

Kingsport City Schools

 **MASTERY**
BY INSTRUCTURE



RFP School System Customized Benchmark Assessment Program *Proposal Form*

TO: City of Kingsport –
Procurement Manager
415 Broad Street
Kingsport, TN 37660

I. Bid Pricing for RFP School System Customized Benchmark Assessment Program with Item Banks

Having examined the Scope of Work and all information included in this Request for Proposal, the undersigned proposes to furnish all labor, material, equipment, supervision, and services necessary in accordance with the bid documents for the sum of:

| | Qty | Year 1 | Total Price |
|---|-------|-------------|-------------|
| Elementary School Assessments – Grade 2 (3 per yr) ELA & Math (paper-based) | 540 | \$4,449.60 | \$4,449.60 |
| Elementary School Assessments - Grades 3-5 (3 per yr) ELA ,Math & Science; | 5,135 | \$42,312.40 | \$42,312.40 |
| Middle School Assessments - Grades 6-8 (3 per year) ELA, Math, Science & Social Studies (including Algebra I and Geometry at the middle school level); | | | |
| High School Assessments - Grades 9-11 (3 per year-Traditional) (3 per semester– Block) ELA ,Math & Science | | | |
| Yearly Fees or Other(specify in proposal) | | | |
| Mastery Connect AMS | 5,135 | \$29,115.45 | \$29,115.45 |
| Item Banks | 5,135 | \$18,537.35 | \$18,537.35 |
| Paper-Pencil Benchmarks | 540 | \$556.20 | \$556.20 |
| Individual Student Reports | 5,675 | \$0 | \$0 |
| TOTAL COSTS | | \$94,971.00 | \$94,971.00 |

II. Addenda

The following addenda have been received and are hereby acknowledged:

Addendum # 1 Dated Mar 4.

Addendum # _____ Dated _____

Addendum # _____ Dated _____

III. Acceptance

This offer shall be open for acceptance and is irrevocable for (120) one hundred twenty days from the bid closing date.

IV. Bid Form Signatures

Note: Bid must be signed by person authorized by the Corporation By-Laws to bind it into contract.

Name of Firm: Instructure, Inc.

Signed: _____ **Date:** _____

Printed Name: _____

Title: _____

Address: 6330 S 3000 E STE 700
SLC, UT 84121

Phone: (800) 203-6755

Fax: N/A

Email: info@instructure.com

COMPLIANCE AFFIDAVIT(S) (TOTAL OF 2 PAGES)

THIS COMPLIANCE AFFIDAVIT MUST BE SIGNED, NOTARIZED AND INCLUDED WITH ALL BIDS – FAILURE TO INCLUDE THIS FORM WITH THE BID SUBMITTED SHALL DISQUALIFY THE BID FROM BEING CONSIDERED.

VENDOR: Instructure, Inc

CONFLICT OF INTEREST:

1. No Board Member or officer of the City of Kingsport or other person whose duty it is to vote for, let out, overlook or in any manner superintend any of the work for the City of Kingsport has a direct interest in the award of the vendor providing goods or services.
2. No employee, officer or agent of the grantee or sub-grantee will participate in selection, or in the award or administration of an award supported by Federal funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when the employee, officer or agent, any member of their immediate family, his or her partner, or an organization, which employs, or is about to employ, any of the above, has a financial or other interest in the firm selected for award.
3. The grantee's or sub-grantees officers, employees or agents will neither solicit nor accept gratuities, favors or anything of monetary value from vendors, potential vendors, or parties to sub-agreements.
4. Do you or any officers/part-owners/stake-holders/employees of this company have any relative(s) (relatives include spouse, children, stepchildren or any to whom you are related by blood or marriage) that are currently employed by the City of Kingsport, Tennessee, including the Kingsport City School System or serve on the Kingsport Board of Mayor and Aldermen or the Kingsport Board of Education?
_____ Yes X No

