

January 13, 2014

Dear Mr. McCollum:

Attached you will find the estimated quote for costs associated with the administration of the Advanced Placement exams (AP exams). This quote includes the costs associated with the administration of all AP exams being administered to Tucson Unified School District (TUSD) students between the dates of May 5 – 16, 2014.

Notes:

- This quote was compiled utilizing the total number of candidates per exam administered in 2013. This data was provided to us by Mr. McCollum from TUSD. Therefore, there may be a variance once the final number of registered candidates is established and confirmed by TUSD for AP Examinations taking place in May, 2014. This quote will be re-evaluated and configured using the final number of registered candidates. A final quote will be provided to TUSD at a date agreed upon by both parties.
- Costs related to staff include administrative planning, assisting with equipment, as well as time required to burn files onto individual CD's.
- All staffing estimates include time worked during scheduled candidate breaks, pre-test set up, check-in and post-test procedures.
- All scenarios are based on the standard administrations of examinations hosted by the UofA.
- The costs associated with the following exams are not quoted because there were zero candidates registered in 2012 and 2013: Latin and Italian Language and Culture. An updated quote with the administration costs of these exams will be provided to TUSD if candidates register.

The Testing Office takes pride in providing a clean, comfortable and distraction-free testing environment. Exam security and confidentiality is our priority. We are excited about the prospect of assisting TUSD in the 2014 administration of the CollegeBoard AP testing.

Please, respond to this quote by Friday, January 24, 2014. Feel free to contact me should you have any questions.

Thank you,
Leah M. Chávez
Program Director, Testing Office
University of Arizona
TOTAL COST BREAKDOWN:

Activity	Amount
Testing Office Staff Wages (Pre and Post Test Activities)	\$ 6,800.00
Training	\$ 1,181.00
Background Checks	\$ 1,170.00
Test Staffing Proctors	\$ 8,027.00
Test Administration Staff (May 5-16, 2014)	\$ 5,242.00
Room Rental Fees	\$ 7,670.00
Equipment/Supplies	\$ 860.00
Service Permits (\$27/week @ 2 permits)	\$ 108.00
Technology Fees	\$ 600.00
Testing Website – AP Specific Page	\$ -
AP Packet Assemblies (up to three schools)	\$ -
Sub Total	\$ 31,658.00
University of Arizona Surcharge @ 9.9%	\$ 3,134.14
Total	\$ 34,792.14

Testing Office Staff Wages: These charges include all pre and post activities associated with AP Testing. Such activities include but are not limited to: planning, planning meetings, material development, staff hiring and scheduling, training development and test material inventory (pre and post-test).

Training: The Testing Office will administer a specialized, two hour training for all of the Proctors administering the TUSD AP Exams. The pricing includes training materials, proctor time, manuals, and associated room rental fees. The training will be open to both UofA and TUSD Proctors (TUSD will not be compensated by Testing to participate).
In addition, Testing will host one hour training for test date staff working the Spanish Language exam. This training will detail the set up and recording requirements for part two of the exam.

Background Checks: The University of Arizona requires that all staff working with minors under the age of 18 submit to a background check. The contracted agency charges \$65.00 per background check. This quote is based on 18 background checks.

Test Staffing - Proctors: This includes all staff wages for room supervisor and proctors on test dates. Wages are based on the following rates of pay:

- Room Supervisors @ \$11 per hour.
- Proctors @ \$9 per hour.

Test Administration Staff: Test Administration costs include the hours that will be dedicated by Testing Office staff to the overall supervision of test administrations that occur during May 5 – 16, 2014. This also includes all correspondence with internal and external parties.

Room Rental Fees: This includes all costs associated with fees paid for the usage of test date venues. A fee will not be charged for tests administered at The Testing Office.

Equipment: The Testing Office has determined the need for additional equipment and supplies in order to successfully administer the AP Exams. These materials include:

- Cardboard Dividers.
- Digital Recorders (10).
- Batteries.
- Copy Paper.
- Black Pens.
- Pencils.
- Pencil Top Erasers.
- Flash Drive.

