



**REQUEST FOR PROPOSAL (RFP) – BID# 7546367**

**RTT / ELC EVALUATION OF RHODE ISLAND'S TIERED QUALITY RATING & IMPROVEMENT SYSTEM (TQRIS)**

**SUBMISSION DEADLINE: Tuesday, January 14, 2014 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, December 31, 2013, 5:00 PM (ET)). Questions should be submitted in a *Microsoft Word attachment*. Please reference the bid number (Bid #7546367) 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**

**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**

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## **SECTION 1: INTRODUCTION**

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island Department of Human Services (DHS) is soliciting proposals from qualified firms to conduct a multi-year evaluation focusing on the extent to which: 1) Rhode Island's Tiered Quality Rating and Improvement System (TQRIS) levels relate to increasing quality of early childhood programs; and 2) the quality of Rhode Island's Tiered Quality Rating and Improvement System (TQRIS) programs relates to child outcomes, in accordance with the terms of this Request for Proposals and the State's General Conditions of Purchase, which may be obtained at the Rhode Island Division of Purchases Home Page at [www.purchasing.ri.gov](http://www.purchasing.ri.gov). The initial contract period will begin approximately February 1, 2014 and will end December 31, 2015.

This is a Request for Proposals, not an Invitation for Bid. Responses will be evaluated on the basis of the relative merits of the proposal, in addition to price; there will be no public opening and reading of responses received by the Division of Purchases pursuant to this Request, other than to name those offerors who have submitted proposals.

### **INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:**

1. Potential vendors are advised to review all sections of this RFP carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
2. 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 RFP will be rejected as being non-responsive.
3. All costs associated with developing or submitting a proposal in response to this RFP, or to provide oral or written clarification of its content shall be borne by the vendor. The State assumes no responsibility for these costs.
4. Proposals are considered to be irrevocable for a period of not less than 120 days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
5. All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
6. Proposals misdirected to other state locations, or which are otherwise not present in the Division at the time of opening for any cause will be determined to be late and will not be considered. For the purposes of this requirement, the official time and date shall be that of the time clock in the reception area of the Division.
7. It is intended that an award pursuant to this RFP will be made to a prime vendor, or prime vendors in the various categories, who will assume responsibility for all

aspects of the work. Joint venture and cooperative proposals will not be considered. Subcontracts are permitted, provided that their use is clearly indicated in the vendor's proposal and the subcontractor(s) to be used is identified in the proposal.

8. All proposals should include the vendor's FEIN or Social Security number as evidenced by a W9, downloadable from the Division's website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov). **Please include with original proposal only.**
9. The purchase of services under an award made pursuant to this RFP will be contingent on the availability of funds.
10. Vendors are advised that all materials submitted to the State for consideration in response to this RFP will be considered to be Public Records as defined in Title 38, Chapter 2 of the General Laws of Rhode Island, without exception, and will be released for inspection immediately upon request once an award has been made.
11. 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 RFP.
12. Equal Employment Opportunity (G.L. 1956 § 28-5.1-1, et seq.) – § 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 to all areas where State dollars are spent, in employment, public services, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Opportunity Office at (401) 222-3090 or [Raymond.lambert@hr.ri.gov](mailto:Raymond.lambert@hr.ri.gov).
13. In accordance with Title 7, Chapter 1.2 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, 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 is a requirement only of the successful vendor(s).*
14. The vendor should be aware of the State's Minority Business Enterprise (MBE) requirements, which address the State's goal of ten percent (10%) participation by MBE's in all State procurements. For further information visit the website at [www.mbe.ri.gov](http://www.mbe.ri.gov) or contact the MBE Administrator, Charles Newton at (401) 574-8253 or [Charles.newton@doa.ri.gov](mailto:Charles.newton@doa.ri.gov).
15. 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)

