



Solicitation Information
21 Feb 2102

Letter of Interest # 7449502

Observation Training Videos

Submission Deadline: 19 March 2012 @ 2:00 PM (Eastern Time)

Pre-Bid Conference: No

Questions concerning this solicitation must be received by the Division of Purchases at questions@purchasing.ri.gov no later than 5 March 2012 at 12:00 Noon (ET). Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP / LOI # on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: No

BOND REQUIRED: No

Jerome D. Moynihan, C.P.M., CPPO
Assistant Director for Special Projects

Vendors must register on-line at the State Purchasing Website at www.purchasing.ri.gov

Note to Vendors:

Offers received without the entire completed three-page RIVP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

REQUEST for LETTERS of INTEREST
Observation Training Videos

The Rhode Island Department of Administration, Office of Purchases, on behalf of the Rhode Island Department of Education (RIDE) is requesting Letters of Interest from qualified vendors to provide a technology system to provide calibrated videos of observable classroom instructional practice aligned to a rubric that can be used to train and certify teacher evaluators in Rhode Island, in accordance with the terms of this solicitation and the State's General Conditions of Purchase (available at www.purchasing.ri.gov).

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

Potential offerors are advised to review all sections of this Request carefully, and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.

Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being non-responsive.

All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content, shall be borne by the offeror. The State assumes no responsibility for these costs.

Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.

All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.

Proposals misdirected to other State locations or which are otherwise not present in the Division of Purchases at the time of opening for any cause will be determined to be late and may not be considered. The "Official" time clock is in the reception area of the Division of Purchases.

In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation shall have the right to transact business in the state until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). *This will be a requirement only of the successful bidder (s).*

Offerors are advised that all materials submitted to the State of Rhode Island for consideration in response to this Request for Proposals will be considered to be public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws.

Also, Submitters should be aware of the State's MBE requirements, which addresses the State's goal of ten per cent (10%) participation by MBE's in all State procurements. For further information, contact the State MBE Administrator at (401) 574-8253 or dorinda.keene@doa.ri.gov or visit the website <http://www.mbe.ri.gov>

Interested parties are instructed to peruse the Division of Purchases web site on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this LOI.

Equal Employment Opportunity (RIGL 28-5.1)

§ 28-5.1-1 Declaration of policy. – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies in all areas where the state dollar is spent, in employment, public service, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Employment Opportunity Office, at 222-3090 or via email raymond1@gw.doa.state.ri.us

Subcontracts are permitted, provided that their use is clearly indicated in the offeror's proposal, and the subcontractor(s) proposed to be used are identified in the proposal.

RIGL 37-13-3.1 State public works contract apprenticeship requirements. * (a) Notwithstanding any laws to the contrary, all general contractors and subcontractors who perform work on any public works contract awarded by the state after passage of this act and valued at one million dollars (\$1,000,000) or more shall employ apprentices required for the performance of the awarded contract. The number of apprentices shall comply with the apprentice to journeyman ratio for each trade approved by the apprenticeship council of the department of labor and training.

ARRA SUPPLEMENTAL TERMS AND CONDITIONS

For contracts and sub-awards funded in whole or in part by the American Recovery and Reinvestment Act of 2009. Pub.L.No. 111-5 and any amendments thereto, such contracts and sub-awards shall be subject to the Supplemental Terms and Conditions for Contracts and Sub-awards Funded in Whole or in Part by the American Recovery and Reinvestment Act of 2009. Pub.L.No. 111-5 and any amendments thereto located on the Division of Purchases website at www.purchasing.ri.gov.

REQUEST for LETTERS of INTEREST
OBSERVATION TRAINING VIDEOS

BACKGROUND/OVERVIEW

Rhode Island's Board of Regents passed educator evaluation regulations that call for annual evaluations of educators within systems that are approved because they meet the regulation requirements. Using Race to the Top (RTTT) funding, the Rhode Island Department of Education, RIDE, developed the Rhode Island Educator Evaluation Model, "the Model". This Model relies on multiple sources of information to paint an accurate picture of educator effectiveness. There are three major components informing final summative ratings: student learning, professional practice, and professional responsibilities. A full description of the Model is attached.

The Teacher Model is being gradually implemented across Rhode Island this year. All evaluators have been trained on the process requirements needed to implement each component of the model. The intent behind gradual implementation was twofold. The first was to prepare educators by allowing them to experience each of the components of the model within a low stakes environment. The second was to learn how the model functioned so that improvements could be made before full implementation. The evaluation will be fully implemented in the 2012-2013 school year and all evaluation ratings will be used to inform Rhode Island's new certification regulations which require evaluation ratings to be used in order for certificates to be renewed.

