



COLORADO DEPARTMENT of EDUCATION

# REQUEST FOR PROPOSALS

*Applications Due: Friday, March 28, 2014 by 4:00 p.m.*

*Application Webinar: Tuesday, February 11, 2014 from 10:00 to 11:00 a.m.*

**2014- 2015**

## **School Readiness Assessment Funding**

**For New and Renewing Applicants**

Pursuant to: S.B. 08-212

**For program questions contact:**

Suzanne Rougier ([Rougier\\_s@cde.state.co.us](mailto:Rougier_s@cde.state.co.us) or 303-866-6971)

**For fiscal/budget questions contact:**

Ron Mosness ([Mosness\\_r@cde.state.co.us](mailto:Mosness_r@cde.state.co.us) or 303-866-6905)

**For RFP specific questions contact:**

Courtney Kuntz ([Kuntz\\_c@cde.state.co.us](mailto:Kuntz_c@cde.state.co.us) or 303-866-6143) or

Kim Burnham ([Burnham\\_k@cde.state.co.us](mailto:Burnham_k@cde.state.co.us) or 303-866-6916)

## School Readiness Assessment Program

### REQUEST FOR PROPOSALS

*Applications Due: March 28, 2014*

#### Introduction

School readiness describes the status and ongoing progress a child makes within the domains of physical well-being and motor development, social and emotional development, language and comprehension development, and cognition and general knowledge. By monitoring each child's progress across multiple domains, teachers, parents, schools, and caregivers can provide needed support to ensure each child's success in school. Information gathered from school readiness assessments is to be used for supportive and instructional purposes and cannot be used to deny a student admission or progression to kindergarten or first grade.

Senate Bill 08-212, Colorado's Achievement Plan for Kids (CAP4K), passed in 2008 with the goal of aligning Colorado's preschool through postsecondary education system. The act included provisions related to school readiness for both the State Board of Education and local education providers. Beginning in the fall of 2013, local education providers are required to ensure all children in publicly-funded preschool or kindergarten receive an individual school readiness plan. Also, local education providers must administer the school readiness assessment to each student in kindergarten. The Colorado Department of Education (CDE) is supporting a phased-in implementation of the school readiness provisions of CAP4K over the 2013-14 and 2014-15 school years with full implementation in the 2015-16 school year.

The State Board of Education is required to define school readiness, which was accomplished in 2008. The State Board is also required to adopt one or more assessments aligned with the definition of school readiness. In approving school readiness assessments, CAP4K directs the State Board of Education to consider assessments that are research-based, recognized nationwide as reliable instruments for measuring school readiness; and suitable for determining the instruction and interventions students need to improve their readiness to succeed in school. In December 2012, the State Board of Education voted to offer districts a menu of school readiness assessments. The first approved assessment tool for the menu is Teaching Strategies GOLD (TS GOLD). As additional school readiness tools are identified that meet the criteria established in CAP4K, the State Board will add assessment tools to the menu.

CAP4K does not provide funding for school readiness assessments. Colorado's Race to the Top Early Learning Challenge Fund (RTT ELCF) grant will cover the initial cost of Teaching Strategies GOLD subscriptions.

<b>Purpose</b>	<p>A portion of Colorado’s RTT ELCF will provide resources and supports for districts with implementation of school readiness plans and assessments in kindergarten. Specifically, the cost of licenses for Teaching Strategies GOLD is supported for the duration of the grant and limited funding for Teaching Strategies GOLD training is provided.</p> <p>The department is currently seeking applications from LEAs interested in benefiting from this provision of the RTT Early Learning Challenge Fund in the 2014-15 school year. LEAs who implement in the 2015-16 school year will have a similar opportunity to apply in the future.</p>
<b>Eligible Applicants</b>	<p>All local education agencies (LEAs) may apply.</p>
<b>Duration of Program</b>	<p>Colorado’s RTT ELCF pays subscription costs for Teaching Strategies GOLD over the four years of the grant with 100% of costs covered in 2014-15, with a reduced amount for the remainder of the grant (2015-16 and 2016-17.)</p> <p>This application applies to participation for the 2014-15 school year only.</p>
<b>Technical Assistance</b>	<p>An application training webinar will be held on Tuesday, February 11, 2014 from 10:00 a.m. – 11:00 a.m. To register for this technical assistance opportunity, <a href="https://www.surveymonkey.com/s/SRAwebinar14-15">https://www.surveymonkey.com/s/SRAwebinar14-15</a>.</p>
<b>Review Process</b>	<p>Applications will be reviewed by CDE staff to ensure they contain all required components. All LEAs who submit complete applications and signed Assurances by the deadline will be allowed to participate during the 2014-2015 school year.</p>