## **SECTION 2: BACKGROUND AND PURPOSE**

### **OVERVIEW**

As part of the *Race to the Top: Early Learning Challenge* federal initiative, the Rhode Island Department of Human Services (DHS) is requesting proposals to evaluate Rhode Island's Tiered Quality Rating and Improvement System (QRIS), known as BrightStars. Rhode Island has a commitment to the quality and effectiveness of the BrightStars TQRIS, including continuous improvement of the system. In an effort to do so, DHS plans to contract with an independent evaluator to conduct a multi-year evaluation focusing on the extent to which: 1) the BrightStars TQRIS levels relate to increasing quality of early childhood programs; and 2) the quality of BrightStars TQRIS programs relates to child outcomes. The contract is scheduled to begin in **February of 2014** and will end **December 31, 2015**.

In the past, Rhode Island has undertaken previous research and evaluation that signals an ongoing commitment to a robust evaluation of TQRIS efforts. Most notably, Rhode Island contracted with an independent evaluator in 2008 to oversee a field test of the initial TQRIS Program Standards to determine how well the framework worked to differentiate meaningful quality levels and to serve as the basis for quality improvement. This pilot test of the program standards and measurement criteria resulted in the revision of the criteria and/or scoring rules in order to better support program-quality improvement. Additionally, the independent evaluator also conducted baseline studies of the quality of community-based early learning and child-care programs in Rhode Island, including child care centers, family child care homes, and school-age programs. Links to the pilot test of the TQRIS framework and RI's baseline quality studies can be found in Appendix A.

As the revision process of the original BrightStars quality frameworks is concluding with newly implemented quality standards taking effect in October 2013, DHS is ready to embark on a new validation process with a rigorous study of the new BrightStars TQRIS standards. Given the resources being directed to the expansion of the BrightStars TQRIS both through an annual investment of public and private dollars, and through the time-limited *Race to the Top-Early Learning Challenge* initiative, an in-depth evaluation is well-timed. These validation efforts will assist with the continuous quality improvement process, assisting DHS in improving the functioning of the TQRIS system as a whole.

The evaluation will span from approximately February of 2014 through December 2015. There are two components of the evaluation, focusing on the extent to which: 1) Rhode Island's Tiered Quality Rating and Improvement System (TQRIS) levels relate to increasing quality of early childhood programs; and 2)

the quality of Rhode Island's Tiered Quality Rating and Improvement System (TQRIS) programs relates to child outcomes. The evaluator should define how long each component will last and whether the components are overlapping in time.

## **BACKGROUND**

In Rhode Island, the Department of Human Services (DHS) serves as the lead agency for the Child Care and Development Fund (CCDF) Block Grant, and also serves as the principal state agency for the planning and coordination of state involvement in child care (RI General Law 42-12-23). In addition, DHS is a Participating State Agency involved in the Race to the Top-Early Learning Challenge (RTT-ELC) grant, a competitive initiative of the U.S. Departments of Education and Health and Human Services. Through both CCDF and RTT-ELC, DHS and its state partners are focused on building a system for early learning and child development services for children of high needs – such as those who are low-income – in order to improve children's outcomes and readiness for school. The evaluation of the BrightStars TQRIS is 100% funded through RTT-ELC.

