



**Solicitation Information**  
**9/26/2012**

**LOI # 7458069**

**TITLE: Special Education Support Services**

**OPENING DATE AND TIME: October 25<sup>th</sup>, 2012 @ 11:00 AM (EDT)**

**PRE-BID/ PROPOSAL CONFERENCE: No**

**Questions concerning this solicitation may be e-mailed to the Division of Purchases at [gary.mosca@purchasing.ri.gov](mailto:gary.mosca@purchasing.ri.gov) no later than 10/05/12 @ 12:00 noon (Eastern Time). Please reference the RFP # on all correspondence and send questions in a *Microsoft Word format*. Questions received, if any, will be answered and 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**

**Gary P. Mosca**  
**Buyer**

**Vendors must register on-line at the State Purchasing Website at [www.purchasing.state.ri.us](http://www.purchasing.state.ri.us).**

**NOTE TO VENDORS:**

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

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

DAVIES HIGH SCHOOL REQUEST FOR  
LETTERS OF INTEREST SPECIAL  
EDUCATION SUPPORT SERVICES

The Rhode Island Department of Administration/Division of Purchasing, on behalf of the William M. Davies, Jr. Career High School, requests Letters of Interest from qualified agencies, organizations, and/or individuals who can serve as an independent contractor(s) to provide Clinical and Related Support Services for special needs students. This solicitation, and any subsequent contract award (s), is governed by the terms of this solicitation and the State's General Conditions of Purchase (available at [www.purchasing.ri.gov](http://www.purchasing.ri.gov))

Agencies, organizations, and/or independent contractors that can demonstrate successful provision of these services in the secondary school environment are encouraged to submit Letters of Interest in response to this request.

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.

It is intended that an award pursuant to this Request will be made to a prime contractor, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered, but 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.

Utilization of Minority Business Enterprises as certified by the RI Minority Business Enterprise Compliance Office is a requirement. This is pursuant to RIGL § 37-14.1-6 which states that, "Minority

business enterprises **shall be included in all procurements and construction projects** under this chapter and **shall be awarded a minimum of ten percent (10%) of the dollar value** of the entire procurement or project." The director of the department of administration is further authorized to establish by rules and regulation formulas for giving minority business enterprises a preference in contract and subcontract awards. The responsibility for determining whether or not there is compliance as it relates to the utilization of Minority is vested in the MBE Office and they can be reached 401-574-8253. The website is [www.mbe.ri.gov](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 RFP / 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

**Areas for services covered by this request include, but are not limited to:**

Speech and Language Therapy and Evaluation  
Occupational Therapy and Evaluation Physical  
Therapy and Evaluation Adaptive Physical  
Education Instruction Clinical Psychological  
Consults and Evaluation Assistive Technology  
Consults

The contractor(s) selected as a result of this request will provide professional certified staff to provide clinical and related services on both a scheduled and an as-needed basis to service the needs of the Davies High School's special education population enrolled at any given time. Such services will be provided on-site at Davies during normal school hours. Additionally, the contractor(s) should provide an interdisciplinary approach through a single point of contact to coordinate the delivery of service with Davies' Special Education Director.

No estimate of or commitment to a specific level of spending is made by this request. This request is to encompass one year award beginning approximately January 1, 2013 through June 30, 2014, with the option to renew up to four (4) additional years, with a blanket purchase order format with each year's award pending availability of funding and actual expenditures based on the specific needs of the special needs students enrolled during each year. Interested agencies, organizations, and/or individuals should submit

**Letters of Interest containing the following information:**

-A description of the purpose and background of the offering Agency, Organization and/or Individual

-A description of each type of clinical service as provided by the offering Agency, Organization and/or Individual -As appropriate, assurances by the offering Agency, Organization and/or Individual for appropriate certification and expertise of the staff providing the clinical and related services

-A representative list of clients, and

-A comprehensive price list for each of the clinical and related service(s) for which the Agency, Organization and/or Individual is responding, listed as an hourly rate, inclusive of direct service & documentation. The comprehensive price list must also include a clear explanation of any related travel or

other charges and the associated cost. Pricing for the clinical psychological evaluation should be at a "per evaluation" price. Offers should include pricing for the maximum duration of the contract term (through 6/30/18). Please provide pricing on attached spread sheet.

If pricing is offered only for the initial contract term, then that pricing will remain valid for the maximum duration of the proposed contract.

Questions concerning this solicitation may be e-mailed to the Division of Purchases at [questions@purchasing.state.ri.us](mailto:questions@purchasing.state.ri.us) no later than the date & time indicated on page one of this solicitation. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP / LOI #7458069 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. If computer technical support is needed, please call the Help Desk (Lynda Moore) @ 401 222-3766

Responses (**an original plus three (3) copies**) should be mailed or hand-delivered in a sealed envelope marked "LOI # 7458069:Special Education Support Services" to:

RI Dept. of Administration  
Division of Purchases, 2<sup>nd</sup> floor  
One Capitol Hill Providence, RI  
02908-5855

*NOTE: Proposals received after the above-referenced due date and time may not be considered. 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 may not be considered. Proposals faxed or emailed to the Division of Purchases will not be considered. The official time clock is located in the reception area of the Division of Purchases*

**RESPONSE CONTENTS:**

Responses should include the following:

1. A completed and signed three-page RIVIP generated bidder certification cover form (available at [www.purchasing.ri.gov](http://www.purchasing.ri.gov))
2. A statement of experience describing the Vendor's background, qualifications, and experience with and for similar projects, and all information described earlier in this solicitation.
3. A comprehensive price list for the requested service(s) for which the Agency, Organization and/or Individual is responding, as previously described.
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).

EVALUATION CRITERIA Responses will be evaluated

using the following criteria:

-Capability and qualifications of the Offeror, as demonstrated by the special needs experience and expertise and their reputation in the special needs field based on past performance and/or corroborative endorsements (20%).

-Qualifications of professional Staff as evidenced by assurances of proper licensure and certification for all personnel involved in performance of services on Davies' behalf (20%).

-Capability of the Offeror to have contingency staffing ready and available to perform the service(s) for which the Offeror is responding, should any sole proprietor respondent to this request become unable to continue services to Davies School (20%).

-Capability and capacity of the Offeror as demonstrated by the ability to utilize an interdisciplinary single point of contact coordination approach (15%)

-Cost as evidenced by hourly rates, evaluation fees, or other costs (25%)

**All respondents / offerors scoring a minimum of 70 (out of 100) points will be placed on the qualified provider list for these services.** Placement on the qualified provider list is no guarantee of income. Services providers will be utilized based upon State need, area of expertise, pricing, availability, and performance satisfaction.

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 Division of Purchases A/E/SC Selection Committee. That committee will forward a recommendation (s) to the Director of Administration 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, to award in whole or in part, 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

END

DAVIES HIGH SCHOOL  
SPECIAL EDUCATION SUPPORT SERVICES

LOI # 7458069

January 1, 2013 to June 30, 2018

<u>Description of Service</u>		<u>Rate</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>
	Speech and Language Therapy & Evaluation	Per hour					
	Occupational Therapy & Evaluation	Per hour					
	Physical Therapy & Evaluation	Per hour					
	Adaptive Physical Education & Instruction	Per hour					
	Clinical:						
a)	Psychological Consults	Per hour					
b)	Evaluation	Per hour					
	Assistive Technology Consults	Per hour					

**NOTE:**  
ALL RATES ARE TO BE INCLUSIVE OF TRAVEL CHARGES.