

2. AMENDMENT/MODIFICATION NO. 0001	3. EFFECTIVE DATE MAY 27, 2009	4. REQUISITION/PURCHASE REQ. NO. EDNAGB-09-900045	5. PROJECT NO. (If applicable)
6. ISSUED BY National Assessment Governing Board 800 North Capitol Street NW, Suite 825 Washington DC 20002-4233		7. ADMINISTERED BY (If other than Item 6) See Block 6	

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)	(X)	9A. AMENDMENT OF SOLICITATION NO. ED-NAG-09-R-0005
	x	9B. DATED (SEE ITEM 11) MAY 01, 2009
		10A. MODIFICATION OF CONTRACT/ORDER NO.
		10B. DATED (SEE ITEM 13)

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers  is extended,  is not extended.  
 Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:  
 (a) By completing items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted;  
 or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment your desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)  
 See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS.  
 IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor  is not,  is required to sign this document and return \_\_\_\_\_ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)  
 The purpose of this amendment is as follows:  
 (1) Respond to questions raised by potential bidders as provided for in the Request for Proposals; see attached responses;  
 (2) Delete the General Instructions on page 30 of the solicitation, Clause L.3 311-2. The General Instructions in Clause L.11 on pages 35-36 of the solicitation provide the correct guidance on proposal submission.

The due date for offers remains as originally announced - June 16, 2009 at 10 a.m. Eastern Time.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
		MUNIRA MWALIMU	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)		Mwalimu (Signature of Contracting Officer)	5/27/09

**Content Alignment Studies of the 2009 National Assessment of Educational Progress for  
Grade 12 Reading and Mathematics with the SAT and ACCUPLACER  
Assessments of these Subjects**

Solicitation # ED-NAG-09-R-0005

Responses to Questions

May 27, 2009

**Question 1:**

Are there guidelines to the allowable modifications to the Webb alignment approach? For example, must there be two panels, must they consist of a minimum of 6 people, and must there be two facilitators? In asking, we are guided by the importance of cost saving measures wherever possible, and in proposing modifications would be aware of the equal importance of conducting the studies in a rigorous way.

***Response:** The general guidance in the Statement of Work is that the design document is to be followed. We do want to have two panels and a minimum of six people in each panel, as clearly stated. In addition, there must be at least one facilitator for each panel.*

**Question 2:**

Is it allowable to hire Norm Webb as a consultant or would he be disqualified from serving in this role?

***Response:** Norm Webb is not disqualified from serving as a consultant as the design document he developed has been made widely available to all potential bidders and is posted on the Governing Board web site at [www.nagb.org](http://www.nagb.org).*

**Question 3:**

Would project key staff (e.g., the proposed project director and deputy PD) be able to serve as subject matter experts and facilitators, or must managerial roles be more clearly differentiated? Their staffing would be adequate to assume multiple roles.

***Response:** Key project staff, including the project director, may serve as process facilitators or as subject matter experts.*

**Question 4:**

Are resumes requested for key staff only or for all staff identified as participating in the project?

***Response:** Resumes are required for key staff only to include the project director, content alignment facilitators, data analysts, report writers, or staff the offeror considers as key to the success of the project.*

### **Question 5:**

The design document specifies that panelists cannot be employed by commercial testing companies.

- (a) Is it acceptable for group facilitators to be employed by commercial testing companies?
- (b) Is it acceptable for group facilitators to be employed by a research group of a university?

**Response:** *Yes to both questions. Commercial testing companies may use their own staff or staff of other companies, if appropriate, as facilitators. Staff of the College Board, through separate contract to the National Assessment Governing Board, will attend the content alignment studies. The Governing Board appreciates the willingness of the College Board to allow a third party to implement the process and to have access to secure test materials. The contractor must respect the contributions of the College Board and assure security and confidentiality of materials and data shared for this purpose.*

### **Question 6:**

We understand the importance of identifying facilitators with demonstrated capabilities to complete this work successfully, but we need more clarification on criterion 2(e) (page 38 of the Solicitation, Offer and Award document). Should we suggest specific “performance indicators for key training staff;” and if so, should we also suggest methods to address performance that does not meet the indicators?

**Response:** *This item is an evaluation criterion. Please provide information in support of your ability to perform the required tasks.*

### **Question 7:**

We assume that documentation within the description of key staff and evidence presented in CVs will be enough to document communication abilities (2b, p. 38) and that actual writing samples should not be included. Is this correct?

**Response:** *It is difficult to say whether the documentation provided will adequately convey communication abilities without a writing sample. Evidence of communication abilities is required; not a writing sample, per se.*

### **Question 8:**

Please clarify if all (up to 40) future alignment panel members need to be identified by name in the proposal and included in the organization chart? (Page 9, Statement of Work, Management Plan)

**Response:** *Persons who will serve on content alignment panels do not need to be named in the proposal nor included in the management plan. Once the panel members are recruited, the Contracting Officer’s Representative will be requested to review the proposed panelists, see Task 4 of the Statement of Work.*

**Question 9:**

Are panelists that participate in the pilot study eligible to participate in the full-scale study as well?

**Response:** *No*

**Question 10:**

Would we have access to the WAT software or should we budget a licensing fee?