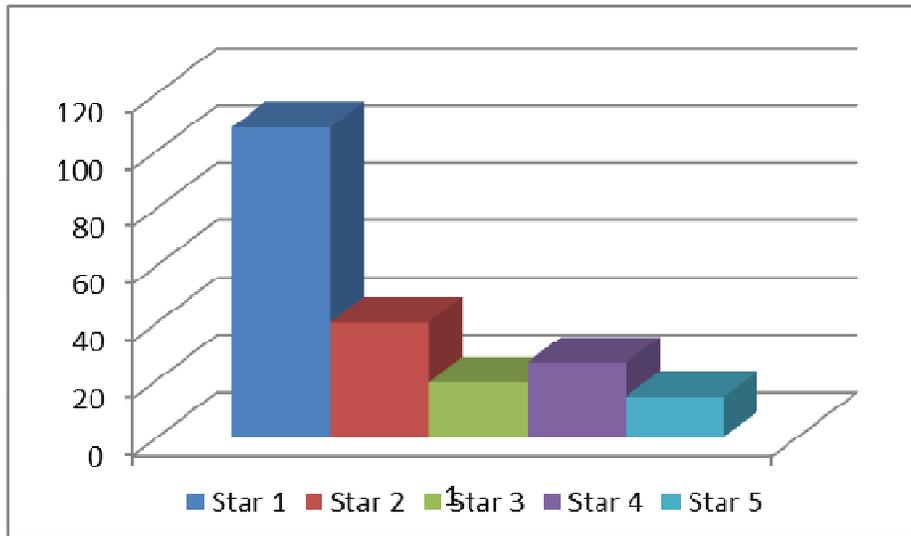
Approximately 41% of children in Rhode Island live in families with incomes less than 200 percent of the federal poverty level. In addition to children at risk due to their family's limited income, Rhode Island has other children who have high needs, such as those with developmental delays and disabilities, those who are dual language learners, those who are homeless, and those who are participating in the child welfare system.

There are approximately 1,100 early learning programs operating in Rhode Island today. These programs include child care centers, family child care homes, and school age programs licensed by the RI Department of Children Youth and Families (DCYF). Other programs include the Head Start and Early Head Start programs as well as preschool classrooms in public schools, which serve children with and without disabilities. Currently all programs, with the exception of those operated in public school systems, are eligible to voluntarily participate in the BrightStars TQRIS.

The BrightStars TQRIS is a system to assess, improve and communicate the level of quality in early care and education and school-age care settings. BrightStars builds on the foundation of the RI Department of Children, Youth, and Families (DCYF) licensing regulations and adds multiple steps between licensing standards and higher quality criteria, such as the RI Department of Education (RIDE) Comprehensive Early Childhood Education Program Approval Standards. DHS' ultimate goal in implementing the TQRIS is to create an inclusive, integrated, streamlined system that supports a continuous quality improvement process,

unified by a set of program standards that are aligned with what matters most to improve child outcomes and school readiness.

As of the end of June 2013, program participation in the BrightStars TQRIS was as follows:



These numbers represent a penetration rate of 14% of Centers and 24% of Family Child Care programs. Through RTT-ELC, Rhode Island's current implementation plan aims to ensure that 100% of early learning programs statewide will be included in BrightStars by December 2013.

### **SECTION 3: SCOPE OF WORK**

#### **RESEARCH QUESTIONS**

The BrightStars TQRIS evaluation will 1) determine whether or not the BrightStars TQRIS as it was developed and revised is a valid system for discerning the quality of early learning programs in Rhode Island (e.g. the graduated levels of quality accurately reflect the differential levels of program quality); and 2) determine the relationship between QRIS program ratings and the learning and developmental outcomes of young children through a series of validation activities targeting the examination of the relationship between program quality ratings and child outcomes.

The first component of the BrightStars TQRIS evaluation will determine *Are BrightStars ratings accurate and meaningful indicators of quality?* To best determine the validity of BrightStars TQRIS the following research questions may be considered:

1. To what extent do the quality tiers of the BrightStars TQRIS accurately reflect differential levels of program quality such that programs at the top levels (i.e. Star level 3, 4 and 5) provide higher quality services than programs at lower levels (i.e. Star level 1 and 2)?
  - A. To what extent do quality tiers as operationalized by BrightStars TQRIS reflect a comprehensive definition of quality that includes both structural and process features that contribute to quality?
  - B. To what extent does BrightStars TQRIS, as designed, result in programs that demonstrate the highest levels of quality being rated at the top quality tier (5)?
  - C. Which quality standards across the six domains (i.e. Health, Safety, and Nutrition; Enrollment and Staffing; Staff Qualifications and Ongoing Professional Development; Administration; Early Learning and Development; and Family Engagement) predict program quality? To what extent do each of the domains contribute to and/or predict quality?
2. What is the relationship between program characteristics and program quality in BrightStars TQRIS?
  - A. Do features such as subsidy density, size, program type, etc. influence quality ratings and observed classroom quality scores?
  - B. Do teacher and administrator characteristics influence quality ratings and observed quality scores?
  - C. Do key aspects of teaching and learning, such as curriculum, influence quality ratings and observed quality scores?
3. To what extent do the various means of support and technical assistance provided (i.e. on-site support, orientation, quality improvement planning, etc...) to BrightStars participants assist providers in meeting and moving up in Stars?

