



Solicitation Information

October 24, 2012

LOI # 7458227

**TITLE: PROJECT MANAGEMENT SERVICES
WIRELESS INFRASTRUCTURE PROJECT
RI DEPARTMENT OF EDUCATION**

Submission Deadline: November 21, 2012 at 11:30 AM (EST)

Questions concerning this solicitation must be received by the Division of Purchases at questions@purchasing.ri.gov no later than **November 8, 2012 at 12 Noon**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the LOI # 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.

SURETY REQUIRED: No

BOND REQUIRED: No

**Gail Walsh
Buyer II**

Vendors must register on-line 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

Letter of Interest
RI Department of Education
Wireless Infrastructure Project for RI schools
Oversight & Management

The Rhode Island Department of Administration, Division of Purchases, on behalf of the Rhode Island Department of Education (RIDE) is requesting Letters of Interest from qualified firms to provide Project Management Services for the Wireless Infrastructure Project in RI Schools, in accordance with the terms of this solicitation and the State's General Conditions of Purchase (available at www.purchasing.ri.gov).

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 visit the website <http://www.mbe.ri.gov>. To contact an MBE Office via email, Charles.newton@doa.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
- 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.

Background/Overview

The Rhode Island Department of Elementary and Secondary Education (RIDE), is embarking on several bold and aggressive educational reform initiatives as outlined in the Department’s Strategic Plan. These initiatives are part of the scope to RIDE’s Race to the Top grant which will provide \$75 million to support five systems of reform; Standards and Curriculum; Instructional Improvement Systems; Educator Effectiveness; Human Capital; and School Transformation and Innovation. The Department will build four data platforms to manage the information that will be needed to track student, teacher, and school performance. Thus, the Department will be required to increase technology capacity in Rhode Island districts and schools by making improvements to school and classroom infrastructures. Currently, Rhode Island school buildings have a varying degree of technical capacity. RIDE needs to have each building, down to the classroom level, assessed for wireless access.

As such, RIDE is seeking qualified Vendors (Vendor) through this Letter of Interest (LOI) to perform project oversight and management (POM) services relating to the Capital Bond Project (Project) of \$20 million which is targeted for the purpose of increasing technology capacity in Rhode Island districts and schools by making improvements to school and classroom wireless infrastructures.

RIDE has established an advisory workgroup that includes representatives from LEAs and RIDE staff to guide this project. Based on the feedback from this group RIDE will put in place criteria which will ensure equity across all LEAs. This advisory group will also assist in the development of baseline requirements for classroom’s wireless infrastructure and criteria based scheduling for the implementation phase.

SCOPE OF THE WORK

Tasks / Deliverables

General key project management responsibilities include, but are not limited to:

- 1) creating clear and attainable project objectives;
- 2) building the project requirements,
- 3) managing the triple constraint for projects, which is cost, time, and scope and resolving conflicts so that potential problems can be identified in a timely manner and corrective action / alternatives can be pursued within the parameters of those project constraints.

The Wireless Infrastructure POM will manage and oversee the design and implementation phases of the Capital Bond Project which include but are not limited to the wireless site analysis and procurement procedures to obtain the results of the site analysis. The selected entity will organize, conduct and document project review meetings and meet established deadlines. The Project Manager from the POM will guide and suggest best practices to RIDE's staff and the advisory workgroup.

Project Schedule

The Project Manager will oversee the Wireless Bond project through the following stages:

The ***Project Initiation Stage*** which includes a cohesive plan for the oversight of the wireless project; review of equipment and contracting requirements, financial analysis of the costs and benefits including a budget and stakeholder analysis, including users, and support personnel for the project. The selected vendor will develop a Project Management Plan including costs, tasks, deliverables, and a work schedule based on criteria established by the advisory group. The project plan shall be at a detail level determined by RIDE with explicit timeframes. And, the selected Vendor shall use an agreed upon technical mechanism for broadcasting messages to a select audience of stakeholders.

The ***Design Stage*** includes development of the project to meet the specifications of the project management plan. The results of this stage should include a product design that satisfies RIDE.