Service Permits: These are parking permits which provide Testing with parking capabilities close to test venue sites throughout campus. Service Permits will be used to transport testing materials to and from sites.

Technology Fees: These charges include the rental of technology equipment during the four large exams (English Language, US History, English Literature and US Government). This will include the usage of a projector and visual screens relaying important information to candidates.

AP Packet Assemblies: The Testing Office will host up to three AP Student Packet Assemblies. These assemblies will be held at each school. University High School will be one venue with the other two schools determined at a later date. Testing staff will instruct and assist students with filling out their AP Students Packs.

Testing Website – AP Specific Page: The Testing Office has a page on its website dedicated to AP testing. This page was developed during AP testing in 2013 free of charge to TUSD. This page has been and will continue to be updated with information pertaining to AP Testing dates and venues for TUSD 2014 testing.

University of Arizona Surcharge: The University of Arizona, as an institution, charges an Administrative Surcharge of all revenue received at a rate of 9.9%.

Testing Office Provided Services and Supplies at no cost: The Testing Office will provide supplies in order to successfully administer exams. These supplies include but are not limited to: test administrator boxes, timers, post-its, paper clip and packing tape, signage, name tags, rolling carts and the usage of a golf cart.

TEST DELIVERY

TEST DATE: May 5, 2014

CHEMISTRY

Exam Start Time: 8 a.m.

Exam Duration: 3 hours

Estimated Candidates: 146

- Staffing will include One Room Supervisor and Four Proctors.

Cost Breakdown:

Room Rental Fee	\$ 397.50
Staff	\$ 297.00
Total	\$ 694.50

ENVIRONMENTAL SCIENCE

Exam Start Time: 8 a.m.

Exam Duration: 3 hours

Estimated Candidates: 25

- Staff will include One Room Supervisor and One Proctor.

Cost Breakdown:

Room Rental Fee	\$ 75.00
Staff	\$ 110.00
Total	\$ 185.00

PSYCHOLOGY

Exam Start Time: 12 p.m.

Exam Duration: 2 hours

Estimated Candidates: 162

- Staff will include One Room Supervisor and Four Proctors.

Cost Breakdown

Room Rental Fee	\$ 397.50
Staff	\$ 207.00
Total	\$ 604.50

TEST DATE: May 6, 2014

COMPUTER SCIENCE A

Exam Start Time: 8 a.m.

Exam Duration: 3 hours

Estimated Candidates: 2

Location: Testing Office

- Staff will include One Room Supervisor.

Room Rental Fee	\$ 0
Staff	\$ 57.00
Set Up	\$ 75.00
Total	\$ 132.00

SPANISH LANGUAGE

Exam Start Time: 8 a.m.

Exam Duration: 3 hours (Two Part Exam)

Estimated Candidates: 112

- Part 1: Staff will include One Room Supervisor and Four Proctors.
- Part 2: Staff will include One Room Supervisor and Eight Proctors.
- Venue: Marriott

Room Rental Fee	\$ 1,200.00
Staff Pt. 1	\$ 259.00
Staff Pt. 2	\$ 320.00
Set Up	\$ 150.00
Total	\$ 1,929.00

ART HISTORY

Exam Start Time: 12 p.m.

Exam Duration: 3 hours

Estimated Candidates: 43

Venue: Marriott

- Staff will include One Room Supervisor and Two Proctors.

Room Rental Fee	\$ 300.00
Staff	\$ 152.00
Total	\$ 452.00

TEST DATE: May 7, 2014

CALCULUS AB

Exam Start Time: 8 a.m.

Exam Duration: 3 hours 15 min.

Estimated Candidates: 159

- Staff will include One Room Supervisors and Five Proctors.

Room Rental Fee	\$ 125.00
Staff	\$ 318.00
Total	\$ 443.00

CALCULUS BC

Exam Start Time: 8 a.m.

