



**REQUEST FOR PROPOSAL (RFP) – BID# 7535368**

**EVALUATE QUALITY OF RHODE ISLAND PRE-KINDERGARTEN PROGRAM**

**SUBMISSION DEADLINE: Tuesday, December 03, 2013 at 11:30 AM (ET)**

**PRE-BID CONFERENCE:**       **NO**  
     **YES** \_\_\_\_\_

**Mandatory:**     **NO**  
                                   **YES:** Any vendor who intends to submit a bid proposal in response to this solicitation must have its designated representative attend the mandatory pre-bid conference. The representative must register at the pre-bid conference and disclose the identity of the vendor whom he/she represents. Because attendance at the pre-bid conference is mandatory, a vendor’s failure to attend and register at the pre-bid conference shall result in disqualification of the vendor’s bid proposal as non-responsive to the solicitation.

**Buyer Name: GAIL WALSH**  
**Title: CHIEF BUYER**

**QUESTIONS** concerning this solicitation must be received by the Division of Purchases at (gail.walsh@purchasing.ri.gov) no later than (Tuesday, November 19, 2013, 5:00 PM (ET)). Questions should be submitted in a *Microsoft Word attachment*. Please reference the bid number (Bid #7535368) on all correspondence. Questions received, if any, will be posted on the Rhode Island Division of Purchases 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**

**DISK BASED BID:**       **NO**  
     **YES:** See attached Disk Based Bidding Information

**NOTE TO VENDORS:**  
Vendors must register on-line at the Rhode Island Division of Purchases website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov). Offers received without the completed four-page Rhode Island Vendor Information Program (RIVIP) Generated Bidder Certification Cover Form attached may result in disqualification.

**THIS IS NOT A BIDDER CERTIFICATION FORM**



## **Disk Based Bidding Information**

### **File Format**

All disk based bid files are ZIP files that you can open using the WinZip 8.1 software. The ZIP file will contain one or more files based on the type of Bid/RFP.

### **Downloading the Disk Based Bid**

Bids that have a file for download are marked with a "D" in the Info field of the bid search results. The "D" will be an active link to the WinZip file until the bid reaches its opening date. Clicking on the active "D" link will allow you to open or save the ZIP file associated with the bid. Opening the WinZip file will download a copy to your computer's temporary directory.

### **Opening the Disk Based Bid**

Once downloaded, you can open the ZIP file with WinZip and view the Microsoft Office files contained within the WinZip file. Immediately save (extract) the individual files to an appropriate directory on your computer, such as "Desktop" or "My Documents".

## **FOR THE DEPARTMENT OF TRANSPORTATION AND OTHER SPECIFIC PROJECTS:**

### **Completing the Disk Based Bid**

Once the Microsoft Office files are properly saved, open the individual files and enter the required information in the appropriate fields. Save each file again to capture the new information you entered.

### **Submitting the Disk Based Bid**

Save the completed files to a CD or diskette. Label the CD or diskette with the Bid/RFP number and bidder's name (company name, not contract name). Submit as instructed in the Bid or RFP solicitation document.

***REQUEST for PROPOSALS***  
**Rhode Island Pre-Kindergarten Program Evaluation**

The Rhode Island Department of Administration, Division of Purchases, on behalf of the Rhode Island Department of Education (RIDE) is requesting proposals from qualified vendors to evaluate the quality of the Rhode Island Pre-Kindergarten Program, in accordance with the terms of this solicitation.

**INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:**

Potential offerors are advised to review all sections of this solicitation 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@mbe.ri.gov](mailto:charles.newton@mbe.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 RFP.

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](mailto: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](http://www.purchasing.ri.gov).

**REQUEST for PROPOSALS**  
**(RHODE ISLAND PRE-KINDERGARTEN PROGRAM EVALUATION)**

**INTRODUCTION**

In 2009, the Rhode Island Prekindergarten Demonstration Project was launched as a pre-K pilot program. Beginning with the 2011-2012 school year, the program graduated from pilot status and was renamed The Rhode Island Pre-Kindergarten Program. All children in participating communities who are 4 years old by September 1 are eligible for the program. Interested families apply, and a lottery is used to determine which families will be given the option to participate. During the 2012-2013 school year, a total of 144 preschool education slots were available in eight classrooms located in three of the state's urban communities. Five additional classrooms have been funded for 2013 – 2014, bringing the total preschool education slots to 234.