The second component of the BrightStars TQRIS evaluation will focus on child outcomes to better answer the question: *Do programs rated at different quality levels through the BrightStars TQRIS result in differential child learning and developmental outcomes?* The research questions for this component may include:

- A. All else being equal, do young children participating in higher rated programs make more positive gains in learning and development as compared to similar children in programs in

non-participating or lower-rated programs?

- i. Are children participating in higher rated programs more ready for school as compared to peers in lower rated programs, including at entry to and exit from kindergarten?
  - ii. Do children with high needs participating in higher rated programs benefit differentially compared to children with high needs participating in lower rated programs?
- B. What dimensions of BrightStars TQRIS program participation are most vital to child learning and developmental outcomes?
- a. Do all dimensions of the BrightStars TQRIS model predict child learning and development outcomes? What are their relative contributions?
  - b. Are there differential developmental and learning gains dependent on children's time in program (e.g., duration, intensity, mobility/continuity)?

If there are other helpful research questions or important methodological issues that should be considered, then the Bidder should include them in the proposal.

## **SCOPE OF WORK**

Through this Request for Proposal, DHS is seeking proposals to evaluate the BrightStars TQRIS. The successful independent evaluator will undertake these core responsibilities:

- 1. Include in the evaluation design multiple measures with demonstrated reliability and validity.** Validation efforts should be designed to include multiple measurement strategies to give a comprehensive picture of the validity of BrightStars TQRIS related to the quality tiers, quality early learning programs, and child learning and developmental outcomes. The study of program quality in early learning programs is multi-faceted and single measures of key constructs, such as classroom quality and school readiness, will not be sufficient in capturing the complexity. Determine whether higher rated ECE programs according to BrightStars are indeed assessed to be of higher quality utilizing independent measures of quality.
- 2. Conduct a series of validation studies.** In an effort to best answer component 1, a series of validation studies will be necessary to determine whether or not the rating system as it was intended and developed is a valid system (e.g., are the graduated levels of quality accurately reflecting the differential levels of program quality) that accurately measures the quality of early learning programs in Rhode Island. The following elements should be considered in a series of validation studies: 1)

tiered standards and indicators, 2) accountability and monitoring efforts, and 3) provider supports and incentives.

- Are the standards and indicators indicative of tiered levels of quality? What seem to be the biggest indicators of quality as the tiers increase? How closely related are the standards to one another? What are the characteristics of the standards as measures? Do high scores on the star ratings and the individual standards correlate with process-quality measures as well as structural quality measures?
- Are the accountability and monitoring efforts rigorous enough to determine tiered ratings? Is the schedule of accountability and monitoring appropriate? Do the accountability and monitoring measures accurately measure the tiers of quality sufficiently?
- What provider supports and incentives make a significant difference in moving programs/providers to higher levels of quality? How are provider incentives and supports utilized? Are provider supports and incentives being utilized as originally intended?
- Is the TQRIS system in Rhode Island properly financed? Is the total funding sufficient to support the system? Are the financial incentives and supports for providers sufficient to support the needed quality improvements?

**3. Conduct a child outcome study.** For component 2, the interaction between the BrightStars TQRIS and child outcomes will be the focus. Bidders should be sure to address selection bias in their proposal. Possible child outcome studies could include the following elements:

- Relationship between BrightStars TQRIS standards and indicators and school readiness
- Sub-groups of children with whom the correlation between the measures of child care quality and child outcomes are significant
- Validity of early learning assessments being an indicator of school readiness

**4. Develop capacity building approaches.** The evaluation should build connectivity between formative and summative evaluation and validation activities in an effort to build internal state capacity to improve data quality and enhance services to early learning programs.