Exam Duration: 3 hours 15 min.

Estimated Candidates: 66

- Staff will include One Room Supervisor and Two Proctors.

Room Rental Fee	\$ 125.00
Staff	\$ 109.00
Total	\$ 234.00

CHINESE LANGUAGE AND CULTURE

Exam Start Time: 12 p.m.

Exam Duration: 2 hours and 15 min.

Estimated Candidates: 10

Location: Testing Office

- Staff will include One Room Supervisor and One Proctor.

Room Rental Fee	\$ 0
Staff	\$ 110.00
Set Up	\$ 250.00
Total	\$ 360.00

TEST DATE: May 8, 2014

ENGLISH LITERATURE & COMP.

Exam Start Time: 8 a.m.

Exam Duration: 3 hours

Estimated Candidates: 343

- Staff will include Two Room Supervisors and Four Proctors.

Room Rental Fee	\$ 600.00
Staff	\$ 616.00
Total	\$ 1,216.00

JAPANESE LANGUAGE & COMP.

Exam Start Time: 12 p.m.

Exam Duration: 2 hours 15 min.

Estimated Candidates: 0 Candidates in 2013/1 Candidate in 2012

Location: Testing Office

- Staff will include One Room Supervisor.

Room Rental Fee	\$ 0
Staff	\$ 48.00
Set Up	\$ 250.00
Total	\$ 298.00

LATIN

No Candidates in 2012 or 2013.

*Quote will be furnished if/when candidates register for this exam.

TEST DATE: May 9, 2014

ENGLISH LANGUAGE & COMP.

Exam Start Time: 8 a.m.

Exam Duration: 3 hours 15 min.

Estimated Candidates: 580

- Staff will include Three Room Supervisors and Fifteen Proctors.

Room Rental Fee	\$ 600.00
Staff	\$ 1,108.00
Total	\$ 1,708.00

STATISTICS

Exam Start Time: 12 p.m.

Exam Duration: 3 hours

Estimated Candidates: 72

- Staff will include One Room Supervisor and Three Proctors.

Room Rental Fee	\$ 125.00
Staff	\$ 209.00
Total	\$ 334.00

TEST DATE: May 12, 2014

BIOLOGY

Exam Start Time: 8 a.m.

Exam Duration: 3 hours

Estimated Candidates: 85

- Staff will include One Room Supervisor and Three Proctors.

Room Rental Fee	\$ 125.00
Staff	\$ 230.00
Total	\$ 355.00

MUSIC THEORY

Exam Start Time: 8 a.m.

Exam Duration: 3 hours (Two Part Exam)

Estimated Candidates: 18

- Part One: Staff will include One Room Supervisor and Two Proctors.
- Part Two: Staff will include One Room Supervisor and Three Proctors.
- Three Rooms will be rented for Part 2 to expedite Candidate recording duration.

Room Rental Fee	\$ 250.00
Staff Pt. 1	\$ 209.00
Staff Pt. 2	\$ 105.00
Set Up	\$ 225.00
Total	\$ 789.00

PHYSICS B

Exam Start Time: 12 p.m.

Exam Duration: 3 hours

Estimated Candidates: 48 Candidates

- Staff will include One Room Supervisor and Two Proctors.

Room Rental Fee	\$ 125.00
Staff	\$ 160.00
Total	\$ 285.00

TEST DATE: May 12, 2014 – Continued.

PHYSICS C: MECHANICS

Exam Start Time: 12 p.m.

Exam Duration: 1 hour 30 min.

Estimated Candidates: 20

PHYSICS C: ELECTRICITY AND MAGNETISM

Exam Start Time: 3 p.m.

Exam Duration: 1 hour 30 min.

Estimated Candidates: 20

- Staffing and room will remain the same for both exams
- Staff will include One Room Supervisor and One Proctor.

