**California State Board of Education**

**California Department of Education**

# Invitation to Submit Reading Difficulties Risk Screening Instruments

ITS Release Date: June 12, 2024

Informational Webinar Date: July 2, 2024

Submission Due Date: August 30, 2024

California Reading Difficulties Risk Screener Selection Panel  
California Department of Education  
Statewide Literacy Office  
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Sacramento, CA 95814  
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Page 1

## Table of Contents

[Table of Contents 2](#_Toc167351605)

[Purpose 3](#_Toc167351607)

[Background 3](#_Toc167351608)

[Eligibility 4](#_Toc167351609)

[General Submission Information 4](#_Toc167351611)

[Instructions 4](#_Toc167351612)

[Cover Sheet 4](#_Toc167351613)

[Submission Form 5](#_Toc167351614)

[Basic Review Process 5](#_Toc167351615)

[Review Protocol 5](#_Toc167351616)

[Schedule of Events 5](#_Toc167351617)

[Evaluation Process 6](#_Toc167351618)

[Webinar for Potential Applicants 7](#_Toc167351619)

[Contact With RDRSSP Members (Panelists) 7](#_Toc167351620)

[Costs of Preparing a Submission 7](#_Toc167351621)

[Cancellation and/or Modification 8](#_Toc167351622)

[Submission Checklist 8](#_Toc167351623)

[Contacts for Questions 8](#_Toc167351624)

Appendices 9

## Purpose

This Invitation to Submit (ITS) document invites applicants to submit a battery of screening instruments (and accompanying support materials) for consideration of inclusion by the Reading Difficulties Risk Screener Selection Panel (RDRSSP) in the list of state-approved reading difficulty risk screening instruments required pursuant to California *Education Code* (*EC*) Section 53008 (b).

Participation is open to all interested applicants. This process will be conducted pursuant to the Bagley-Keene Open Meeting Act, as well as the guidelines set forth in *EC* Section 53008, to determine whether submissions provide results that accurately identify a student’s potential risk of reading difficulties pursuant to the requirements of state law. Results from a screening instrument are intended to be used as part of a broader process that determines a student’s needs and progress, identifies supports for classroom instruction, enables targeted individual intervention as needed, and allows for further diagnosis if concerns do not resolve.

This ITS document incorporates applicable statutes, regulations, policies, and components of the Review Elements and Evaluation Criteria approved by the State Board of Education (SBE) on May 8, 2024 (see Appendix A). However, this ITS document is not a comprehensive guide; participating applicants must thoroughly review (1) *EC* Section 53008 (see Appendix F); (2) the Review Process (see Appendix E) and Rubric (see Appendix B) approved by the SBE; and (3) all other resources linked via this ITS document, and all related information and guidance issued by the SBE and the California Department of Education (CDE)*.*

All decisions regarding whether to approve a particular screening instrument are entirely within the discretion of the RDRSSP as specified in *EC* Section 53008, not the SBE nor the CDE.

## Background

Pursuant to *EC* Section 53008 (b), the SBE was delegated authority to appoint an independent panel of experts to the RDRSSP for the purpose of creating an approved list of evidence-based, culturally, linguistically, and developmentally appropriate screening instruments, by December 31, 2024, for pupils in kindergarten and grades one and two. The purpose of creating the approved list of screening instruments is to meet the requirements of *EC* Section 53008 (e), which requires local educational agencies to annually screen all kindergarten through second-grade students for risk of reading difficulties, including possible neurological disorders such as dyslexia, beginning with the 2025–26 school year.

This ITS invites submissions of reading difficulty risk screeners for inclusion on the RDRSSP-approved list as required pursuant to *EC* Section 53008 (b). The CDE cannot guarantee that any future business will result from the information provided, nor shall it pay for the information provided or the resources used to participate in this process. Costs for developing a response to this ITS are the sole responsibility of the submitter and shall not be charged to the State of California.

Applicants are encouraged to read *EC* Section 53008 in detail to understand the full context and intent of this process.

## Eligibility

Sole proprietorships, partnerships, public or private agencies, and unincorporated organizations or associations may participate in this process. If requested by CDE, documentation of the applicant’s legal status as an entity must be provided.

## General Submission Information

### Instructions

Interested applicants are required to complete and submit the Submission Form and Cover Letter as described in the directions on the form. A submission will not be accepted unless the SubmissionForm and Cover Letter are received by the date and time specified in *Table 1, Proposed Schedule of Events***.**

Applicants may submit either a digital or a hard copy version of their submission materials. Digital submissions may be in the form of either/both a website accessible to Panelists and CDE/SBE staff or as one or more electronic .pdf documents. Digital submissions must be sent to the RDRSSP email inbox at [rdrssp@cde.ca.gov](mailto:rdrssp@cde.ca.gov).

