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| Bidder: |  |

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| MINIMUM QUALIFICATIONS |
| *Please check all boxes that apply.*  Licensed to do business in the State of Washington. If not licensed, provide a written intent to become licensed in Washington within thirty (30) calendar days of being selected as the Apparent Successful Bidder.  Demonstrated project management experience with specific focus on work planning, status reporting, issue management, deliverable review, and approval procedures.  Experience in implementing successful communications strategies.  Knowledge in successfully administering large-scale, online (computer-based) assessment as describe in this RFP.  Knowledge managing the various data elements associated with large-scale assessments.  Knowledge running help desk services for large-scale assessment projects involving online computer test administration.  Knowledge of the scoring and reporting processes required to implement large-scale assessment programs.  Knowledge of the rules and guidelines associated with data privacy, protection of personally identifiable information and FERPA (Family Educational Rights and Privacy Act).  Experience with production of test administration materials and delivery of related training.  Test delivery system (test engines) documentation or certification sufficient to ensure correct item presentation per Smarter Balanced specifications. |

Consultants who do not meet the minimum qualifications noted above will be rejected as non-responsive and will not receive further consideration. Any proposal that is rejected as non-responsive will not be evaluated or scored.

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| ADDITIONAL DESIRED QUALIFICATIONS |
| *Please check all boxes that apply.*  Bidder has been through a successful peer review by the United State Department of Education  Working knowledge of the Smarter Balanced Assessment Consortium and its objectives. |

*I certify under penalty of perjury of the laws of the State of Washington that the foregoing is true and correct.*

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Signature of Bidder Date Place Signed (City, State)

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