

Request for Applications

Applications Due: **Friday, April 28, 2023, by 11:59 pm**

Application Information Webinar: **Thursday, March 30, 2023, 2-3 pm**

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| 2023-2024Early Literacy Assessment Tool (ELAT) ProjectRequest For Applicants (RFA)Pursuant to C.R.S. 22-2-141 |

**Program Questions:**

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**Early Literacy Assessment Tool (ELAT) Project**

**Applications Due: Friday, April 28, 2023**

# Introduction

The 2012 School Finance Act required the Colorado Department of Education (CDE) 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.

In 2023, through a competitive process, CDE awarded the Early Literacy Assessment Tool (ELAT) Project to Amplify. The contract duration is five years, through June 2028. Pending legislative approval, CDE will offer the ELAT Project for the 2023-2024 school year. This is a non-competitive project.

By participating in the ELAT Project, applicants will be supplied with the online tool mCLASS to support DIBELS 8th Edition and Lectura, approved interim assessments for the READ Act. All approved applicants will receive software licenses to use the assessments. The online tool, mCLASS, will store and analyze the results and recommend school and home activities based on those results.

Hardware is not included: Applicants will be responsible for providing their own hardware. A list of hardware devices that support the software is available [here](https://amplify.com/customer-requirements/).

# Purpose

The ELAT Project is designed to assist teachers in meeting the assessment requirements of the READ Act. The online tool, mCLASS, will allow teachers to obtain real time assessment of the reading skill levels of students enrolled in kindergarten, first, second, and/or third grades. Based on assessment results, mCLASS will generate intervention plans and materials to support students.

The online tool, mCLASS, 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 Colorado local education providers (LEPs) are eligible to apply to participate in the ELAT Project. For purposes of this application, "local education provider" means a school district; a charter school authorized through a district or the Charter School Institute (CSI); a public school within a district applying as a standalone applicant; or a public school operated by a board of cooperative services (BOCES). The applicant must enroll students in kindergarten, first, second, and/or third grades. Applications may be submitted for a single school or multiple schools within a district, CSI, or BOCES.

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.

1. First preference will be given to LEPs renewing their participation from the 2022-2023 school year; then new LEP applicants will be accepted.
2. Should there need to be a selection process for new LEPs, 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 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

The current request for applications (RFA) will apply to the 2023-2024 school year, Year 11 of the ELAT Project. Participation in subsequent years is dependent upon appropriations and available licenses. Participants must apply each year to continue or begin participating in the ELAT Project.

# Required Activities

**School- and district-level activities required of the ELAT Project include the following:**

* Complete and submit ELAT Project application.
* Obtain and utilize supported devices to assess all kindergarten, first, second, and/or third graders on the approved interim assessment(s). (**Note: hardware purchase is the LEP’s responsibility.**)
* Collect and secure submission of staff and student roster data to the vendor.
	+ Enter the following student identifier information: name, grade, date of birth, state, school, school district, classroom association(s), SASID, gender, ethnicity, EL status, and special education status.
	+ Enter the following staff identifier information: name and staff email address.
* Assess all kindergarten, first, second, and third grade students using the interim assessment(s) at the three designated benchmark periods. Failure to do so within the designated benchmark periods may result in forfeiture of student licenses, training, and/or other related supports provided through the project.
* Progress monitor students: Students scoring Well Below Benchmark will be progress monitored every 7-10 instructional days, and students scoring Below Benchmark will be progress monitored every 10-12 instructional days.

**Anyone new to the assessment platform and/or new to the ELAT Project must also complete the following additional requirements:**

* Attendance by teachers or designated local trainers per school at all face-to-face trainings and any webinar trainings to support first- and second-year implementation and platform upgrade(s);
* Assurance that local trainers will have training time with teachers at their school to implement what they have been trained on in their sessions; and
* Attendance by principals at any scheduled instructional leader full-day trainings and/or webinars as scheduled throughout the year.

# Provided Resources

LEPs will receive the following items upon application approval:

1. A welcome email from Amplify with step-by-step enrollment instructions to continue or get started;
2. Amplify DIBELS 8th Edition licenses and, if applicable, Lectura licenses; and
3. One kit per grade level per school of DIBELS 8th Edition assessment materials and, if applicable, one kit per grade level per school of Lectura assessment materials.