Applicants choosing to submit hard copy versions of their submission materials must send 15 hard copies of all submission materials to:

California Reading Difficulties Risk Screener Selection Panel  
California Department of Education  
Statewide Literacy Office  
1430 N Street, Suite 6208  
Sacramento, CA 95814

Applicants are encouraged to subscribe to the RDRSSP mailing list to receive updates and other information about the submission and review processes. To subscribe, send a blank email message to [join-rdrssp@mlist.cde.ca.gov](mailto:join-rdrssp@mlist.cde.ca.gov).

### Cover Sheet

Applicants should use the Cover Sheet template (see Appendix C) to outline and summarize the content of their instrument and supporting materials. The information provided on this cover sheet may be used by the RDRSSP to communicate with potential users regarding key components of the screening instrument.

### Submission Form

Applicants should use the Submission Form (Appendix D) to describe how their screening instrument aligns with the SBE-approved Review Elements and Evaluation Criteria and Rubric. The Submission Form was developed to align with the Rubric (Appendix B), both of which were designed based on the SBE-approved Review Elements and Evaluation Criteria (Appendix A). Using this form, applicants should demonstrate the alignment between their materials and the critical components of an evidence-based, culturally, linguistically, and developmentally appropriate screening instrument. Any supporting evidentiary materials should be included on the Submission Form. The Submission Form must be submitted by the date and time specified in *Table 1, Proposed Schedule of Events***.** Please see the Submission Form for instructions.

## Basic Review Process

### Review Protocol

The basic overall review process proceeds as follows:

* The CDE will host a public webinar to orient all potential applicants to the submission and evaluation processes. *Staff will add the date of the webinar here.*
* Applicants will submit their materials to the RDRSSP by August 30, 2024.
* Per Bagley-Keene Open Meeting Act requirements, RDRSSP members (Panelists) will engage in one or more public deliberation sessions to review and discuss submissions. As such,
  + Applicant names will be replaced with a numeric system; complete anonymity is not guaranteed.
  + Panelists will come to a consensus regarding the submissions and develop a tentative list of approved screening instruments.
* The RDRSSP will share the tentative list with applicants and post it online for public comment.
* With consideration of public comment, the RDRSSP will adopt a final list of approved screening instruments at a public meeting.

### Schedule of Events

The ITS activities and deadlines are displayed in*Table 1, Proposed Schedule of Events*. The schedule shown is tentative and subject to change. Additional details will be added to the schedule with the release of each new stage. It is the responsibility of applicants to check the [RDRSSP website](https://www.cde.ca.gov/be/cc/rd/) for any changes in the schedule of events.

#### Table 1. Proposed Schedule of Events

| **Activity** | **Action Date** |
| --- | --- |
| Invitation to Submit Package is Released | June 12, 2024 |
| Informational Webinar (overview of process) | July 2, 2024, 1:30-3 p.m. PST |
| July Panel Meeting | July 26, 2024 |
| Applicant Questions Submission Deadline | August 9, 2024 |
| August Panel Meeting | August 23, 2024 |
| All submissions of screening instruments are due to the Panel | August 30, 2024  Must be received by 5 p.m. PST |
| September Panel Meeting (Deliberations) | September 20, 2024 |
| October Panel Meeting (Deliberations) | October 18, 2024 |
| November Panel Meeting (Deliberations)  It is anticipated that at this meeting, the agenda will include the proposed selected screening instruments. It is further anticipated that applicants will have the ability to address the Panel’s recommendations prior to the meeting where the Panel considers the final adoption of the approved list of screening instruments. | November 18, 2024 |
| December Panel Meeting | December 16, 2024 |

### Evaluation Process

The RDRSSP will review and evaluate all screening instruments submitted by publishers. RDRSSP Panelists were chosen by the SBE for their diverse experience and exemplary status as leaders in the field.

Based solely on the responses and supporting evidentiary materials provided by the publisher in the Submission Form (see Appendix D), Panelists will use the SBE-approved Rubric (see Appendix B) to independently evaluate the quality of each proposed screening instrument. Upon completion of the independent evaluation, Panelists will discuss their Rubric ratings as a group and decide on final ratings and recommendations.

