



REQUEST FOR PROPOSAL (RFP) – BID# 7548585

SUSTAINABILITY PLANNING - RACE TO THE TOP/EARLY LEARNING CHALLENGE

SUBMISSION DEADLINE: Tuesday, April 15, 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, April 01, 2014, 5:00 PM (ET)**). Questions should be submitted in a *Microsoft Word attachment*. Please reference the bid number (**RFP #7548585**) 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. 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

Request for Proposals (RFP)
(RTT-ELC Sustainability Planning)

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 provide consultant services to develop a sustainability plan for initiatives developed under the Race to the Top Early Learning Challenge, in accordance with the terms of this solicitation.

INSTRUCTIONS AND NOTIFICATIONS TO BIDDERS:

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@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 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.

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.

BACKGROUND/OVERVIEW

In December 2011, Rhode Island was announced as one of nine states awarded grants from the \$500 million Race to the Top – Early Learning Challenge fund, a competitive grant program jointly administered by the U.S. Departments of Education and Health and Human Services. The Departments awarded Rhode Island \$50 million to be used to develop a high-quality early learning system. These grant funds will enable Rhode Island to build the systems that increase access to quality early care and learning programs for the State’s highest need children. This quality early learning system is imperative to increasing school readiness and overall child outcomes for the youngest learners in our state.

A Sustainability Team, comprised of state agency leaders and key stakeholders, was formed to determine the framework for sustainability, identify key sustainability issues and determine a process to address issues. The team determined a need for expert support to review the work to date and propose a process to develop an actionable sustainability plan and will continue to provide guidance to the on-going work. This contract will assist the state in securing expertise to develop a process and complete the development of the sustainability plan.

SCOPE OF WORK

The vendor will work with the Sustainability Team to develop the RTT-ELC Sustainability Plan. The sustainability planning process must include a sustainability analysis, stakeholder engagement, and the development of a comprehensive, written RTT-ELC Sustainability Plan with a variety of RI specific options, timelines and recommendations.

The Sustainability Team will assist the vendor to gather, consolidate and review the available documents, budgets, legislation, and other material in preparation for launching the planning process. The vendor will perform a document review and conduct sessions with agency and project leads in developing a plan for sustaining the work. The Sustainability Team will work closely with the consultant to guide this process and provide the necessary information and structure to the process and the plan itself.

The vendor will create a high level plan that sets goals, identifies strategies, and establishes planning approaches for each component which includes seeking additional future funding, maintaining and expanding upon relationships developed under the initiative and strategies to cultivate alternate funding and community collaboration.

Stakeholders will then be invited to participate in a review of the document and to provide input into the specifics of each component of the plan. Based on the input gathered, along with staff direction, the consultants will work with the Sustainability Team to draft the final Sustainability Plan.

The vendor will finalize the Sustainability Plan and present the plan to the RTT-ELC Coordinating Team.

At a minimum, the final document will include the following:

- A baseline assessment of the RTT-ELC grant’s activities including barriers and opportunities for sustainability
- An assessment of current national, state and local strategies used to fund and sustain early childhood initiatives
- Long-term and short-term sustainability goals for the state’s early childhood initiatives including goals within the focus areas determined to be significant by stakeholders. Actions and steps to achieve the sustainability goals outlined by the plan, including barriers to successful implementation and proposed means for overcoming such barriers, and stakeholder involvement.
- A plan to measure progress on the implementation set forth by the plan. The metrics established for each element of the plan will be used to measure the progress against the goals. Descriptions should include potential metrics of progress and co-benefits such as economic growth and cost savings.

Deliverables

Task #	Deliverable	Deadline
1	Plan for and facilitate meetings with sustainability team to assist with discovery to inform the sustainability planning process	Within 30 days of PO
2	Draft proposal for sustainability planning process. Present proposal to sustainability team. Obtain approval.	Within 60 days of PO
3	Engage stakeholders	Summer 2014
4	Create final plan and present to Sustainability Team for approval.	August 2014

Technical Proposal Required Elements

Assemble your technical proposal as outlined below. The technical proposal may be no longer than 20 single-spaced pages. Supplemental information may be appended to the technical proposal.

