



Solicitation Information
August 22, 2012

LOI # 7457998

TITLE: STATE FISCAL AGENT – RI EARLY LEARNING STANDARDS

Submission Deadline: September 19, 2012 at 10:45 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 LETTERS of INTEREST
Rhode Island Early Learning Standards (RIELS) Project

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) 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considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.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. 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
RHODE ISLAND EARLY LEARNING STANDARDS (RIELS) PROJECT

BACKGROUND/OVERVIEW

The Rhode Island Early Learning Standards (RIELS) were developed in 2001 to provide early childhood professionals with a common understanding of the goals and expectations for what preschool children should know and be able to do as they exit preschool programs and enter kindergarten. The RIELS Project, lead by the RI Department of Education (RIDE), is dedicated to providing professional development which supports administrators and classroom professionals to implement curriculum and systems of assessment aligned with the RIELS at both a program and practitioner level, as well as to engage families in supporting their child's learning and development.

The Office of Instruction, Assessment, and Curriculum at RIDE is also tasked with leading the development of RIELS-based programs. This requires on-site technical assistance to support implementation of a RIELS-based program, as well as to increase program readiness to meet the standards for RIDE Comprehensive Early Childhood Education Program Approval. Furthermore, professional development opportunities must be revised and expanded to ensure that RI Early Learning Standards professional development content is high-quality and meets the needs of the whole early childhood education workforce.

This contract will assist the state in purchasing RIELS certified consultant services to provide professional development and technical assistance for the RIELS Project. The project uses Child Care Development Fund and Race to the Top Early Learning Challenge Grant resources. 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 work includes engaging, assisting, and overseeing RIELS certified professionals providing the professional development and technical assistance. The selected vendor will work collaboratively with RIDE staff to manage resources to achieve the following tasks and deliverables:

1. Engage approved consultants to provide program approval and monitoring of high quality early childhood education programs (ECERS only).
2. Engage and support RIELS certified consultants to provide one year of on-site technical assistance to up to 20 programs in year one and 2 programs in years

two and three to further support implementation of a RIELS-based program and increase readiness for RIDE Comprehensive Early Childhood Education Program Approval.

3. Engage approved consultants to provide targeted professional development to address the professional development needs of programs seeking to achieve or maintain RIDE Approval.
4. Engage and support RIELS certified consultants to coordinate and provide multiple levels of professional development to ensure continuous growth in the number of early childhood programs engaged in the implementation of a RI Early Learning Standards-based program
5. Engage RIELS certified consultants to develop on-line training modules to support participants who need to make-up missed RIELS training sessions
6. Engage a researcher to evaluate the RIELS Project.
7. Provide quarterly fiscal reporting to RIDE for each project: including (but not limited to) consultant hours documented and materials/services purchased (template will be sent by RIDE with information needed).

Deliverables

| Task # | Deliverable | Deadline |
|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| 1 | Engage approved consultants to provide program approval and monitoring of high-quality early childhood education programs (ECERS only). | Immediately upon execution of contract and ongoing through remainder of contract. |
| 2 | Engage RIELS certified consultants to provide on-site technical assistance to up to 20 programs in year one and 2 programs in years two and three to further support implementation of a RIELS-based program and increase readiness for RIDE approval. | Immediately upon execution of contract and ongoing through remainder of contract. |
| 3 | Engage approved consultants to provide professional development tailored to needs of programs seeking to achieve or maintain RIDE approval. | Immediately upon execution of contract and ongoing through remainder of contract. |
| 4 | Engage RIELS certified consultants to coordinate and provide multiple levels of professional development to ensure continuous growth in the number of early childhood programs engaged in the RIELS program. | Immediately upon execution of contract and ongoing through remainder of contract. |
| 5 | Engage RIELS certified consultants to develop on-line training modules to support participants. | By October 2012 |
| 6 | Engage a researcher to evaluate the RIELS Project | By December 2014 |
| 7 | Provide 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 in **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 \$ 595,000.00 |
| FY 2014 | Up to \$ 303,000.00 |
| FY 2015 | Up to \$ 329,000.00 |
| FY 2016 | Up to \$ 139,000.00 |

The total cost of the state contract for Rhode Island Early Learning Standards Project is not to exceed **\$1,366,000.00**, 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 Meeting Costs, Administrative Costs, etc. |
|-------|----------------|-------------------------|-------------------------------------------------------|
| FY 13 | 595,000.00 | 540,000.00 | 55,000.00 |
| FY 14 | 303,000.00 | 275,000.00 | 28,000.00 |
| FY 15 | 329,000.00 | 298,000.00 | 31,000.00 |
| FY 16 | 139,000.00 | 126,000.00 | 13,000.00 |

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 (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 **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.

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)
5. Cost Proposal

(20 points)
(35 points)

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 |
| 13. | 0 | 0 | 0 | 0 |
| 14. | 0 | 0 | 0 | 0 |
| 15. | 0 | 0 | 0 | 0 |
| 16. | 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) (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 | | | | \$ |

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

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