The ***Production Stage*** consists of completing the work defined in the project management plan to accomplish the project's requirements. This involves coordinating people and resources, as well as integrating and performing the activities of the project in accordance with the project management plan.

The ***Monitoring Stage*** consists of measuring the ongoing project activities, monitoring the oversight of all vendors against the project management plan and the project performance baseline, and identifying corrective actions to properly address issues and risks. This stage also provides feedback between project phases, in order to implement corrective or preventive actions to bring the project into compliance with the project management plan.

The *Post Installation Stage* consists of finalizing all activities across all of the process groups, including the resolution of any open items, and closing each contract applicable to the project or a project phase. This stage also includes the archiving of the files and documenting lessons learned.

(See initial request for procurement)

CONTRACTOR REQUIREMENTS/QUALIFICATIONS

General Management Skills*

Customer Service - Works with LEA's IT Directors and other LEA leaders to assess their needs, provide information or assistance, resolve their problems, or satisfy their expectations.

Decision Making - Makes sound, well-informed, and objective decisions; perceives the impact and implications of decisions; commits to action, even in uncertain situations, to accomplish project.

Flexibility - Is open to change and new information; adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles; effectively deals with ambiguity.

Interpersonal Skills - Shows understanding, tact, and politeness to others; develops and maintains effective relationships with others; may include effectively dealing with individuals who are difficult, hostile, or distressed; relates well to people from varied backgrounds and different situations.

Leadership - Influences, motivates, and challenges others; adapts leadership styles to a variety of situations.

Legal, Government and Jurisprudence - Knowledge of applicable laws, legal codes (including but not limited to local building code requirements), court procedures, precedents, legal practices and documents, and the democratic political process as it relates to this project. NOTE: Other related RFPs are being issued with the intent of utilizing Federal FCC E-rate funds. If you or the company you represent are unfamiliar with this program, we strongly urge you to become familiar with it. For more information, please consult the Schools & Libraries Division website at:

<http://www.usac.org/sl/>

Oral and Written Communication - Expresses information (for example, ideas or facts) to individuals or groups effectively, taking into account the audience and nature of the information (for example, technical, sensitive, controversial); makes clear, succinct, organized and convincing oral and written presentations; listens to others, and responds appropriately.

Governance Awareness - Knows the LEA's mission and functions, and how its social, political, and technological systems work and operates effectively within them.

Problem Solving - Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

Reasoning - Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

Team Building - Consistently develops and sustains cooperative working relationships. Encourages and facilitates cooperation within the organization and with customer groups.

Writing - Recognizes or uses correct English grammar, punctuation, and spelling;

General Competencies*

Contracting/Procurement - Knowledge of various types of contracts, techniques for contracting or procurement, and contract negotiation and administration.

Cost-Benefit Analysis - Knowledge of the principles and methods of cost-benefit analysis, including the time value of money, present value concepts, and quantifying tangible and intangible benefits.

Financial Management - Prepares, justifies, and/or administers the budget for program areas; plans, administers, and monitors expenditures to ensure cost-effective support of programs and policies; assesses financial condition of an organization.

Planning and Evaluating - Organizes work, sets priorities, and determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organizations or parts of the organization to accomplish goals; monitors progress and evaluates outcomes.

Project Management - Knowledge of the principles, methods, or tools for developing, scheduling, coordinating, and managing projects and resources, including monitoring and inspecting costs, work, and contractor performance.

Quality Assurance - Knowledge of the principles, methods, and tools of quality assurance and quality control used to ensure a product fulfills functional requirements and standards.

Requirements Analysis - Knowledge of the principles and methods to identify, analyze, specify, design, and manage functional and infrastructure requirements; includes translating functional requirements into technical requirements used for logical design or presenting alternative technologies or approaches.

Risk Management - Knowledge of methods and tools used for risk assessment and mitigation of risk.

Technical Competencies*

Configuration Management - Knowledge of the principles and methods for planning issuing or managing the implementation, update, or integration of wireless infrastructure components.

Information Systems/Network Security - Knowledge of methods, tools, and procedures, including development of information security plans, to prevent information systems vulnerabilities, and provide or restore security of information systems and network services.

Network Architecture - Knowledge of architectural methodologies used in the design and development of wireless infrastructures.

Systems Integration - Knowledge of the principles, methods, and procedures for installing, integrating, and optimizing wireless infrastructure components.

Technology Awareness - Knowledge of developments and new applications of information technology (hardware, software, telecommunications), emerging

technologies and their applications to business processes, and applications and implementation of information systems to meet organizational requirements.

Information Technology Performance Assessment - Knowledge of the principles, methods, and tools (for example, surveys, system performance measures) to assess the effectiveness and practicality of information networking systems.

Information Resources Strategy and Planning - Knowledge of the principles, methods, and techniques of information technology (IT) assessment, planning, management, monitoring, and evaluation, such as IT baseline assessment.

(**General, Management and Technical Skills, Knowledge and Competencies are abridged versions of those espoused by the US Office of Personnel Management**)*

TERMS OF THE CONTRACT

The Contract will begin upon issuance of a state purchase order (projected December 2012) and end 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 one year 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:

FY13	Up to \$175,000
FY14	Up to \$200,000
FY15	Up to \$100,000

The total cost of the contract is not to exceed **\$500,000**.

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.

Letters of Interest to provide the services covered by this request must be received by the Division of Purchases on or before the date and time indicated on the cover sheet. Offers / Proposals should contain 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 and referenced in Appendix A of this solicitation.
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 and any other information the applicant deems relevant in expressing the qualifications and ability to perform the functions described in this scope of work.
4. A completed and signed W-9 (taxpayer identification number and certification). Form is downloadable at www.purchasing.ri.gov.
5. In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in electronic format (CDRom, diskette, or flash drive). Microsoft Word / Excel OR PDF format is preferable. Only 1 electronic copy is requested and it should be placed in the proposal marked “original”.

Responses **(an original plus four (4) copies)** should be mailed or hand-delivered in a sealed envelope marked “**LOI #7458227: Project Management Services for Wireless Infrastructure Project**” to:

RI Dept. of Administration
Division of Purchases, 2nd 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.

TECHNICAL PROPOSAL REQUIRED ELEMENTS

Contractors will be judged on the skills and competencies described in Contractor Requirements/Qualifications above. General Management skills, and competencies and Technical Competencies will be judged based on:

- | | |
|------------------------------------------------------------------------|--------------------|
| 1. Contractor understanding of the Issues | (20 points) |
| 2. Contractor Presentation | (10 points) |
| 3. Capacity of Contractor to Effectively Administer the Project | (25 points) |
| 4. Quality of Key Personnel (including Curriculum vitae) | (20 points) |
| 5. Cost Proposal | (25 points) |

A Selection Committee will evaluate submitted proposals on the basis of the above criteria items. Bidders 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 his 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 award in whole or in part, to accept or reject any or all responses, and to act in its best interest.

APPENDIX A

BUDGET MULTI-YEAR PROJECTS

The Contractor estimates that its budget for work to be performed under this Agreement is as follows:

<i>Expense Category</i>	<i>Estimated Expenditures</i>		
	FY 2013	FY 2014	FY 2015
1. Salary	0	0	0
2. Fringe Benefits	0	0	0
3. Consultant	0	0	0
4. In-State Travel	0	0	0
5. Out-of-State Travel	0	0	0
6. Printing	0	0	0
7. Office Expense	0	0	0
8. Telephone	0	0	0
9. Educational Materials	0	0	0
10. Equipment	0	0	0
11. Data Processing	0	0	0
12. Rental	0	0	0
13. Other	0	0	0
14.	0	0	0
15.	0	0	0
16.	0	0	0
17.	0	0	0
Subtotal	0	0	0
Indirect Cost	0	0	0
	0	0	0
TOTAL			

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 DETAIL

NAME	POSITION TITLE	HOURLY RATE \$	NUMBER OF HOURS	TOTAL ANNUAL SALARY \$
TOTAL REQUEST				\$

FRINGE BENEFIT DETAIL

NAME	POSITION TITLE	PERCENTAGE OF APPLIED FRINGE BENEFIT	TOTAL ANNUAL FRINGE \$
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