If you answered yes please state the name and relationship of the employee or member of the Kingsport Board of Mayor and Aldermen or Kingsport Board of Education member
N/A

5. Are you or any officers/part-owners/stake-holders/employees of this company also employees of the City of Kingsport, including the Kingsport City School System or serve on the Kingsport Board of Mayor and Aldermen or Kingsport Board of Education? _____ Yes X No

If you answered yes please state the name of the employee or board member
N/A

6. By submission of this form, the vendor is certifying that no conflicts of interest exist.

DRUG FREE WORKPLACE REQUIREMENTS:

7. Private employers with five or more employees desiring to contract for construction services attest that they have a drug free workplace program in effect in accordance with TCA 50-9-112.

ELIGIBILITY:

8. The vendor is eligible for employment on public contracts because no convictions or guilty pleas or pleas of nolo contendere to violations of the Sherman Anti-Trust Act, mail fraud or state criminal violations with an award from the State of Tennessee or any political subdivision thereof have occurred.

GENERAL:

9. Vendor fully understands the preparation and contents of the attached offer and of all pertinent circumstances respecting such offer.
10. Such offer is genuine and is not a collusive or sham offer.

IRAN DIVESTMENT ACT:

11. Concerning the Iran Divestment Act (TCA 12-12-101 et seq.), by submission of this bid/quote/proposal, each vendor and each person signing on behalf of any vendor certifies, and

in the case of a joint bid/quote/proposal, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each vendor is not on the list created pursuant to § 12-12-106.

NON-COLLUSION:

12. Neither the said vendor nor any of its officers, partners, owners, agents, representatives, employees or parties interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, with any other responder, firm, or person to submit a collusive or sham offer in connection with the award or agreement for which the attached offer has been submitted or to refrain from making an offer in connection with such award or agreement ,or collusion or communication or conference with any other firm, or, to fix any overhead, profit, or cost element of the offer price or the offer price of any other firm, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against the City of Kingsport or any person interested in the proposed award or agreement.
13. The price or prices quoted in the attached offer are fair, proper and not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the firm or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

BACKGROUND CHECK REQUIREMENT FOR SCHOOL SYSTEM SUPPLIERS:

14. In submitting this bid/quote/proposal, you are certifying that you are aware of the requirements imposed by TCA § 49-5-413 (d) to conduct criminal background checks through the Tennessee Bureau of Investigation and the Federal Bureau of Investigation on yourself and any of your employees who may come in direct contact with students or who may come on or about school property anytime students are present. You are further certifying that at no time will you ever permit any individual who has committed a sexual offense or who is a registered sex offender to come in direct contact with children or to come on or about school property while students are present.

NON-BOYCOTT OF ISRAEL AFFIDAVIT

15. Concerning the Non-Boycott of Israel Act (TCA 12-4-1 et seq.), by submission of this bid/quote/proposal, each supplier and each person signing on behalf of any supplier certifies, and in the case of a joint bid/quote/proposal, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each supplier is not boycotting Israel pursuant to § 12-4-1 and will not during the term of any award. Note: Applicable only to contracts of \$250,000 or more and to suppliers with 10 or more employees.

The undersigned hereby acknowledges and verifies that the response submitted to this solicitation is in full compliance with the applicable laws/listed requirements. The undersigned also declares under penalty of perjury under the laws of the State of Tennessee that the foregoing is true and correct.

