



Solicitation Information
29 March 2012

Letter of Interest # 7449597

Compensation System Pilot Development

Submission Deadline: 27 April 2012 @ 1:30 PM (Eastern Time)

Questions concerning this solicitation must be received by the Division of Purchases at questions@purchasing.ri.gov no later than **13 April 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

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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
RI Compensation Pilot with LEAs

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 compensation system pilot development, implementation, and support, 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considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.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 cnewton@gw.doa.state.ri.us 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.

BACKGROUND/OVERVIEW

SCOPE OF THE WORK

Tasks

The vendor will provide support organized into four primary areas of work. These four areas are:

1. Compensation Model Research and Grant Development for LEAs
2. Model Design for two models
3. Implementation Support
4. Pilot findings to be shared state-wide

Scope 1: Compensation Model Research The vendor will work with RIDE to review and research the most promising compensation models to inform the grants developed for LEAs. A competitive grant application will be developed and released for LEAs. Grants will be awarded during the summer of 2012.

Deliverables:

1. Briefing document that outlines the research on compensation reform with recommendations for pilot components.
2. Grant application for LEAs.

Timeline:

1. Briefing Document- May 1, 2012
2. Competitive grant release- June 1, 2012
3. Two Grants awarded- August, 2012

Scope 2: Model Design for 2 Models

The vendor will assist LEAs in fully developing models for compensation reform.

Deliverables:

1. Two fully defined compensation models that can be implemented in 2012-2013 and/or 2013-2014
2. Implementation plans with timelines

Timeline: December 2012

Scope 3: Implementation Support

This workstream focuses on providing support for the two LEAs piloting compensation reform. Support will include stakeholder engagement, policy support, design support, and implementation monitoring and evaluation.

Deliverables:

1. Stakeholder engagement plans for each site
2. Briefing documents for each pilot that include the identification of resources to support implementation
3. On-going evaluation and progress reports for each pilot

Timeline: December 2012 through June 2014

Scope 4: Findings

The vendor will develop a comprehensive report outlining the findings of the two pilots. This report needs to be provided in a format that will be useful to all LEAs in Rhode Island so it can be used to adopt new models or as guidance to all districts.

Deliverables:

1. Evaluation report of the pilot that includes recommendations. The report is for dissemination throughout the state

Timeline: September 2014

Project Schedule: Outlined in the Scope of Work

Deliverables: Outlined in the Scope of Work

ADDITIONAL CONTRACTOR REQUIREMENTS/QUALIFICATIONS

Interested vendors need to demonstrate experience in leading a project through all phases- research- development- implementation and finally evaluation.

TERMS OF THE CONTRACT

The Contract will begin with the issuance of a state purchase order (estimated **May 2012**) and end **September 23, 2014**. 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 **one year** with additional funding if available and if the level of work is expanded by mutual written consent. This contract is supported by Race to the Top funds. All activities must be completed by September 23, 2014.

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. Cost proposals must fall within the range below for each period as follows:

The total cost of the contract is not to exceed **\$250,000**. **Please ensure the budget is presented by state fiscal year, which runs from July 1st through June 30th.**

FY 2012	Costs to be incurred through June 30, 2012
FY 2013	July 1, 2012 through June 30, 2013
FY 2014	July 1, 2012 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.

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".

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

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. Faxed responses will not be considered.

TECHNICAL PROPOSAL REQUIRED ELEMENTS

- | | |
|---|-------------|
| 1. Contractor understanding of the Issues | (25 points) |
| 2. Work Plan | (30 points) |
| 3. Capacity of the Agency Effectively to Administer the Project | (15 points) |
| 4. Quality of Key Personnel (including Curriculum vitae) | (10 points) |
| 5. Cost Proposal | (20 points) |

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	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
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) (2) and (3) 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 DETAIL

NAME	POSITION TITLE	ANNUAL SALARY \$	FRINGE COST	FULL TIME EQUIVALENT	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