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# 4A

## Action

### *Fiscal Policy and Planning Committee*

#### **Approval of Agreement Awards Over \$150,000 for Fiscal Year 2016-17**

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**Executive Summary:** Section 610 of the Commission on Teacher Credentialing Policy Manual (Contract Authority) requires that agreements or contracts of \$150,000 or more be approved by the Commission. This item requests a delegation of contract authority to the Executive Director.

**Recommended Action:** Staff requests a delegation of authority to the Executive Director to execute the agreement for the redevelopment of the Commission's Teaching Performance Assessment.

**Presenter:** Amy Reising, Director of Performance Assessment

#### **Strategic Plan Goal**

##### ***1. Educator Quality***

- ◆ Develop, maintain, and promote high quality authentic, consistent educator assessments and examinations that support development and certification of educators who have demonstrated the capacity to be effective practitioners.

February 2016

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## **Approval of Agreement Awards Over \$150,000 for Fiscal Year 2016-17**

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### **Introduction**

This agenda item provides an update on the progress of the validation of revised Teaching Performance Expectations (TPEs) and the redevelopment of the Commission's Teaching Performance Assessment (CalTPA), and proposed contracts/agreements associated with that work. In the 2015-16 Budget, \$3 million was allocated to support the costs for the validity studies of the TPEs and redevelopment of the CalTPA. A Request for Proposals (RFP) seeking a contractor to complete a validity study on the TPEs and work with the Commission to redesign the CalTPA was released. Proposals are due by February 22, 2016.

The Public Contract Code and State Administrative Manual set specific requirements for state agencies entering into contracts based on a bidding process. All bids must be scored by a review team consisting of agency staff. The top scoring bid is presented to the decision making body (which may be the Chief Executive Officer or a Governing Board), and the decision maker may choose to either award or not award the contract.

Section 610 of the Commission Policy Manual<sup>1</sup> requires that agreements or contracts of \$150,000 or more be approved by the Commission. Since the TPA proposals will be reviewed and scored by February 26, 2016 a Notice of Intent to award a contract is scheduled to be issued on February 29, 2016. In order to avoid delay, and in order to keep this project on schedule, this item requests the Commission delegate authority to the Executive Director to enter into a contract with the successful bidder, based on the recommendation of the review panel, to validate the revised Teaching Performance Expectations (TPEs) and to redevelop the CalTPA. Without this delegation, the proposed contract would need to be presented to the Commission at its April 14-15, 2016 meeting, a delay of approximately six weeks.

The validity and development work of the contract is expected to begin in spring of 2016 and conclude in spring of 2018, with the administration of a new, validated CalTPA expected to commence in 2018-19. To accomplish this work, a delay of six weeks would be a significant negative impact on the project.

The Commission took similar action in 2015, delegating the Executive Director the authority to execute an agreement with the winning bidders of the two procurement processes related to the Data Warehouse Project.

### **Overview of the Scope of Work**

The work for the proposed TPA contract has four major components:

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<sup>1/</sup> CTC Policy Manual: <http://www.ctc.ca.gov/commission/pdf/CTCC-Policy-Manual.pdf>

**Component One** of the project is to conduct a validity study of the revised Teaching Performance Expectations approved by the Commission at its December 2015 meeting.

**Component Two** includes redevelopment of performance tasks, associated multidimensional scoring rubrics, candidate and program materials, an orientation process for programs choosing to implement the new assessment, CalTPA2, assessor trainings, calibration and recalibration processes. To assure the tasks, rubrics, and scoring processes are valid and reliable, the contractor will conduct pilot testing in 2016-17 and field testing in 2017-18.

**Component Three** includes the design of the online candidate registration and materials submission systems and an online scoring and reporting system for the CalTPA2. Final revisions to the CalTPA2 tasks and materials based on findings from the pilot and field-testing will be completed by July 2018. CTC staff expects the contractor to conduct a full implementation of CalTPA2 in 2018-19.