# Evaluation and Reporting

By receiving software licenses, LEPs agree to share all data collected using the provided software. These data will be shared with Amplify and CDE.

* Data include:
	+ Student identifier information: name, grade, date of birth, state, school, school district, classroom association(s), SASID, gender, ethnicity, EL status, and special education status;
	+ Staff identifier information: name and staff email address; and
	+ Student outcomes: records and/or scores for the assessments listed as part of the assessment.

Districts will still be required to submit READ Act data through the Data Pipeline. The data collected through the ELAT Project are solely used by Amplify and CDE for the scope of successful implementation of the project. This includes evaluating implementation fidelity and achievement and growth results and directing professional development support.

See the **Project Assurances** **and** **Authorization for Release of Personally Identifiable Information** for additional information.

# Data Privacy

CDE takes seriously its obligation to protect the privacy of student Personally Identifiable Information (PII) collected, used, shared, and stored. Amplify will collect data as described in the Evaluation and Reporting section. Any program evaluation data provided to CDE from Amplify will be in the aggregate, and will be used, shared, and stored in compliance with CDE’s privacy and security policies and procedures.

# Application Information Webinar

An application information webinar will be held on **Thursday, March 30, 2023, at 2 pm.** Register for this webinar [here](https://us06web.zoom.us/webinar/register/WN_6pawJmZPRu-UoGwOXaIxIg).

# Review Process and Timeline

CDE staff will review applications 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 10 participants (2022-2023); then to new LEPs with the highest percentages of kindergarten and first-, second-, and third-grade students who are below grade level expectations in reading; and 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 application is available online through the [2023-2024 ELAT Application form](https://app.smartsheet.com/b/form/526179fdf42a43339e29e57427f129f8). Applicants must complete the online application by the deadline below.

**Applications Due: Friday, April 28, 2023**

Incomplete or late applications will not be considered. Application materials are available for download on the [ELAT Application Process webpage](http://www.cde.state.co.us/coloradoliteracy/elatapplicationprocess).

Once submitted, CDE staff will review applications to ensure they are complete. An email notification confirming receipt will be sent out to the program contact named in the application no later than one week after the application is received. If you do not receive confirmation within seven days, please email Laura Stelling.

# Project Assurances and Release of Information

Applicant must obtain signature approval from the appropriate representatives on both the Project Assurances and Authorization for Release of Information for the selected vendor. **These forms do not need to be submitted to CDE**; however, they must be kept on file by the applicant through December 31, 2025 and available for verification by CDE program staff for any monitoring purposes.

# Application Resources and Guidelines

[2022-23 List of Colorado School Codes](https://cedar.cde.state.co.us/edulibdir/School%20Building%20Codes-en-us.xlsx)

**Signature guidelines for applicants applying as a single school:**

* + - The named LEP will be the school’s authorizer, either the local district, CSI, or BOCES.
		- The named authorized representative in the LEP section of the application should be a representative from the district/CSI/BOCES and not a school-level representative.
		- The appropriate authorized representatives from the LEP, not the school, should provide the signatures for both the Project Assurances and Amplify Authorization for Release of Information, though these can be kept on file at the school level.

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| **Early Literacy Assessment Tool (ELAT)****Applications Due: Friday, April 28, 2023** |

**Submit application information online through the** [**2023-2024 ELAT Application form**](https://app.smartsheet.com/b/form/526179fdf42a43339e29e57427f129f8)**.**

**By applying, district/CSI/BOCES representatives and school leader(s) agree to the terms of the *Early Literacy Assessment Tool Project Assurances* and the *Amplify Authorization for Release of Personally Identifiable Information.***

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| **Applicant type:** | **□ Renewal applicant (participated in 2022-2023 ELAT Project)** **□ Participated with Istation through 2022-2023 ELAT Project** **□ Participated with Amplify through 2022-2023 ELAT Project****□ New applicant (did not participate in 2022-2023 ELAT Project)** |
| **lOCAL eDUCATION PROVIDER (LEP) INFORMATION – District/csi/BOCES**[2022-23 List of Colorado School Codes](https://cedar.cde.state.co.us/edulibdir/School%20Building%20Codes-en-us.xlsx)  |
| **LEP name:** |  | **District code:** |  |
| **LEP mailing address:** |  |
| **Total number of schools represented by this application:** |  |
| **Contact Information** |
| **Authorized representative:** | This is a district/CSI/BOCES person who approves the project and may serve as a secondary contact.  |
| **Name:** |  |
| **Phone number:** |  | **Email address:** |  |
| **Program contact:** | This person will be the primary contact for the project and will receive emails and updates. This person will be responsible for managing the project implementation at the district level and will work with the assessment vendor (Amplify) and CDE on project implementation. |
| **Name:** |  |
| **Phone number:** |  | **Email address:** |  |
| **Tech contact:** | This person is responsible for program deployment. Deployment includes authorizing access through the firewall, installation, confirming technology and network capability, and troubleshooting technical issues that arise during deployment. This person is usually the network engineer or another person in the district technology office. |
| **Name:** |  |
| **Phone number:** |  | **Email address:** |  |
| **Data Contact:** | This person is responsible for uploading student and teacher rosters. If this is the same as your tech contact, please duplicate their contact information. |
| **Name:** |  |
| **Phone number:** |  | **Email address:** |  |
| **District Assessment:** Indicate the district reading interim assessment(s) used for the 2022-2023 school year. |
| **□ aimswebPlus □ Acadience Reading □ DIBELS 8th Edition □ FastBridge □ i-Ready □ Istation □ PALS □ Star Early Learning** |
| **SCHOOL INFORMATION\***[2022-23 List of Colorado School Codes](https://cedar.cde.state.co.us/edulibdir/School%20Building%20Codes-en-us.xlsx) |
| **School name:** |  | **School code:** |  |
| **School address:** |  |
| **Name of principal or designee:** |  |
| **Phone number:** |  | **Email address:** |  |
| **I (principal/designee) am aware of the conditions of accepting the ELAT Project, as stated in the ELAT Project Assurances and Amplify Authorization for Release of Personally Identifiable Information.** | **□ Yes □ No** |
| **Primary contact:** This person will receive email updates, be contacted about training, and serve as the contact for Amplify customer service representatives at the school level. |
| **Name:** |  | **Title:** |  |
| **Phone number:** |  | **Email address:** |  |
| **Type(s) of device(s) to be used for administering the assessment (iPad, iTouch, laptop, etc.):** |  |
| **Where should kits be delivered?** | **□ District office □ Individual school(s)** |
| **Does this school plan to use mCLASS Lectura?** | **□ Yes □ No** |

\*Applicants for districts with multiple participating schools will complete and attach a spreadsheet with school information through the online [2023-2024 ELAT Application form](https://app.smartsheet.com/b/form/526179fdf42a43339e29e57427f129f8). Download this School Information Template [here](https://www.cde.state.co.us/coloradoliteracy/23-24ELATSchoolInformationTemplate).

# AMPLIFY ASSURANCES AND RELEASE OF INFORMATION

**Note:** Please keep on file at school or district through 12/31/25. Do not return to the Colorado Department of Education (CDE).

**2023-2024 Early Literacy Assessment Tool (ELAT) 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.

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| On | (date) | 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), all applicable laws and regulations, and that no policy of the local educational provider 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 CDE access to all data collected with the software. These data will be shared with Amplify and CDE. Transfers of student data are protected under CDE’s current contract with Amplify, available [here](http://www.cde.state.co.us/dataprivacyandsecurity/agreements).
2. Involved school(s) will not discriminate against anyone on the basis of race, gender, national origin, color, disability, sexual orientation, age, or any other protected class in Colorado.

Implementation commitments at the school level include the following:

1. Obtain and utilize supported devices to assess kindergarten, first, second, and third graders through mCLASS DIBELS 8th Edition and/or mCLASS Lectura.

Note: hardware purchase is the district’s responsibility.