Understanding of the Issues

Describe your understanding of Rhode Island’s early learning system, and Rhode Island’s Race to the Top-Early Learning Challenge grant’s activities.

Experience

Please present a detailed statement of qualifications and summarize relevant experience in meeting the objectives outlined in this solicitation, and any special or unique characteristics of the individual/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 the proposed approach to sustainability planning. At a minimum, bidders must propose a process to address each component of the RTT-ELC Grant, and identify strategies to address political support, funding stability, partnerships and organizational capacity. Identify and describe the role of stakeholders in sustainability planning. Describe the issues in early childhood financing and sustainability both nationally and in Rhode Island. Include a full description of the objectives, anticipated outcomes, proposed methodology, measurements, and technical plan for accomplishing the work outlined in this procurement.

Describe any other factors that will contribute to your ability to work effectively with the Sustainability Team. The following are examples of additional competitive factors:

- Experience working collaboratively with multiple state agencies
- Knowledge of national initiatives regarding early learning (e.g., Obama's Preschool for All Proposal; up-to-date research on effective practices in early childhood programs).
- Knowledge of Rhode Island's political landscape
- Knowledge of Rhode Island's child population and early learning programs.

ADDITIONAL CONTRACTOR REQUIREMENTS/QUALIFICATIONS

- Bidders must submit a letter of transmittal signed by an owner, officer, or other authorized agent.
- 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.
- Bidders must provide an overview of key personnel assigned to the project including education and prior experience.
- Bidders must disclose any work to be sub-contracted including the specific work to be performed and staffing, organizational structure, and business background of the sub-contractor.

TERMS OF THE CONTRACT

The contract will begin **upon issuance of purchase order** and end **September 30, 2014**. 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 **twelve months** with additional funding if available and if the level of work is expanded by mutual written consent. If necessary, deficiencies in performance of services and/or failure to supply deliverables in a complete and timely manner will be documented in writing by RIDE. Should a pattern of substantial dissatisfaction become apparent, RIDE reserves the right to terminate the contract.

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 \$20,000. Please ensure the budget is presented by state fiscal year, which runs from July 1st through June 30th.

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.

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. **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 help desk at (401) 222-3766 or Lynda.moore@doit.ri.gov.

Proposals (an original plus 4 copies) should include the following:

1. A completed and signed four-page RIVIP Bidder Certification Cover Form, available at www.purchasing.ri.gov.
2. A ***separate sealed*** (an original plus 4 copies) Cost Proposal as described above.
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.
4. A completed and signed W-9 (taxpayer identification number and certification). Form is downloadable at www.purchasing.ri.gov. **Please include with original proposal only.**

In addition to the multiple hard copies of proposals required, respondents are requested to provide their proposal in electronic form (CD). Microsoft Word / Excel or PDF format is preferable. Only 1 electronic copy is requested.

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

- | | |
|---|-------------|
| 1. Contractor understanding of the Issues | (10 points) |
| 2. Qualifications and Experience | (20 points) |
| 3. Work plan and capacity to implement | (40 points) |
| 4. Cost Proposal | (30 points) |

NOT WITHSTANDING THE ABOVE, THE STATE RESERVES THE RIGHT TO AWARD ON THE BASIS OF COST ALONE, TO ACCEPT OR REJECT ANY OR ALL OPTIONS, BID PROPOSALS, 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:

<u>Expense Category</u>	<u>Estimated Expenditures</u>	
	Year 1	Year 2
1. Employee Salary and Benefits	0	0
5. Purchased Services	0	0
3. Supplies and Materials	0	0
4. Travel	0	0
5. Printing	0	0
6. Office Expense	0	0
7. Other: <i>(describe)</i>	0	0
8.	0	0
Subtotal	0	0
Indirect Cost *	0	0
TOTAL	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 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 \$
TOTAL REQUEST				

PURCHASED SERVICES DETAIL

NAME	POSITION TITLE	HOURS	HOURLY RATE \$	TOTAL \$
TOTAL REQUEST				\$

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 1st – June 30th)

** 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.