

New Business Item 14-18

Introduced 11/14/14

Approved 11/14/14

TITLE: Approval of Request for Proposal for Licensure Testing

The Hawaii Teacher Standards Board approves the attached criteria for a Request for Proposal (RFP) for licensure testing and directs the Executive Director to work with Department of Education (DOE) Procurement office to deploy the RFP as soon as feasible.

Submitted by: Terry Lynn Holck

Referred to: Committee of the Whole

Hawai'i Teacher Standards Board Licensure Test RFP

PURPOSE AND OVERVIEW OF THE RFP

Purpose

The Hawai'i Teacher Standards Board (hereafter referred to as "HTSB") is soliciting proposals for the development, administration, scoring, reporting, and analysis of the HTSB's licensing assessments. Services included in this solicitation are for work solely associated with teacher, school counselor and school librarian licensure and does not include any other assessments administered by the state.

This document is intended to serve as the basis for the solicitation of proposals from qualified offerors to assist the HTSB in its educator licensure efforts.

Background

The Hawai'i Teacher Standards Board was established in 1995 by an act of the State Legislature. The Board's main responsibilities include the following, as outlined in §302A-802 and 803:

- Establishing licensing standards for initial licensure and license renewal for teachers, school counselors and school librarians in public, public charter and non-public schools.
- Issuing and renewing licenses and permits.
- Identifying licensure criteria in Hawai'i Administrative Rules and Board policies in order to issue, renew, forfeit, restore, condition, revoke, suspend and reinstate licenses.
- Reviewing and adopting assessments to verify licensees have basic skills and content expertise.
- Setting license fees to cover the Board's expenses and office operations.
- Developing criteria for Career and Technical permits and programs.
- Pursuing license reciprocity with other jurisdictions.
- Monitoring the professional fitness of teachers, including holding hearings when warranted.
- Reviewing and approving State Approved Teacher Education Programs, both Hawai'i based and those out of state programs which form cohorts in Hawai'i.
- Supporting teacher quality, including Hawai'i's National Board for Professional Teaching Standards informational meetings and support sessions.
- Submitting an annual report to the Governor, Legislature and Superintendent of Schools.

The HTSB issues three licenses and three permits: Provisional License, Standard License, Advanced License, Emergency Hire Permit, Career and Technical Education Permit and Ni`ihau Permit. Licensees may add a new field to their existing Standard or Advanced License using content assessments.

Professional teaching licenses are issued based on multiple criteria, including basic skills, pedagogy and content knowledge tests designed for teacher licensure. Currently, the HTSB uses Educational Testing Service (ETS) PRAXIS tests which are administered throughout the state at Prometric Testing Centers and other designated sites, including institutions of higher education. Computerized tests are available in “testing windows” at Prometric Testing Center, the University of Hawai`i at Manoa-Oahu and the University of Hawai`i-Hilo. Paper delivered tests are available on four test dates at nine locations throughout the state on six islands. Approximately 5,000 licensure tests were administered in school year 2012-2013. World Language content tests are delivered by institutions of higher education, as well as at various centers such as Sylvan Learning Center throughout the state. Current licensure tests meet basic skills and content knowledge verification for the following licensure fields:

Basic Skills in Reading, Writing, Mathematics
Pedagogy tests for early childhood, elementary, middle and secondary levels
Art K-6
Art 6-12
Art K-12
Biology 6-12
Chemistry 6-12
Career and Technical Education
CTE Special Permit
CTE – Arts and Communication K-6
CTE – Arts and Communication 6-12
CTE – Arts and Communication K-12
Limited CTE – Arts and Communication K-6
Limited CTE – Arts and Communication 6-12
Limited CTE – Arts and Communication K-12
CTE – Arts and Communication Vocational K-6
CTE – Arts and Communication Vocational 6-12
CTE – Arts and Communication Vocational K-12
CTE – Business K-6
CTE – Business 6-12
CTE – Business K-12
Limited CTE – Business K-6