SIGNED

BY: _____

PRINTED NAME: _____

TITLE: _____

SUBSCRIBED AND SWORN TO BEFORE ME THIS DATE: _____

BY (NOTARY PUBLIC): _____

MY COMMISION EXPIRES ON: _____



Services Order Form

Order #: Q-360879-2
 Date: 2024-03-14
 Offer Valid Through: 2024-07-22

6330 South 3000 East, Suite 700, Salt Lake City, UT 84121, United States

Order Form For Kingsport City Schools

Address: 400 Clinchfield Street, Suite 200
 City: Kingsport
 State/Province: Tennessee
 Zip/Postal Code: 37660
 Country: United States

Order Information

Billing Frequency: Annually Upfront Upon Start Date
 Payment Terms: Net 30

Billing Contact

Name: _____
 Email: _____
 Phone: _____

Primary Contact

Name: Michael Hubbard
 Email: mhubbard@k12k.com
 Phone: +1 423 378 2125

Billing Frequency Term:

Non-recurring items will be invoiced upon signing. Recurring items will be invoiced on the subscription start date.

| Year 1 | | | | | | |
|---|------------|------------|--------|-------|----------|---------------|
| Description | Start Date | End Date | Metric | Qty | Price | Amount |
| Mastery Connect Bundled Subscription | 2024-07-01 | 2025-06-30 | User | 5,135 | USD 5.67 | USD 29,115.45 |
| Mastery View Predictive Assessments TN - Full Year - District Pricing - District Pacing - State Tested Subjects - 3;4;5;6;7;8;9;10;11 | 2024-07-01 | 2025-06-30 | User | 5,135 | USD 8.24 | USD 42,312.40 |
| Mastery View Predictive Assessments TN - Full Year - District Pricing - District Pacing - ELA;Math - 2 | 2024-07-01 | 2025-06-30 | User | 540 | USD 8.24 | USD 4,449.60 |
| Paper-Pencil Benchmarks | 2024-07-01 | 2025-06-30 | User | 540 | USD 1.03 | USD 556.20 |
| Individual Student Reports | 2024-07-01 | 2025-06-30 | User | 5,675 | USD 0.00 | USD 0.00 |
| Item Bank - Mastery All 4 Subjects & Mastery View Bundle | 2024-07-01 | 2025-06-30 | User | 5,135 | USD 3.61 | USD 18,537.35 |
| Recurring Sub-Total | | | | | | USD 94,971.00 |
| Year 1 Total | | | | | | USD 94,971.00 |
| Grand Total: | | | | | | USD 94,971.00 |

| Package Information |
|---|
| Included in your Item Bank - Navigate All 4 Subjects & CASE Bundle: |

| Deliverable | Description | Expiration | Qty |
|---|---|------------|-------|
| Mastery Connect Subscription | Mastery Connect - Subscription | N/A | 5,135 |
| Mastery Connect Student Licensing - GradeCam | User means a learner, administrator, author, manager or designated user associated with Customer's organization, which is authorized by Customer to use the Service with a login credential. Includes access to GradeCam services allowing for bubblesheet scoring. | N/A | 5,135 |
| Mastery View Predictive Assessments TN - Full Year - District Pricing - District Pacing - State Tested Subjects - 3;4;5;6;7;8;9;10;11 | Mastery View Predictive Assessments - Grade Levels | N/A | 5,135 |
| Paper-Pencil Benchmarks | Charge for the pre-coded answer documents and UPS shipping labels for shipping to/from the Instructure office. Schools/Districts are responsible for copying the benchmarks. | N/A | 540 |
| Individual Student Reports | Mastery View Individual Student Reports | N/A | 5,675 |
| Mastery Item Bank - Supplemental | Annual Subscription for Mastery Item Bank - Supplemental | N/A | 5,135 |
| Mastery Item Bank Subscription | Mastery Item Bank subscription for ELA, Math, Science and Social Studies featuring learning standards alignments for all 50 States, D.C., Common Core and Next Generation Science Standards. | N/A | 5,135 |

The items above must be completed during the time period beginning on the later of the Effective Date or the initial Start Date specified in this Order Form and ending pursuant to the time frame set forth in the Expiration column above.

| 3rd Party Product | Description | Expiration | Qty |
|--|---|------------|-------|
| Mastery Connect Student Licensing - GradeCam | User means a learner, administrator, author, manager or designated user associated with Customer's organization, which is authorized by Customer to use the Service with a login credential. Includes access to GradeCam services allowing for bubblesheet scoring. | N/A | 5,135 |

Metrics and Descriptions:

User: User Metric reflects the maximum number of individuals authorized by the Customer to access and/or use the Service and Customer has paid for such access and/or use.