Room Rental Fee	\$ 100.00
Staff	\$ 110.00
Total	\$ 210.00

TEST DATE: May 13, 2014

U.S. GOVERNMENT AND POLITICS

Exam Start Time: 8 a.m.

Exam Duration: 2 hours 25 min.

Estimated Candidates: 276

- Staff will include Two Room Supervisors and Eight Proctors.

Room Rental Fee	\$ 225.00
Staff	\$ 517.00
Total	\$ 742.00

FRENCH LANGUAGE AND CULTURE

Exam Start Time: 12 p.m.

Exam Duration: 3 hours

Estimated Candidates: 10

- Staff will include One Room Supervisor and One Proctor.

Room Rental Fee	\$ 75.00
Staff	\$ 102.00
Set Up	\$ 250.00
Total	\$ 427.00

HUMAN GEOGRAPHY

Exam Start Time: 12 p.m.

Exam Duration: 2 hours 15 min.

Estimated Candidates: 1

- Staff will include One Room Supervisor.

Room Rental Fee	\$ 35.00
Staff	\$ 49.00
Total	\$ 84.00

TEST DATE: May 14, 2014

GERMAN LANGUAGE AND CULTURE

Exam Start Time: 8 a.m.

Exam Duration: 3 hours

Estimated Candidates: 0 Candidates in 2013/1 Candidate in 2012

Location: Testing Office

- Staff will include One Room Supervisor.

Room Rental Fee	\$0
Staff	\$57.00
Set Up	\$225.00
Total	\$282.00

UNITED STATES HISTORY

Exam Start Time: 8 a.m.

Exam Duration: 3 hours 5 min.

Estimated Number of Candidates: 511

- Staff will include Three Room Supervisors and Fifteen Proctors.

Room Rental Fee	\$ 800.00
Staff	\$ 1,108.00
Total	\$ 1,908.00

EUROPEAN HISTORY

Exam Start Time: 12 p.m.

Exam Duration: 3 hours 5 min.

Estimated Candidates: 101

- Staff will include One Room Supervisors and Four Proctors.

Room Rental Fee	\$ 125.00
Staff	\$ 259.00
Total	\$ 384.00

TEST DATE: May 15, 2014

MACROECONOMICS

Exam Start Time: 8 a.m.

Exam Duration: 2 hours 10 minutes

Estimated Candidates: 120

- Staff will include One Room Supervisors and Four Proctors.

Room Rental Fee	\$ 110.00
Staff	\$ 233.00
Total	\$ 343.00

WORLD HISTORY

Exam Start Time: 8 a.m.

Exam Duration: 3 hours 5 min

Estimated Candidates: 240

- Staff will include Two Room Supervisors and Eight Proctors.

Room Rental Fee	\$ 150.00
Staff	\$ 595.00
Total	\$ 745.00

ITALIAN LANGUAGE AND CULTURE

No Candidates in 2012 and 2013.

*Quote will be furnished if candidates register for this exam.

MICROECONOMICS

Exam Start Time: 12 p.m.

Exam Duration: 2 hours 10 min.

Estimated Candidates: 94

- Staff will include One Room Supervisor and Three Proctors.

Room Rental Fee	\$ 110.00
Staff	\$ 178.00
Total	\$ 288.00

TEST DATE: May 16, 2014

COMPARATIVE GOVERNMENT & POLITICS

Exam Start Time: 8 a.m.

Exam Duration: 2 hours 25 min.

Estimated Candidates: 7

Venue: Testing Office

- Staff will include One Room Supervisor and One Proctor.

Room Rental Fee	\$ 35.00
Staff	\$ 90.00
Total	\$ 125.00

SPANISH LITERATURE AND CULTURE

Exam Start Time: 8 a.m.

Exam Duration: 3 hour

Estimated Candidates: 19

- Staff will include One Room Supervisor and One Proctor.

Room Rental Fee	\$ 35.00
Staff	\$ 105.00
Total	\$ 140.00