**5. Work in partnership with DHS.** The Successful bidder will work with DHS, related to the policy and procedures necessary to conduct the BrightStars TQRIS Evaluation. In addition to the financial and program reporting requirements, the Successful bidder will meet with DHS staff at least twice monthly and at such other times as requested by DHS. The Successful bidder will notify DHS

should any unexpected problems arise between meetings. The Successful bidder is also expected to work cooperatively with DHS's state and federal partners for this work. The Successful bidder is expected to cooperatively produce at least semi-annual reports and materials that are suitable for sharing with the key stakeholders, which includes high level policy makers, early learning providers, parents and families, and program implementation partners. Upon request, the Successful bidder will be expected to present to various stakeholder audiences in person to report on progress and, as requested and is appropriate, implications for program design, implementation and improvement.

#### **SECTION 4: TECHNICAL PROPOSAL**

Required elements are referenced below. The technical proposal may no longer than 50 pages, including attachments. Margins must be at least 1 inch on all sides.

##### Understanding of the Issues

Describe your understanding of the role of the BrightStars TQRIS in Rhode Island's early learning system, and the validation goals outlined in Rhode Island's Race to the Top-Early Learning Challenge grant application. Illustrate the role of validation efforts in guiding the refinement of the TQRIS and its implementation.

##### Experience

Please present a detailed statement of qualifications and summarize your relevant experience in meeting the objectives outlined in this solicitation, and any special or unique characteristics of the organization which would make it especially qualified to perform the specific work required by this RFP. Summarize the background and qualifications of key personnel. If subcontractors are to be used, please specify the name, address, and a brief description of the subcontractors' organizational capacity and qualifications. Bidders must submit relevant organizational information, a list of similar projects undertaken and/or clients served, agency expertise relative to the services requested, and a statement of existing workload as it impacts the performance of the project.

##### Proposed Work Plan and Capacity to Implement

Describe your plan to implement the evaluation of the BrightStars TQIS and address the research questions outlined in Section 4 of this procurement. Include a full description of the objectives, anticipated outcomes, proposed methodology, measurements, and technical plan for accomplishing the work outlined in this procurement. If there are other helpful research questions or important methodological issues that should be considered, then the Bidder should include them in the proposal.

### **Related Proposal Requirements:**

- The contract is scheduled to begin **February 1, 2013** and will end **December 31, 2015**. The scope of the work and budget may be modified by DHS prior to beginning work on a given task.
- All data, logos, URLs, copyrights, and trademarks related to the project, and all equipment, publications, and materials purchased, developed, or received through this grant remain the property of the Rhode Island Department of Human Services.
- All materials, media releases, publications, presentations, and out of state travel must be approved by the Rhode Island Department of Human Services prior to implementation and/or distribution.
- All costs included in the bidder's proposal should be necessary, reasonable, and required to carry out program functions. **The total cost of the contract is not to exceed \$700,000.**
- Contractor will be responsible for supervision, performance and adherence to contractual language of all of its subcontractors or else seek other partners for continued work.
- Program(s) must comply with all applicable provisions of the general laws and with all applicable rules and regulations of the Department of Human Services and its contractual procedures.
- To ensure compliance, the Department of Human Services or its designee, shall regularly monitor the program(s) under this contract. The contractor must provide access to any and all materials and data relevant to the evaluation and monitoring of the activities and requirements described herein.
- The successful vendor will be responsible for all federal and state reporting requirements as required by CCDF, RTT-ELC, ARRA, and DHS, and shall separately manage, track, and report expenditures from the Child Care Development Fund and the Race to the Top-Early Learning Challenge grant that may support this contract or amendments.
- The cost or the advance deposit for meals or refreshments will not be considered a necessary expense and such requests for payment will not be processed.
- Administrative/Indirect costs are limited to a maximum of 10% of the grant award.