**Conducting On-Going Evaluation of Effectiveness in Rhode Island's Prekindergarten Program**

By design, the RI Prekindergarten project classrooms meet all ten of The National Institute for Early Education Research's (NIEER) quality benchmarks for prekindergarten programs. The Rhode Island Prekindergarten Program's effectiveness will be evaluated for: 1) classroom-based process and structural variables (or program impact) that promote quality and 2) early learning child outcomes that align with the RI Early Learning and Development Standards, building on data from a multi-year evaluation begun in the 2009-2010 school year. Evaluation data gained from this on-going study is intended to inform policy-makers and the public while also contributing to continuous program improvement.

Research has identified challenges in conducting studies of effectiveness of preschool programs (Riley Ayers et al. 2011). These challenges, while requiring careful consideration, do not prevent us from collecting data that can inform policy and practice decisions that strengthen the state prekindergarten program and provide data for legislators and the public that informs questions regarding the quality and impact of the state prekindergarten program on children's learning and development. Through effective program evaluation design, the state can engage in data-driven decision making.

**The Rhode Island Department of Education is requesting proposals from researchers with expertise in program evaluation who are interested in designing and conducting RI's ongoing evaluation of its state prekindergarten program.**

Joint applications for funds may be submitted. However, in each case the applicant must designate and identify the lead agency chief administrative officer who will retain fiduciary and other administrative responsibilities for the grant.

## **SCOPE OF WORK**

### **Guiding Evaluation Questions: Preschool Effectiveness, Program Effects, and Cost Analysis**

We will investigate program/classroom quality, child outcome, and economic analysis questions in this evaluation:

1. Does the quality of state funded pre-kindergarten classrooms differ across program or teacher?
2. What are the short term and long term effects of participation in these programs on children's early learning outcomes?
3. What is the comparison of the costs of the program to the savings that are attributable to the outcomes of the state prekindergarten program?

### **Sampling**

1. Anticipated Population: In 2013 – 14, 13 prekindergarten classrooms with 234 four year olds from communities across the state which have 30% or higher population of children receiving free or reduced price lunch. Each year this population will expand in accordance with an established state prekindergarten expansion plan.
2. RIDE is using a *targeted moving towards universal* model of state preschool delivery. This model prioritizes selection for enrollment of children living at or below 185% of the federal poverty income level while attending to research highlighting the benefits of also enrolling children living above 185% of the federal poverty income level. The state sets enrollment numbers in each classroom that reflect the district percentages of children who qualify for free or reduced price lunch (i.e. 83% of children attending Providence schools qualify for free or reduced price lunch, therefore, 83% - or 15 out of 18 - of the children selected for enrollment in Providence PreKs are living at or below 185% of the federal poverty income level)

### ***Tasks***

1. Measure, document and report the quality of all 2013 – 2014 RI state prekindergarten program classrooms by collecting valid, reliable data using evidence-based evaluation tools , at minimum including the Early Childhood Environment Rating Scale – Revised (ECERS-R) and the Classroom Assessment Scoring System - Preschool (CLASS) on a year-long timeline which informs state agency monitoring and program quality improvement.
2. Research and propose a state prekindergarten evaluation model which will investigate and document program quality, the short and long term effects of participation in these programs on children's early learning outcomes and compare the costs of the program to the savings that are attributable to the outcomes of the state prekindergarten program.
3. In collaboration with RIDE staff, develop an approved state prekindergarten evaluation model, which will begin in FY15, that investigates and documents

program quality, the short and long term effects of participation in these programs on children’s early learning outcomes and compares the costs of the program to the savings that are attributable to the outcomes of the state prekindergarten program.