## Submission Process and Deadline

The application is available online at <https://www.surveymonkey.com/s/SRA14-15>. **Upon completion of the application**, applicants must submit the signed assurances by **March 28, 2014, at 4:00 p.m.** Incomplete or late proposals will not be considered.

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

Proposals will be due **by 4 p.m.** on Friday, **March 28, 2014**

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

<https://www.surveymonkey.com/s/SRA14-15>.

**&**

**Mail the signed assurances to:**

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

## School Readiness Assessment Program 2014-2015

**Part I: APPLICANT INFORMATION** (To be submitted at <https://www.surveymonkey.com/s/SRA14-15>)  
 This information will be submitted online using the link above. Applicants do not need to submit this form.

<b>Name of Local Education Agency (LEA):</b>		
Mailing Address:		
<b>New District</b> <input type="checkbox"/>		
<b>Returning District</b> <input type="checkbox"/>	<b>I have received my 13-14 grant distribution</b> <input type="checkbox"/>	
<b>Authorized Representative:</b>		
Telephone:	E-mail:	
<b>School Readiness Contact Person:</b>		
Mailing Address:		
Telephone:	E-mail:	
<b>Fiscal Manager:</b>		
Telephone:	E-mail:	
<b>Region:</b> <i>Indicate the region(s) this proposal will directly impact</i>		
<input type="checkbox"/> Metro <input type="checkbox"/> Pikes Peak <input type="checkbox"/> North Central <input type="checkbox"/> Northwest <input type="checkbox"/> West Central <input type="checkbox"/> Southwest <input type="checkbox"/> Southeast <input type="checkbox"/> Northeast		
<b>TOTAL PARTICIPANTS</b>		
<b>Number of kindergarten students participating in the assessment:</b>		
<b>Number of schools participating in the assessment:</b>		
<b>Number of kindergarten teachers participating in the assessment:</b>		

**Do not submit this form. Complete this application at <https://www.surveymonkey.com/s/SRA14-15>.**

## Part IB: Assurances

(Mail signed Assurances to: Camila Zardo, Colorado Department of Education, Competitive Grants and Awards, 1560 Broadway, Suite 1450, Denver, CO 80202)

### 2014-2015 School Readiness Assessment Program

*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 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). In addition, school districts that accept the conditions of the **School Readiness Assessment Program** agree to the following assurances:

#### LEA ASSURANCES

When a local education agency participates in the school readiness assessment program by subscribing to one of the approved online assessment systems and signing a contractual agreement with the vendor that falls under the CDE license, they must provide assurances required of all school readiness assessment program participants.

They agree to:

1. The school will not discriminate against anyone regarding race, gender, national origin, color, disability, or age.
2. Use one of the approved assessment systems (i.e., Teaching Strategies GOLD or other assessment systems added to the approved list).
3. Use allocated grant funds to subscribe to and pay for the online version of the chosen assessment system.
4. Agree to allow the Colorado Department of Education to access their online accounts directly through Teaching Strategies for training, monitoring, reporting, trouble shooting and program improvement purposes only.
5. Enter assessment ratings into the online system according to the following checkpoints:
  - a. Fall – November 2014
  - b. Winter – February 2015
  - c. Spring – May 2015
6. Maintain strict confidentiality regarding child assessment data by:
  - a. NOT sharing or exchanging individual passwords for personal computers or online assessment systems with anyone, including between teachers, school administrators, or CDE staff. Shared employer-owned computers, such as those in a school training lab, for instance, are acceptable for accessing the online assessment systems. However, any files downloaded from the online assessment system must be deleted or transferred from the desktop to a secure location before ending your session.
  - b. Using one's own individual user account unless instructed to use a training account. However, administrators may provide technical support using the "Access the Site as This User" feature in TS GOLD® online.
  - c. Keeping personally identifiable data on password-protected computers.
  - d. Keeping printed reports containing personally identifiable information in a locked location while unattended.
  - e. NOT sharing child-identifying data during public presentations, webinars, etc. If users need to demonstrate child level features of the online assessment systems, dummy child records or