In the event Customer enables access to the Service to more Users over a given contract year than are allocated to such contract year as set forth above, then Instructure reserves the right, in its sole discretion, to invoice the Customer for such additional number of Users. In addition, the User fees set forth above are based on the assumption that Customer's Users will use the Service commensurate with the average usage patterns of users across Instructure's user base in the aggregate (such average usage being referred to herein as "Typical Use") and do not account for usage of the Service by Customer's Users beyond such Typical Use. To the extent the Users' usage of the Service, in the aggregate, exceeds the Typical Use at any given time, Instructure reserves the right, in its sole discretion, to increase the fees by an amount proportional to such excess usage. In the event Instructure increases the fees pursuant to this paragraph, Instructure shall send an invoice to Customer for the applicable increase along with documentation evidencing the additional usage of or additional Users who have access to the Service giving rise to such fee increase. Any invoice sent pursuant to the foregoing shall be due and payable within 30 days of receipt.

| Product | Description |
|--|---|
| Mastery View Predictive Assessments - Grade Levels | Mastery View Predictive Assessments for the State Tested Subject Areas. |

| Product | Description |
|--|---|
| Item Bank - Mastery All 4 Subjects & Mastery View Bundle | Annual Subscription for Mastery View + Mastery Item Banks |

Duration: The Services provided under this Order Form shall begin on the first year Start Date set forth above and continue through the last year End Date set forth above, provided, however, that Instructure may provide certain implementation related Services prior to the first year Start Date at its sole discretion.

Miscellaneous: Instructure's support terms are available as follows:
 Canvas & Catalog: <https://www.instructure.com/canvas/support-terms>
 Folium: <https://portfolium.com/support-terms>
 MasteryConnect: <https://www.masteryconnect.com/support/>

As part of our commitment to provide the most innovative and trusted products in the industry, at times we must increase our renewal rates to cover additional expenses associated with advancing our products. If you have concerns with any increases, please reach out to your account representative.

In the event that Customer fails to execute this Order Form prior to the Start Date listed above, all fees shall become due payable upon Customer's receipt of an invoice.

Terms and Conditions

This Order Form shall be governed by the Master Terms and Conditions which can be found here: <https://www.instructure.com/policies/master-terms-and-conditions>

The provision of any Item Bank Services shall also be governed by the Addendum which can be found here: <https://www.instructure.com/policies/item-bank-addendum>.

The provision of any Predictive Assessment Services shall also be governed by the Addendum which can be found here:

<https://www.instructure.com/benchmark-assessment-addendum>.

In the event of any conflict between this Master Terms and Conditions and any addendum thereto and this Order Form, the provisions of this Order Form shall control.

The parties agreement with regards to Instructure's processing of personal data or personally identifiable information can be found at: <https://www.instructure.com/policies/data-processing>

Notes

This quote is for Mastery View Predictive Assessments for grades 2-11 and Mastery Item bank/ Mastery Item bank Supplemental. Assessments for grade 2 will be delivered via paper-pencil and grades 3-11 will be delivered via Mastery Connect (with GradeCam).

Grade 2 = ELA and Math

Grades 3-5 = ELA, Math, and Science

Grades 6-8 = ELA, Math (including middle school Algebra I and Geometry) , Science, and SS

High School = 3 test a year (traditional) or 2 tests a semester (block) in Standard English I and II, Algebra I, Geometry, and Biology.

| PURCHASE ORDER INFORMATION | TAX INFORMATION |
|--|---|
| Is a Purchase Order required for the purchase or payment of the products on this order form? Please Enter (Yes or No): _____ If yes, please enter PO Number: _____ | Check here if your company is exempt from US state sales tax : _____ <i>Please email all US state sales tax exemption certifications to ar@instructure.com</i> |
| | 1 |

Customer purchasing documentation, such as Purchase Orders, shall only be used as proof of acceptance of the Order Form referenced therein, and the associated Master Terms and Conditions. Any terms and conditions included in any such Customer purchasing documentation are hereby expressly disclaimed by Instructure, shall be void and of no effect, and shall in all cases be superseded by the applicable Master Terms and Conditions.

