



Solicitation Information

August 14, 2012

**RFP #7457970**

**TITLE: DEVELOP BIRTH-FIVE EARLY LEARNING & DEVELOPMENT STANDARDS (PHASE II) – RI DEPT. OF EDUCATION**

**SUBMISSION DEADLINE: September 11, 2012 at 10:30 AM (EDT)**

Questions concerning this solicitation must be received by the Rhode Island Division of Purchases at [questions@purchasing.ri.gov](mailto:questions@purchasing.ri.gov) **no later than August 28, 2012 @ 12:00 noon (EDT)**. Please reference the RFP # on all correspondence. Questions should be submitted in a *Microsoft Word* attachment. Questions received, if any, will be posted on the Purchasing website 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**  
**State of Rhode Island Division of Purchases**

**Vendors must register online at the State Purchasing website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).**

**NOTE TO VENDORS:**

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

**THIS PAGE IS NOT A BIDDER CERTIFICATION FORM**

***Request for Proposals***  
**Rhode Island Early Learning and Development Standards: Phase II**

The Rhode Island Department of Administration, Office of Purchases, on behalf of the Rhode Island Department of Education (RIDE) is requesting Proposals from qualified vendors to complete the development of birth – five early learning and development standards, in accordance with the terms of this solicitation.

**INSTRUCTIONS AND NOTIFICATIONS TO BIDDERS:**

Potential offerors are advised to review all sections of this solicitation 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 [charles.newton@doa.ri.gov](mailto:charles.newton@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](mailto: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](http://www.purchasing.ri.gov).

## ***Background/Overview***

The *Rhode Island Early Learning Standards (RIELS)* provide guidance to families, teachers and program administrators about what children should know and be able to do as they enter kindergarten. The *Standards* are used as a framework to support all children so that they enter school ready to succeed. Rhode Island's current Early Learning Standards were developed in 2001 to reflect what preschool children should know and be able to do as they enter kindergarten. They are divided into eight domains or general areas of learning.

In 2011, Rhode Island submitted a successful application for Race to the Top- Early Learning Challenge (RTT-ELC) funds. Rhode Island's RTT-ELC application includes a plan to develop high-quality Early Learning and Development Standards for infants, toddlers, and preschoolers. Rhode Island defines high-quality to mean: 1) efficient, comprehensive; reflective of the research that shows the standard relates to child outcomes; culturally, linguistically, and developmentally appropriate; and evidence-based; 2) clear, understandable, and consistent so that educators, parents, and the general public know what they need to do to support children; 3) aligned horizontally with the Head Start Child Outcomes Framework, State-approved curricula, and child assessments; and 4) aligned vertically with K-3 Common Core standards in mathematics and literacy.

The Rhode Island Early Learning and Development Standards Project, lead by the RIDE, consists of two Phases. Phase I is currently being completed using resources allocated to support the work of the RI Early Learning Council. Phase I consists of the following tasks:

- Interviews with national experts that specialize in early childhood guidelines to identify the strongest guidelines currently in place to identify guidelines that can provide a starting point for the Rhode Island effort,
- Analysis and synthesis of those identified standards into a set of B-5 standards that are the most common across the sets that are identified, and those that have the strongest research and theoretical justifications (Point of Departure document),
- Input from representatives from all aspects of the early childhood community including the state Head Start, NAEYC, and other early childhood associations, the child care provider community, schools, researchers, and others addressing how current standards are being used, the strengths and weaknesses of the current standards, and how they could be improved, stakeholders' conception of school readiness and school success, the strengths and weaknesses of the point of departure standards, the most important domain, domain elements, and expectations that should be included in the standards, and how the standards should be inclusive of different types of children within the state.
- Development of birth to 5 guidelines consisting of 3 distinct parts:
  - Domains of development and learning
  - The specific elements or components that make up the domain
  - The expectation of what the child should know or be able to do for each domain component

- Development of domain and domain components definitions and a summary of the research literature indicating why the each domain and domain element is important to later school success
- Input from representatives from all aspects of the early childhood community including the state Head Start, NAEYC, and other early childhood associations, the child care provider community, schools, researchers, and on draft B-5 standards
- Development of Phase I draft standards

This contract will assist the state in purchasing services to assist in Phase II of the early learning and development standards work consisting of the expert panel review of Phase I draft standards (to be completed by October, 2012) and the development of final RI B-5 Early Learning and Development Standards by **January, 2013**. Applications will be evaluated on a competitive basis. The Technical Proposal Review Criteria indicate the standards and factors that will be more heavily weighted in the review process.

