



Curriculum Associates' proposal to:

Idaho State Department of Education

Idaho Reading Indicator
RFP #17-0008

Deadline: November 28, 11:29:59 A.M. Local

State Department of Education
650 W. State Street, 2nd Floor
Boise, Idaho 83702

**Original
COST**



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APPENDIX A – COST PROPOSAL

17-0008 Idaho Reading Indicator

The offeror shall submit this Cost Proposal in a sealed envelope marked "Cost Proposal – 17-0008 Idaho Reading Indicator" and shall be separate from the Technical Proposal. Along with this Cost Proposal, please provide an itemized breakdown to support your cost.

ESTIMATED QUANTITY	UNIT	ARTICLES	TOTAL PRICE
1	Total	School Year 17/18 (July 2017 to June 2018) Professional Development for Pilot Year	\$ <u>140,766.00</u>
1	Year	School Year 17/18 (July 2017 to June 2019) Preliminary Testing (approximately 10,500 students)	\$ <u>56,700.00</u>
1	Total	School Year 18/19 Implementation Professional Development	\$ <u>256,566.00</u>
1	Year	School Year 18/19 Field Test (approximately 90,250 students)	\$ <u>460,275.00</u>
1	Year	On-going Operational Testing (approximately 90,250 students)	\$ <u>460,275.00</u>
1	Year	Annual Professional Development after years 1 and 2	\$ <u>33,800.00</u>
Total Proposal Cost			\$ <u>1,408,382.00</u>[1]

Contractor's Legal Business Name		Tax ID#	
Curriculum Associates, LLC		26-3954988	
Phone:		Email:	
800-225-0248		RFPs@cainc.com	
Contractor's Authorized Representative's Printed Name		Title	
David Caron		Chief Financial Officer	
Signature		Date	
		11/18/16	

[1]This line represents the total proposal cost for years 1, 2, and 3. The annual cost for years 4 and 5 is \$494,075.00 [\$460,275.00 for operational testing of approximately 90,250 students plus \$33,800.00 for professional development (plus a cost to be determined for any required Teacher Training Guides at the current price of \$22/pack of 10)]. If the SDE chooses to implement for four years, the total cost will be \$1,902,457.00 (plus a cost to be determined for any required Teacher Training Guides). If the SDE chooses to implement for all five possible contract years, the total cost will be \$2,396,532.00 (plus a cost to be determined for any required Teacher Training Guides).

COST PROPOSAL: LINE ITEM BREAKDOWN AND NARRATIVE

9.1 (ME) Cost Proposal. Use the format established in **Appendix A** to respond to the Cost Proposal of this RFP, and identify it as “Cost Proposal – 17-0008 Idaho Reading Indicator.” Altering the format may result in a finding that your Proposal is non-responsive. The Offeror must provide a fully-burdened rate which must include, **but not be limited to**, all operating and personnel expenses, such as: overhead, salaries, administrative expenses, profit, and supplies.

Page 1 of this chapter includes our signed and completed Appendix A Cost Proposal. This cost proposal presents our understanding of the scope of work. We will work with the SDE if the State would like to enhance any of the provisions.

i-Ready Diagnostic

We propose *i-Ready Diagnostic* as a subscription-based, vendor-hosted, Software-as-a-Service application. The annual license fee **includes**:

- Account set-up and management
- Hosting and security
- Unlimited access for authorized District users to *i-Ready's*:
 - *Adaptive Diagnostic* (grades K-12) assessments
 - *Growth Monitoring* assessments (grades K-8)—optional to administer
 - *Standards Mastery* assessments (grades 2-8)—optional to administer
 - *Downloadable Tools for Instruction* lesson plans (grade levels K-8)
 - Robust management and reporting system
 - *i-Ready Central* website for implementation and training resources
- Unlimited access to our Technical Support and Customer Service teams during business hours
- All program maintenance, updates, upgrades, and enhancements during the active term

The per-student cost for *i-Ready Diagnostic* for reading is \$6/year. Given the quantities specified in the RFP, our Appendix A pricing includes a 10 percent volume discount from list for the pilot year (2017-2018) and a 15 percent volume discount from list for the subsequent years 2–5 of the contract. Thus per student pricing for the State *at the quantities specified* is as follows:

- **Year 1: \$5.40/student**
- **Years 2–5: \$5.10/student**

There are no shipping costs for *i-Ready Diagnostic*; delivery is entirely web-based. The only additional cost to implement is for required professional development (see the Professional Development section later in this narrative).

Professional Development

Our assumptions for professional development are as follows, based on the information in the solicitation and subsequent amendments. If any of these assumptions should be modified, we will collaborate with the SDE to refine and formalize an operational strategy for each year of the contract.

Please see Section 8, part 8.1.9, of the Technical Proposal for a detailed description of our proposed professional development approach for all five years of the implementation.