By executing this Order Form, each party agrees to be legally bound by this Order Form.

Kingsport City Schools

| | |
|------------|-------|
| Signature: | _____ |
| Name: | _____ |
| Title: | _____ |
| Date: | _____ |

Instructure, Inc.

| | |
|------------|-------|
| Signature: | _____ |
| Name: | _____ |
| Title: | _____ |
| Date: | _____ |



K-12 Assess

Make assessment a seamless part of the instructional cycle with the Instructure Learning Platform

Make it easy for students to engage with curricular content—such as assignments, video content, and discussions—and then demonstrate their mastery of standards in one streamlined experience.

By adding **K-12 Assess** to Canvas LMS, educators save time when creating quality assessments by selecting items from a vetted, expert-developed bank or by choosing prebuilt single-standard assessments. Actionable, real-time data means teachers can make in-the-moment decisions about instructional next steps and design interventions,

Leaders and administrators use a single platform to scale teaching and learning across the district, using integrated Curriculum Maps, common formative assessments, and standardized class materials. Pair all of that with in-depth reporting for a comprehensive view of student performance to identify trends and areas in need of improvement for state accountability measures and ahead of end-of-level testing.

Create a Balanced Assessment Program

- Mastery Connect AMS
- Mastery Item Bank
- Mastery View Formative Assessments

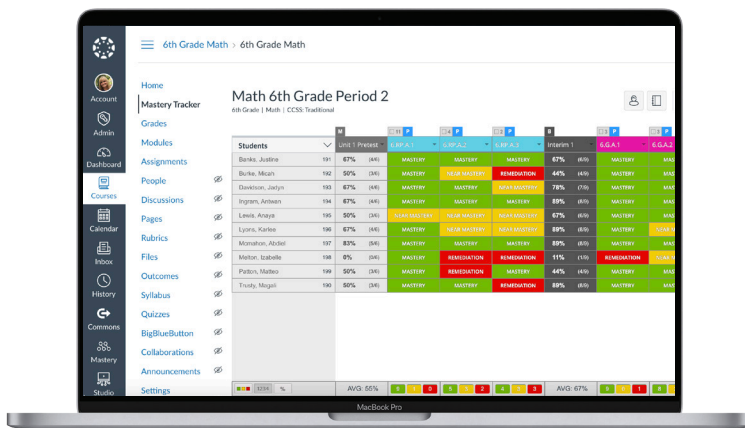
Expand Your Current LMS

K-12 Assess allows for a seamless approach to teaching and learning. Easily deliver instructional content, check for understanding of learning content, and use data to drive instruction.

