

# SUMMARY OF WORK

## 1. Project Overview & Objective

Amarillo ISD is seeking proposals from qualified third-party vendors to provide valid, reliable, and comprehensive pre-test and post-test assessment solutions for its **Career and Technical Education (CTE)** programs. This project supports Amarillo ISD's local **Teacher Incentive Allotment (TIA)** system under Texas Education Code §21.3521 for Cohort 3 implementation.

The primary objective is to measure student growth using a statistically valid testing model across Amarillo ISD's CTE pathways. Amarillo ISD is requesting proposals addressing two distinct implementation options. Vendors may bid on Option 1, Option 2, or both. The selected vendor(s) must also provide robust training for administration and campus staff to ensure high-stakes test security, standardization, and data reliability.

## 2. Vendor Qualifications & Texas Compliance

To ensure alignment with Texas Education Agency (TEA) data-validation standards, all proposed assessment solutions must meet the following criteria:

- **TEA Third-Party Assessment Recognition:** Assessments must fulfill the requirements of **Texas Administrative Code §150.1012** for student growth measures, demonstrating sufficient scale stretch, validity, and reliability to support high-stakes TIA designations.
  - *Vendors shall provide evidence that proposed assessments are currently recognized by TEA for TIA student growth purposes or provide documentation demonstrating alignment with EA requirements for third-party assessments.*
- **TEKS Alignment:** All assessment items must be rigorously cross-walked and aligned to the Texas Essential Knowledge and Skills (TEKS) for the corresponding CTE courses. Bidding vendors must provide TEKS alignment documentation upon request.

## 3. Scope of Work: Option 1 – Bundled Course Pathway Package

Under Option 1, Amarillo ISD is seeking a unified, "bundled" pre-test and post-test package tailored specifically to a baseline list of identified CTE courses. The goal of this option is to evaluate how effectively a vendor can provide a comprehensive, turnkey solution covering a broad cross-section of Amarillo ISD's CTE programs of study.

While Amarillo ISD recognizes that individual vendors may not have pre- and post-tests for 100% of the listed courses, **vendors must include the table below into their proposal and explicitly state which courses are included in their bundle**, along with any proposed substitutions or grouped programmatic solutions.

### Identified TIA Cohort 3 CTE Courses

Course Name	Service ID	Vendor Covers? (Y/N)	Assessment Name / Description
Principles of Agriculture, Food, and Natural Resources	13000200		
Veterinary Science	13000600		
Advanced Animal Science	13000700		
Agricultural Mechanics and Metal Technologies	13002200		
Floral Design	13001800		
Principles of Construction	13004220		
Principles of Architecture	13004210		
Architectural Design I	13004600		
Plumbing Technology I	13006000		
Electrical Technology I	13005600		
Construction Technology I	13005100		

Heating, Ventilation, and Air Conditioning (HVAC) and Refrigeration Technology I	13005800		
Automotive Basics	13039550		
Collision Repair	13039800		
Introduction to Culinary Arts	13022550		
Culinary Arts	13022600		
Principles of Arts, Audio/Video Technology, and Communications	13008200		
Professional Communications	13009900		
Audio/Video Production I	13008500		
Animation I	13008300		
Graphic Design and Illustration I	13008800		
Commercial Photography I	13009100		
Foundations of Business Communication & Technologies	13011400		
Principles of Business, Marketing, and Finance	13011200		
Entrepreneurship I	13034400		
Business Management	13012100		

Touch Systems	13011300		
Business English	13011600		
Applied Mathematics for Technical Professionals	12701410		
Career & College Exploration	12700120		
Principles of Manufacturing	13032200		
Precision Metal Manufacturing I	13032500		
Welding I	13032300		
Welding II	13032400		
Principles of Applied Engineering	13036200		
Engineering Science	13037500		
Principles of Health Science	13020200		
Medical Terminology	13020300		
Pharmacy I	N1302127		
Dental Equipment and Procedures	N1302130		
Health Science Theory	13020400		
Mathematics for Medical Professionals	13020970		
Pharmacology	13020950		

Practicum in Health Science	13020500		
Principles of Law, Public Safety, Corrections, and Security	13029200		
Law Enforcement II	N1302803		
Court Systems and Practices	13029600		
Principles of Education and Training	13014200		
Child Development	13024700		
Instructional Practices	13014400		
Principles of Information Technology	13027200		
Computer Maintenance	13027300		
Computer Science I	03580200		
Dollars and Sense	13024300		

### Option 1 Bundle Requirements

- **Turnkey Assessment Delivery:** Vendor must provide ready-made pre-tests (administered at the beginning of the course) and post-tests (administered at the end of the course) for all covered courses within their proposed bundle.
- **Programmatic Consistency:** The bundled package must utilize a consistent testing interface, grading matrix, and scale score reporting system across all covered courses to simplify data aggregation for TIA Cohort 3 calculations.

