cde

COLORADO DEPARTMENT *of* EDUCATION

REQUEST FOR PROPOSAL

Proposals Due: Friday, May 10, 2013 by 4:00 p.m.
Webinar: Tuesday, April 2, 2013 at 10:00 a.m.

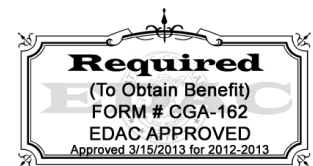## 2013- 2014
Early Literacy Assessment Tool Project

Pursuant to: C.R.S. 22-2-141 (2012)

For program questions contact:
Donna Bright (Bright_d@cde.state.co.us or 303-866-6002)

For RFP specific questions contact:
Courtney Kuntz (Kuntz_c@cde.state.co.us or 303-866-6143)

Required
(To Obtain Benefit)
FORM # CGA-162
EDAC APPROVED
Approved 3/15/2013 for 2012-2013

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 Wireless Generation for its DIBELS Next system and Burst diagnostic reading assessments in January, 2013. By participating in the Early Literacy Assessment Tool Project, Local Education Providers will be supplied with the online assessment of DIBELS Next, an approved interim measure, and the Burst diagnostic reading assessments, an approved diagnostic measure. Participation includes any assessment kits that are needed at the school, as well as the 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.wirelessgeneration.com/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: 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 providers (LEPS) may apply. Wireless Generation, the awarded contractor, has agreed to provide software licenses to all LEPs that apply to participate during year one (2013 - 2014 school year).* As used in this section, "local education provider" 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. As noted above, LEPs are only required to purchase the hardware, all other materials will be provided. *Should an application process be necessary pursuant to C.R.S. 22-2-14, preference will be given to LEPs with the highest percentages of kindergarten and first-, second-, and third-grade student who are below grade level expectations in reading; and give preference to LEPs 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 this first year of the program is for the 2013-2014 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 responsibility. • Collection and submission of staff and student roster data to Wireless Generation. • 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 weekly and, students below benchmark will be progress monitored every two weeks. • 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 two face- to-face full day trainings and one webinar training as scheduled throughout the year. For training, a timeline with specific dates and places will be available mid-May, 2013. Please note that we will have a technology assistance webinar for

	participating districts in late May or early June. 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. In early August or 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 mid-May, 2013.
Evaluation & Reporting	By receiving software licenses, Local Education Providers agree to share all data collected using the software. • This data will be shared with Wireless Generation and the Colorado Department of Education (CDE). • Data includes, but is not limited to, the percentage of kindergarten, first, second, and/or third grade students receiving services using the early literacy assessment tool and staff and student roster data. • 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 Automatic Data Exchange (ADE) or through Data Pipeline. See the **Attachment A:** *Authorization for Release of Personally Identifiable Information.*
Technical Assistance	An application training webinar will be held on **April 2nd, 2013, at 10:00 a.m.** To register for this technical assistance opportunity, please email Nicole Dake at dake_n@cde.state.co.us.
Review Process	Applications will be reviewed by CDE staff to ensure they contain all required components. All LEPs who submit complete applications will be allowed to participate during the 2013-2014 school year.* *Should an application process be necessary pursuant to C.R.S. 22-2-141, preference will be given to LEPs with the highest percentages of kindergarten and first-, second-, and third-grade student who are below grade level expectations in reading; and give preference to LEPs 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 (cover page, school information and signature pages) must be received by **Friday, May 10, 2013 at 4:00 p.m**. In addition to the 2 hard copies**, send an electronic copy of the application to: CompetitiveGrants@cde.state.co.us.** Faxes will not be accepted. Incomplete or late applications will not be considered.

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 **Friday, May 10, 2013** to:

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

&

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

Early Literacy Assessment Tool Project
2013 – 2014

PART I: COVER PAGE *(Complete and attach as the first page of proposal)*	
Name of Lead Local Education Agency (LEA)/Organization:	
Mailing Address:	
Authorized Representative:	
Telephone:	E-mail:
Signature:	
Program Contact Person:	
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**

District Assessment: Indicate the district reading interim assessment used.
Note: this information is being collected to determine professional development for the Fall of 2013. 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)**_____
If your district interim assessment is not DIBELS Next, do you have some schools that use DIBELS Next? ☐ **Yes**   ☐ **No**   **If Yes, please list schools using DIBELS Next:**_____
List the number of DIBELS Next kits that your district will need. It is recommended that each assessor have his/her own kit. The kits are **per assessor**, **NOT** per student. (Note: the DIBELS Next kits will have student materials and administration manuals that assessors will need)
Kindergarten_____   **1st Grade**_____   **2nd Grade**_____   **3rd Grade**_____
Kits should be delivered to: ☐ **District Office**   ☐ **Individual Schools**

Important Note: Provide a school information and signatures page for __each__ participating school.

