



Solicitation Information
August 22, 2012

LOI # 7457996

TITLE: PROVIDE ON-LINE TECHNOLOGY LITERACY ASSESSMENT FOR EIGHTH GRADE PUBLIC SCHOOL STUDENTS

Submission Deadline: September 19, 2012 at 10:15 AM (EDT)

Questions concerning this solicitation must be received by the Division of Purchases at 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.

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

8th Grade Technology Literacy Assessment

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 provide an **online technology literacy assessment for eighth grade public school students**, 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considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.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 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

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.

Background/Overview

RIDE is looking to invest in a web-based technology literacy assessment solution for use in schools that will allow for collection of data related to eighth grade public school students. As part of the Government Performance and Results Act (GPRA), RIDE is required to report on technology literacy at the end of 8th grade. The Rhode Island public K-12 education system consists of 50 local educational agencies (LEAs) of which 36 LEAs are traditional LEAs or regional LEAs, and 10 LEAs are public charter schools and 4 are state-operated schools. As of 2011/12, Rhode Island served approximately 11,000 public school eighth grade students. RIDE defines technology literacy as the ability of individuals to use technology appropriately to access, manage, analyze, incorporate and evaluate information, develop new understandings, and communicate with others in order to contribute and participate effectively in society. RIDE continues to recommend the use of the International Society for Technology in Education's (ISTE) National Education Technology Standards (NETS) for Students. These standards serve as a road map for educators across the United States creating a target for excellence related to technology. The standards address six key strands which focus more on skills and expertise and less on tools:

- Creativity and Innovation
- Communication and Collaboration
- Research and Information Fluency
- Critical Thinking, Problem Solving, and Decision Making
- Digital Citizenship
- Technology Operations and Concepts

Scope of Work

Vendor will provide detailed explanation related to specific assessment tools, project management, implementation, training, data analysis and reporting services. The assessment will be administered to approximately 11,000 students. Reporting will allow RIDE to analyze results statewide as well as by district, school and student to provide valuable insight into students' technology proficiency and meet Federal reporting requirements.

Tasks:

Assessment Preparation

- Communication protocol
- Timelines for project
- Security, use and transfer of student data

Professional Development

- Face-to-face professional development - beginning and end of the school year
- WebEx sessions
- Other

Test Administration

- Technology instruction and delivery varies between districts and schools. There will be two testing windows, one in December and one in May, to accommodate for unique situations.

Reporting

- Statewide report
- District reports
- School reports
- Student reports
- Vendor will review reports with RIDE

Deliverables:

1. Technology Literacy Assessment to be given to 8th grade students in Rhode Island
2. Delivery of assessment during two testing windows each school year for the term of the contract
3. Technical assistance and support during all phases of the project
4. Project timelines
5. Communication protocols
6. Project manager to work directly with RIDE project manager to ensure appropriate student data, security, use and transfer

7. Professional development dates for face-to-face, WebEx sessions, etc. with RIDE and district coordinators
8. Delivery of professional development including but not limited to supporting materials
9. Providing a professional development session with RIDE and LEA representatives relating to assessment results
10. Working with LEAs to verify, update and revise student information prior to testing administration accommodating new or transferred students
11. Generating and delivering Rhode Island statewide and district reports to RIDE and LEAs
12. Reviewing results with RIDE
13. Working with RIDE to ensure data transfer to RIDE enterprise data system
14. Reviewing and revising communication protocols, timelines and procedure as necessary

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 upon issuance of a state purchase order (estimated October 2012) and end on June 30, 2015. 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 year** 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:

FY13	Up to \$48,000
FY14	Up to \$48,000
FY15	Up to \$48,000

The total cost of the contract is not to exceed **\$144,000**.

Proposal Submission

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 #7457996 –"8th Grade Technology Literacy Assessment" For RIDE***" by the date and time on the cover page of this solicitation to:

RI Dept of Administration

Division of Purchases, 2nd 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 | (30 points) |
| 3. Capacity of the Agency to Effectively Administer the Project | (30 points) |
| 4. Quality of Key Personnel (including Curriculum vitae) | (10 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 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
1. Salary and Fringe Benefits	0	0	0
2. Consultant	0	0	0
3. In-State Travel	0	0	0
4. Out-of-State Travel	0	0	0
5. Printing	0	0	0
6. Office Expense	0	0	0
7. Telephone	0	0	0
8. Educational Materials	0	0	0
9. Equipment	0	0	0
10. Data Processing	0	0	0
11. Rental	0	0	0
12. Other	0	0	0
13.	0	0	0
14.	0	0	0
15.	0	0	0

16.	0	0	0
Subtotal	0	0	0
Indirect Cost	0	0	0
<i>TOTAL</i>	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 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				\$
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EXPLANATION OF OTHER EXPENSES (i.e. travel, printing, office supplies, educational materials, and equipment)

EXPENSE CATEGORY	DESCRIPTION	COST