### ***Scope of Work***

#### Tasks

The organization which is awarded this contract will efficiently and effectively manage the resources necessary to achieve these assignments. This involves seeking national expert and RI stakeholder input and feedback, developing written recommendations, and developing final B-5 Early Learning and Development standards. The selected vendor will work collaboratively with RIDE staff to manage the federal resources to ensure completion of the following tasks and deliverables:

1. Convene a panel of national experts to review Phase I Standards
2. Develop written recommendations based on panel's review
3. Seek RI stakeholder input on panel recommendations and draft standards
4. Develop final B-5 Early Learning and Development standards

#### Deliverables

| <b>Task #</b> | <b>Deliverable</b>   | <b>Deadline</b>          |
|---------------|--|--------------------------|
| <b>1</b>      | Convene a panel of national experts to review Phase I Standards                  | Approx. October 31, 2012 |
| <b>2</b>      | Incorporate written recommendations based on panel's review into draft standards | November 30, 2012        |
| <b>3</b>      | Seek RI stakeholder input on draft standards                                     | December 31, 2012        |
| <b>4</b>      | Develop final B-5 Early Learning and Development standards                       | January 31, 2013         |

### ***Additional Contractor Requirements/Qualifications***

- Bidders must submit a letter of transmittal signed by an owner, officer, or other authorized agent.
- Bidders must submit relevant organizational information, a list of similar projects undertaken and/or clients served, agency expertise relative to the services requested, and a statement of existing workload as it impacts the performance of the project.
- Bidders must provide an overview of key personnel assigned to the project including education and prior experience.
- Bidders must disclose any work to be sub-contracted including the specific work to be performed and staffing, organizational structure, and business background of the sub-contractor.

### ***Terms of the Contract***

The Contract will begin in **upon issuance of a state purchase order (on or about October 2012)** and end **June 30, 2013**. 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 **12 months** with additional funding if available and if the level of work is expanded by mutual written consent. If necessary, deficiencies in performance of services and/or failure to supply deliverables in a complete and timely manner will be documented in writing by RIDE. Should a pattern of substantial dissatisfaction become apparent, RIDE reserves the right to terminate the contract.

### ***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 \$ 86,000 |
|---------|-----------------|

The total cost of the contract is not to exceed **\$86,000.00**.

#### **PROPOSAL SUBMISSION**

Questions concerning this solicitation may be e-mailed to the Division of Purchases at [questions@purchasing.ri.gov](mailto: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.

All document pages are to be numbered in consecutive order.

***Combined* TECHNICAL/COST PROPOSAL ("original" plus FOUR (4) copies)** submissions are to be either mailed or hand-delivered in a sealed envelope marked: **"RFP #7457970: "DEVELOP BIRTH-FIVE EARLY LEARNING & DEVELOPMENT STANDARDS (PHASE II) – RI DEPT. OF EDUCATION"** by the date and time on the cover page of this solicitation.

*RI Dept of Administration*

**Division of Purchases, 2<sup>nd</sup> Floor  
One Capitol Hill  
Providence, RI 02908**

**NOTE:** Proposals misdirected to other State locations or which are otherwise not presented in the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. The "official" time clock is located in the Division of Purchases Reception area.

***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) |

The technical proposal should be 10-20 pages in length, respond to each area of the required elements listed above, and contain a cost proposal using the forms in Appendix A. Supplemental information may be appended to the technical proposal.

## APPENDIX A

### *BUDGET One-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> |
|-------------------------------|-------------------------------|
| 1. Salary and Fringe Benefits | 0                             |
| 2. Consultant                 | 0                             |
| 3. In-State Travel            | 0                             |
| 4. Out-of-State Travel        | 0                             |
| 5. Printing                   | 0                             |
| 6. Office Expense             | 0                             |
| 7. Telephone                  | 0                             |
| 8. Educational Materials      | 0                             |
| 9. Equipment                  | 0                             |
| 10. Data Processing           | 0                             |
| 11. Rental                    | 0                             |
| 12. Other                     | 0                             |
| 13.                           | 0                             |
| 14.                           | 0                             |
| 15.                           | 0                             |
| 16.                           | 0                             |
| 17.                           | 0                             |
| Subtotal                      | 0                             |
| Indirect Cost                 | 0                             |
| <b>TOTAL</b>                  | <b>0</b>                      |

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 BENEFIT DETAIL**

| NAME          | POSITION TITLE | HOURLY RATE WITH FRINGE<br>\$ | NUMBER OF HOURS | SALARY & FRINGE TOTAL<br>\$ |
|---------------|----------------|-------------------------------|-----------------|-----------------------------|
|               |                |                               |                 |                             |
|               |                |                               |                 |                             |
|               |                |                               |                 |                             |
|               |                |                               |                 |                             |
| TOTAL REQUEST |                |                               |                 |                             |

**DETAIL OF CONSULTANT**

| NAME          | POSITION TITLE | HOURLY RATE<br>\$ | NUMBER OF HOURS | TOTAL COST<br>\$ |
|---------------|----------------|-------------------|-----------------|------------------|
|               |                |                   |                 |                  |
|               |                |                   |                 |                  |
|               |                |                   |                 |                  |
| TOTAL REQUEST |                |                   |                 | \$               |

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

| EXPENSE CATEGORY | DESCRIPTION | COST |
|------------------|-------------|------|
|                  |             |      |
|                  |             |      |
|                  |             |      |
|                  |             |      |