PART 1 – REQUEST FOR PROPOSAL

Proposals are invited by the Australian Curriculum, Assessment and Reporting Authority (ACARA) for a contract in relation to National Assessment and Surveys Online Program (NASOP) Research Study: Students with Disability (as specified in this document).

Proposals are to be submitted on the basis that they conform to Part 2: Specifications and Part 4: Response forms.

<table>
<thead>
<tr>
<th>Agency</th>
<th>Australian Curriculum, Assessment and Reporting Authority</th>
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<tbody>
<tr>
<td>Closing Date</td>
<td>5:00pm (Sydney time), Friday 11 January, 2013</td>
</tr>
<tr>
<td>Contact Officers</td>
<td>For further information you can contact: Peter Matheson on ph: (02) 8098 3116 or email <a href="mailto:peter.matheson@acara.edu.au">peter.matheson@acara.edu.au</a> John Skehan on ph: (02) 8098 3133 or email: <a href="mailto:john.skehan@acara.edu.au">john.skehan@acara.edu.au</a></td>
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<tr>
<td>Proposal Validity Period</td>
<td>Proposals must remain valid for a minimum period of 90 days after the Closing Date.</td>
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<tr>
<td>Lodgement of Proposals:</td>
<td>Proposals submitted in response to this Invitation will be accepted by ACARA via Email You are required to email the full proposal as a PDF to <a href="mailto:procurement@acara.edu.au">procurement@acara.edu.au</a> (carbon copy to <a href="mailto:peter.matheson@acara.edu.au">peter.matheson@acara.edu.au</a>) with the following text in the message box Research Study: Students with Disability</td>
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</table>
PART 2 – SPECIFICATIONS

2.1 Introduction

The Australian Curriculum, Assessment and Reporting Authority (ACARA) is responsible for the development of rigorous, world-class Australian curriculum from Foundation to Year 12.

To complement the development of an Australian curriculum, ACARA is also responsible for developing and administering a national assessment program aligned to the national curriculum that measures students’ progress, and the provision of information, resources, support and guidance to the teaching profession.

ACARA reports to, and is directed by, the Standing Council on School Education and Early Childhood (previously known as the Ministerial Council for Education, Early Childhood Development and Youth Affairs).

ACARA has overall responsibility for implementing the National Assessment Program (NAP).

2.2 Background

National Assessment Program – Literacy and Numeracy

The National Assessment Program — Literacy and Numeracy (NAPLAN) is the main assessment program conducted by ACARA. Every year all Australian students in Years 3, 5, 7 and 9 are assessed in Reading, Writing, Language Conventions and Numeracy. The tests are equated longitudinally each year in order to ensure comparability of results from year to year, and to enable tracking of students’ results.

National Assessment and Surveys Online Program

The National Assessment and Surveys Online Program, under the Australian Government’s Online Diagnostic Tools election commitment, is intended to develop capacity to deliver national assessments and surveys through an online environment.

This Program comprises three elements:

- development, testing and delivery of a national online School Opinion Survey for deployment in 2013 at jurisdictional discretion (Element 1),
- development, testing and delivery online of the 2013 National Assessment Program – Civics and Citizenship sample assessment (NAP-CC) (Element 2), and
- development, testing and delivery of a National Online Assessment Delivery System for diagnostic, formative and summative testing (supporting delivery of the ACARA National Assessment Program including NAPLAN, should the Standing Council on School Education and Early Childhood (SCSEE) agree) (Element 3).

The program will be delivered in partnership by ACARA and Education Services Australia (ESA), with each responsible for delivering different aspects of the program. ACARA is responsible for delivering ‘Assessment and Reporting Services’, and ESA is responsible for delivering ‘Technical Delivery Services’ across all three elements.

A key aspect of the program is ACARA’s expanded assessment and reporting research agenda, incorporating a comprehensive investigation into assessment instruments and programs using online technology. The result of this research will provide Ministers with a broad range of options regarding the future of NAPLAN and NAP sample programs.

