



# City of Cambridge

## PURCHASING DEPARTMENT

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Amy L. Witts  
Purchasing Agent

**TO:** All Bidders  
**FROM:** City of Cambridge  
**DATE:** May 22, 2015  
**RE:** File No. 6856 – Assessment Management System, Addendum No. 1

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The following questions were submitted and answered (1 – 12).

**Question**

1. Would the district consider a solution that does not allow for content banks besides the bank provided by the vendor?

**Answer**

No, the system must permit importation of third party item banks.

**Question**

2. Please confirm that a bid will be rejected if ALL "Functional Specifications," as outlined in Section II-B of the bid, cannot be met by the September 8 deadline. In other words the district will not accept bid proposals where the majority of the Functional Specifications can be met.

**Answer**

That is correct.

**Question**

3. Section 1.a (page 5): Does summative assessments refer to end-of-course assessments or the state summative assessments?

**Answer**

Yes, both.

**Question**

4. Section 1.i (page 5): In reference to setting performance level thresholds and cut scores, does this pertain to the assessment system functionality or is Cambridge Public Schools requesting the vendor to provide a services to assist with setting performance level thresholds and/or cut scores?

**Answer**

It pertains to the assessment system functionality only.

**Continued on next page.**

**Question**

5. Section 1.h (page 5): Does the vendor need to provide a minimum number of technology enhanced item types? Must all of the listed TEIs be available for use by September 2015? What considerations will Cambridge make as new item types are being added to a vendor's system?

**Answer**

Vendors need to provide all TEIs listed in this section by September 2015. No consideration is made for TEIs that may become available after September.

**Question**

6. Section 1.h (page 5): Are all tools (ruler, calculator, etc.) listed in section 1.h required?

**Answer**

Yes.

**Question**

7. General: Is Cambridge Public Schools willing to consider a deadline extension for proposals?

**Answer**

No.

**Question**

8. General: Is Cambridge Public Schools willing to accept electronic submission of proposal materials? If so, what process can vendors use to submit materials electronically?

**Answer**

No.

**Question**

9. In the Price Proposal form provided, does the district desire to have the # of unites remain at "1" as listed or be adjusted to match the number of unites used to calculate cost?

**Answer**

Unit should remain as "1" as this should represent total cost summary. Itemization of costs should be submitted as an attachment.

**Question**

10. Does the district desire to have commercial test item banks included in the main body of the proposal?

**Answer**

Include only commercial test banks that are normally bundled with the software and that do not incur addition cost to the district.

**Continued on next page.**

**Question**

11. In addition to training staff trainers, does the district desire to have vendor deliver end-user trainings as well? If so, how many staff will be need to be trained?

**Answer**

No. Vendor is responsible for training CPS staff trainers only. "User training" (section III.4) (page 7) refers to training of CPS staff trainers.

**Question**

12. Does the district plan to include grades K-2 within the Assessment Management System at some point in the future?

**Answer**

There is no plan to expand to grades K-2 at this time.

**Questions are now closed**



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AMY L. WITTS  
PURCHASING AGENT

**Addendum No. 1**