

## **Addendum #1**

### **RFP for Language Proficiency Testing**

**Issue Date: Thursday, March 30, 2023**

**Bids Due: Thursday, April 13, 2023 at 1:00PM**

1. Is this RFP for testing employees or students?  
Testing is for employees
2. If the RFP is for testing employees, are Contractor's background checks still necessary for full time employees only?  
Yes, for all PPSD employees (BCI's)
3. If the RFP is for testing students, what specifically are the Contractor's responsibilities under FERPA and COPPA?  
Not applicable.
4. Is the use of SFTP for test assignment and results delivery?  
No.
5. What is the estimated volume of tests and/or the value (\$) of the contract?  
The volume will vary. Upon implementation we estimate approximately 400 tests to be conducted and from that point every new hire that states they are bilingual will be tested. This testing is for all Paraprofessionals and Clerical staff.
6. Can Contractors submit proposals electronically via email?  
No, vendors must submit physical bids to: Providence School Dept, Attn: Molly Hannon, 797 Westminster Street, RI 02903 by April 13, 2023 @1:00pm.
7. What are the languages to be tested for oral proficiency/speaking skills?  
Predominately Spanish; however, other languages may be tested as well.

8. Will testing be conducted on site at the district office using a staff member to proctor the assessment or remotely on the test taker's own time and location?  
We would entertain both methods. Proctored on site would be preferred.
9. If remotely, will ID verification of the candidate be required?  
Yes and monitoring.
10. Will the district need a score only result for the test or a certified official rating (includes a score and certificate of proficiency)?  
A score and a certificate of proficiency.
11. What is the current language assessment process in place, if any?  
We have an English as a second language assessment with a cut score of 70.
12. What is the rating scale used, if any?  
70 % cut score.
13. What is the cut score or minimum level of language proficiency needed to qualify your bilingual talent for the incentive pay?  
80 %
14. How was the cut score determined?  
By the consensus of the team.
15. What is the estimated number of tests the District anticipates conducting?  
Over 400 once implemented and all new hires coming in after implementation, when applicable.
16. What are the positions (jobs) to be tested (Example: Custodial, School Nurse, Guidance Counselor, Receptionist, and other Bilingual Staff)?  
Paraprofessionals and Clerical staff.
17. There are many references to student information and student testing/data requirements. Please confirm that testing will be done for individuals over the age of 18 not district students  
All.
18. There are references to Student Data Protocols, does this apply to staff testing?  
No.
19. If data integration (SFTP) is required, is it with a learning management system or an applicant tracking system? If so, what system is in use?  
Not required.
20. When will responses to the vendor questions be available in an Addendum to allow for us to meet the April 13<sup>th</sup> deadline to have responses mailed in prior to that date?  
March 30, 2023 addendum will be published.