



Solicitation Information

November 2, 2012

LOI #7458255

TITLE: ARRA – EDUCATOR PREPARATION PROGRAM APPROVAL & REPORT CARDS – RI DEPT. OF EDUCATION

SUBMISSION DEADLINE: NOVEMBER 30, 2012 AT 11:00 AM (ET)

Questions concerning this solicitation must be received by the Rhode Island Division of Purchases at questions@purchasing.ri.gov **no later than November 19, 2012 @ 12:00 noon (EDT)**. Please reference the RFP # on all correspondence. Questions should be submitted in a *Microsoft Word* attachment. Questions received, if any, will be posted on the Purchasing website 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
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
Educator Preparation Program Approval and Report Cards

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 vendors to provide technical assistance in the revision of educator preparation program standards, the process for approval as well as the development of an annual program report card that includes student achievement and educator effectiveness data, in accordance with the terms of this solicitation., 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 charles.newton@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
EDUCATOR PREPARATION PROGRAM APPROVAL AND REPORT CARDS

BACKGROUND/OVERVIEW

Ensuring that every student is taught by an effective teacher and every school is led by an effective principal begins with educators’ preparation. The integration of educator evaluation data with the certification database and the state’s longitudinal data system will enable RI to link data to preparation programs. RI will use this data as part of the accountability and continuous improvement of our educator preparation programs. Currently, educator preparation programs in RI are subject to a rigorous re-approval process at least every five years. The review is based on the RI Program Approval Standards, which emphasize critical aspects of preparation such as the assessment of candidates, field experiences and curriculum. As RIDE integrates student achievement data and educator evaluation data into its data systems, we will incorporate this information into the approval-renewal process. Programs that fall short of meeting the state’s expectations and do not improve their performance on a set timeline with clear benchmarks will lose their approval.

RIDE will work with the RI Office of Higher Education, private providers and the RI Association of Independent Colleges to ensure that candidates who are not effective during preparation do not obtain certification. Rhode Island will publicly report on the effectiveness of educator preparation programs. As part of Rhode Island’s Race to the Top application, we committed to this focus on educator preparation. RIDE will revise the standards for approving programs, revise the approval process for all educator preparation programs and develop an annual report card. The annual report card will include elements that compare, as appropriate, the impact of a program’s graduates on student achievement, data related to graduates’ achievement of professional certification and employment data on program graduates to understand how are highest needs schools are staffed.

SCOPE OF THE WORK

Tasks	Schedule (Projected)	Deliverable
Develop and implement a comprehensive plan for revising standards, the approval process and the development of report cards- inclusive of stakeholder feedback-linking student achievement and educator effectiveness to the approval process	Upon issuance of state purchase order- Jan 2013	Policy Brief outlining RIDE’s goals for revisions and a work plan that includes deadlines and deliverables. Examples of Deliverables: <ul style="list-style-type: none"> - Plan for gathering feedback - Plan for how RIDE and vendor will work together - Plan for sharing information

Revise the preparation program standards and approval process	January 2013- August 2013	New Standards Document New Approval Process Guide <ul style="list-style-type: none"> - Guidance documents - Rubrics - Visit Protocols - Data Metrics - Standards Pilot process with at least 1 preparation program
Development and issuance of an electronic preparation program annual report card	March 2013- August 2014	Report Card <ul style="list-style-type: none"> - Data - Decision rules - Format/Template - Electronic Build of Report Card - Guidance for interpretation - Role of report card in approval decisions

ADDITIONAL CONTRACTOR REQUIREMENTS/QUALIFICATIONS

Experience and expertise in designing program evaluation or approval processes will be given preference. Contractors are expected to work at least part of the time on-site in Rhode Island.

TERMS OF THE CONTRACT

The Contract will begin **upon issuance of the state purchase order (estimated December 2012)** and end **June 30, 2015**. Contract activities are scheduled to end by September 23, 2014; however, RIDE reserves the right to align the contract to the state fiscal year end. 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.

The total cost of the contract is not to exceed **\$400,000**. Budget pages should be provided by state fiscal year:

- FY 2013- Services through June 30, 2013
- FY 2014- July 1, 2013-June 30, 2014
- FY 2015- July 1, 2014- June 30, 2015

TECHNICAL PROPOSAL REQUIRED ELEMENTS

- 1. Contractor understanding of the Issues (20 points)
- 2. Work Plan (25 points)
- 3. Capacity of the Agency Effectively to Administer the Project (20 points)
- 4. Quality of Key Personnel (including Curriculum vitae) (15 points)
- 5. Cost Proposal (20 points)

APPENDIX A

BUDGET Multi-Year Projects

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

<u>Expense Category</u>	<u>Estimated Expenditures</u>		
	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
TOTAL	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 \$
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