



State of New Jersey

DEPARTMENT OF EDUCATION

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April 30, 2013

TO: Chief School Administrators
Charter School Lead Persons

FROM: Peter Shulman, Assistant Commissioner/Chief Talent Officer *PS*
Division of Teacher and Leader Effectiveness

SUBJECT: Evaluation Instrument Request for Qualifications Update

Last year, we conducted several rounds of the Request for Qualifications (RFQ) process to allow providers and districts the opportunity to submit evaluation instruments and required evidence and assurances for state review. By now, all districts should have selected teacher and principal practice evaluation instruments for use in SY13-14 from [state-approved lists](#).

We recognize that new and modified instruments will continue to emerge and that districts may wish to change their selected instruments in coming school years. Therefore, we will conduct additional rounds of the RFQ process as needed, and districts will be able to report any changes in selected instruments as part of their yearly submission of evaluation rubrics for state approval. Please note that **districts that have selected and reported their instruments for SY13-14 are not expected to change these decisions for the coming school year**; this and future RFQ rounds are intended to allow for expanded options going forward. The entire RFQ process for teacher and principal practice evaluation instruments is detailed on our website at: <http://www.state.nj.us/education/AchieveNJ/resources/rfq.shtml>.

The next round of the RFQ process will occur as follows:

- April 30: Updated [RFQ application available on AchieveNJ website](#)
- April 30 – May 23: Providers and districts submit instruments and information
- May 23 – June 13: Department reviews submissions
- June 14: Approved districts and providers notified; updated lists posted on website

Districts will have an opportunity to update their choice of instruments annually beginning in August 2013 with the mandated evaluation and training reporting (explained below). This process will be repeated annually.

The key next steps for instrument approval and selection are as follows:

1. Eligible entities submit instruments through the RFQ process, and the Office of Evaluation releases an updated state-approved instrument list on June 14, 2013.
2. Districts with an instrument that was not previously approved verify that it is on the updated list as part of the August 2013 reporting explained in the next step.
3. Districts report their selected instruments as a part of a larger evaluation and training reporting executed by the Department in August 2013 (for most districts, this will involve repeating the same information about instrument selection already reported this past February). This process will be outlined in an upcoming memo.

Please note that the approved instrument list only includes instruments that have met the *technical requirements* for use in New Jersey. Any district that will be purchasing instruments is required to follow public bidding laws and regulations in acquiring an evaluation instrument and should consult with their Business Administrator (BA) for guidance. If the BA needs additional support, he or she should contact the appropriate county office of education.

Instruments on the approved list *do not* have contracts with the state, necessitating that districts develop their own contracts; please refer to our [FAQ on public bidding](#) for more information. Additionally, local districts must ensure that they have the supports in place to meet the implementation requirements of the evaluation instrument, such as teacher and administrator training.

We will continue to provide updates on our website and in future evaluation memos as this process progresses. If you have questions that are not addressed in our [communications](#) or [FAQ](#), please send them directly to our email inbox at educatorevaluation@doe.state.nj.us.

PS/TM/JP/E:\Communications\Memos\043013 Evaluation Instrument RFQ Memo-Final.Docx

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