NAPLAN Research Study

ACARA has developed a comprehensive research agenda that will provide findings on a range of issues and provide evidence that will allow decisions to be made regarding the transition of NAPLAN from a pen-and-paper test to a computer-based assessment.
2.3 Purpose

Current NAPLAN tests are provided in large print, black and white, Braille, and a basic on-screen PDF format for students with disability.

Technology provides opportunities to enhance accessibility to NAPLAN for students with disability, beyond these adjustments.

If NAP assessments are moved to a computer-based testing environment, the change in the test delivery mode offers opportunities for innovative items as well as functions and features that can provide better access to students with disability.

The purpose of this contract is to engage qualified and experienced Contractor(s) and/or consortia to design and implement a study or studies to investigate the transition to an online testing system and the opportunities to broaden the range of access for students with disability.

It will be a requirement that the online test delivery system will meet the Web Content Accessibility Guidelines (WCAG) 2.0 A and AA requirements. This research should focus on opportunities beyond these requirements.

2.4 Project Scope

The project should, as a minimum:

- Provide a range of accessibility options and outline the accommodations, and the rationale for the proposed accommodations, that will be investigated to broaden accessibility for a diverse range of student needs.
- Outline the type(s) of technology that will be employed for each accessibility option.
- Take into consideration the scalability and feasibility of the proposed technology for national implementation.
- Investigate the effectiveness of the proposed technology in engagement of students with disability with the tests.
- Outline any potential adjustments to item types and design as a result of the research; for example, formats used for test items, the design of the test, etc.

Organisations should use Response form 4.1 as a guide when preparing their proposals.

2.5 Timing

**Note:** The timeframe will be confirmed during contract negotiations, and the final timeframe will be included in the Contract. Organisations should use the following information as the basis for preparing their proposals. Although ACARA is prepared to discuss changes to the proposed timeframe, it reserves the right not to alter the proposed timeframe.

It is expected that this project will commence in January 2013 and be completed by the end of June 2013.

<table>
<thead>
<tr>
<th>Task name</th>
<th>Start</th>
<th>End</th>
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<tbody>
<tr>
<td>Contract(s) awarded</td>
<td></td>
<td>Jan 2013</td>
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<tr>
<td>Finalisation of the research design to be implemented</td>
<td>Jan 2013</td>
<td>Feb 2013</td>
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PART 3 – EVALUATION PROCESS & CRITERIA

3.1 Evaluation Process
The evaluation process will involve an assessment of proposals received against the criteria listed below. ACARA reserves the right to short-list during the evaluation process using the evaluation criteria contained below. The evaluation process may also involve discussions, reference, financial and corporate checks.

3.2 Evaluation Criteria
Offers received will be evaluated against the following criteria (if applicable). The weightings ascribed to each criterion will be applied consistently.

- Ability to meet the Purpose and Scope outlined in the Specification
- Reputation and Experience (track record, competence, capacity to deliver)
- Overall quality of the research proposal taking into consideration all sections outlined in the response form at 4.1
- Value for money.
PART 4 – RESPONSE FORM
(The Applicant must complete all of the following Response Forms as part of its Quote)

Response Form 4.1 – Proposal pro forma

RESEARCH PROPOSAL FORMAT

The research proposal must not be longer than 2000 words, excluding the personnel, references and appendices.

The research proposal must contain following sections:

1. **Purpose and objectives:**
   This section should provide an overview of the proposed research study and must contain clearly articulated research problem/s statement/s. The scope of this overview should be such that the rationale of the postulated research problem/s can be evaluated.

2. **Method and analyses**
   This section should contain brief description of methods, procedures and data analyses approaches that will be implemented in the proposed research study.

3. **Technology and data sources**
   This section should provide a description of the anticipated data source including the estimation of the required sample size. The section should also outline any technological and / or infrastructure requirements for the research proposal that will either be provided by the Contractor or that will need to be provisioned.

   **Please note:** The required sample size that is agreed between ACARA and the Contractor(s) will be coordinated and provided by ACARA.

4. **Educational importance**
   This section should provide a concise overview of the educational importance inherent to the proposed research study and how its outcome may impact positively on the national assessment programs.