***Deliverables***

<i>Task</i>	<i>Deliverables</i>	<i>Estimated Schedule</i>
<i>Task #1</i>	Measure, document and report the quality of all 2013 – 2014 RI state prekindergarten program classrooms by collecting valid, reliable data using evidence-based evaluation tools, at minimum including the Early Childhood Environment Rating Scale – Revised (ECERS-R) and the Classroom Assessment Scoring System - Preschool (CLASS) on a year-long timeline which informs state agency monitoring and program quality improvement.	Upon issuance of purchase order – June 2014
<i>Task #2</i>	Research and propose a state prekindergarten evaluation model which will investigate and document program quality, the short and long term effects of participation in these programs on children’s early learning outcomes and compare the costs of the program to the savings that are attributable to the outcomes of the state prekindergarten program.	Upon issuance of purchase order – November 2013
<i>Task #3</i>	In collaboration with RIDE staff, develop an approved state prekindergarten evaluation model, which will begin in FY15, that investigates and documents program quality, the short and long term effects of participation in these programs on children’s early learning outcomes and compares the costs of the program to the savings that are attributable to the outcomes of the state prekindergarten program	December 2013 – February 2014

**TERMS OF THE CONTRACT**

The Contract will begin **upon issuance of a state purchase order (on or about December 2013)** and end **June 30, 2014**. 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. The total cost for this contract is not to exceed **\$30,000**. Please note that reimbursement for travel within the continental United States will be limited to the per diem rates established by the General Services Administration (GSA). Per diem rates are posted at [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem).

## **PROPOSAL SUBMISSION**

Questions concerning this solicitation may be e-mailed to the Division of Purchases at the address on the cover sheet of this solicitation and no later than the date & time listed. **Send your questions in Microsoft Word format.** Please reference the RFP # 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 or [lynda.moore@doit.ri.gov](mailto:lynda.moore@doit.ri.gov).

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](http://www.purchasing.ri.gov).
2. A ***separate sealed*** Cost Proposal as described above.
3. A ***separate*** Technical Proposal (see complete list of required elements 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](http://www.purchasing.ri.gov). **Please include with original proposal only.**

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 Program Evaluation (10 points)
2. Project Design and Work Plan (25 points)
3. Capacity of the Agency to Effectively Meet Deliverables (15 points)
4. Quality of Key Personnel (including Curriculum vitae) (20 points)
5. Cost Proposal (30 points)

# **APPENDIX A**

## ***BUDGET***

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>
1. Employee Salary and Benefits	0
1. Purchased Services	0
3. Supplies and Materials	0
4. Travel	0
5. Printing	0
6. Office Expense	0
7. Other: <i>(describe)</i>	0
8.	0
Subtotal	0
Indirect Cost *	0
<b>TOTAL</b>	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 the contract officer of the variance and obtain pre-approval, in writing; 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 between categories requires prior written approval by RIDE. In no event shall the total amount of reimbursement claimed by the vendor under this agreement exceed the total approved contract amount.

***\* Attach a copy of the approved indirect cost documentation***

BUDGET DETAIL SHEET \*  
 FISCAL YEAR \_\_\_\_\_

**EMPLOYEE SALARY AND BENEFIT DETAIL (TOTAL COMPENSATION)\*\***

NAME	POSITION TITLE	NUMBER OF HOURS	HOURLY RATE (including benefits)	SALARY and BENEFIT TOTAL \$
<b>TOTAL REQUEST</b>				

**PURCHASED SERVICES DETAIL**

NAME	POSITION TITLE	HOURS	HOURLY RATE \$	TOTAL \$
<b>TOTAL REQUEST</b>				\$

**OTHER EXPENDITURES DETAIL**

EXPENSE CATEGORY	DESCRIPTION	TOTAL
Supplies and Materials		
Travel ***		
Printing		
Office Expense		
Other: <i>(describe)</i>		
Indirect Cost		

Total \$

\* Please include a detail budget sheet for each state fiscal year (July 1<sup>st</sup> – June 30<sup>th</sup>)

\*\* Please round hourly rates to the nearest whole dollar and ensure there are no rounding differences with the extended totals.

\*\*\* Reimbursement for travel within the continental United States is limited to the per diem rates established by the General Services Administration (GSA). Per diem rates are posted at [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem).