



REQUEST FOR PROPOSAL (RFP) – BID# 7548623

"INFOWORKS" WEB PORTAL

SUBMISSION DEADLINE: Wednesday, April 30, 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 (**Wednesday, April 16, 2014, 5:00 PM (ET)**). Questions should be submitted in a *Microsoft Word attachment*. Please reference the bid number (**RFP #7548623**) 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)
InfoWorks Web Portal

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 update and annually manage and enhance RIDE's web portal InfoWorks!, in accordance with the terms of this solicitation.

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 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.

All proposals should include the vendor's FEIN or Social Security number as evidenced by a W-9, downloadable from the Division's website at www.purchasing.ri.gov.

The purchase of services under an award made pursuant to this RFP will be contingent on the availability of funds.

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

InfoWorks!, the R.I. Department of Education (RIDE) online data report on public education, provides the public with data on student achievement, teacher quality, student discipline, revenues and expenditures, student health, school demographics, and many other topics. Our goal is for InfoWorks! to be as user-friendly as possible, so the InfoWorks! website presents education data through interactive charts and tables that are easy to read, to print, and to share. These InfoWorks! reports contain education data at the school, district, and statewide level.

RIDE's BEP together with RIDE's strategic plan provide the framework for the InfoWorks! Website

Rhode Island Basic Education Program:

Effective July, 2010, the BEP describes the Regents' principles and expectations for the state's schools and districts.

http://infoworks.ride.ri.gov/files/pages/shared/BEP_FINAL_070110.pdf

Transforming Education In Rhode Island, Strategic Plan 2010-2015:

Commissioner Gist, the Board of Regents and the Department of Education collaborated on the Strategic Plan which outlines decisions about where to work first and most intensely.

<http://www.ride.ri.gov/Portals/0/Uploads/Documents/Inside-RIDE/Additional-Information/RIDEStrategicPlan.pdf>

This contract is to hire a vendor that will annually publish a complete set of user-friendly reports, charts, graphics and user's guides via its public web portal InfoWorks!. InfoWorks! will include a complete set of school and district reports as well as the State Report. These reports will meet all state and federal reporting requirements under RIGL 16-7 and 16-60 and NCLB, as well as reporting requirements for students with disabilities under IDEA. They will also comprise additional data and information that RIDE collects, such as data on Teacher Quality, Parental Engagement, School Safety, Instructional Practices, and Financial Resources.

The vendor will also be responsible for the design, editing, publication, and dissemination of all InfoWorks products.

The vendor will work in close consultation with assigned RIDE staff in all aspects of the design, development, and publication of all web and print materials.

Note to potential vendors: Simultaneous with this request for proposals, RIDE is issuing a separate RFP seeking a vendor to design and implement the annual SurveyWorks! Survey. Potential vendors may respond to both RFPs, or to each or either RFP individually.

SCOPE OF WORK

The Scope of VENDOR services will include the following components:

1. Work with RIDE and selected stakeholders to determine new needs and preferences for information displayed on the existing InfoWorks! Web portal.
 - Review and analyze user needs and preferences based on feedback from a broad range of stakeholders (state administrators, content experts, classroom teachers, students, and parents) national organization memberships).
 - Modify reporting system based on user feedback.
 - Develop an initial reporting system mock-up of navigation and flow ("wireframes"), including static and dynamic reports consistent with the user feedback.
 - Conduct user testing of enhanced portal with stakeholders articulated above.
2. Implement Reporting application that integrates the current InfoWorks site with the modifications articulated by user feedback. This application must:
 - Allow the creation of reports that contain interactive roll-up, drill-down, group, sort, and filter settings, and allow data to be shown in multiple data display formats (e.g., pie chart, cross-tab).
 - Be able to deliver reports via multiple delivery mechanisms (e.g., web, email), and in multiple formats (e.g., PDF, HTML).
 - Enable users to create user-defined reports for presentation purposes.
 - Allow easy comparability of data with like schools and districts.
 - Include printed and digital materials to support stakeholders as they access and use reports.
 - Include user guide that includes: description of reports, information on how to use reports, and instructions for providing feedback.

In addressing the application, include the following:

- Describe any hardware or third-party software needed for operation and/or maintenance of the system, and all costs associated with this system.
- Describe the browsers and operating systems on which reports can be displayed.
- Describe whether the solution utilizes open-license and open-source technology standards and applications. If the solution is proprietary, describe the proposed future pathway towards open-licensing technology.
- Describe the mechanism by which RIDE will be provided content management authority.
- Include a statement of commitment that all features, navigation pages, utilities, reports, system-generated documents (e.g., Word, Excel, PDF), query results, and other information will meet all Section 508 criteria.

VENDOR is also encouraged to propose creative approaches or recommendations that might be applicable, and should provide any pertinent supporting documentation.