#### 4. Scope of Work: Option 2 – Broad Programmatic Third-Party Solutions

Under Option 2, the vendor must provide a scalable testing platform capable of encompassing the majority of Amarillo ISD's CTE Programs of Study .

Proposals under Option 2 should specify tracking capabilities across two primary testing pathways:

Assessment Track	Pre-Test Requirement	Post-Test Requirement	Application to TIA
<b>Track A:</b>  <b>Curriculum-Based Assessments</b>	Baseline exam checking foundational knowledge of course TEKS (administered within the first 9 weeks).	Comprehensive final exam utilizing identical or parallel item-bank questions measuring end-of-year mastery.	Measures raw student growth across non-certification or foundational CTE courses.
<b>Track B:</b>  <b>Industry-Based Certifications (IBC)</b>	Pre-test measuring baseline student skills against weighted national or state industry standards.	Official <b>Industry-Based Certification Exam</b> hosted on or integrated with the vendor's platform (e.g., iCEV, AWS, OSHA, NHA).	Measures readiness and end-of-course achievement of state-approved graduation/accountability IBCs.

**Option 2 Coverage Target:** The vendor must detail their broad assessment inventory, aiming to encompass the majority of state-approved CTE courses offered in Amarillo ISD.

#### 5. Platform Functionality & Data Delivery (Applicable to Both Options)

The automated assessment platform proposed (for either Option 1 or Option 2) must feature:

- **Secure Proctoring Environment:** Browser-locking capabilities or secure login protocols to prevent testing violations.
- **Rostering Integration:** Seamless automated integration with Amarillo ISD's Student Information System (SIS) via Clever, ClassLink, or OneRoster API frameworks.
- **Data Reporting Analytics:** Dashboards capable of generating individual student growth reports, mapping progress from pre-test to post-test. Data must be exportable in clean flat-file formats (CSV/Excel), segmented by teacher, class period, course Service ID, and campus to streamline

the annual TIA data submission requirements established by TEA and its designated data validation partner.

- *Vendor must comply with FERPA, Texas Education Code requirements, and all applicable student data privacy laws.*
- ***All student assessment data, growth calculations, and related reporting generated under this contract shall remain the property of Amarillo ISD.***

## 6. Training, Proctoring Guidelines, and Implementation Support

To preserve the data integrity and statistical validity required by the Texas Education Agency for TIA designation approval, the selected vendor must provide comprehensive implementation training.

### A. Administrative Training (District & Campus Leadership)

- **System Setup & Oversight:** Training on platform deployment, assigning student rosters, setting operational testing windows (Beginning-of-Year and End-of-Year), and tracking testing compliance.
- **Data Auditing:** Instructional sessions on how to safely extract, interpret, and audit student growth datasets for clean TIA submissions.

### B. Proctor and Staff Training

- **Standardized Test Administration:** Clear protocols detailing mandatory testing environments, student authentication, and proctor parameters to guarantee standardized, reliable test conditions.
- **Test Security & Integrity Training:** Mandatory security frameworks addressing the prevention of test violations (e.g., prohibiting capturing/copying test content, preventing student cheating, and reporting suspected testing irregularities).
- **Accommodations Management:** Technical instruction on configuring and deploying built-in student testing accommodations (such as text-to-speech, extended time, or translated interfaces) in compliance with student IEPs and 504 plans.

### C. Training Delivery Methods

The vendor must outline a multi-tiered training approach, which should include live virtual workshops, on-demand video modules, and comprehensive step-by-step proctoring manuals accessible to district staff throughout the school year. Vendor must outline service level procedures regarding the following:

- Help Desk Hours
- Response Time Expectations
- Escalation Procedures
- System Maintenance / Required Updates

## 7. Project Timeline & Deliverables Cadence

The selected vendor(s) will be expected to adhere to the following baseline implementation schedule:

- **Phase 1 (Summer):** System integration, automated SIS rostering synchronization, and Administrative/Proctor training deployment.
- **Phase 2 (Fall / BOY Window):** Deployment and close-out of baseline Pre-Tests within the state-mandated initial 9-week testing window.
- **Phase 3 (Mid-Year):** Ongoing technical support, system maintenance, and roster audits.
- **Phase 4 (Spring / EOY Window):** Deployment and close-out of Post-Tests or official IBC Exams within the final 12 weeks of the school year.
- **Phase 5 (Post-Testing Closeout):** Immediate delivery of finalized, audited student growth data flat-files mapped to TIA submission specifications.