



Solicitation Information
February 5, 2013

RFP #7460228

TITLE: ARRA – STATE FISCAL AGENT – FISCAL & COORDINATION SERVICES – RACE TO THE TOP – EARLY LEARNING CHALLENGE GRANT IMPLEMENTATION

SUBMISSION DEADLINE: MARCH 5, 2013 AT 11:30 AM (EST)

Questions concerning this solicitation must be received by the Rhode Island Division of Purchases at gail.walsh@purchasing.ri.gov **no later than FEBRUARY 19, 2013 AT 12 MIDNIGHT.** 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.

**Gail Walsh
Chief Buyer
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 four-page RIVIP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

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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 act as a state fiscal agent to provide fiscal and coordination services for the Race to the Top – Early Learning Challenge grant implementation.

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considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.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

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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 website 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.

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BACKGROUND/OVERVIEW

In December 2011, Rhode Island was one of nine states awarded a grant from the Race to the Top - Early Learning Challenge (RTT-ELC) fund, a competitive grant program jointly administered by the U.S. Departments of Education and Health and Human Services. Rhode Island was awarded \$50 million over four years to improve early learning and development opportunities for young children in our state. The provision of the grant is conducted through seven (7) projects, which are as follows:

- Overall Grant Management;
- Improving the Quality of Early Learning Programs;
- Establishing and Measuring Tiered Quality Program Standards
- Using Early Learning and Development Standards
- Developing and Supporting Effective Early Childhood Assessment
- Building an Early Learning Data System
- Improving the Knowledge and Competencies of the Early Learning Workforce

These projects are each led by state agency staff. RIDE is the lead agency for the work of the RTT-ELC grant, which is carried out in partnership with the RI Departments of Human Services (DHS); Children, Youth, and Families (DCYF); and Health. The RTT-ELC funds will be used to support the reform strategies outlined in the state's October 2011 application, which are designed to strengthen and improve our state's early learning system.

This contract will assist the state in purchasing services to assist in the management of each project and to conduct the work outlined in the state's Scope of Work for the RTT-ELC grant, using funds granted to the state by the U.S. Departments of Education and Health and Human Services. 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 support the implementation of this work. This work includes the planning, facilitation, and documentation of meetings, public forums, and focus groups which are held to garner public input, as well as, the implementation of work under each of the seven projects outlined above. The selected vendor will work collaboratively with RIDE staff to manage the federal resources to achieve the following tasks and deliverables:

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1. Coordinate with independent consultants and organizations to implement projects that build a comprehensive early childhood education system in Rhode Island as outlined in the Race to the Top – Early Learning Challenge grant and to coordinate multiple stakeholder input sessions associated with each phase of the work. This will help support several initiatives in the RTT-ELC grant, including, but not limited to:
 - a. Supporting the development of a Kindergarten Entry Assessment and garnering input from stakeholders throughout this process;
 - b. Supporting Early Learning and Development Standards revisions and gathering stakeholder input at each phase of development;
 - c. Gathering feedback on revisions to program standards across State Agencies;
 - d. Conducting meetings to expand the Workforce Knowledge and Competency frameworks and collecting stakeholder feedback on each set of these competencies
2. Coordinate logistics for meeting spaces and other meeting costs associated with the facilitation efforts outlined in the above task
3. 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	Coordinate with independent consultants and organizations to implement projects that build a comprehensive early childhood education system in Rhode Island as outlined in the Race to the Top – Early Learning Challenge grant and to coordinate multiple stakeholder input sessions associated with each phase of the work.	Immediately upon execution of contract and ongoing through remainder of contract
2	Coordinate logistics for meeting spaces and other meeting costs associated with the facilitation efforts outlined in the above task	Immediately upon execution of contract and ongoing through remainder of contract
3	Quarterly fiscal reporting to RIDE for each project	Immediately upon execution of contract and ongoing through remainder of contract

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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 March 2013)** 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 \$27,630
FY 2014	Up to \$27,510
FY 2015	Up to \$11,040
FY 2016	Up to \$900

The total cost of the state contract for Early Learning Council work is not to exceed **\$67,080.00**, 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	\$27,630	\$14,832	\$12,798
FY 14	\$27,510	\$21,384	\$6,126
FY 15	\$11,040	\$7,776	\$3,264
FY 16	\$900	\$0	\$900

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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) | (20 points) |
| 5. Cost Proposal | (35 points) |

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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	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
TOTAL	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.

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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