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# 3A

## Action

### *Fiscal Policy and Planning Committee*

#### Approval of Contract for Administrator Performance Assessment

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**Executive Summary:** This item provides information about a proposed contract for the Administrator Performance Assessment and requests that the Commission approve a contract exceeding \$150,000.

**Recommended Action:** Staff recommends the Commission approve a sole source contract to *Evaluation Systems group of Pearson, a business of NCS Pearson, Inc.* for the development of the Commission's Administrator Performance Assessment.

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

#### Strategic Plan Goal

##### *I. 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.

April 2016

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# Approval of Contract for Administrator Performance Assessment

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## Introduction

This agenda item provides an update on the progress of the design and development of the Commission's Administrator Performance Assessment (APA), and requests the Commission to approve a sole source contract for that work. In the 2015-16 Budget, \$1 million was allocated to support the costs for the design and development of the Commission's APA.

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. In order to keep the APA project on schedule with a start date of April, 2016, this item requests the Commission to enter into a sole source contract with *Evaluation Systems group of Pearson, a business of NCS Pearson, Inc.* to design, develop, and administer the Commission's APA. In March, 2016 the Commission entered into a contract with *Evaluation Systems group of Pearson, a business of NCS Pearson, Inc.* to assist with the redevelopment and administration of the Commission's Teaching Performance Assessment, CalTPA. The two projects are complementary in that both assessment development projects require similar expertise and follow the same calendar for production. Having the same contractor work with Commission staff to complete both the redevelopment of the CalTPA and the design, development and initial administration of the Commission's APA provides efficiencies, allowing for meeting the timeline to produce valid assessments and begin administration on schedule.

The design and development work of the contract is expected to begin in spring 2016 and conclude in spring 2018, with the administration of a new, validated APA expected to commence in 2018-19. Approving a sole source contract allows Commission staff to begin work on the APA in April 2016.

## Overview of the Scope of Work

The work for the proposed APA contract has three major components:

**Component One** includes the design and development of an APA, including but not limited to the tasks, associated multidimensional scoring rubrics, candidate and program materials, orientation process, assessor training, calibration and recalibration processes, pilot and field testing, and final revisions to the APA tasks and materials. 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.

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

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

**Component Three** of the project is to administer, score, analyze and report outcomes data for the APA for a period of two years following the completion of the APA development and validation processes. (2018-19, 2019-20).

The proposed contract specifies that work for Components 1-2 will be completed using a contractor, Evaluation Systems group of Pearson, working with Commission staff and an APA Design team appointed by the Executive Director. Funding for the design and development work of the APA was provided in the 2015-16, Annual Budget Act. Component 3, Administration of the APA, will be conducted by the contractor at no cost to the Commission based on a fee paid by assessment takers. Table 1 provides a tentative schedule for the completion of this work.

**Table 1: Administrator Performance Assessment design and development Components and Tentative Completion Dates**

<b>Contract Component</b>	<b>Deliverable Details</b>	<b>Estimated Due Date</b>
Component I	<ul style="list-style-type: none"> <li>Complete set of developed pedagogical assessment tasks and scoring rubrics for the APA for pilot test purposes</li> </ul>	9/30/2016
	<ul style="list-style-type: none"> <li>Complete set of pilot APA materials for candidate and administrator preparation program use</li> </ul>	10/31/2016
	<ul style="list-style-type: none"> <li>Complete set of revised pedagogical assessment tasks and scoring rubrics, based on pilot testing results, for the APA for field test purposes</li> </ul>	7/31/2017
	<ul style="list-style-type: none"> <li>Complete set of field test APA materials for candidate and administrator preparation program use</li> </ul>	7/31/2017
	<ul style="list-style-type: none"> <li>Complete, final set of pedagogical assessment tasks and scoring rubrics for the APA, based on field testing results, for use during the first two statewide implementation years</li> </ul>	6/1/2018
	<ul style="list-style-type: none"> <li>Complete, final set of APA materials for candidate and administrator preparation program use during the first two statewide implementation years</li> </ul>	6/1/2018
	<ul style="list-style-type: none"> <li>Conduct the APA Standard Setting Study</li> </ul>	5/30/2018
	<ul style="list-style-type: none"> <li>Score reports distributed to candidates and programs from the initial administration of the APA for standard-setting purposes</li> </ul>	within 15 work days of adoption of passing standard by the Commission 6/15/2018
	<ul style="list-style-type: none"> <li>Final Report documenting the Standard Setting Study process and outcomes</li> </ul>	9/30/2018
Component II	<ul style="list-style-type: none"> <li>An operational online scoring process available for candidate, program, and scorer use</li> </ul>	3/1/2017
	<ul style="list-style-type: none"> <li>Processes and supporting materials for program training regarding</li> </ul>	3/1/2017

Contract Component	Deliverable Details	Estimated Due Date
	the APA system	
	<ul style="list-style-type: none"> <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 APA 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 APA</li> </ul>	3/1/2017 6/15/2018 6/15/2018 6/30/2018 6/30/2018 6/30/2018
Component III	<ul style="list-style-type: none"> <li>• Administration of the APA</li> </ul>	2018-2020

**Staff Recommendation**

Staff recommends that the Commission approve a contract not to exceed the amount of one million dollars, to be awarded to *Evaluation Systems group of Pearson, a business of NCS Pearson, Inc.* to design and develop the Commission’s APA and to administer the assessment from 2018-2020.