### **SECTION 5: COST PROPOSAL**

The contractor must prepare a cost proposal reflecting the salary, hourly rate or other fee structure proposed for this scope of services using the Budget Form provided (Attachment 1), including a full descriptive Budget Narrative. All costs included in the proposal should be necessary, reasonable, and required to carry out program functions. Cost proposals should reflect the vendor's plan and capacity to implement this work over the contract period.

All costs included in the bidder's proposal should be necessary, reasonable, and required to carry out program functions. **The total cost of the contract is not to exceed \$700,000.**

## **SECTION 6: EVALUATION AND SELECTION**

A Selection Committee will first evaluate Technical Proposals. The Technical Proposal will constitute a maximum of 70 points. Only those scoring at or above 50 on the Technical Proposal will warrant review of the Cost Proposal which constitutes the final available 30 points, for a maximum score of 100 points.

Respondents may be invited to appear before the Selection Committee for in-person presentations to clarify statements made in their proposal. The Selection Committee will then make a qualifications-based recommendation.

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, 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.

Proposals will be reviewed and scored based upon the following criteria:

<b>Criteria</b>	<b>Possible Points</b>
Understanding of the Issues	10 Points
Organizational Qualifications and Experience	20 Points
Work Plan and Capacity to Implement	40 Points
<b>Total Possible Technical Points</b>	<b>70 Points</b>
Cost [calculated as (lowest responsive cost proposal) divided by (this cost proposal) times 30 points]	30 Points
<b>Total Possible Points</b>	<b>100 Points</b>

\*The Low bidder will receive one hundred percent (100%) of the available points for cost. All other bidders will be awarded cost points based upon the following formula:

$$(\text{low bid} / \text{vendors bid}) * \text{available points}$$

For example: If the low bidder (Vendor A) bids \$65,000 and Vendor B bids \$100,000 for monthly cost and service fee and the total points available are Thirty (30), vendor B's cost points are calculated as follows:

\$65,000 / \$100,000 \* 30= 19.5

Points will be assigned based on the offeror's clear demonstration of his/her abilities to complete the work, apply appropriate methods to complete the work, create innovative solutions and quality of past performance in similar projects.

Applicants may be required to submit additional written information or be asked to make an oral presentation before the technical review committee to clarify statements made in their proposal.

## **SECTION 7: PROPOSAL SUBMISSION**

Questions concerning this solicitation may be e-mailed to the Division of Purchases at [gail.walsh@purchasing.ri.gov](mailto:gail.walsh@purchasing.ri.gov) no later than the date and time indicated on page one of this solicitation. Please reference **RFP # 7546367** on all correspondence. Questions should be submitted in a Microsoft Word attachment. Answers to 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 technical assistance is required to download, call the Help Desk at (401) 222-3766 or [lynda.moore@doit.ri.gov](mailto:lynda.moore@doit.ri.gov).

Offerors are encouraged to submit written questions to the Division of Purchases. **No other contact with State parties will be permitted.** Interested offerors may submit proposals to provide the services covered by this Request on or before the date and time listed on the cover page of this solicitation. Responses received after this date and time, as registered by the official time clock in the reception area of the Division of Purchases will not be considered.

Responses (**an original plus four (4) copies**) should be mailed or hand-delivered in a sealed envelope marked "**RFP#7546367**" AND "**Evaluation of Rhode Island's Tiered Quality Rating and Improvement System (RACE TO THE TOP-EARLY LEARNING CHALLENGE)**" 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 will not be considered. Proposals misdirected to other State locations or those not presented to the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed, or emailed, to the Division of Purchases will not be considered. The official time clock is in the reception area of the Division of Purchases.

