

Specifications for 66639810 Student Test Scoring Evaluation

The Georgia Center for Assessment (GCA) is seeking Requests for Quotes from temporary staffing agencies to perform temporary employment, payroll and related services for assessment evaluators.

▪ **Background Information:**

Created in 1984 as Test Scoring and Reporting Services (TSARS), the organization began with the scoring of Georgia Criterion Referenced Competency Test (CRCT) assessments in Reading and Math. As TSARS grew, the organization took on many additional assessment scoring projects with the Georgia Department of Education, including writing assessments for Grades 5, 8 and 11, the Georgia High School Graduation Tests across multiple content areas, Criterion Referenced Competency Test-Modified (CRCT-M) assessment development, the Georgia Student Growth Model, and the Gwinnett County High School Gateway Assessments in Science and Social Studies. In 2007, the organization's name was changed to The Georgia Center for Assessment, in order to better reflect the range of services provided at the time.

GCA currently employs 20+ full-time staff, who are involved not only with GADOE assessment contracts, but with research and classroom instruction in the College of Education, development of new products and services, and professional learning and outreach programs for educators around the state. Scoring projects for GADOE have included up to 100+ seasonal employees, who act as trained experts in evaluating student assessments from public schools all across Georgia. The most qualified evaluators are also involved in the development and scoring of GCA's formative assessment program known as Assesslets, which assist teachers and students in preparing for the Georgia Milestones assessments.

With the end of the Georgia Writing Assessments and Graduation tests, GCA is poised to score the new Georgia Milestones assessments beginning in April of 2016 through early June of 2016. The Georgia Center for Assessment is looking for an innovative and fully engaged staffing partner to assist us in providing a quality evaluation environment for the Milestones assessment.

Work will be performed at GCA's scoring center in Athens, zip code 30606 or 30602; address will be provided upon award.

The assessments that may be graded are any Grade Level 3 through High School. All items are scored once and a second evaluation of the same paper, known as a "read behind" is done on 25% of tests. All High School items are scored twice.

• **GCA Responsibilities:**

- A GCA representative, also known as the Scoring Supervisor, will be designated by the GCA to provide oversight and ensure Vendor is completing tasks appropriately and up to the standards provided by these Specifications, the Solicitation, and regulations from the Department of Education. Tracy Robertson will act as the main point of contact for the Vendor. The Site Manager will report to Tracy Robertson directly. In her absence, the Site Manager will report to the GCA representative present at the scoring facility.
- The GCA will provide training 24-48 hours prior to the beginning of each scoring shift at the scoring facilities on a computer
- The GCA will oversee all operations of the process and, at any time, request information from the Vendor regarding evaluator performance, workplace concerns, or quality control.
- The GCA will run reports provided by the Data Recognition Center to monitor evaluator accuracy and evaluator drift (the tendency of an evaluator to begin evaluating responses based on their strengths relative to other responses and not the scoring rubric; this occurs more frequently as an evaluator reads more responses). Accuracy and drift are addressed/corrected with retraining exercises.

- The GCA will run calibration sets and checks to ensure evaluators are scoring accurately.

The selected temporary employment agency (“Vendor”) must, at a minimum, provide the following services and, at a minimum, meet the following requirements:

- **Vendor Requirements and Responsibilities:**

- Vendor must be able to hire 200-250 evaluators before testing begins.
- Vendor will handle all advertising for positions. All advertising must be reviewed by GCA and approved in writing.
- Vendor will handle all payroll. Exact per-hour pay rates will be determined during the contracting process. Vendor invoices for payroll will be paid by GCA for actual time worked only. Vendors should NOT include payroll in their bids. Estimated payroll is as follows:
 - 250 Evaluators, at \$13/hr, 5 days a week for 6 weeks, 7 hours a day
 - 4-8 Team Leads, at \$20/hr, 5 days a week for 6 weeks, 7 hours a day
 - 1 Staffing Site Manager, at \$30/hr, 5 days a week for 6 weeks, 7 hours a day
- **Note: Bidders should NOT include payroll for Evaluators, Team Leads, or Staffing Site Manager in their bid line item in eSource.**
- Vendor will be given a list of persons strongly preferred to be placed into some positions. These persons will already be familiar with the scope of this project and GCA.
- Vendor will provide daily reports during scoring regarding all staffing. This will include any issues with evaluator punctuality, attendance, and any conferences regarding personnel issues.
- Vendor will provide GCA project manager weekly status reports throughout the hiring process. This will include current advertising statuses each week, number of contacts per mode of advertising, number of applicants, the current number of employees hired during the hiring process, any concerns, and any suggestions for improvement or modifications.
- Vendor is strongly encouraged to accept any current GCA evaluators that apply for this event. GCA may recommend applicants as well.
- Vendor will provide picture ID badges for each employee which must be worn at all times when employee is at scoring facility.
- Vendor will handle all facets of hiring and provide descriptions of how they will perform these tasks in the bid response.
 - Resume receipt and review
 - Background investigation and I-9, meeting UGA’s requirements for screening. UGA’s requirements include:
 - “A state and federal criminal history check covering a minimum of seven (7) years
 - A nationwide sex offender search
 - A social security number check using the Form I-9 and the federal E-verify System
 - A credit check for positions that have access to financial resources such as handling money, checks, purchasing cards, etc.”
 - Confirmation of degree
 - Confirmation (via testing, etc.) of computer and keyboarding skills
 - Interview process
 - Management of all evaluators
 - Time/Attendance
 - HR related issues
 - Conflict resolution
 - Termination
- Vendor will assign a Site Manager to remain on site during all scoring shifts for personnel management.
- Vendor will provide creative and innovative solutions to problems
- At UGA’s request, the vendor will remove any manager, evaluator, or other Vendor employee from a