**Component Four** of the project is administration of the redeveloped CalTPA2 (2018-19, 2019-20).

The RFP specifies that work for Components 1-3 will be completed using a contractor working with Commission staff and a Design team appointed by the Executive Director. Funding for the validity and development work was provided in the 2015-16, Annual Budget Act. Component 4, Administration of the CalTPA2, will be conducted by the contractor at no cost to the Commission based on an assessment fee paid by test takers. Table 1 provides a tentative schedule for the completion of this work.

**Table 1: Teaching Performance Assessment Validity and Redevelopment Components and Tentative Completion Dates**

RFP Component	Deliverable Details	Estimated Due Date
Component I	<ul style="list-style-type: none"> <li>• Revised set of TPEs based on the findings of the validity study</li> <li>• Final Report of the conduct and outcomes of the validity study of the TPEs</li> </ul>	5/31/2016 6/10/2016
Component II	<ul style="list-style-type: none"> <li>• Complete set of redeveloped pedagogical assessment tasks and scoring rubrics for both the multiple and single subject versions of the CalTPA2 for pilot test purposes</li> <li>• Complete set of pilot CalTPA2 materials for candidate and teacher preparation program use</li> <li>• Complete set of revised pedagogical assessment tasks and scoring rubrics, based on pilot testing results, for both the multiple and single subject versions of the CalTPA2 for field test purposes</li> <li>• Complete set of field test CalTPA2 materials for candidate and teacher preparation program use</li> <li>• Complete, final set of pedagogical assessment tasks and scoring rubrics for the CalTPA2, based on field testing results, for both the multiple and single subject versions of the CalTPA2, for use during the first two statewide implementation years</li> </ul>	9/30/2016 10/31/2016 7/31/2017 7/31/2017 6/1/2018

	<ul style="list-style-type: none"> <li>• Complete, final set of CalTPA2 materials for candidate and teacher preparation program use during the first two statewide implementation years</li> <li>• Conduct the CalTPA2 Standard Setting Study</li> <li>• Score reports distributed to candidates and programs from the initial administration of the CalTPA2 for standard-setting purposes</li> <li>• Final Report documenting the Standard Setting Study process and outcomes</li> <li>• Final Report of the CalTPA2 redevelopment process, including description of changes made based on pilot and field testing results</li> </ul>	6/1/2018  5/30/2018 within 15 work days of adoption of passing standard by the Commission 6/15/2018  9/30/2018
Component III	<ul style="list-style-type: none"> <li>• An operational online scoring process for candidate, program, and scorer use</li> <li>• Processes and supporting materials for program training regarding the CalTPA2 system</li> <li>• Process for the online candidate registration system</li> <li>• Fully-developed process for the online reporting system for candidates, programs, and the Commission</li> <li>• Fully-developed processes and supporting materials for CalTPA2 scorer training</li> <li>• Fully-developed processes for the ongoing identification of local program scoring needs, including the required turnaround time for scoring reports and the facilitation of the local scoring option</li> <li>• Completion of program and scorer training in preparation for the initial two statewide operational years of the CalTPA2</li> </ul>	3/1/2017  3/1/2017  3/1/2017 6/15/2018  6/15/2018  6/30/2018 6/30/2018  6/30/2018
Component IV	<ul style="list-style-type: none"> <li>• Administration of the revised CalTPA</li> </ul>	2018-2020

Because of the need to conduct a validity study with teacher candidates, faculty, and other educators during the 2016 spring semester, and the tight time schedules required by the RFP during 2016-17 and 2017-18, staff requests that the Commission delegate authority to the Executive Director to enter into a contract as soon as possible after the Intent to Award is posted. The delegation is needed to ensure that the Commission meets the schedule to ensure the project is completed within the two years that funding is available.

**Staff Recommendation**

Staff recommends that the Commission delegate authority to the Executive Director to enter into a contract not to exceed the amount of three million dollars.