



COLORADO
Department of Education
Commissioner of Education

201 East Colfax Avenue
Denver, CO 80203-1799

Dec. 7, 2022

Dear Superintendents and BOCES Directors,

It was great to see so many of you at CASB last week. I always appreciate the opportunity to connect with you in person as I am continuously reminded of my gratitude for your hard work and dedication to providing Colorado students with the best educational experiences possible. As I shared with many of you last week, a request for proposals (RFP) for the Colorado High School College Entrance Suite of Assessments was recently released and I am writing you today to elaborate on the procurement process and to seek your nominations for RFP review committee members. Your nominations are incredibly helpful as we try to make RFP review committees as representative of districts across the state as possible.

In Spring 2021, the Department released an RFP for the Colorado High School College Entrance Suite of Assessments (9th, 10th, and 11th grade exams). After independently reviewing the two proposals received, the eleven-member review committee voted unanimously to cancel that solicitation, as neither of the proposals received provided adequate consideration of all factors of significance to Colorado. As a result of the cancellation of the RFP in 2021, the existing contract with College Board was extended by two years, through the spring 2023 administration. To address statutory requirements, an updated RFP was released on December 1, 2022 with a contract expected to commence with a spring 2024 administration. In line with statute, the RFP allows for five administrations of grade 9 with the option of one additional year of grade ten and two additional years of grade 11. Exercising these options would allow for eleventh grade students to take the college entrance exam that corresponds to the assessment they took as ninth graders. This transition approach is not an option under current circumstances as College Board is administering their current assessments for the last time in spring 2023. They will make the full transition to their new digitally-based assessments and systems starting in 2024. Prospective contractors have until January 12 to submit proposals.

The CDE Assessment Division is currently seeking educators to participate in the proposal evaluation process. There will be one proposal evaluation committee and three subcommittees.

- Proposal evaluation committee members will be responsible for reviewing complete submissions and voting for the recommended contract award. The proposal evaluation committee meetings are scheduled for January 19 (about 60 minutes after 3:00 pm), February 15 (all day), February 28 (all day), March 1 (all day), and March 2 (all day, as needed). Committee members must be able and willing to spend significant time outside of these meeting dates working independently to read and evaluate the vendor proposals.
- Content subcommittees: English language arts and math subcommittees of 4-5 individuals each will evaluate how well the vendors' submitted test forms align to the Colorado Academic Standards. At least one member from each of these subcommittees will also sit on



the voting proposal evaluation committee and provide the subcommittees' conclusions. ELA and Math content experts must be available to participate in a meeting between January 23 - February 10, with exact date and time TBD.

- A technology subcommittee of 4-5 members will review relevant parts of the proposals. At least one member from this subcommittee will also sit on the proposal evaluation committee to provide the subcommittee's conclusions. Technology experts must be available to participate in a meeting between January 23 - February 10, with exact date and time TBD. Technology subcommittee members may also be asked to attend the meeting on Feb. 28th.

All evaluators from the proposal evaluation committee and subcommittees must be willing to sign a non-disclosure agreement and commit to attend all meetings.

Please consider nominating qualified candidates to be considered as evaluation committee members. The level of effort associated with being a member of the committee is relatively high, but we are hoping to find field representation in each of the areas identified below:

- District and School Administrators (ex. Superintendents, High School Principals)
- Assessment administration experts (ex. district assessment coordinators).
- Content experts familiar with the high school span of reading, writing and communicating (RWC) Colorado Academic Standards (CAS).
- Content experts familiar with the high school span of mathematics CAS.
- Technology experts familiar with either/both network and device set-up for online testing, and/or the use of student and test management software and test administration software
- Individuals with expertise in educating high school students with disabilities.
- Individuals with expertise in educating high school multilingual learners.
- Individuals with psychometric expertise.
- High school guidance counselors.

If you would like to nominate a qualified candidate, including yourself, for committee participation, please fill out the attached nomination form. Also, please share this email and attachment with other educators who would add to a productive review experience. **Nominations for qualified candidates should be sent to Allison Smith at Smith_A@cde.state.co.us by Monday, December 19, 2022.** We will connect with the nominees if they are selected, or to get additional information as needed.

Consistent with the reviews completed in 2015 and 2021, we are expecting that almost all of the reviewers on the committee will come from CO schools and districts. We also know that educators are incredibly stretched this year and we may need to adjust that expectation accordingly.

With much appreciation,



Katy Anthes, Ph.D.
Commissioner