Part IA: School Information and Signatures Page			
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:			
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.

Part IB: Assurance Form *(Complete and attach after cover page)*

2013-2014 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) , 2013, 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 that 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) all data collected with the software. This data will be shared with Wireless Generation 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 Wireless Generation.
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 weekly and, students below benchmark will be progress monitored every two weeks.
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 two face- to-face full day trainings and one webinar training as scheduled throughout the year.
11. Sharing of all data from the district to CDE collected using the tool.

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 Automatic Data Exchange (ADE) or through Data Pipeline.

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

Name of District Superintendent	Signature of District Superintendent

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AUTHORIZATION FOR RELEASE OF PERSONALLY IDENTIFIABLE INFORMATION
To Research Institution

Name of local educational agency (i.e "District"): _____

Products/Applications ("Solution(s)"): ___mCLASS®:DIBELS Next; Burst Reading Assessments___

School Year ("Year"): ___2013-2014___

Research Institution ("Researcher(s)"): Colorado Department of Education

Research Project ("Project"): ___Early Literacy Assessment Tool Project___

Background:
Wireless Generation, Inc. ("WGen") has been engaged to conduct a study (the "WGen Study") for certain local educational agencies (i.e., districts; each, an "LEA") consisting of the administration of formative assessments and otherwise improving instruction through the above WGen Solution(s). The WGen 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 WGen Study. The purpose of the WGen Study is to administer the Solution(s) to students in order to identify student skill levels, report on student data, and recommend appropriate remedial activities and/or instructional materials. The scope of the WGen 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 WGen Study is the term of the license to the Solution(s).

Data:
Using WGen's solutions, LEA-authorized personnel may input the following types of current and historical information (collectively, "LEA information") into, and access the following types of LEA information from, WGen systems:
- 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);
- specific student information, such as gender, ethnicity, English proficiency, socio-economic status, disability information, special education program information and other program information; and
- applicable assessment results, including records and/or scores.

Research Project:
LEA has agreed to allow Researcher(s) to review and analyze LEA Information in connection with the Project and desires that WGen provide Researcher access to LEA Information in WGen's systems for the LEA schools listed on **Schedule 1** attached to this Authorization.

Authorization for Access by Researcher:
LEA hereby requests and authorizes WGen to provide Researcher access to current and historical LEA Information as described above. LEA acknowledges and agrees that this Authorization covers the schools and programs listed on the attached **Schedule 1**, and the authorized Researcher staff listed on **Schedule 2** (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 WGen 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: _____

WHEN COMPLETE, PLEASE FAX ALL PAGES OF THIS AUTHORIZATION, INCLUDING SCHEDULES 1 & 2, TO
(646) 390-7803
NO FAX COVER SHEET NECESSARY.

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SCHEDULE 1

Authorization for Release of PII to Researcher (2013-2014)
LIST OF COVERED SCHOOLS

Please print:

Name of local educational agency (i.e, district) _____

Name of School	Name of School (cont'd)
1.	26.
2.	27.
3.	28.
4.	29.
5.	30.
6.	31.
7.	32.
8.	33.
9.	34.
10.	35.
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13.	38.
14.	39.
15.	40.
16.	41.
17.	42.
18.	43.
19.	44.
20.	45.
21.	46.
22.	47.
23.	48.
24.	49.
25.	50.

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SCHEDULE 2
List of Researcher Staff Authorized for Data Access (2013-2014)

Full Name	Title/Position	E-mail Address
1. Pati Montgomery	Executive Director; Office of Literacy	Montgomery_P@cde.state.co.us
2. Dian Prestwich	Director, Office of Literacy	Prestwich_D@cde.state.co.us
3. Donna Bright	Principal Consultant, Office of Literacy	Bright_D@cde.state.co.us
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