**Response:** *We understand that the WAT is a non-proprietary analysis tool developed under contract by the National Science Foundation with the Wisconsin Center for Education Research at the University of Wisconsin-Madison – see <http://wat.wceruw.org/index.aspx>. The specific applications may have been customized by Dr. Webb and colleagues.*

**Question 11:**

Are we correct in assuming that NAGB would be able to provide access to SAT and ACCUPLACER items? In what format would we receive ACCUPLACER items –on-line access or hard copy?

**Response:** *NAGB will take responsibility for acquiring the SAT and ACCUPLACER items and ensuring the confidentiality of the items via signed confidentiality agreements with the successful contractor. Most materials will be available in electronic format, but some may only be available in hard copy format.*

**Question 12:**

Is the NAEP-SAT alignment study available prior to award of the contract?

**Response:** *There was one study for math and one for reading and both studies are being posted on the Governing Board web site at [www.nagb.org](http://www.nagb.org)*

**Question 13:**

Please confirm that “by project” (page 10, 4.1.2, third sentence in italics) refers to the pilot and then the content alignment study. If not, please clarify what is meant by “project”.

**Response:** *Cost information is requested for the overall contract budget proposed (the project), as well as by specific tasks 1-5 described in the Statement of Work. The overall contract budget will summarize the total proposed for each task.*

**Question 14:**

Are you able to provide guidance on the anticipated funding level for the work?

**Response:** *No, sufficient information has been provided in the Statement of Work for offerors to provide cost information for the proposed fixed price contract.*

**Question 15:**

At what level should tasks be priced? Please clarify if NAGB would like tasks priced (salary times hours needed to complete the work) for each of the five tasks specified on page 5 of the Work statement, and if so, does this also include each of the technical tasks identified on pages 10-11 of the Design document for both studies, or should each task and subtask described in the proposed project plan be priced?

*Response: Tasks 1-5 in the Statement of Work will need to be priced.*

**Question 16:**

Where would the information requested in L.8 section A, page 32 of 38 of the Solicitation Offer and award document best be presented? This seems to be information provided by proposers and not information to be provided by references on the PPR. Please clarify? Would it be acceptable to NAGB for this to be included in the Related Organizational Experience section of the Management Plan described on page 10 of the Work statement?

*Response: The Past Performance Report is to be submitted as a “separately bound” document along with the technical proposal as stated in Section L8. Attachment B to the solicitation is the form to be used for providing the past performance information. The past performance is evaluated and scored separately from the technical proposal, and it should not be included in the body of the technical proposal. The Related Organizational Experience section is a part of the Technical Proposal submission as stated in Section 4, Instructions to Offerors, in the Statement of Work.*

**Question 17:**

Page 13 of the Statement of Work indicates that the PPR can be submitted via fax or email. Page 30 of Section L.3 of the Solicitation states that the original plus a copy of the PPR should be provided, eliminating the possibility of fax and email communication. Please confirm if the PPR must be submitted in hard copy, and if the original or a copy is required, and if fax and email is sufficient for delivery.

Please confirm the address for submitting the proposal – one is identified in section L, page 30 of the solicitation and another is specified on page 36 of the solicitation.

*Response: Page 30 of Section L.3 of the Solicitation was inadvertently retained in the solicitation, the correct General Instructions are provided in Section L.11, pages 35-36 of the solicitation. The address for proposal submission and the number of copies to be submitted are also correctly stated in L.11. The Past Performance Report (Attachment B) may be faxed or sent by email as stated on the form.*

**Question 18:**

Please confirm the individual recipient of the proposal. One individual is identified on page 7 of the solicitation, section D and another individual is identified on page 36, section L.11 of the solicitation.

*Response: Page 7 of the solicitation refers to Shipment and Marking of deliverables after contract award, and page 36, Section 11 correctly identifies the recipient of proposals. See also the response to the above question.*

**Question 19:**

Should the form on pg. 1 of the Solicitation be included in the Proposal? If so, in what section?

*Response: Submission of a completed Standard Form 33 is encouraged as it would indicate the number of calendar days that an offer is valid. It can be included in the front matter of the proposal submission.*

**Question 20:**

Should the signed forms on pgs. 26-28 of the Solicitation be included in the Proposal or can this all be completed online at <http://orca.bpn.gov/>? If hardcopy must be included in the proposal, in what section(s)?

*Response: Online completion of Section K at <http://orca.bpn.gov/> is required as stated in the solicitation, but a completed paper copy is requested, to be inserted in the business proposal.*

**Question 21:**

Section L, H.2, D, page 11. Please clarify what, if any personnel security screening is expected given that all risk levels are designated in the previous sentence as “N/A.”

*Response: Due to the nature of the proposed work, the contractor staff will not need to comply with the Department Security Requirements, hence the clause is Not Applicable (N/A).*

**Question 22:**

Solicitation, page 31, Section L.5. Please clarify which project deliverables and or documents may require clearance from the Deputy Under Secretary for Management. Specifically, does NAGB expect training and alignment materials to need clearance?

*Response: Based on the work requirements defined in the Statement of Work, a need for clearance is not anticipated for any of the proposed work.*

**Question 23:**

Please clarify if resumes and supporting materials (e.g., writing samples) may not exceed 30 pages, or if the resumes alone cannot exceed 30 pages?

***Response:*** Resumes and other supporting materials together may not exceed 30 pages. Other supporting materials may include performance indicators for staff.