Limited CTE – Business 6-12
Limited CTE – Business K-12
CTE – Business Vocational K-6
CTE – Business Vocational 6-12
CTE – Business Vocational K-12
CTE - Health Services K-6
CTE - Health Services 6-12
CTE - Health Services K-12
Limited CTE - Health Services K-6
Limited CTE - Health Services 6-12
Limited CTE - Health Services K-12
CTE - Health Services Vocational K-6
CTE - Health Services Vocational 6-12
CTE - Health Services Vocational K-12
CTE – Industrial and Engineering Technology K-6
CTE – Industrial and Engineering Technology 6-12
CTE – Industrial and Engineering Technology K-12
Limited CTE – Industrial and Engineering Technology K-6
Limited CTE – Industrial and Engineering Technology 6-12
Limited CTE – Industrial and Engineering Technology K-12
CTE – Industrial and Engineering Technology Vocational K-6
CTE – Industrial and Engineering Technology Vocational 6-12
CTE – Industrial and Engineering Technology Vocational K-12
CTE – Natural Resources K-6
CTE – Natural Resources 6-12
CTE – Natural Resources K-12
Limited CTE – Natural Resources K-6
Limited CTE – Natural Resources 6-12
Limited CTE – Natural Resources K-12
CTE – Natural Resources Vocational K-6
CTE – Natural Resources Vocational 6-12
CTE – Natural Resources Vocational K-12
CTE – Public and Human Services K-6
CTE – Public and Human Services 6-12
CTE – Public and Human Services K-12
Limited CTE – Public and Human Services K-6
Limited CTE – Public and Human Services 6-12
Limited CTE – Public and Human Services K-12
CTE – Public and Human Services Vocational K-6

CTE – Public and Human Services Vocational 6-12
CTE – Public and Human Services Vocational K-12
Drama/Theatre Arts K-6
Drama/Theatre Arts 6-12
Drama/Theatre Arts K-12
Early Childhood Education PK-K
Early Childhood Education PK-3
Earth and Space Science 6-12
Economics 6-12
Elementary Education K-6
Emergency Hire
English 6-12
English 6-8
Environmental Science 6-12
Geography 6-12
Government/Political Science 6-12
Guidance 6-12
Hawaiian Language 6-12
Hawaiian Language Immersion PK-3
Hawaiian Language Immersion K-6
Hawaiian Language Immersion 6-12
Hawaiian Language Immersion K-12
Hawaiian Language Immersion P-12
Hawaiian Studies 6-12
Health K-6
Health 6-12
Health K-12
History 6-12
Literacy Specialist PK-3
Literacy Specialist K-6
Literacy Specialist 6-12
Literacy Specialist K-12
Marine Science 6-12
Mathematics 6-12
Mathematics 6-8
Music K-6
Music 6-12
Music K-12
Ni`ihau Teacher

Online Teaching K-6
Online Teaching 6-12
Online Teaching K-12
Physical Education K-6
Physical Education 6-12
Physical Education K-12
Physics 6-12
Psychology 6-12
Reading K-6
Reading 6-12
Reading K-12
Reading Specialist PK-3
Reading Specialist K-6
Reading Specialist 6-12
Reading Specialist K-12
School Counselor K-6
School Counselor 6-8
School Counselor 6-12
School Counselor K-12
School Librarian K-6
School Librarian 6-12
School Librarian K-12
Science 6-12
Science 6-8
Social Studies 6-12
Social Studies 6-8
Sociology 6-12
Special Education PK-3
Special Education K-6
Special Education 6-8
Special Education 6-12
Special Education K-12
Special Education P-12
SPED Blind/Visually Impaired PK-3
SPED Blind/Visually Impaired K-12
SPED Deaf/ Hard of Hearing PK-3
SPED Deaf/ Hard of Hearing K-12
SPED Deaf/ Hard of Hearing P-12
SPED Mild/Moderate PK-3

