

## 2023-2024 RFQ FAQ

General Application Questions

1. Question: We are worried about the size of our PDF submission. Are there limits to the size of documents that can be submitted to the SFTP site?

Answer: The SFTP site does not have a file size limit. If a submission will exceed 500 MB, please give us a heads up by emailing [ApprovedAssessments@education.ohio.gov](mailto:ApprovedAssessments@education.ohio.gov), and our tech people can ensure that we are able to receive it.

2. Question: Some assessments are designed for face-to-face delivery using manipulatives to respond to test prompts. As these cannot be transmitted electronically, may we omit them from the sample tests that we submit?

Answer: Please submit the written portions of the instrument and include a description (or photo) of the manipulatives that are to be used.

3. Question: Do you require a narrative to accompany the documentation that we submit?

Answer: The Vendor Submission Tool is used to direct readers to the portions of documentation that demonstrate how the assessment meets each criteria element. The documentation should speak for itself and not require additional narrative. There is a column in the Tool for additional (short) notes. Such notes might include a link to a publication in a peer-reviewed journal that is pertinent to the assessment, or an additional location in the submission that should be considered, etc.

4. Question: If we have relevant research currently in progress that will not be available by the January 13 deadline, but before the 2023-2024 school year, may we include it?

Answer: If the results become available prior to the deadline for appeals, they could be included for consideration. Anything beyond that would have to wait for next year's opportunity.

5. Question: Would the Department be willing to consider entering into data-sharing agreements with vendors to conduct linking studies?

Answer: No such agreements exist at present. Vendors use data through agreements with districts.

Questions about Dyslexia Screening Instrument Applications

6. Question: We have an assessment that has been approved for K-3 Diagnostic. How do we get the short form to apply for K-3 Diagnostic/Dyslexia?

Answer: Send in your Intent to Participate indicating that you wish to apply for the K-3 Diagnostic/Dyslexia approval. We will send you the short form.

7. Question: If we are applying for K-3 Diagnostic/Dyslexia AND Tier 1 Dyslexia Screening, should we use one or two applications?

Answer: If there are two instruments, one for K-3 Diagnostic/Dyslexia and another instrument for Tier 1 Screening, this would require two applications (one for each instrument).

8. Question: Is Print Concepts a required skill area for dyslexia screening?

Answer: No. The complete table of Key Assessed Areas for Dyslexia Screening is contained in the RFQ, on page 11.

#### Questions about the Five-Year Resubmission Process

9. Question: Our instrument was approved for some uses five years ago but added others later. The email that we got explained that we need to reapply for the uses from five years ago. Can we reapply now for all of our approved uses, so that we don't have to submit separate applications as they hit the five-year mark?

Answer: You are not REQUIRED to apply this year for the additional uses; however, you MAY choose to "bundle" all of the approvals into a single application submitted this year in order to simplify things in the future.

10. Question Can you please explain which criteria must be submitted for five-year resubmission?

Answer: The information regarding criteria that does not require a full response if there has been no change was included in the email about resubmission. Please reference that email, as it may not be the same for every vendor and approval. If you need another copy of this email, contact [approvedassessments@education.ohio.gov](mailto:approvedassessments@education.ohio.gov).

11. Question: If we are permitted to respond No Change to an item, do we still need to include the documentation for that item in our application?

Answer: Yes, please provide documentation, this allows us to have all pertinent information within a single application.

12. Question: If we are resubmitting for two assessments, may we combine the applications, or should each have a separate application?

Answer: Each instrument needs to have its own application, as much of the required information is specific to the individual assessment.

13. Question: We understand that we need to submit a complete application for our assessment this year because it was last approved in 2018. While the full assessment was submitted and approved at that time, we subsequently submitted and received approval for the for additional grades in subsequent years. May we submit an Application for Continued Approval for the subsequent approvals as opposed to a complete application for all of the approvals this year?

Answer: Where a single assessment has various forms and approvals (as an example, an assessment with both Spanish and English language versions), it is acceptable to either submit a single application by “bundling” approvals from multiple years or by resubmitting the application for each approval separately as each approval reaches its five-year submission time.

#### Questions about Continued Approval

14. Question: The Application for Continued Approval includes a link to a Vendor Information Form. Would it be possible to get a PDF of this form to assist in gathering the needed information?

Answer: The linked form is the same form that was completed by your organization last year. You can see the form in its finished version for districts that your organization filled out last year by clicking on the hyperlinked assessment name on the [2022-2023 List of Approved Assessments that is published on our website.](#)