



Solicitation Information

June 21, 2012

LOI # 7457803

**TITLE: Adult Education Data Management System Maintenance and Support – RI
Department of Elementary and Secondary Education**

Submission Deadline: July 19, 2012 at 11:00 AM (ET)

Questions concerning this solicitation must be received by the Division of Purchases at questions@purchasing.ri.gov no later than **July 5, 2012 at 12 Noon**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFI # 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

**Gail Walsh
Buyer II**

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

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

REQUEST for LETTERS of INTEREST
Adult Education Data Management System Maintenance and Support

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 system support and maintenance of the adult education web-based student data management system, the Comprehensive Adult Literacy Information System (CALIS), in accordance with the terms of this solicitation.

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considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.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

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
Adult Education Data Management System Maintenance and Support

Background/Overview

Rhode Island Department of Education's (RIDE) Office of Multiple Pathways, Adult Education section currently has a web-based student data management information and accountability system called the Comprehensive Adult Literacy Information System (CALIS). CALIS meets the federal reporting requirements under the Workforce Investment Act of 1998, Title II, Adult Education and Family Literacy Act. CALIS has provided the Office of Multiple Pathways/Adult Education section and local adult education programs with standard data collection measures and immediate access to performance and outcome data. CALIS currently has more than 7,000 student data entries on an annual basis and since its implementation in 2005 contains tens of thousands of student records. The state currently has more than 500 users of the system, consisting of state level administrators and local level adult education program administrators, instructors, and data entry personnel. Since the implementation of the system, RIDE has continued to enhance the existing reporting system which currently contains 10 mandatory tables to report to the National Reporting System for Adult Education (NRS), eight optional NRS tables, and 11 customized reports.

SCOPE OF THE WORK

The selected vendor will provide services that are essential to maintain and support the CALIS system, including programming, upgrades, backups, troubleshooting, helpdesk, training for CALIS users, and provide servers to host the CALIS system. The vendor will ensure that CALIS adheres to the rules and regulations dated by the Office of Vocational and Adult Education to collect and report the required data on adult basic education services for the National Reporting System for Adult Education (NRS). It is essential for the vendor to be very knowledgeable about the complexities of the NRS. The vendor will implement any necessary changes as required to meet changes to NRS requirements in data collection and reporting and implement those changes within the required timelines. It is expected that the vendor will maintain the CALIS development site and thoroughly test any upgrades or changes on the development site before fully implementing them on the live site. The vendor will also work with RIDE to conform system rules and procedures to meet state regulations.

In addition to the required NRS tables and the previously developed Customized Reports, the vendor will implement a basic ad hoc query system which will allow state and program level users to access student and program information with a variety of configurable options. The ad-hoc query system will provide greater access to data and the ability to drill down for information.

The vendor will configure CALIS to automatically separate students at the end of 90 calendar days from the date of last attendance. System users will have the option to restore students to the program in order to add attendance, testing history or other data. The Automatic Separation Module will be optional.

The vendor will implement changes to CALIS to meet new NRS requirements concerning goal setting. Goal setting will be replaced with automatic cohort identification in FY 2012-2013 to define the population of students on which states report the four NRS follow-up measures of employment (entry and retention), obtaining a secondary credential, and entry into postsecondary education or training. In addition, new data will be collected and reported on the highest educational level of students and teacher experience and certification.

Due to continual changes in both NRS requirements and state mandates, the vendor will endeavor to develop a report archiving procedure whereby reports that depend on fluid data can be 'locked in' for a specific date or range. This will allow the system to continue to provide the most accurate instant data while also preserving archived reports for reference purposes.

The vendor will maintain an online ticketing issue management system that will provide programs the ability to request support and track those support requests. System will generate ticket numbers for each issue which can be used for follow up. System will notify users of status changes and when issue has been resolved or closed.

The vendor will maintain responsibility for front-line telephone and electronic customer support. Programs and system users will contact the vendor via telephone or through an electronic interface (email or the issue ticketing system outlined above) for normal questions about system issues, requests for assistance or to report performance issues.

Tasks, Project Schedule, Deliverables

Task #	Description of Task	Deliverables	Due Date
1	Development of specific project task list and implementation schedule including Needs Assessment.	Needs Assessment Project Plan Draft	Annual
2	Assessment of RIDE modification needs.	Provider will meet with RIDE staff to determine needs.	Annual
3	Modification Plan based on needs.	Discussions with RIDE to finalize project plan.	Annual
4	Quality Assurance/Testing	Testing of system modifications in test environment and problem resolution to insure minimal issues after implementation in production environment.	Annual
5	Upgrades	Provider will make corrections to software defects and enhancements available.	Annual
6	Ongoing Technical Support	Technical & Maintenance Support	Annual
7	Ongoing User Support	Helpdesk Training	Ongoing Annual

ADDITIONAL CONTRACTOR REQUIREMENTS/QUALIFICATIONS

It is essential for the vendor to be very knowledgeable about the complexities of the National Reporting System for Adult Education (NRS); therefore, the vendor must have at least five years of experience maintaining and supporting an adult education student data management information system that conforms to the NRS requirements.

TERMS OF THE CONTRACT

The Contract will begin approximately **August 1, 2012** and end **June 30, 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 **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. Cost proposals must fall within the range below for each period as follows:

FY 2013	up to \$40,000.00
FY 2014	up to \$40,000.00

The total cost of the contract is not to exceed **\$80,000.00**

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 (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.

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

APPENDIX A

BUDGET

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

<i>Expense Category</i>	<i>Estimated Expenditures</i>	
	FY 2013	FY 2014
1. Salary and Fringe Benefits	0	0
2. Consultant	0	0
3. In-State Travel	0	0
4. Out-of-State Travel	0	0
5. Printing	0	0
6. Office Expense	0	0
7. Telephone	0	0
8. Educational Materials	0	0
9. Equipment	0	0
10. Data Processing	0	0
11. Rental	0	0
12. Other	0	0
13.	0	0
14.	0	0
15.	0	0
16.	0	0
Subtotal	0	0
Indirect Cost	0	0
	0	0
TOTAL		

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: 2013 (July 1, 2012 – June 30, 2013)

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

BUDGET DETAIL SHEET

FISCAL YEAR: 2014 (July 1, 2013 – June 30, 2014)

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