SPED Mild/Moderate K-6
SPED Mild/Moderate 6-8
SPED Mild/Moderate 6-12
SPED Mild/Moderate K-12
SPED Mild/Moderate P-12
SPED Orientation and Mobility PK-3
SPED Orientation and Mobility K-12
SPED Orientation and Mobility P-12
SPED Orthopedically Handicapped PK-3
SPED Orthopedically Handicapped K-12
SPED Orthopedically Handicapped P-12
SPED Severe/Profound PK-3
SPED Severe/Profound K-6
SPED Severe/Profound 6-8
SPED Severe/Profound 6-12
SPED Severe/Profound K-12
SPED Severe/Profound P-12
Speech 6-12
Teaching English to Speakers of Other Languages PK-3
Teaching English to Speakers of Other Languages K-6
Teaching English to Speakers of Other Languages 6-8
Teaching English to Speakers of Other Languages 6-12
Teaching English to Speakers of Other Languages K-12
Teaching English to Speakers of Other Languages P-12
Teacher Leader
Afrikaans K-6
Afrikaans 6-8
Afrikaans 6-12
Afrikaans K-12
Akan-Twi K-6
Akan-Twi 6-8
Akan-Twi 6-12
Akan-Twi K-12
Albanian K-6
Albanian 6-8
Albanian 6-12
Albanian K-12
Amharic K-6
Amharic 6-8

Amharic 6-12
Amharic K-12
Arabic (Modern Standard Arabic) K-6
Arabic (Modern Standard Arabic) 6-8
Arabic (Modern Standard Arabic) 6-12
Arabic (Modern Standard Arabic) K- 12
Azerbaijani K-6
Azerbaijani 6-8
Azerbaijani 6-12
Azerbaijani K-12
Baluchi K-6
Baluchi 6-8
Baluchi 6-12
Baluchi K-12
Bengali K-6
Bengali 6-8
Bengali 6-12
Bengali K-12
Bulgarian K-6
Bulgarian 6-8
Bulgarian 6-12
Bulgarian K-12
Burmese K-6
Burmese 6-8
Burmese 6-12
Burmese K-12
Cambodian K-6
Cambodian 6-8
Cambodian 6-12
Cambodian K-12
Cantonese K-6
Cantonese 6-8
Cantonese 6-12
Cantonese K-12
Cebuano K-6
Cebuano 6-8
Cebuano 6-12
Cebuano K-12
Chavacano K-6

Chavacano 6-8
Chavacano 6-12
Chavacano K-12
Chinese K-6
Chinese 6-8
Chinese 6-12
Chinese K-12
Czech K-6
Czech 6-8
Czech 6-12
Czech K-12
Dari K-6
Dari 6-8
Dari 6-12
Dari K-12
Dutch K-6
Dutch 6-8
Dutch 6-12
Dutch K-12
French K-6
French 6-8
French 6-12
French K-12
German K-6
German 6-8
German 6-12
German K-12
Gujarati K-6
Gujarati 6-8
Gujarati 6-12
Gujarati K-12
Haitian Creole K-6
Haitian Creole 6-8
Haitian Creole 6-12
Haitian Creole K-12
Hausa K-6
Hausa 6-8
Hausa 6-12
Hausa K-12

Hebrew K-6
Hebrew 6-8
Hebrew 6-12
Hebrew K-12
Hindi K-6
Hindi 6-8
Hindi 6-12
Hindi K-12
Hmong/Mong K-6
Hmong/Mong 6-8
Hmong/Mong 6-12
Hmong/Mong K-12
Hungarian K-6
Hungarian 6-8
Hungarian 6-12
Hungarian K-12
Igbo K-6
Igbo 6-8
Igbo 6-12
Igbo K-12
Ilocano K-6
Ilocano 6-8
Ilocano 6-12
Ilocano K-12
Indonesian K-6
Indonesian 6-8
Indonesian 6-12
Indonesian K-12
Italian K-6
Italian 6-8
Italian 6-12
Italian K-12
Japanese K-6
Japanese 6-8
Japanese 6-12
Japanese K-12
Korean K-6
Korean 6-8
Korean 6-12

Korean K-12
Kurdish-Kurmanji K-6
Kurdish-Kurmanji 6-8
Kurdish-Kurmanji 6-12
Kurdish-Kurmanji K-12
Lao K-6
Lao 6-8
Lao 6-12
Lao K-12
Latin K-6
Latin 6-8
Latin 6-12
Latin K-12
Malay K-6
Malay 6-8
Malay 6-12
Malay K-12
Mandarin K-6
Mandarin 6-8
Mandarin 6-12
Mandarin K-12
Nepali K-6
Nepali 6-8
Nepali 6-12
Nepali K-12
Norwegian K-6
Norwegian 6-8
Norwegian 6-12
Norwegian K-12
Persian Farsi K-6
Persian Farsi 6-8
Persian Farsi 6-12
Persian Farsi K-12
Polish K-6
Polish 6-8
Polish 6-12
Polish K-12
Portuguese K-6
Portuguese 6-8

