



**Solicitation Information**  
**August 22, 2012**

**LOI # 7457995**

**TITLE: STATE FISCAL AGENT – RI EARLY LEARNING STANDARDS FUN FAMILY ACTIVITIES**

**Submission Deadline: September 19, 2012 at 10:30 AM (EDT)**

Questions concerning this solicitation must be received by the Division of Purchases at [questions@purchasing.ri.gov](mailto:questions@purchasing.ri.gov) no later than **September 5, 2012 at Noon**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP / LOI # in the subject of all correspondence. Responses to questions received, if any, will be posted on the website (<http://www.purchasing.ri.gov>) as an addendum to this solicitation. It is the responsibility of all interested parties to monitor the Division of Purchases website regularly for any addendums.

**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 LETTERS of INTEREST***  
**RHODE ISLAND EARLY LEARNING STANDARDS PROJECT: FUN FAMILY ACTIVITIES PARENT TRAININGS**

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 act as a state fiscal agent to provide fiscal and coordination services for Rhode Island Early Learning Standards (RIELS) Fun Family Activities (FFA) Project, 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](mailto: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](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).

***REQUEST for LETTERS of INTEREST***  
**RHODE ISLAND EARLY LEARNING STANDARDS (RIELS) PROJECT: FUN FAMILY ACTIVITIES  
PARENT TRAININGS**

**BACKGROUND/OVERVIEW**

The *Rhode Island Early Learning Standards (RIELS)* provide guidance to families, teachers and program administrators about what young children should know and be able to do as they enter kindergarten. Based on current educational research and the priorities of Rhode Island's families and early childhood educators, the *Standards* are used as a framework to support all children so that they enter school ready to succeed. They are divided into eight domains or general areas of learning. Families serve as a child's first teacher and family involvement is critical in ensuring a child's school success. For this reason, after creating the *Standards* in 2001, Rhode Island sought to create a way to create a resource to engage families in their young child's learning. Fun Family Activities for Pre-Schoolers (FFA), created in 2004, accomplishes this through eight sections of activities tied to the *Standards*. FFA provides families with fun and enjoyable ways to support the development and learning of their preschool child. To ensure the success of FFA, RIDE developed a training for statewide trainers, community trainers, and parents in order to ensure that families and caregivers understand and use the FFA resources available to them. The *Fun Family Activities* training for parents is based on research and best practice in both parenting and early childhood development. This training is designed to reflect adult learning principles and is intentionally respectful of all adults who are the primary caregivers for preschool age children, including fathers and grandparents. The Fun Family Activity parent training sessions focus on the eight domains addressed in the *Standards*. Participants learn about each domain, review relevant research that impacts their role as parents, and experience fun and creative ways to support their child's learning in each area through home and community activities.

The Office of Instruction, Assessment, and Curriculum is charged with promoting the usage of Fun Family Activities for Preschoolers, as well as training others to disseminate information about how to use FFA. This requires expanded capacity to design and implement training of facilitators and community members. Furthermore, RIDE will provide grants to support parent training and provide monitoring and support to these training programs. Additionally, to fully support cognitive, emotional, language, physical, and emotional development, families must be engaged in a variety of ways and thus FFA will also be connected to other family-focused initiatives that are on-going in the state.

This contract will assist the state in purchasing services to assist in advancing training for and utilization of Fun Family Activities for Preschoolers. The project uses Child Care Development Fund and Race to the Top Early Learning Challenge Grant resources for the purpose of supporting family and caregiver engagement through the Fun Family Activities project. 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 THE WORK**

**Tasks**

The organization which is awarded this contract will efficiently and effectively manage the resources necessary to achieve these assignments. This involves expanding and creating trainings, as well as carrying out trainings on several levels. The selected vendor will work collaboratively with RIDE staff to manage the federal resources to ensure completion of the following tasks and deliverables:

