

Quote for Services

January 26, 2018

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 7 – 18, 2018.

Notes:

- This quote was compiled utilizing the total number of candidates per exam administered in 2017. This data was provided to us by Mr. Charles McCollum from TUSD. Therefore, there may be a variance once the final number of registered candidates is established and confirmed by TUSD for AP Exams taking place in May, 2018. If needed, this quote will be re-evaluated and configured using the final number of registered candidates.
- Costs related to staff include administrative planning, assisting with equipment, as well as time required to upload recordings onto the AP website after any AP language and music exam administrations.
- 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 University of Arizona (UA).
- The costs associated with the following exams are not quoted because there were zero candidates registered in 2016 and 2017: Latin, Italian, Japanese and Computer Science Principles. An updated quote with the administration costs of these exams will be provided to TUSD if candidates register and if the cost of administration exceeds this initial quote.

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 2018 administration of the CollegeBoard AP testing.

Please respond to this quote by Friday, February 23, 2018. Feel free to contact me should you have any questions.

Thank you,
Leah M. Chávez
Program Director, Testing Office
University of Arizona (UA)

ESTIMATED TOTAL COST BREAKDOWN:

Activity	Amount
Administrative Charges – Planning and Implementation and Maintenance.	\$22,277
Training	\$1,003
Background Checks	\$680
Test Staffing – Wages & ERE	\$9,985
Ancillary Staff	\$3,684
Equipment/Supplies	\$1,655
AP Packet Assembly (one school)	\$178
Travel – Mileage	\$422
Sub Total	\$39,884
University of Arizona Surcharge @ 9.5%	\$3,783
University of Arizona Operations Surcharge @ 1%	\$399
Total	\$44,066

Administration Charges: 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). This also includes the hours that will be dedicated by Testing Office staff to the overall supervision of test administrations that occur during May 7 – 18, 2018.

Ancillary Staff: Ancillary Staff will include hiring a total of two temporary staff members to work between a four to six week duration on all matters pertaining to AP exams.

Training: The Testing Office will administer a specialized, two hour training for all of the Proctors. The pricing includes training materials, proctor time, manuals, and associated room rental fees. The training will be open to both UA and TUSD Proctors (TUSD will not be compensated by Testing to participate). In addition, Testing will host a one hour training for test date staff working language/recording exams. 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 \$68.00 per background check. This quote is based on 10 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 plus associated ERE rates:

- Room Supervisors @ \$13 per hour.
- Proctors @ \$10.50 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 7 – 18, 2018. This also includes all correspondence with internal and external parties.

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

- Batteries.
- Paper.
- Black Pens.
- Pencils.
- Pencil Top Erasers.
- Post-it notes.
- Digital voice recorders.
- Misc. (as needed)

AP Packet Assemblies: The Testing Office will host an AP Student Packet Assembly at Rincon/University High School. 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 2018 testing.

University of Arizona Surcharge: The University of Arizona, as an institution, charges an Administrative Surcharge of all revenue received at a rate of 9.5%.

University of Arizona Operations Surcharge: The University of Arizona, as an institution, charges an Administrative Surcharge of all operations spent at a rate of 1%.

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, paper clips, packing tape, signage, name tags, rolling carts, etc.

TEST DELIVERY

TEST DATE: Monday, May 7, 2018

CHEMISTRY

Exam Start Time: 8 a.m.

Exam Duration: 3 hours

Estimated Candidates: up to 265

Venue: Santa Rita HS – **Large** Gymnasium

- Staffing will include One Room Supervisor and Four Proctors.

Staff	\$ 335.00
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SPANISH LITERATURE AND CULTURE (Listening Portion)

Exam Start Time: 8 a.m.

Exam Duration: 3 hour

Estimated Candidates: up to 50

Venue: Santa Rita HS – **Small** Gymnasium

- Staff will include One Room Supervisor and Two Proctors.

Staff	\$ 175.00
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PSYCHOLOGY

Exam Start Time: 12 p.m.

Exam Duration: 2 hours

Estimated Candidates: up to 150

Venue: Santa Rita HS – **Small** Gymnasium

- Staff will include One Room Supervisor and Four Proctors.

Staff	\$ 233.00
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TEST DATE: Tuesday, May 8, 2018

SPANISH LANGUAGE (Recording Exam) – Dual Site Administrations

Quote for this exam is estimated on two administrations. Venues yet to be determined.

Exam Start Time: 8 a.m.

Exam Duration: 3 hours (Two Part Exam)

- Part 1 = 1 hr 35 min
- Part 2 = 1 hr 28 min (Estimated to Five Hours, including Room Set up/Breakdown)

Estimated Candidates: up to 140

- Part 1: Staff will include Two Room Supervisors and Six Proctors.
- Part 2: Staff will include Three Room Supervisor and Ten Proctors.
 - A Total of Three to Four Rooms and six Master CDs will be needed for Part 2.

Venue 1: Santa Rita HS – Pt. 1: Small Gymnasium; Pt. 2 Small Gymnasium or Classrooms (TBD)

Venue 2: TBD

Staff Pt. 1	\$ 285.00
Staff Pt. 2	\$ 766.00
CD Recording	\$ 31.00
Total	\$ 1082.00

ART HISTORY

Exam Start Time: 12 p.m.

Exam Duration: 3 hours

Estimated Candidates: up to 75

Venue: Santa Rita HS – **Small** Gymnasium

- Staff will include One Room Supervisor and Three Proctors.

Staff	\$ 226.00
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AP PHYSICS 1: ALGEBRA BASED

Exam Start Time: 12 p.m.

Exam Duration: 3 hours

Estimated Candidates: up to 120 Candidates

Venue: Santa Rita HS – **Large** Gymnasium

- Staff will include One Room Supervisor and Four Proctors.

Staff	\$ 291.00
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TEST DATE: Wednesday, May 9, 2018

ENGLISH LITERATURE & COMP.

Exam Start Time: 8 a.m.

Exam Duration: 3 hours

Estimated Candidates: 300

Venue: Santa Rita HS – **Large** Gymnasium

- Staff will include One Room Supervisor and Ten Proctors (9 Room/1Hall).

Staff	\$ 399.00
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AP PHYSICS 2: ALGEBRA BASED

Exam Start Time: 12 p.m.

Exam Duration: 3 hours

Estimated Candidates: 0 Candidates in 2017

Venue: Santa Rita HS – **Small** Gymnasium

- Quote will be added through an IGA Amendment if students enroll for this exam.

JAPANESE LANGUAGE & COMP.

Exam Start Time: 12 p.m.

Exam Duration: 2 hours 15 min.

Estimated Candidates: 0 Candidate in 2017 / 0 Candidates in 2016

Location: Testing Office

- Quote will be added through an IGA Amendment if students enroll for this exam.

TEST DATE: Thursday, May 10, 2018

U.S. GOVERNMENT AND POLITICS

Exam Start Time: 8 a.m.

Exam Duration: 2 hours 25 min.

Estimated Candidates: up to 250

Venue: Santa Rita HS – **Large Gymnasium**

- Staff will include One Room Supervisor and Seven Proctors (6 Room/1 Hall).

Staff	\$ 452.00
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ENVIRONMENTAL SCIENCE

Exam Start Time: 12 p.m.

Exam Duration: 3 hours

Estimated Candidates: up to 250

Venue: Santa Rita HS – **Small Gymnasium**

- Staff will include One Room Supervisor and One Proctor.

Staff	\$ 452.00
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CHINESE LANGUAGE AND CULTURE (Computer Based Exam)

Exam Start Time: 12 p.m.

Exam Duration: 2 hours and 15 min.

Estimated Candidates: No More than 10

Location: Testing Office

- Staff will include One Room Supervisor and One Proctor.

Room Rental Fee	\$ 50.00
Staff	\$ 130.00
Set Up/Technology	\$ 250.00
Total	\$ 430.00

TEST DATE: Friday, May 11, 2018

UNITED STATES HISTORY

Exam Start Time: 8 a.m.

Exam Duration: 3 hours 5 min.

Estimated Number of Candidates: up to 450

Venue 1: Santa Rita HS - **Small** Gymnasium (up to 300 candidates)

- Staff will include One Room Supervisor and Seven Proctors.

Venue 2: Santa Rita HS - **Large** Gymnasium (up to 150 candidates)

- Staff will include One Room Supervisor and Four Proctors.

- Total Staff will include: Two Room Supervisors, 14 Proctors (11 Room/3Hall).

Staff	\$ 1085.00
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GERMAN LANGUAGE AND CULTURE (Recording Exam)

Exam Start Time: 8 a.m.

Exam Duration: 3 hours

Estimated Candidates: up to 10 candidates

Venue: Santa Rita HS – Classroom # TBD

- Staff will include One Room Supervisor and One Proctor.

Staff	\$ 122.00
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COMPUTER SCIENCE PRINCIPLES

Quote will be added through an IGA Amendment if students enroll for this exam.

TEST DATE: Monday, May 14, 2018

BIOLOGY

Exam Start Time: 8 a.m.

Exam Duration: 3 hours

Estimated Candidates: up to 100

Venue: Santa Rita HS – **Large** Gymnasium

- Staff will include One Room Supervisor and Three Proctors.

Staff	\$ 261.00
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MUSIC THEORY (Recording Exam)

Exam Start Time: 8 a.m.

Exam Duration: 3 hours (Two Part Exam)

Estimated Candidates: up to 10

Santa Rita HS – Classroom TBD

- Part One: Staff will include One Room Supervisor and One Proctors.
- Part Two: Staff will include One Room Supervisor and Five Proctors (Four Room/One Waiting Room).
- Four Rooms will be needed for Part 2 to expedite Candidate recording duration.

Staff Pt. 1	\$ 130.00
Staff Pt. 2	\$ 172.00
CD Recording	\$ 15.00
Total	\$ 317.00

PHYSICS C: MECHANICS (Joint Administration)

Exam Start Time: 12 p.m.

Exam Duration: 1 hour 30 min.

Estimated Candidates: up to 50

PHYSICS C: ELECTRICITY AND MAGNETISM (Joint Administration)

Exam Start Time: 2 p.m.

Exam Duration: 1 hour 30 min.

Estimated Candidates: 50

Venue: Santa Rita HS – **Small** Gymnasium

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

Staff	\$ 193.00
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TEST DATE: Tuesday, May 15, 2018

CALCULUS AB

Exam Start Time: 8 a.m.

Exam Duration: 3 hours 15 min.

Estimated Candidates: up to 200

Venue: Santa Rita HS – **Large** Gymnasium

- Staff will include One Room Supervisor and Five Proctors.

Staff	\$ 355.00
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CALCULUS BC

Exam Start Time: 8 a.m.

Exam Duration: 3 hours 15 min.

Estimated Candidates: up to 100

Venue: Santa Rita HS – **Small** Gymnasium

- Staff will include One Room Supervisor and Three Proctors.

Staff	\$ 235.00
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COMPUTER SCIENCE A

Exam Start Time: 12 p.m.

Exam Duration: 3 hours

Estimated Candidates: Up to 40

Venue: Santa Rita HS – **Small** Gym

- Staff will include One Room Supervisor and One Proctor.

Staff	\$ 173.00
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FRENCH LANGUAGE AND CULTURE (Recording)

Exam Start Time: 12 p.m.

Exam Duration: 3 hours

Estimated Candidates: up to 10

Venue: Santa Rita HS – Classroom TBD

- Staff will include One Room Supervisor and One Proctor.

Staff	\$ 130.00
CD Recording	\$ 15.00
Total	\$145.00

TEST DATE: Wednesday, May 16, 2018

ENGLISH LANGUAGE & COMP.

Exam Start Time: 8 a.m.

Exam Duration: 3 hours 15 min.

Estimated Candidates: up to 500

Venue 1: Santa Rita HS – **Large** Gymnasium

- One Room Supervisor and Eleven Proctors

Staff	\$ 800.00
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MACROECONOMICS

Exam Start Time: 12 p.m.

Exam Duration: 2 hours 10 minutes

Estimated Candidates: up to 100

Santa Rita HS – **Small Gymnasium**

- Staff will include One Room Supervisor and Three Proctors.

Staff	\$ 214.00
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ITALIAN LANGUAGE AND CULTURE (Recording)

Exam Start Time: 12 p.m.

Exam Duration: 2 hours

Estimated Candidates: up to 10

- Quote will be added through an IGA Amendment if students enroll for this exam.

TEST DATE: Thursday, May 17, 2018

COMPARATIVE GOVERNMENT & POLITICS

Exam Start Time: 8 a.m.

Exam Duration: 2 hours 25 min.

Estimated Candidates: up to 10 candidates

Venue: Santa Rita HS – Classroom (TBD)

- Staff will include One Room Supervisor and One Proctor.

Staff	\$ 107.00
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WORLD HISTORY

Exam Start Time: 8 a.m.

Exam Duration: 3 hours 5 min

Estimated Candidates: up to 500 candidates

Venue: Santa Rita HS – **Large** Gymnasium

- Staff will include One Room Supervisor and Ten Proctors (9 Room/1 Hall).

Staff	\$ 767.00
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STATISTICS

Exam Start Time: 12 p.m.

Exam Duration: 3 hours

Estimated Candidates: up to 120

Venue: Santa Rita HS – **Small** Gymnasium

- Staff will include One Room Supervisor and Four Proctors.

Staff	\$ 291.00
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TEST DATE: Friday, May 18, 2018

HUMAN GEOGRAPHY

Exam Start Time: 8 a.m.

Exam Duration: 2 hours 15 min.

Estimated Candidates: up to 300 Candidates

Venue: Santa Rita HS – **Large** Gymnasium

- Staff will include One Room Supervisor and Eight Proctors (7 Room/1 Hall).

Staff	\$ 405.00
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MICROECONOMICS

Exam Start Time: 8 a.m.

Exam Duration: 2 hours 10 min.

Estimated Candidates: up to 75

Venue: Santa Rita HS – **Small** Gymnasium

- Staff will include One Room Supervisor and Three Proctors.

Staff	\$ 202.00
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EUROPEAN HISTORY

Exam Start Time: 12 p.m.

Exam Duration: 3 hours 5 min.

Estimated Candidates: up to 100

Venue: Santa Rita HS **Large** Gymnasium

- Staff will include One Room Supervisor and Four Proctors.

Staff	\$ 238.00
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LATIN

No Candidates in 2017 or 2016.

- Quote will be added through an IGA Amendment if students enroll for this exam.