## Webinar for Potential Applicants

The CDE will host an informational webinar that is open to all potential applicants on July 2, 2024, from 1:30 to 3 p.m. via Zoom. Those who would like to attend the webinar should subscribe to the RDRSSP mailing list to receive updates and attendee information; applicants may subscribe by sending a blank email message to [join-rdrssp@mlist.cde.ca.gov](mailto:join-rdrssp@mlist.cde.ca.gov).

The two key objectives of this webinar are: (1) for staff to explain the Panel’s intention and priorities as outlined in the ITS materials; and (2) to provide an opportunity for applicants to pose questions regarding the application and evaluation processes. At the webinar, staff will respond to questions or defer them to online responses (to be posted no later than July 19, 2024).

## Contact with RDRSSP Members (Panelists)

Applicants and their representatives may not communicate with Panelists about anything related to the evaluation of the proposed screening instrument other than when applicants are making presentations or public comment in open, publicly noticed meetings from July through December 2024.

The only exceptions to this provision are the following:

* Applicants may be contacted for technical assistance in using electronic material via established technical assistance channels only.
* Applicants may communicate with the RDRSSP Chair, or the Chair’s designee, during the time set forth for Deliberations (at the Panel meetings identified in *Table 1*).

All written communication addressed to all Panelists must follow the standard written public comment process from June through December 2024, as described in the agenda for each [public RDRSSP meeting](https://www.cde.ca.gov/be/cc/rd/rdrssp2024agendas.asp).

Should any inappropriate contact take place between applicants and Panelists, it may lead to corrective actions, up to and including disqualification of the applicant from further participation in the submission process and the RDRSSP’s consideration of the applicant’s screening instrument(s) for approval under *EC* Section 53008 (b).

## Costs of Preparing a Submission

The costs of preparing and delivering the ITS submission, as well as future stage submissions, are the sole responsibility of the potential applicant. The State of California will not provide reimbursement for any costs incurred or related to the potential applicant’s involvement or participation in the procurement process.

## Cancellation and/or Modification

The SBE and its staff reserves the right, for any reason, at their discretion, to do any of the following:

* Cancel this ITS
* Modify this ITS as needed
* Recommend to the RDRSSP that they reject any or all submission packets received in response to this ITS

## Submission Checklist

The following checklist provides a summary of all the required items for submission as part of a complete response to this ITS. Failure to include any of the required items will result in the rejection of the total response and removal from the 2024 review of screening instruments. This Submission Checklist is not to be submitted. Rather, it is meant to serve as a guide to potential applicants in completing their submission.

Required Submissions:

* Cover Sheet
* Submission Form
* All applicants must provide either/both direct access (online or hard copy) to the instrument and any supporting evidentiary materials that are noted on the Submission Form.

## Contacts for Questions

Interested applicants may submit questions, requests for clarification, concerns, and/or comments (hereinafter referred to collectively as “questions”) regarding this ITS. All questions must be submitted in writing with the applicant’s name, email address, and telephone number. The applicant should specify the relevant section and page number of the ITS for each question submitted.

All questions must be submitted by email. It is the applicant’s responsibility to ensure that questions are received in a timely manner. Please submit all questions to the RDRSSP email inbox at [rdrssp@cde.ca.gov](mailto:rdrssp@cde.ca.gov) with the subject line “RDRSSP ITS Questions.”

**Questions must be received by August 9, 2024.** CDE and SBE staff will make every effort to post responses to the questions by the August 30, 2024, due date**.** At their discretion, CDE and SBE staff may not respond to questions that are submitted late or not in proper form. CDE and SBE staff reserve the right to rephrase or not answer a question submitted.

## Appendices

Appendix A – [Review Elements & Evaluation Criteria](https://www.cde.ca.gov/be/ag/ag/yr24/documents/may24item04a2.docx)

Appendix B – [Rubric](https://www.cde.ca.gov/be/ag/ag/yr24/documents/may24item04a3b.docx)

Appendix C – [Cover Sheet](https://www.cde.ca.gov/be/cc/rd/documents/coversheetrdrssp.docx)

Appendix D – [Submission Form](https://www.cde.ca.gov/be/cc/rd/documents/submissionformrdrssp.docx)

Appendix E – [Review Process](https://www.cde.ca.gov/be/cc/rd/proposedrdrssprevprocess.asp)

Appendix F – [Statutory Language from *EC* Section 53008](https://www.cde.ca.gov/be/ag/ag/yr24/documents/may24item04a4.docx)

California Department of Education, June 2024