Portuguese 6-12
Portuguese K-12
Punjabi K-6
Punjabi 6-8
Punjabi 6-12
Punjabi K-12
Romanian K-6
Romanian 6-8
Romanian 6-12
Romanian K-12
Russian K-6
Russian 6-8
Russian 6-12
Russian K-12
Serbian-Croatizan K-6
Serbian-Croatizan 6-8
Serbian-Croatizan 6-12
Serbian-Croatizan K-12
Sindhi K-6
Sindhi 6-8
Sindhi 6-12
Sindhi K-12
Sinhalese K-6
Sinhalese 6-8
Sinhalese 6-12
Sinhalese K-12
Slovak K-6
Slovak 6-8
Slovak 6-12
Slovak K-12
Somali K-6
Somali 6-8
Somali 6-12
Somali K-12
Spanish K-6
Spanish 6-8
Spanish 6-12
Spanish K-12
Swahili K-6

Swahili 6-8
Swahili 6-12
Swahili K-12
Swedish K-6
Swedish 6-8
Swedish 6-12
Swedish K-12
Tagalog K-6
Tagalog 6-8
Tagalog 6-12
Tagalog K-12
Tajik K-6
Tajik 6-8
Tajik 6-12
Tajik K-12
Tamil K-6
Tamil 6-8
Tamil 6-12
Tamil K-12
Tausug K-6
Tausug 6-8
Tausug 6-12
Tausug K-12
Telugu K-6
Telugu 6-8
Telugu 6-12
Telugu K-12
Thai K-6
Thai 6-8
Thai 6-12
Thai K-12
Turkish K-6
Turkish 6-8
Turkish 6-12
Turkish K-12
Turkmen K-6
Turkmen 6-8
Turkmen 6-12
Turkmen K-12

Urdu K-6
Urdu 6-8
Urdu 6-12
Urdu K-12
Vietnamese K-6
Vietnamese 6-8
Vietnamese 6-12
Vietnamese K-12
Wu K-6
Wu 6-8
Wu 6-12
Wu K-12
Yoruba K-6
Yoruba 6-8
Yoruba 6-12
Yoruba K-12

Requirements for the RFP

1. Technical Requirements

Test Development and Test Review

The Contractor is responsible for all aspects of development of licensure tests for all administrations commencing July 1, 2015. This section must describe the technical test form, construction, test design and production activities that the Contractor must complete to construct valid and reliable test forms and prepare the tests for distribution for online and/or paper/pencil test versions.

The Contractor will be responsible for the recruitment of qualified Hawai`i participants on national and/or local standard setting and test review panels, subject to the HTSB's review and approval. The Contractor is responsible for all details related to any meetings, as well as all costs associated with such meetings. All standard setting and test review panels will be face-to-face, either in Hawai`i or in another location specified by the Contractor.

Test Security

The Contractor is responsible for developing and maintaining procedures that assure security during the duration of the contract. This section of the proposal must

acknowledge the Contractor's commitment to completing all of the requirements specified below and must describe the process by which it will be accomplished:

Handling of test materials;
Security measures for all aspects of test development, reviews, and test administration;
Reporting to HTSB of any suspected or reported breach of security;
Secure data exchange between HTSB and the Contractor;
Strategies to detect test cheating and how the Contractor handles such cases.

Test Scoring

The Contractor is responsible for all aspects of test scoring for all test administrations between July 1, 2015 and June 30, 2020. The Contractor must describe the process that will be used for processing and scoring tests with multiple choice items, essay, constructed response, electronic media and any other type of items on their tests. Criteria for scorers must also be described where they are required. Contractor must describe their system of quality control assurance during the scoring process, as well as their procedure for rescore requests.

2. Current and Proposed Assessments

Computer Based and/or Paper/Pencil Assessments

The Contractor must provide for online computer based versions of all tests and, where warranted by provisions of the Americans with Disabilities Act (ADA) or necessity of remote location administration, paper/pencil assessments.