## **RESPONSE CONTENTS**

Responses shall include the following:

1. A completed and signed four-page R.I.V.I.P generated bidder certification cover sheet downloaded from the RI Division of Purchases Internet home page at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).
2. A completed and signed W-9 downloaded from the RI Division of Purchases Internet home page at [www.purchasing.ri.gov](http://www.purchasing.ri.gov). **Please include with original proposal only.**

3. **A separate Technical Proposal** describing the qualifications and background of the applicant and experience with and for similar projects, and all information described earlier in this solicitation. The Technical Proposal is limited to fifty (50) pages (including any appendices). As appropriate, resumes of key staff that will provide services covered by this request.
4. **A separate, signed and sealed Cost Proposal** reflecting the hourly rate, or other fee structure, proposed to complete all of the requirements of this project.
5. In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in **electronic format (CD-Rom, disc, 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”.

<b><u>APPENDIX A: RELATED DOCUMENTS</u></b>
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Information referenced in this RFP may be found at the following hyperlinks:

- Current BrightStars TQRIS standards for Child Care Centers and Preschools-  
[http://www.brightstars.org/documents/BrightStarsCenterFramework120808\\_000.pdf](http://www.brightstars.org/documents/BrightStarsCenterFramework120808_000.pdf)
- Current BrightStars TQRIS standards for Family Child Care Homes -  
[http://www.brightstars.org/documents/BrightStarsFamilyChildCareFramework090109\\_000.pdf](http://www.brightstars.org/documents/BrightStarsFamilyChildCareFramework090109_000.pdf)
- Revised BrightStars TQRIS standards for Child Care Centers and Preschools – Addendum 4  
<http://sos.ri.gov/documents/archives/regdocs/released/pdf/DHS/7342.pdf>
- Revised BrightStars TQRIS standards for Family Child Care Homes – Addendum 5  
<http://sos.ri.gov/documents/archives/regdocs/released/pdf/DHS/7342.pdf>
- RTT-ELC Application and Scopes of Work - <http://earlylearningri.org/rhode-island-application>
- RI’s Child Care Center and Preschool Quality Study-  
<http://www.rikidscount.org/matriarch/documents/RI%20Quality%20Report.pdf>
- RI’s Family Child Care Quality Study - [http://www.rikidscount.org/matriarch/documents/RI-Family\\_Child\\_Care\\_Quality\\_Report\\_FINAL.pdf](http://www.rikidscount.org/matriarch/documents/RI-Family_Child_Care_Quality_Report_FINAL.pdf)
- Pilot Test of the Draft Rhode Island BrightStars Family Child Care Framework -  
[http://www.rikidscount.org/matriarch/documents/RI%20Family%20Child%20Care%20Pilot%20Study\\_Final%20Report.pdf](http://www.rikidscount.org/matriarch/documents/RI%20Family%20Child%20Care%20Pilot%20Study_Final%20Report.pdf)
- Pilot Test of the Draft Rhode Island BrightStars Child Care Center and Preschool Framework -  
<http://www.rikidscount.org/matriarch/documents/CCC%20Pilot%20Report%202-5-09.pdf>

**ATTACHMENT 1: Budget Form and Budget Narrative**

**BUDGET FORM - 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>			<b><i>TOTAL</i></b>
	Year 1	Year 2	Year 3	
1. Salary	0	0	0	
2. Fringe Benefits	0	0	0	
3. Consultant/ Contract Services	0	0	0	
4. In-State Travel	0	0	0	
5. Out-of-State Travel	0	0	0	
6. Space Costs	0	0	0	
7. Office Supplies	0	0	0	
8. Telephone	0	0	0	
9. Marketing Materials	0	0	0	
10. Equipment	0	0	0	
11. Other	0	0	0	
12.	0	0	0	
13.	0	0	0	
14.	0	0	0	
15.	0	0	0	
Subtotal	0	0	0	
	0	0	0	
Indirect Cost	0	0	0	
<b>TOTAL</b>	0	0	0	
	0	0	0	

**BUDGET NARRATIVE**

*Please complete the following tables to provide an explanation of how the proposed project annual budget was derived. Also, please provide a detailed explanation of each budget category line item, including the information below.*