1. Collect and securely submit student identifier information and staff identifier information outlined in the RFA to Amplify.
2. Assess all kindergarten, first, second, and third grade students using mCLASS DIBELS 8th Edition and/or mCLASS Lectura at the three designated benchmark periods.
3. Progress monitor students. Students scoring Well Below Benchmark will be progress monitored every 7-10 instructional days and, students scoring Below Benchmark will be progress monitored every 10-12 instructional days.
4. Ensure teachers or designated local trainers attend all required face-to-face trainings and webinar trainings.
5. Ensure local trainers have training time with teachers at their school(s) to implement what they have been trained on in their sessions.
6. Ensure school and instructional leaders attend face-to-face full-day trainings and/or webinar trainings as scheduled throughout the year.
7. Share all data from the district collected using the provided tool with CDE. Data collected are not used beyond the scope of the ELAT Project. All data are shared solely between CDE and Amplify for the purpose of monitoring fidelity of implementation and achievement/growth results of the participating LEPs.

Note: Districts are still required to submit READ Act data through the Data Pipeline.

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| Name of School Board/BOCES/Charter School BoardPresident or Director |  | Signature of School Board/BOCES/Charter School BoardPresident or Director |  | Date |
|  |  |  |  |  |
| Name of District Superintendent/CSI Director |  | Signature of District Superintendent/CSI Director |  | Date |

**55 Washington Street, Suite 900**

**Brooklyn, NY 11201**

[**www.amplify.com**](http://www.amplify.com)

**AUTHORIZATION FOR RELEASE OF PERSONALLY IDENTIFIABLE INFORMATION**

**to the Colorado Department of Education**

**Note:** Please keep on file at school or district through 12/31/25. Do not return to the Colorado Department of Education (CDE).

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| ***Local Education Provider (i.e., district) (“LEP”):***  |  |
| ***Products/Applications (“Solution(s)”):*** | mCLASS® DIBELS 8th Edition and mCLASS® Lectura |
| ***School Year (“Year”):***  | 2023-2024 | ***State Program(s) (“Program(s)”):***  | Early Literacy Assessment Tool Project |

**Background:**

In connection with the Program listed above, Amplify Education, Inc. (“Amplify”), has been engaged to provide products and services listed above to certain local educational providers within the state (i.e., districts; each, an “LEP”). For the purpose of providing such products and services, Amplify collects and uses student data listed below in accordance with the Family Educational Rights and Privacy Act of 1974 and 34 C.F.R. § 99.31(a)(1)(i)(B) and applicable Colorado law.

**Data:**

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

* Student identifier information: name, grade, date of birth, state, school, school district, classroom association(s), SASID, gender, ethnicity, EL status, and special education status;
* Staff identifier information: name and staff email address; and
* Student outcomes: records and/or scores for the assessments listed as part of the assessment.

Amplify’s agreements with CDE that include privacy and security requirements applicable to this contract are available here: [www.cde.state.co.us/dataprivacyandsecurity/agreements](http://www.cde.state.co.us/dataprivacyandsecurity/agreements).

**Evaluation:**

CDE desires to collect and analyze certain LEP Information in connection with its audit and evaluation of the Program in order to monitor fidelity of implementation and achievement/growth results of the participating LEP’s and to direct professional development support. To facilitate LEP’s efforts, LEP desires that Amplify provide CDE access to LEP Information in Amplify’s systems relating to the program.

**Authorization:**

LEP hereby requests and authorizes Amplify to provide CDE access to current and historical LEP Information as described above. These data will be transmitted securely and in full accordance with the terms of the June 26, 2018 agreement between CDE and Amplify. LEP acknowledges and agrees that this Authorization covers all participating LEP schools and programs, and that no additional approvals or releases are required from those schools. In addition, LEP understands and acknowledges that Amplify will not have control over LEP Information following its disclosure to CDE. Amplify does not own CDE’s or the LEP’s data at any time. This Authorization is effective with respect to LEP Information during the year, or as otherwise extended or terminated by LEP.

*The undersigned has the right, power, and authority, in compliance with LEP policies, to execute and deliver this Authorization on behalf of LEP and the covered schools.*

**Authorized LEP Signatory**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name:** |  |  | **Title:** |  |
| **Signature:** |  |  | **Date:** |  |