1. Creation and expansion of "Training of Facilitators" sessions and materials for Fun Family Activities parent training series for use in training of Statewide Lead Trainers.
2. One Training of Facilitators session for Statewide Lead Trainers (Years 1 & 2).
3. Training of Facilitators sessions annually to four (4) communities and/or programs which seek to offer the FFA parent training series to ensure effective delivery of the training by local facilitators (Years 1, 2, & 3).
4. Awarding and monitoring 12- 16 grants annually to support the implementation of FFA parent training series in RI communities.
5. Linking FFA parent training series to other family-focused initiatives.
6. Printing copies of FFA booklets for dissemination throughout RI communities.
7. Quarterly fiscal reports to RIDE for each project documenting hours, services purchased, and other information as necessary

**Deliverables**

<b>Task #</b>	<b>Deliverable</b>	<b>Deadline</b>
<b>1</b>	Create training, materials, and presentation of "Training of Facilitators" sessions for preparation of statewide lead trainers.	Approx. October 30, 2012
<b>2</b>	Conduct one Training of Facilitators session for Statewide Lead Trainers	Annually
<b>3</b>	Provide "Training of Facilitators" to four communities and/or programs which seek to offer FFA parent training series.	Annually
<b>4</b>	Provide grants to support FFA parent training series in four communities.	Annually
<b>5</b>	Link FFA parent training series to other family-focused initiatives.	Annually
<b>6</b>	Print copies of FFA booklets to disseminate throughout communities.	Immediately upon execution of contract and ongoing through remainder of contract.
<b>7</b>	Quarterly fiscal reports to RIDE for each project documenting hours, services purchased, and other information as necessary.	Immediately upon execution of contract and ongoing through remainder of contract.

**ADDITIONAL CONTRACTOR REQUIREMENTS/QUALIFICATIONS**

- **Proven Experience:** Demonstrate a successful history of responsible coordination and fiscal management of projects with (at a minimum) the same scope and responsibilities as outlined in this LOI.
- **Fiscal Capacity:** Have a fiscal staff member with a proven track record for responsible budget management. This staff member will be responsible for keeping track of expenditures.

**TERMS OF THE CONTRACT**

The Contract will begin **upon issuance of a state purchase order (on or about October 2012)** and end **December 31, 2015**. The scope of the work may be modified by RIDE prior to beginning work on a given task. RIDE reserves the right to align the contract with the state fiscal year end, even if the activities are scheduled to end at an earlier date. 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.

**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 \$ 81,500
FY 2014	Up to \$ 76,000
FY 2015	Up to \$ 62,000
FY 2016	Up to \$ 30,500

The total cost of the state contract for Rhode Island Early Learning Standards FFA Project is not to exceed **\$250,000.00**, using the budget guidelines provided below. The total for administrative costs may not exceed 10% of the total grant and applicants are encouraged to submit proposals which reflect competitive administrative rates.

FY	Maximum per FY	Minimum for Consultants	Balance for Materials, Meeting Costs, Administrative Costs, etc.
FY 13	\$81,500	\$55,000	\$26,500
FY 14	\$76,000	\$51,200	\$24,800
FY 15	\$62,000	\$40,500	\$21,500
FY16	\$30,500	\$18,600	\$11,900

**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.

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](http://www.purchasing.ri.gov).
2. A **separate sealed** Cost Proposal as described above (original plus 4 copies).
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](http://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**

Assemble your technical proposal as outlined below. The technical proposal may be no longer than 15 single-spaced pages. Margins must be at least 1 inch on all sides.

- |   |             |
|---|-------------|
| 1. Contractor understanding of the Issues                       | (10 points) |
| 2. Work Plan  | (10 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  | (35 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:

Expense Category	Estimated Expenditures			
	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
Subtotal	0	0	0	0
Indirect Cost	0	0	0	0
<i>TOTAL</i>	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 WITH FRINGE \$	NUMBER OF HOURS	SALARY & FRINGE TOTAL \$
<b>TOTAL REQUEST</b>				

**DETAIL OF CONSULTANT**

NAME	POSITION TITLE	HOURLY RATE \$	NUMBER OF HOURS	TOTAL COST \$
<b>TOTAL REQUEST</b>				\$

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

EXPENSE CATEGORY	DESCRIPTION	COST