3. Develop a plan for maintenance and future improvements of this public interface tool.
 - Develop a three-year project management plan in consultation with RIDE
 - In consultation with RIDE, develop and refine a multiyear publication plan to incorporate additional data sets into InfoWorks.
 - Provide annual quality-assurance reports and project-summary reports to RIDE

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.

MANAGEMENT STRUCTURE

RIDE will hire and manage the consultant/vendor. RIDE will be advised in writing as to monthly progress made on the project. RIDE will maintain co-content management rights under any contract negotiated.

TIMELINE

The timeline is ongoing as InfoWorks is a live site and must remain live throughout the bidding and contract negotiation process. The selected vendor will enhance the public site on an on-going basis as negotiated upon execution of the contract. Specifics of the timeline for Year 1 will be developed within 90 days.

Note: Similar timelines and deliverables will be developed jointly by RIDE and the vendor for subsequent years of the contract; these timelines and deliverables will recognize the addition of new elements to the web portal, such as advanced reports, seamless linking to other data sites, and cross-state agency data reporting as additional data become available.

All of these deliverables are to be developed in close consultation with RIDE Staff and are to be presented for approval to the Commissioner or his/her designee.

The vendor selected as a result of this request will be responsible to the Office of Data Analysis and Research. RIDE anticipates that the vendor will assign several staff members to this project, including a full-time Project Manager, a Systems Manager, and a Web Designer. RIDE also expects the vendor to assign additional support staff (clerical and technical) to work on this project on an hourly basis as needed throughout the duration of this contract.

TERMS OF THE CONTRACT

The contract is expected to begin upon issuance of a state purchase order (on or about **July 1, 2014**) and end **June 30, 2017**. The start of this project is contingent on the availability of funding. RIDE reserves the right to cancel this solicitation if funding is not available. The scope of the work may be modified by RIDE prior to beginning work on a given task. RIDE retains the option of granting up to **two twelve month** extensions 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.

SUBCONTRACTING

The State shall have a single prime vendor as the result of any contract negotiation, and that prime vendor shall be responsible for all deliverables referenced in the RFP or proposal. This general requirement notwithstanding, vendors may enter into subcontracts. If the vendor intends to subcontract for portions of the work, the vendor will include specific designations of the tasks to be performed by the subcontractor.

The State will not be liable for any errors in proposals. The State reserves the right to make corrections or amendments due to errors identified in proposals by State or the vendor.

Vendors are responsible for determining that there will be no conflict or violation of the Ethics Code if their company is awarded the contract. Ethics issues are interpreted by the Rhode Island Ethics Commission.

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 **\$600,000**. 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.

CONTRACTOR REQUIREMENTS/QUALIFICATIONS

The vendor selected for this contract shall demonstrate:

- Familiarity and experience with Web design and publication
- Familiarity and experience at the design and implementation of dynamic templates and interactive data-driven reports
- Exceptional knowledge about public-education policy and initiatives, including familiarity with education databases collected and maintained by State Education Agencies
- Experience working with education data, including student-assessment data
- Experience editing and designing manuscripts for publication, including cover design
- Assurance of adequate support staff to provide technical support and clerical support to facilitate the implementation of this contract
- Excellent skills as teamwork and partnerships

Interested individuals should submit proposals containing the following information:

- A description of the background and qualifications of the offeror;
- A description of the offeror's relevant experience,
- Curriculum Vitae or resume must be attached; and
- Letters of recommendation must be attached.

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.

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*** 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.**
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."

Deliver to: Department of Administration
 Division 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 Division 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.

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|---|-------------|
| 1. Contractor's Understanding of the Issues | (10 points) |
| 2. Capacity of the Agency Effectively to Administer the Project | (20 points) |
| 3. Quality of Key Personnel (include resumes for key personnel) | (20 points) |
| 4. Prior Experience/References (comprehensive list of similar projects) | (20 points) |
| 5. Cost Proposal | (30 points) |

The technical proposal should be 10-20 pages in length, respond to each area of the required elements listed above, and contain a cost proposal using the forms in Appendix A. Supplemental information may be appended to the technical proposal.

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.

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 REPRESENTATION (S) BY OFFERORS CLEARLY IN CONSIDERATION FOR AWARD.

APPENDIX A

BUDGET MULTI-YEAR PROJECTS

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

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

It is understood and agreed that the amounts indicated above for the several line items are estimates of expenditures to be incurred by the Contractor on behalf of this Agreement and to be claimed by the Contractor for reimbursement under this Agreement. It is further understood and agreed that actual expenditures may vary from the estimates set forth above and that such variations shall not in themselves be cause for disallowance of reimbursement by RIDE; provided, however, that the Contractor shall notify 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.