Integrated AMS

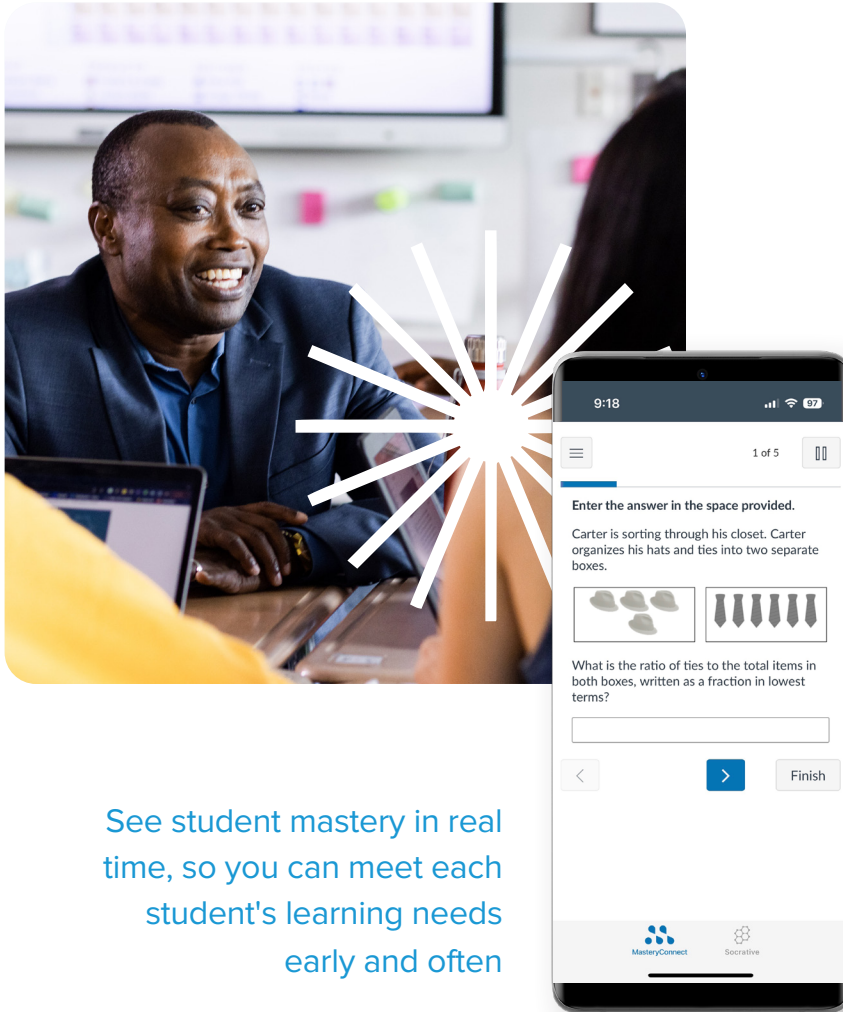
See assessment data in an intuitive, visual way in the **Mastery Connect** assessment management system.

- View insights into student performance at every level
- Use data to target interventions and adjust instruction
- Disaggregate data by demographics to uncover trends



K-12 Assess

Make assessment a seamless part of the instructional cycle with the Instructure Learning Platform



See student mastery in real time, so you can meet each student's learning needs early and often

 **MASTERY**
Connect

 **MASTERY**
Item Bank

 **MASTERY VIEW**
Formative Assessments

Expert-Developed Item Bank

Save teachers time and ensure alignment with over 98,000 prebuilt items in the **Mastery Item Bank**.

- Build assessments within Mastery Connect and deliver through Canvas LMS
- Utilize high-quality, vetted content to build classroom assessments
- Assess using a variety of item types and difficulty levels
- Access a diverse set of passages covering multiple genres

Single-standard, Prebuilt Formatives

Give teachers high-quality, prebuilt, standard-aligned assessments in ELA and Math with **Mastery View Formative Assessments**.

- Save teachers time with easily accessible forms
- Complement teacher-created assessments with prebuilt content
- Analyze common data in teacher teams and beyond
- Get real-time actionable data, returned immediately

Tennessee Mastery View Predictive Assessments: 2023-24 School Year

The number of items on each Mastery View Predictive Assessment is determined by balancing several factors, including the standards and/or sets/units covered on the curriculum checklist or pacing guide (excluding language arts), the percentage of items on released tests and blueprints, and the minimum numbers necessary for data and scoring requirements.