- 1. SALARY DETAIL**
- 2. FRINGE BENEFIT DETAIL**

*Provide:*

- *The title and role of each position to be compensated under this grant.*
- *The salary for each position.*
- *The amount of time, such as hours or percentage of time, to be expended by each position.*
- *The fringe benefit for all personnel.*
- *Any additional basis for cost estimates or computations.*

<b>NAME</b>	<b>POSITION TITLE</b>	<b>NUMBER OF HOURS</b>	<b>TOTAL SALARY</b>	<b>FRINGE BENEFITS</b>	<b>HOURLY RATE</b>	<b>SALARY &amp; FRINGE TOTAL</b>
<b>TOTAL REQUEST</b>						

- 3. CONSULTANT/CONTRACT SERVICES DETAIL**

*Provide:*

- *The products to be acquired and/or the professional services to be provided.*
- *The title and role of each consultant to be compensated under this grant.*
- *The hourly rate for each position.*
- *The amount of hours to be devoted to the project*
- *Any additional basis for cost estimates or computations.*

*Explain:*

- *The purpose and relation to the scope of work*

<b>NAME</b>	<b>POSITION TITLE</b>	<b>HOURLY RATE</b>	<b>NUMBER OF HOURS</b>	<b>TOTAL COST</b>
<b>TOTAL REQUEST</b>				

**4. In State Travel Detail**

**5. Out of State Travel Detail**

*Provide:*

- *An estimate of the number of trips.*
- *An estimate of transportation and/or subsistence costs for each trip.*
- *Any additional basis for cost estimates or computations.*

*Explain:*

- *The purpose of the travel, how it relates to the scope of work, and how it will contribute to the project's success.*

<b>EXPENSE CATEGORY</b>	<b>DESCRIPTION</b>	<b>COST</b>

**6. Space Cost Detail**

<b>EXPENSE CATEGORY</b>	<b>DESCRIPTION</b>	<b>COST</b>

**7. Office Supplies Detail**

*Provide:*

- *An estimate of materials and supplies needed, by nature of expense or general category (e.g., instructional materials, office supplies).*
- *The basis for cost estimates or computations.*

*Explain:*

- *The purpose and relation to the Scope of Work*

<b>EXPENSE CATEGORY</b>	<b>DESCRIPTION</b>	<b>COST</b>

**8. Telephone Detail**

<b>EXPENSE CATEGORY</b>	<b>DESCRIPTION</b>	<b>COST</b>

**9. Marketing Materials Detail**

*Provide:*

- *An estimate of materials and supplies needed*
- *The basis for cost estimates or computations.*

*Explain:*

- *The purpose and relation to the Scope of Work*

<b>EXPENSE CATEGORY</b>	<b>DESCRIPTION</b>	<b>COST</b>

**10. Equipment Detail**

*Provide:*

- *The type of equipment to be purchased.*
- *The estimated unit cost for each item to be purchased.*
- *The definition of equipment used by the State.*
- *Any additional basis for cost estimates or computations.*

*Explain:*

- *The justification of the need for the items of equipment to be purchased.*

<b>EXPENSE CATEGORY</b>	<b>DESCRIPTION</b>	<b>COST</b>

**11. Other Detail**

*Provide:*

- *Other items by major type or category.*
- *The cost per item (printing = \$500, postage = \$750).*
- *Any additional basis for cost estimates or computations.*

*Explain:*

- *The purpose of the expenditures.*

<b>EXPENSE CATEGORY</b>	<b>DESCRIPTION</b>	<b>COST</b>

**CONCLUDING STATEMENTS**

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 proposals, and to award in its best interest.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further.

The State may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award.

The State's General Conditions of Purchase contain the specific contract terms, stipulations and affirmations to be utilized for the contract awarded to the RFP. The State's General Conditions of Purchases/General Terms and Conditions can be found at the following URL: <https://www.purchasing.ri.gov/RIVIP/publicdocuments/ATTA.pd>