Years 1 and 2

1. Per RFP section 8.1.9, we understand that professional development on system requirements will need to consist of six regional, in-person, trainings throughout the state. The offeror will also provide four webinars throughout the year, hosted in collaboration with SDE staff. Idaho has 148 LEA's serving K-3 students throughout the state.
2. The SDE will allow participating districts to identify trainers for participation in the cohort train-the-trainer model.
 - a. Each trainer may need to support up to three K-3 sites. Thus, a district with one K-3 building must identify one trainer, whereas a district with 15 K-3 buildings should identify five trainers.
3. The RFP states that 10,500 licenses will be required in Year 1 for preliminary testing, and a total of 90,250 licenses will be required on an annual basis beginning in Year 2. However, the solicitation does not specify a plan for allocating the 10,500 licenses in the pilot year. We have thus created two Year 1 scenarios for the purposes of this proposal:
 - a. *Option 1 Focused Scenario:* Assumes that Year 1 preliminary testing is concentrated in no more than two regions. **This is the model we used to populate the Appendix A Cost Proposal form.**
 - b. *Option 2 Representative Scenario:* Assumes that Year 1 preliminary testing is spread across the State rather than regionally concentrated and will mirror the school population distribution of the State.
4. Curriculum Associates will provide district-identified trainers with access to self-study courses designed to build the background knowledge of *i-Ready* required to be a successful trainer. The SDE will require that these trainers successfully complete designated self-study courses and other prerequisite tasks prior to attending the in-person train-the-trainer sessions led by our Professional Development Specialists.
5. The SDE will pay for training materials for participants in the site-level turnkey trainings. Designated district trainers will be responsible for the logistics of ordering and receiving these materials.
6. Curriculum Associates and the SDE will work together to secure locations for training and appropriate staffing, and our budget includes a line item for renting the needed facilities.

7. Idaho personnel trained by Curriculum Associates will then provide the required training in the six regions described in the RFP.
8. Pricing includes our personnel's time and travel expenses.

Option 1 (Assumed for Appendix A): Focused Scenario for Year 1, Scale Scenario for Year 2

Course/Component	Year 1		Year 2		Total	
	QTY	Total \$	QTY	Total \$	QTY	Total \$
<i>Getting Started with i-Ready Certification</i> (per 2-day session @ \$6,600/session)	2	\$13,200	6	\$39,600	8	\$52,800
<i>Getting Started with i-Ready Certification Co-Facilitation</i> (\$1,400/3-hour session)	30	\$42,000	38	\$53,200	68	\$95,200
<i>Understanding Data Certification</i> (per 2-day session-\$6600/session)	2	\$13,200	6	\$39,600	8	\$52,800
<i>Understanding Data Certification Co-Facilitation</i> (\$1,400/ 3-hour session)	30	\$42,000	38	\$53,200	68	\$95,200
Webinars—including <i>Leadership Best Practices</i> and other topics to be determined (\$500/webinar)	4	\$2,000	4	\$11,200	8	\$13,200
<i>i-Ready Teacher Training Guide</i> (Packs of 10 @ \$22/pack)	53	\$1,166	53	\$1,166	106	\$2,332
<i>i-Ready Certification Self-study Beginning–User</i> (one per cadre)	2	\$11,200	6	\$33,600	8	\$44,800
Facilities Rental	--	\$25,000	--	\$25,000	--	\$50,000
TOTAL		\$140,766		\$256,566		\$406,332

Option 2: Representative Scenario for Year 1, Scale Scenario for Year 2

Course/Component	Year 1		Year 2		Total	
	QTY	Total \$	QTY	Total \$	QTY	Total \$
<i>Getting Started with i-Ready Certification</i> (per 2-day session @ \$6,600/session)	6	\$39,600	6	\$39,600	12	\$79,200
<i>Getting Started with i-Ready Certification Co-Facilitation</i> (\$1,400/3-hour session)	60	\$84,000	38	\$53,200	98	\$137,200
<i>Understanding Data Certification</i> (per 2-day session-\$6600/session)	6	\$39,600	6	\$39,600	12	\$79,200
<i>Understanding Data Certification Co-Facilitation</i> (\$1,400/ 3-hour session)	60	\$84,000	38	\$53,200	98	\$137,200
Webinars—including <i>Leadership Best Practices</i> and other topics to be determined (\$500/webinar)	4	\$2,000	4	\$11,200	8	\$13,200
<i>i-Ready Teacher Training Guide</i> (Packs of 10 @ \$22/pack)	53	\$1,166	53	\$1,166	106	\$2,332
<i>i-Ready Certification Self-study Beginning–User</i> (one per cadre)	6	\$33,600	6	\$33,600	12	\$67,200
Facilities Rental	--	\$25,000	--	\$25,000	--	\$50,000
TOTAL		\$308,966		\$256,566		\$565,532

Years 3, 4, and 5

In each operational year 3, 4, and 5, we propose two centralized onsite sessions with each of the six cohorts, for a total of 12 sessions per year. One series of sessions will take place prior to the start of each school year, and the second series of sessions will occur after administration of the first *Diagnostic*.

- 12 onsite refresher/program update sessions x \$1,400/session = \$16,800/year
- Facility rental cost = \$15,000/year
- Total cost for onsite sessions: \$31,800/year

To augment the onsite train-the-trainer sessions, we also propose a series of four webinars per year. We will schedule these live webinars such that the first session occurs prior to the start of the year, the second shortly after administration of the first *Diagnostic*, the third after administration of the second *Diagnostic*, and the fourth session as a planning/look-ahead to the upcoming year.

- Four live webinar sessions x \$500/session = \$2,000/year

Thus the total cost for professional development for years 3, 4, and 5 will be \$33,800/year, plus the cost of any required Teacher Training Guides at the current price of \$22/pack of 10.

9.2 Billing Procedure. The Contractor must provide a signed invoice upon the SDE acceptance of each line item. The invoice must be submitted no later than thirty (30) calendar days after acceptance. No invoice will be accepted or paid without receipt of required documentation. Invoices submitted without the required documentation will be returned to the Contractor for resubmission.

The Contractor must provide the following information with each invoice:

1. SDE contract number
2. Identification of the billing period.
3. Total amount billed for the billing period.
4. Detailed description of services/products provided and associated # of hours/\$ amounts, as appropriate.
5. Name of authorized individual/contact information for Contractor.

We acknowledge this requirement.