Grades & Subjects

- Math grades K-8, Algebra I, Algebra II, Geometry, Math 1, Math 2, Math 3
- ELA grades K-8, English I, English II
- Science grades 3-8, Biology
- Social Studies 3-8, U.S. History

Designed Using TCAP Blueprints

Aligned to Tennessee Academic Standards

Administration

Online

Test Length

Varies from 20-64 items depending on subject, grade and point in the academic year

TURNAROUND TIME FOR SCALED SCORES AND REPORTS

72 Hours



MASTERY VIEW Predictive Assessments

Updated: March 2023

| TENNESSEE LANGUAGE ARTS AND MATH ASSESSMENT LENGTH FOR 2023-2024 | | | |
|--|--|---|---|
| Assessments | Administrations | | |
| Primary | 1st Cumulative Assessment | 2nd Cumulative Assessment | Final Comprehensive Assessment |
| K LA* | <i>Not offered before mid-year</i> | 25 items Recommended 3rd quarter | 25 (4 passages) |
| K Math | <i>Not offered before mid-year</i> | 20-30 items | 30 |
| 1st LA* | 25 items | 25 items | 25 (4 passages) |
| 1st Math | 20-30 items | 20-30 items | 30 |
| 2nd LA* | 25 items + Writing Prompt and Fluency Set | 30 items + Writing Prompt and Fluency Set | 40 items + Writing Prompt and Fluency Set |
| 2nd Math | 30-35 items | 30-35 items | 53-64 points based on TNReady blueprints** |
| Elementary | 1st Cumulative Assessment | 2nd Cumulative Assessment | Final Comprehensive Assessment |
| 3rd LA* | 35 items + writing prompt | 40 items + writing prompt | 45 items + writing prompt |
| 3rd Math | 30-35 items | 30-40 items | 53-64 points based on TNReady blueprints** |
| 4th LA* | 35 items + writing prompt | 40 items + writing prompt | 45 items + writing prompt |
| 4th Math | 30-35 items | 30-40 items | 53-64 points based on TNReady blueprints** |
| 5th LA* | 35 items + writing prompt | 40 items + writing prompt | 45 items + writing prompt |
| 5th Math | 30-35 items | 30-40 items | 53-64 points based on TNReady blueprints** |
| Middle School | 1st Cumulative Assessment | 2nd Cumulative Assessment | Final Comprehensive Assessment |
| 6th LA* | 35 items + writing prompt | 40 items + writing prompt | 45 items + writing prompt |
| 6th Math | 30-35 items | 30-40 items | 53-64 points based on TNReady blueprints** |
| 7th LA* | 35 items + writing prompt | 40 items + writing prompt | 45 items + writing prompt |
| 7th Math | 30-35 items | 30-40 items | 53-64 points based on TNReady blueprints** |
| 8th LA* | 35 items + writing prompt | 40 items + writing prompt | 45 items + writing prompt |
| 8th Math | 30-35 items | 30-40 items | 53-64 points based on TNReady blueprints** |
| High School Traditional | 1st Cumulative Assessment | 2nd Cumulative Assessment | Final Comprehensive Assessment |
| Algebra I, Geometry, and/or Algebra II | 30-35 items | 30-40 | 53-64 points based on TNReady blueprints** |
| Math 1, Math 2, and/or Math 3 | 30-35 items | 30-40 | 53-64 points based on TNReady blueprints** |
| English I/II* | 35 items + writing prompt | 40 items + writing prompt | 45 items + writing prompt |
| High School Semester | 1st Cumulative Assessment | 2nd Cumulative Assessment | <p>*All language arts assessments are comprehensive. Writing prompts for language arts will be scored by teachers in each school/district using rubrics and/or scoring guides provided by Instructure.</p> <p>**Download and print the TNReady blueprints here: https://www.tn.gov/education/assessment/tcap-blueprints.html</p> |
| Algebra I, Geometry, and/or Algebra II | 30-35 items | 53-64 points based on TNReady blueprints** | |
| Math 1, Math 2, and/or Math 3 | 30-35 items | 53-64 points based on TNReady blueprints** | |
| English I/II* | 35 items + writing prompt | 45 items + writing prompt | |