5. **Personnel**
   This section should provide a list all personnel that will be part of the research project team including relevant experience and qualifications of each team member.

6. **References**
   This section should contain a comprehensive list of references used in the research proposal.
Response Form 4.2 - Applicant Authorisation and Certification

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<th>Information Required</th>
<th>Details</th>
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<td><strong>Name of applicant:</strong></td>
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<td>specify the full company</td>
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<td>name;</td>
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<td>- if applicant trades under a</td>
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<td>business name, specify the</td>
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<td>registered business name;</td>
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<tr>
<td>- if applicant is an individual or partnership, specify the full name of each individual or partner.</td>
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**Applicant’s ACN (if applicable) OR if no ABN – have you submitted a ‘Statement by a supplier – Reason for not quoting an Australian Business Number (ABN) to an enterprise’ form?**

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<th>Yes</th>
<th>No</th>
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**State or Territory in which Business / Corporation is registered (**)**

**Name of Holding Company / Corporate Group (**)**

**Company Profile**

As part of the quote process, each applicant must include a copy of their Company’s Profile. Does your quote include your Company’s Profile:

<table>
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<th>Yes</th>
<th>No</th>
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**Is the applicant registered for GST?**

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<th>Yes</th>
<th>No</th>
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**Postal Address**

**Street Address**

**Contact Name**

**Contact Phone**

**Contact E-mail**

**Contact Fax**

**Is it proposed to sub-contract any part of the Goods and/or Services?**

If “YES”, please specify full name and address of each sub-contractor and their relevant experience and expertise in relation to the offered Goods and/or Services.

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<th>Yes</th>
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**Are Acceptances and Orders to be directed to the above Contact Name and details?**

If “NO”, please insert alternative details.

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(*) If an applicant is an individual then the relevant sections identified by (*) will not be applicable.
Authorisation, Certification and Execution by an applicant (company) (*)
The Director and Director/Secretary named below certify that in submitting this quote on behalf of the applicant:
(a) they have read, understood and complied with the requirements of this Invitation;
(b) the enclosed Response Forms are a true and accurate account of their quote.

Signed for and on behalf of

[insert applicant’s name]
[insert applicant’s ACN]
[insert applicant’s ABN]

in accordance with s.127 of the Corporations Act 2001 (Cth)
this ................ day of ................................. 2......
by

[insert full name of Director]
(signature of Director)

[insert full name of Director/Secretary]
(signature of Director/Secretary)

Where an attorney executes this Deed on behalf of an applicant, the form of execution must indicate the source of this authority and such authority must be in the form of a Deed and a certified copy thereof provided to the Agency.

OR

Authorisation, Certification and Execution by an applicant (individual or partnership)
I, the Offer or named below certify that in submitting this quote:
(a) I have read, understood and complied with the requirements of this Invitation;
(b) the enclosed Response Forms are a true and accurate account of my quote

Signed for and on behalf of

[insert applicant’s name]
[insert applicant’s ABN]

this ................ day of ................................. 2......
by

[insert full name of applicant]
(signature of applicant)

in the presence of

[insert full name of witness]
(signature of witness)

(*) If an applicant is an individual then the relevant sections identified by (*) will not be applicable.
**Response Form 4.3 - Services including Price**

The Services offered by the applicant are as follows:

<table>
<thead>
<tr>
<th>Description</th>
<th>Qty</th>
<th>Unit Price (Excl. GST)</th>
<th>Sub-total Price (Excl. GST)</th>
<th>Price (GST component only)</th>
<th>Total Price (Incl. GST)</th>
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List any delivery and installation details and charges applicable to this quote.

List any taxes, duties or other charges and their details associated with each Good and/or Service applicable to this quote.

**TOTAL QUOTE PRICE**

$%

**Other Pricing Issues:**

Applicants must specify each and every condition that may affect the pricing offered in this Response Form.

Please specify any other price that may be charged to the Agency for the supply of the Services under this Invitation.

For each price, specify:
- the nature of the price;
- the circumstances under which it will be incurred; and total price (including GST).