project or the contract. UGA also reserves the right to recommend or suggest employees.

- Reporting structure:
 - Evaluators report to their assigned Team Lead for scoring purposes. However, they will report to the Site Manager for any personnel issues
 - Team Leads report for scoring/testing issues to the Scoring Supervisor. For any personnel issues they will report to the Site Manager.
- Vendor Bid Submission
 - Vendor will be able to show experience working with large scale projects, similar in size and scope of this project. **Vendor will provide three (3) references with contact information for projects similar in size and with similar requirements of this project with their bid submission.**
 - Vendor will provide project plan with their bid submission. This plan must include the proposed course of action to implement these requirements and responsibilities. It must also include a price breakdown of the bid amount. This price breakdown will be entered into the attached “Price Sheet.” **Again, bidders should NOT include payroll in their bid line items on eSource.**
 - The cost breakdown must be split as follows:
 - Payroll, to include what is to be paid to the evaluators, team leaders, and scoring site manager
 - Administrative costs, to include advertising costs, hr costs, background checks, etc.
- **Evaluator Responsibilities and Requirements:**
 - Evaluators will assign scores to student responses as part of the Georgia Milestones Assessment based on the training GCA provides 24-48 hours prior to the scoring project
 - Basic computer, keyboarding, and word-processing skills are required
 - Qualified applicants must have a bachelor’s degree or higher from an accredited institution.
 - Applicants must have knowledge of standard English-language writing conventions and of mathematics.
 - Evaluators work on a project basis, and projects last from several days to several weeks
 - Work hours are Monday through Friday from 8:30 AM to 4:30 PM or from 6:00 PM to 10:00 PM
 - Once assigned to a project, evaluators must commit to completing that project
 - A confidentiality agreement must be signed and abided by. Violation will result in immediate dismissal
- **Team Leaders Responsibilities and Requirements:**
 - Team leaders will assign scores to student responses in designated subject areas as part of the Georgia Milestones Assessment
 - Basic computer, keyboarding, and word-processing skills are required
 - Qualified applicants must have a bachelor’s degree or higher from an accredited institution.
 - Applicants must have knowledge of standard English-language writing conventions and of mathematics.
 - Team Leaders work on a project basis, and projects last from several days to several weeks
 - Work hours are Monday through Friday; hours will range from 8:30 AM – 10:00 PM based on the total evaluator pool
 - Once assigned to a project, team leader must commit to completing that project
 - Will work directly with the Scoring Supervisor to disseminate evaluator data to assigned evaluator group
 - Will conference with evaluators when remediation is needed on particular items and/or areas of the rubric
 - Will report directly to the Scoring Supervisor
 - A confidentiality agreement must be signed and abided by. Violation will result in immediate

dismissal

○ **Staffing Site Manager**

- Will act as central contact for hiring
- Will evaluate staffing strategies and plans
- Is responsible for providing emergency staffing support services
- Will attend weekly on-site meetings with GCA at GCA offices
- Will handle all communication with evaluators regarding HR-related issues (absences, tardiness, etc.)
- Will deal with evaluator issues/conflict onsite (monitor work is ongoing)
- Will liaison for building issues – i.e., relate any issues promptly to GCA who will handle/resolve (AC not working, etc.)
- Will complete reports, as called for, to ensure quality control and compliance with regulations.
- Be present during scoring at the shift assigned
- A confidentiality agreement must be signed and abided by. Violation will result in immediate dismissal