The proposal must contain a comprehensive list and description of all current and planned tests suitable for Hawai'i license fields and levels, as well as any other assessments the Contractor may develop which would support Hawai'i teacher initial licensure or license renewal.

The proposal must also list the cost of each test and the registration process and customer support available for test takers.

Test Administration

Beginning July 1, 2015, licensure tests shall be administered under secure and standardized conditions. A continuous online testing schedule is advantageous for Hawai'i test takers as well as testing centers on each island.

The Contractor shall identify the process used to:
Authenticate test takers at the secure test center;

Keep a log of complaints and issues reported during the testing process; how they were resolved, and issue a report to the HTSB after each test administration or on a monthly basis for continuous testing.

The proposal must identify current and planned testing centers, testing dates and windows in Hawai`i.

3. Data Management and Score Reporting

The proposal must describe the process used to report test scores to individual test takers, HTSB and Hawai`i EPPs.

The proposal must describe the database system and management tool used for the licensure assessments. The system must be capable of reporting individual score reports to HTSB, the EPPs and the individual test taker. The Contractor must be able to work with the HTSB's online licensing system contractor to import scores from the Contractor's database into the HTSB system in a secure manner.

The data management tool must also provide a tool for analysis of individual and aggregate test results by individual, test title, EPP and date range. The data tool must also provide for results by subgroups including but not limited to:

Gender;
Race/ethnicity;
ELL status;
Economic status;
EPP enrollment.

The Contractor must describe their support system for Title II of the Higher Education Act State Report on the preparation of teachers. The Contractor must be able to load licensure test information for each Hawai`i EPP and provide a minimum of two informational webinars during the Title II submission window. A designated Title II point of contact for HTSB staff shall also be provided. Title II support must include a technical report addressing reliability and validity; inter-rater consistency; calibration procedures, and any other topics required by the US Department of Education for Title II support.

4. Training and Support for Test Takers, HTSB Staff and Hawai`i EPPs

For Test Takers

The contractor must describe the process for online test registration, fees, support materials, and customer support center availability, including a toll-free phone number for test takers. The proposal must describe the time frame for score reporting and

availability of scores following a test administration, as well as any fees charged to test takers.

For HTSB Staff

The Contractor will designate a single point of contact as a liaison between HTSB and the Contractor who is responsible for management of all aspects of the testing process. At a minimum, the liaison will support monthly conference calls with the HTSB, a yearly face to face training and update, customary client informational meetings which the Contractor offers, and other support as deemed necessary by changes to licensure test requirements or test revisions. Contractor must give assurance that they can work with the HTSB during Hawai'i's normal business hours and is responsible for any costs associated with logistics and facilitation of staff support.

For Hawai'i Educator Preparation Programs

The Contractor must describe the process for support of Hawai'i EPPs in preparing their candidates for licensure tests. The proposal must describe the Contractor's preparation materials, registration process, score reporting to the EPP, use of the data tool by the EPP, Title II score reporting and support and faculty training on the testing process.

Training

The Contractor will provide annual face to face training to HTSB staff and Educator Preparation Programs (EPPs) on administration, registration, preparation, scoring and analysis of the assessments. In addition, webinar training shall be provided as requested by HTSB throughout the school year. The Contractor must describe the process for transition to new tests and when warranted, will be responsible for the cost of any necessary training.

Evaluation Criteria

The following criteria will be considered:

- Technical Requirements
- Current and Proposed Assessments
- Data Management and Score Reporting
- Training and Support

Scoring under the RFP shall be based on a total of 100 points.

Category	Criteria	Points
Technical Requirements	Five Points Each: <ul style="list-style-type: none">• Test development and review• Test security• Test scoring	15
Current and Proposed Assessments	Ten Points Each: <ul style="list-style-type: none">• Test titles currently available and planned/proposed• Test availability and testing locations• Cost of tests• Registration process• Customer Service	50
Data Management and Score Reporting	Five Points Each: <ul style="list-style-type: none">• For test takers• For HTSB, including Title II• For EPPs	15
Training and Support	Five Points Each: <ul style="list-style-type: none">• Support for test takers• Support for HTSB• Support for EPPs• Training	20