardo c@cde.state.co.us.				
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 1 participants (2013-2014); then to LEAs with the highest percentages of kindergarten and first-, second-, and third-grade student 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 **original plus 1 copy** of the application must be received by **Tuesday, April 15, 2014 at 4:00 p.m**. In addition to the 2 hard copies, **send an electronic copy of the application to:**<u>CompetitiveGrants@cde.state.co.us</u>. Faxes will not be accepted. Incomplete or late applications will not be considered.

#### A complete application includes:

Part 1: Cover Page
Part 1a: School Information and Signatures Page (to be completed for EACH participating
school)
Part 1b: Assurances
Amplify Authorization for Release of Personally Identifiable Information

Applications will be accepted as they are received. By submitting before the deadline, districts will afford themselves the opportunity for early outreach support.

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 p.m. on Tuesday, April 15, 2014 to:

Camila Zardo
Colorado Department of Education
Competitive Grants and Awards
1560 Broadway, Suite 1450
Denver, CO 80202

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Submit an electronic copy of the application to: **CompetitiveGrants@cde.state.co.us** 

## Early Literacy Assessment Tool Project 2014 – 2015

PART I: COVER PAGE			
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:	E marili		
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 direct	ly impact		
☐ Metro ☐ Pikes Peak ☐ North Central ☐ Northwest ☐ West Central ☐ Southwest ☐ Southeast ☐ Northeast			
New or Renewal Applicant: Check the box that applied	25		
☐ New Ap	policant		
☐ Renewal A	•		
FOR NEW APPLI	CANTS ONLY		
<b>District Assessment:</b> Indicate the district reading interim assessment used for the 2013-14 school year Note: this information is being collected to determine professional development for the Fall of 2014. 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 □ O	ther (please specify)		
<b>DIBELS Next kits:</b> Each school new to the project in 2014-2015 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 Indi	vidual Schools		

Part IA: School Informa	ation and Signat	tures Page (to be comp	leted for each school)
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:			

**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.

<sup>\*\*</sup> 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 Camila Zardo at <a href="Zardo c@cde.state.co.us">Zardo c@cde.state.co.us</a> for a template spreadsheet.

#### **Part IB: Assurances**

#### 2014-2015 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.

On	(date), 2014, the Board of (district)
hereby a	lies for and, if awarded, accepts the goods requested in this application. In consideration of the
receipt of	nese goods, the Board agrees that the General Assurances form for all the terms therein are
specifical	incorporated by reference in this application. The Board also certifies that all program and pertinent
administr	ive requirements will be met. In addition, the Board certifies that the district is in compliance with th
requirem	its of the federal Children's Internet Protection Act (CIPA), and that no policy of the local educational
agency pi	vents or otherwise denies participation in constitutionally protected prayer in public schools. In
addition,	hool districts that accept the conditions of the Early Literacy Assessment Tool Project and agree to
the follow	ng 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:

- 3. Obtain and utilize devices to assess kindergarten, first, second, and/or third graders on DIBELS Next.
- 4. Note: The hardware purchase will be the district's responsibility.
- 5. Collection and submission of staff and student roster data to Amplify.
- 6. Assessment of all Kindergarten, first, second, and/or third grade students using DIBELS Next.
- 7. 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.
- 8. Attendance by two Local Trainers per school at all face to face trainings and all webinar trainings.
- 9. Assurance that Lead Trainers will have training time with teachers at their school to implement what they have been trained on in their sessions.
- 10. Attendance by principals at any instructional leader face- to-face full day trainings and/or webinar trainings as scheduled throughout the year.
- 11. 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 LEA's. Any transference of data that includes personal identifiable information is done through secure file transfer.

Please Note: Data that is entered into the system will be automatically synced for uploading. Districts do not have to plan for an extra step for data uploading. 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



55 Washington Street, Suite 900 Brooklyn, NY 11201

### AUTHORIZATION FOR RELEASE OF PERSONALLY IDENTIFIABLE INFORMATION for Research Project

Name of local educational agency (i.e "District"):			
Products/Applications ("Solution(s)"): mCLASS®:DIBELS Next®, Burst®:Reading, mCLASS®:IDEL®			
School Year ("Year"): 2014-2015			
Research Institution ("Researcher(s)"): Colorado Department of Education			
Research Project ("Project"): Early Literacy Assessment Tool			
Background:  Amplify Education, Inc. ("Amplify") has been engaged to conduct a study (the "Amplify Study") for certain local educational agencies (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 accordance with the Family Educational Rights and Privacy Act of 1974 and 34 C.F.R \$99.31(a)(6), 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, and such personal identifying information will be destroyed when it is no longer needed for the purposes of the Amplify Study. The purpose of the Amplify Study is to administer the Solution(s) to students in order to identify student skill levels, report on student data, and recommence appropriate remedial activities and/or instructional materials. The scope of the Amplify Study is limited to those schools, grades and subjects for which the LEA has purchased the Solution(s), and may include related services. The duration of the Amplify Study is the term of the license to the Solution(s).			
Data:			
Using Amplify's solutions, LEA-authorized personnel may input the following types of current and historica information (collectively, "LEA information") into, and access the following types of LEA information from, Amplify systems:			
<ul> <li>general student and staff identifier information, such as names, grades, dates of birth, state, school, school district and classroom associations, and ID numbers (which in some instances are social security numbers);</li> <li>specific student information, such as gender, ethnicity, English proficiency, socio-economic status, disabili information, special education program information and other program information; and</li> <li>applicable assessment results, including records and/or scores.</li> </ul>			
Research Project:			
LEA wishes to conduct the Project as referenced above. LEA has agreed to allow Researchers to review and analyze LEA Information in connection with the Project and desires that Amplify provide Researchers access to LEA Information in Amplify's systems for the LEA schools participating in the Project.			
Authorization for Access by Researcher:			
LEA hereby requests and authorizes Amplify to provide Researcher access to current and historical LEA Information as described above. LEA acknowledges and agrees that this Authorization covers the LEA schools participating in the project and the authorized Researcher staff listed on <b>Schedule 1</b> (as may be updated from time to time), 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 Researcher. This Authorization is effective with respect to current and historical LEA information provided during the year.			
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 Signatory:			



#### **SCHEDULE 1**

55 Washington Street, Suite 900 Brooklyn, NY 11201

For Research Project
Staff Authorized for Data Access (2014 to 2015)

Staff Authorized for Data Access (2014 to 2015)  Full Name   Title/Position   E-mail Address				E-mail Address		
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1.	Pati Montgomery	Executive Literacy	Executive Director; Office of Literacy			Montgomery_P@cde.state.co.us
2.	Dian Prestwich	Director,	Director, Office of Literacy			Prestwich D@cde.state.co.us
3.	Donna Bright	Principal Literacy				Bright_D@cde.state.co.us
4.	Rachel Anderberg	Senior Literacy	Consultant,	Office	of	Anderberg_r@cde.state.co.us
5.	Kathy Martin	Senior Literacy	Consultant,	Office	of	Martin_k@cde.state.co.us
6.	Jane Burk	Senior Literacy	Consultant,	Office	of	Burk_j@cde.state.co.us
7.	Pam Gjellum	Senior Literacy	Consultant,	Office	of	Gjellum_p@cde.state.co.us
8.	Lynda Idle Espinoza	Senior Literacy	Consultant,	Office	of	Idle_I@cde.state.co.us
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