
6B

Action

Fiscal Policy and Planning Committee

Approval of a Contract to Conduct an Equating/Comparability Study of Commission-Approved TPA Models

AGENDA INSERT

Executive Summary: This item provides information about a proposed contract for an Equating/Comparability Study for all Commission-approved TPA models and requests that the Commission approve that the Executive Director enter into a contract for the conduct of this study.

Recommended Action: Staff recommends the Commission approve that the Executive Director enter into a contract to develop, implement, and report on an Equating/Comparability Study for all Commission-approved TPA models.

Presenter: Michele Perrault, Director, Administrative Services Division, and Mike Taylor, Consultant, Professional Services Division

Strategic Plan Goal

I. Educator Quality

- b) 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 2017

Approval of a Contract to Conduct an Equating/Comparability Study of Commission-Approved TPA Models

Introduction

This agenda insert provides information on the recommendation that the Commission approve a contract to conduct an Equating/Comparability Study for three Commission-approved TPA models. As stated in the Commission’s Policy Manual:

§ 610. CONTRACT AUTHORITY

(a) The Commission reserves to itself the authority to authorize the Executive Director to approve contracts and agreements for goods or services with a value in excess of \$150,000.

This agenda item asks the Commission to approve that the Executive Director enter into a contract with a value greater than \$150,000.

A Request for Proposals (RFP) to secure a contractor to conduct an equating/comparability study was released on February 8, 2017. The RFP was posted publicly on the CTC’s website and following its release, the CTC provided a period for potential applicants to send in questions related to the RFP. The agency then provided answers in the form of an FAQ document that was also posted on the CTC website and sent to potential bidders who filed a letter of intent to submit a proposal in response to the RFP.

The Commission received five proposals by the required submission deadline. Staff reviewed each first for technical compliance with the application instructions and completeness of the application in responding to all required information. All applications met the initial technical compliance screening and were then read by a team of Commission staff members and rated according to the following selection criteria:

Proposal Component	Points
1. Applicant Description and Documentation of Capacity	10
2. Prior Experience Conducting Large-Scale Studies	10
3. Study Design and Methodology	30
4. Study Implementation Plan	10
5. Data Collection, Data Analysis and Reporting Requirements	10
6. Key Staff	10
7. Budget and cost effectiveness	40
Total Points Possible	120

One of the proposals submitted received significantly higher scores based on the content of the design and methodology proposed to meet the Commission's needs and is being recommended to the Commission for the award of the contract.

To keep the project on schedule with an implementation start date of July 1, 2017, this item requests the Commission approve that the Executive Director enter into a contract in the amount of \$969,300.00 with the **Human Resources Research Organization (HumRRO)** for performing the equating/comparability study for the three Commission-approved TPA models.

About HumRRO

Founded in 1951, HumRRO is an independent, U.S.-based, non-profit organization with experience collaborating with government, private, and nonprofit agencies to design, implement, and evaluate education, training, and personnel systems. Their professional staff is composed primarily of education researchers, statisticians, and measurement experts. Several staff members are nationally recognized experts in their fields.

HumRRO has recognized expertise in large scale assessment, including performance assessments and comparability studies. The staff has experience working in teacher certification and have worked on projects similar to the scope requested by the Commission for this study.

For this project, HumRRO will be subcontracting with POTHOS, Inc. to provide meeting and travel logistics support for onsite and Technical Advisory Panel meetings. POTHOS, Inc. is a veteran-owned, certified Disabled Veteran Business Enterprise (DVBE) and is a globally recognized, full service, strategic meeting management, incentive and corporate travel company in the United States.

Scope of Work Summary

Seven key activities are outlined to be completed under the equating/comparability study contract. The entire comparability study will be completed by June 2019.

- Activity 1: Evaluation and Comparison of Evidence across TPA Models for Adherence to Assessment Design Standards
- Activity 2: Content Validity Comparability Analysis
- Activity 3: Comparison of Stakeholder Input across TPA Models
- Activity 4: Scoring Review: Comparison of Scoring Rubrics, Scorer Training, and Score Reports across TPA Models
- Activity 5: Comparison of Standard Setting across TPA Models
- Activity 6: Statistical Analysis and Comparison of Score Data across TPA Models
- Activity 7: Comparison of TPA Models to a Common Criterion Measure

Technical Advisory Committee

As part of the contract, HumRRO will also establish a Technical Advisory Committee (TAC) to provide guidance on the design, implementation, and interpretation of results for the seven proposed activities. They will work with the Commission to identify two representatives from each of the three TPA model sponsors, as well as several other recognized experts in the field to serve on the TAC, which will meet twice per year.

Meetings with Commission Staff

HumRRO will also meet at least twice per year with Commission staff to provide updates on the implementation and findings of the study. These meetings will be scheduled jointly by the Commission and HumRRO and may coincide with meetings of the TAC.

Deliverables

Deliverables for this contract will be a series of reports on the activities listed above and information/data obtained from each activity. Below is a list of deliverables to be completed under the scope of this contract along with the scheduled timeframe for delivery.

- Progress Report #1 September 29, 2017
- Progress Report #2 February 28, 2018
- Year 1 Preliminary Report June 30, 2018
- Progress Report #3 September 28, 2018
- Progress Report #4 February 28, 2019
- Final Report June 30, 2019

Staff Recommendation

Staff recommends the Commission approve that the Executive Director enter into a contract in the amount of \$969,300.00 with HumRRO to conduct an equating/comparability study for the three Commission-approved TPA models included in this study.