The teacher professional practice component is outlined in a rubric that describes the many competencies that define effective instruction. The rubric is based on the Rhode Island Professional Teaching Standards and was developed by a working group of educators from across the state. The full rubric is in Appendix A of the Guidebook. This rubric is not an observation tool or checklist and it includes both observable and non-observable competencies. It is the observable competencies of the professional practice rubric that inform the core request of this LOI.

All teacher evaluators will continue to be trained in preparation for full implementation. RIDE would like to include juried video clips aligned to observable competencies as part of the in-depth training that will begin in June of 2012. These video clips will allow evaluators to calibrate their ratings and deepen their understanding of what is intended within each competency.

SCOPE OF THE WORK

Tasks

1. Align the observable competencies of the Model's professional practice rubric to a researched observation rubric.
2. Provide calibrated video-tapes aligned to each rubric competency that differentiates across RI's four levels of performance.
3. Provide a subset of calibrated video-tapes and orientation materials for teachers to understand the expectations and rigor of each observable competency.

4. Develop a certification tool and process for evaluators to signal that they are initially trained and a tool that allows evaluators to recalibrate periodically to reduce "rater drift".
5. Include a system to track rater accuracy, reliability and potential drift.
6. Preference will be given to training systems and assessments that can be integrated with RI's newly developed Educator Performance Support System for multiple levels of users inclusive of teachers and building administrators.

Project Schedule

Rhode Island needs to have the training materials delivered no later than June of 2012. The calibration assessments must be delivered no later than October of 2012.

1. Approx. April 15th contract awarded
2. May 15th observation rubric aligned to Rhode Island's professional practice rubric.
3. June 1st training modules developed
4. June 15th training modules ready for use with aligned videos.
5. July 1st training modules, videos, and tracking system is integrated with the EPSS.

Deliverables

1. Multiple training videos for evaluators that represent a range of performance among competencies, grade levels, and content areas.
2. Sample videos for teachers that demonstrate a range of performance among competencies, grade levels, and content areas.
3. Training documents
4. Aligned rubric
5. Calibration tools are secure, sufficiently deep and broad to ensure inter-rater reliability.
6. Tracking system to determine rater accuracy and reliability
7. Integrated technology platform to deliver training

ADDITIONAL CONTRACTOR REQUIREMENTS/QUALIFICATIONS

Rhode Island is committed to using materials that are research based. Contractors should provide evidence that their training and tools have proven effectiveness in their ability to train efficiently and effectively and that the tools support critical instructional practices in the classroom across a broad range of grades and content areas. Included in this research base should be clear evidence that the videos and tools have established standards for rater accuracy and reliability and that there is meaningful and observable differences between score points.

TERMS OF THE CONTRACT

The Contract will begin upon issuance of state purchase order (on or about April 15, 2012) and end September 23, 2014. Rhode Island's fiscal year runs from July 1 to June 30. The budget and scope of work must reflect the state fiscal year. The scope of the work may be modified by RIDE prior to beginning work on a given task. RIDE

retains the option of granting a time extension of up to two years with additional funding if available and if the level of work is expanded by mutual written consent.

COST PROPOSAL/TERMS OF PAYMENT

The contractor must prepare a cost proposal reflecting the hourly rate or other fee structure proposed for this scope of services using the Cost Proposal Forms contained in Appendix A. The total cost of the contract is not to exceed \$1.25 million. Please ensure the budget is presented by state fiscal year, as follows:

FY 2012	Costs to be incurred through June 30, 2012
FY 2013	July 1, 2012 through June 30, 2013
FY 2014	July 1, 2013 through June 30, 2014
FY 2015	July 1, 2014 through September 23, 2014

PROPOSAL SUBMISSION

Questions concerning this solicitation may be e-mailed to the Division of Purchases at questions@purchasing.ri.gov no later than the date & time listed on the cover sheet of this solicitation. Send your questions in Microsoft Word format. Please reference the LOI # on all correspondence. Questions received, if any, will be posted and answered on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information. For computer technical assistance, call the helpdesk at 401-222-3766

Proposals (an original plus 4 copies) should include the following:

1. A completed and signed three-page RIVIP Bidder Certification Cover Form, available at www.purchasing.ri.gov.
2. A Cost Proposal as described above.
3. A *separate* Technical Proposal (see below) describing the qualifications and background of the applicant and experience with similar programs, as well as the work plan or approach proposed for this requirement.
4. A completed and signed W-9 (taxpayer identification number and certification). Form is downloadable at www.purchasing.ri.gov.
5. In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in electronic format (CD / flash drive). Microsoft Word / Excel OR PDF format is preferable. Only 1 electronic copy is requested. This CD or flashdrive should be included in the proposal marked "original".