- GOLD® Sandbox records should be used for such presentations.
- f. Redacting any personally identifiable information when sharing sample reports with general audiences.
  - g. Deleting files containing personally identifiable data after using them on computers, or move them to secure servers accessible only by authorized parties.
  - h. NOT using email to send screenshots or text that contains child-identifying information. If users receive an email containing such information, they will delete the screenshots/text when forwarding or replying to these messages.
  - i. Using secure methods when transmitting sensitive data. The approved method for transmitting personally identifiable data, in association with educational/GOLD data, is CDE's secure file transfer protocol (SFTP) website.
  - j. Taking steps to avoid disclosure of personally identifiable information in reports, such as aggregating, data suppression, rounding, recoding, blurring, perturbation, etc.  
More information: <http://nces.ed.gov/pubsearch/pubsinfo.asp?pubid=2011603>
7. Disseminate the policies outlined in this assurance to teachers, paraprofessionals, and other team members involved in the observation, documentation, and assessment rating process.
  8. Archive student records within Teaching Strategies GOLD to enable record transfers for students who move classrooms or schools. Do not delete any child record unless instructed otherwise.
  9. Ensure all staff using the assessment system complete appropriate training.

## **CDE ASSURANCES**

The Colorado Department of Education provides assurances to participants using an approved assessment under the CDE license. CDE agrees to:

1. Maintain an organizational level license with Teaching Strategies that permits access and the opportunity to assist programs with their accounts as well as to access data for reporting purposes.
2. Work intensively with Teaching Strategies to:
  - a. Negotiate discounted subscription pricing for school readiness assessment program participants.
  - b. Identify, recommend and support customizations for Colorado's online system licenses.
  - c. Identify and recommend needed improvements in the online systems including ideas for innovations in technology for faster and easier use.
  - d. Identify and recommend changes to the assessment tools based on provider feedback and what is learned through analysis of Colorado's ongoing data.
3. As resources become available, provide free or low cost professional development opportunities including:
  - a. Training for teacher and administrators in the use of the online systems.
  - b. Basic assessment skills such as observation and documentation.
4. Maintain strict confidentiality regarding child assessment data by:
  - a. Keeping passwords private.
  - b. Using secure web connections when accessing the online system.
  - c. Logging out of the assessment system and closing the browser after each use.
  - d. Keeping printed reports in a locked, secure location.
  - e. Deleting files containing personally identifiable data after using them on computers, or move them to secure personal folders on the CDE server.
  - f. Only publishing aggregate data in reports and only for valid purposes such as, but not limited to, government accountability reporting, reports for funders and taxpayers and public engagement presentations.
  - g. Not sharing reports that include sets representing group sizes smaller than 17 children.

- h. Using secure transfer methods and password-protected computers when transferring, accessing, and storing disaggregated data between online assessment systems and CDE internal systems.
- 5. Ensure program staff completes CDE cyber-security web training.
- 6. Ensure program staff completes FERPA web trainings hosted by the Privacy Technical Assistance Center (PTAC).
- 7. Vet the security policies and standards of assessment vendors.
- 8. NOT share/exchange individual passwords for computers or online assessment systems with anyone. However, CDE School Readiness administrators may provide technical support using the “Access the Site as This User” feature in TS GOLD® online.

---

Name of School Board President

---

Signature of School Board President

---

Name of District Superintendent

---

Signature of District Superintendent

---

Name of School Readiness Contact

---

Signature of School Readiness Contact