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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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