Mark all bid packages, or mailed envelopes, with the LOI (solicitation) number and submission deadline on the outside of the package or envelope

Deliver to: Department of Administration
Office of Purchases
One Capitol Hill
Providence, Rhode Island 02908

NOTE: *Contractor assumes all responsibilities for proposals submitted by mail or commercial delivery service. Proposals misdirected to other state locations or which are otherwise not present in the Office of Purchases at the time of opening, for any cause, will be determined to be late and will not be considered. Proposals faxed, or emailed, to the Division of Purchases will not be considered.*

TECHNICAL PROPOSAL REQUIRED ELEMENTS

- | | |
|---|-------------|
| 1. Contractor understanding of the Issues | (20 points) |
| 2. Work Plan | (25 points) |
| 3. Capacity of the Agency Effectively to Administer the Project | (20 points) |
| 4. Quality of Key Personnel (including Curriculum vitae) | (15 points) |
| 5. Cost Proposal * | (20 points) |

*(Lowest cost / cost of proposal being evaluated X maximum point allowance = Cost Point Allocation)

A Selection Committee will evaluate submitted proposals on the basis of the above criteria items. Consultant Teams may be invited to appear before the Committee for in-person presentations. The Committee will then make a qualifications based recommendation for final selection to the Rhode Island State Purchasing Agent, or her designee, who will make the final award decision.

Notwithstanding the above, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all responses, and to award in its best interest.

Responses found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further. The State reserves the right to reject any or all responses submitted and to waive any informalities in any vendor's submission

APPENDIX A

BUDGET Multi-Year Projects

The Contractor estimates that its budget for work to be performed under this Agreement is as follows:

<u>Expense Category</u>	<u>Estimated Expenditures</u>			
	Year 1	Year 2	Year 3	Year 4
1. Salary and Fringe Benefits	0	0	0	0
2. Consultant	0	0	0	0
3. In-State Travel	0	0	0	0
4. Out-of-State Travel	0	0	0	0
5. Printing	0	0	0	0
6. Office Expense	0	0	0	0
7. Telephone	0	0	0	0
8. Educational Materials	0	0	0	0
9. Equipment	0	0	0	0
10. Data Processing	0	0	0	0
11. Rental	0	0	0	0
12. Other	0	0	0	0
13.	0	0	0	0
14.	0	0	0	0
15.	0	0	0	0
16.	0	0	0	0
Subtotal	0	0	0	0
Indirect Cost	0	0	0	0
TOTAL	0	0	0	0

It is understood and agreed that the amounts indicated above for the several line items are estimates of expenditures to be incurred by the Contractor on behalf of this Agreement and to be claimed by the Contractor for reimbursement under this Agreement. It is further understood and agreed that actual expenditures may vary from the estimates set forth above and that such variations shall not in themselves be cause for disallowance of reimbursement by RIDE; provided, however, that the Contractor shall notify and obtain the approval of the contract officer, in writing, if expenditures to be claimed for reimbursement in any line item above shall begin to vary significantly from the estimate given above; and provided further that unless permission of the contract officer shall have been obtained in advance, no expenditure shall be claimed by the Contractor for reimbursement by RIDE under this Agreement if such expenditure shall have been incurred in a line item category not listed above. Transfer of funds is permitted between Expense Categories (1) and (2) up to 10% or \$25,000, whichever is less; all other transfers require prior written approval by the Department of Education.

BUDGET DETAIL SHEET
 FISCAL YEAR _____

SALARY AND FRINGE BENEFIT DETAIL

NAME	POSITION TITLE	HOURLY RATE \$	NUMBER OF HOURS	TOTAL SALARY \$	FRINGE BENEFITS \$	HOURLY RATE WITH FRINGE BENEFITS \$	SALARY & FRINGE TOTAL \$
TOTAL REQUEST							

DETAIL OF CONSULTANT

NAME	POSITION TITLE	HOURLY RATE \$	NUMBER OF HOURS	TOTAL COST \$
TOTAL REQUEST				\$

EXPLANATION OF OTHER EXPENSES (i.e. travel, printing, office supplies, educational materials, and equipment)

EXPENSE CATEGORY	DESCRIPTION	COST