



**Solicitation Information
August 16, 2014**

RFP# 7548953

TITLE: EARLY CARE AND EDUCATION DATA SYSTEM BUSINESS AND DATA GOVERNANCE LEAD

Submission Deadline: Monday, September 15, 2014 at 2:00 PM (ET)

PRE-BID/ PROPOSAL CONFERENCE: NO

Questions concerning this solicitation must be received by the Division of Purchases at gail.walsh@purchasing.ri.gov no later than **Thursday, August 28, 2014 at 5:00 PM (ET)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP# on all correspondence. 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.

SURETY REQUIRED: NO

BOND REQUIRED: NO

Gail Walsh
Chief Buyer

Applicants must register on-line at the State Purchasing Website at www.purchasing.ri.gov

Note to Applicants:

Offers received without the entire completed four-page RIVIP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

Race to the Top – Early Learning Challenge

REQUEST for PROPOSALS

Early Care and Education Data System Business and Data Governance Lead

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 support to our project team in the capacity of Business and Data Governance Lead.

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:

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 will not be considered. Proposals e-mailed or faxed to the Division of Purchases will not be considered. The "Official" time clock is in the reception area of the Division of Purchases.

It is intended that an award pursuant to this Request for Proposals will be made to prime contractor(s) who will assume responsibility for all aspects of the work. Joint ventures shall be considered, so long as the contractor's duties and responsibilities are clearly articulated in such form as acceptable to the State. Subcontractors are permitted, provided their use is clearly indicated in the offeror's proposal and the subcontractor(s) to be used are identified in the proposal.

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.

In accordance with Title 7, Chapter 1.2 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, without exception, and will be released for inspection immediately upon request, once an award has been made.

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.

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.

The contents of this RFP were developed under a Race to the Top – Early Learning Challenge grant from the U.S. Departments of Education and Health and Human Services. However, those contents do not necessarily represent the policy of the U.S. Departments of Education and Health and Human Services, and should not assume endorsement by the Federal Government.

REQUEST for PROPOSALS

Early Care and Education Data System Business and Data Governance Lead

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

As part of our RTTT-ELC grant, RI has embarked upon several projects to improve the early learning system in our state. The system includes the services offered, the quality of those services, and the number of children, especially those with high needs, who benefit. One of the projects is the creation of an Early Care and Education (ECE) Data System that will track critical information about children in Rhode Island from birth through high school and beyond. It will leverage systems and data that is already available in the State’s Longitudinal Data System (K – 12), the Department of Health’s KIDSNET data system, and other state agency and vendor data. By linking the information RI will be able to measure how well existing early learning programs and services are preparing our youngest children to succeed in school and life and answer the key policy questions outlined in Rhode Island’s RTT-ELC Application. The work is divided into three components: Program Domain; Workforce Domain and Child Domain.

Our vision is that these data elements are brought together into the ECE data system and providers may access and update data through a centralized web site dedicated to Early Care and Education. The site is the gateway into the program, workforce and child domains and will be accessible to program providers, the workforce and state policy leaders. In addition, the site will bring together all of the resources found in existing web sites that currently focus on only selected ECE information. It will provide information and resources for parents who are looking for early care and education for their children, the general public looking for programs and support, the early care and education workforce, and child care providers who need to conduct business with state agencies. The various state agencies, programs, and providers would be able to update their content dynamically and data feeds would regularly update shared information to all parties. The

site will be hosted by the RI Department of Education (RIDE) but will be set up as its' own domain with shared responsibility for ownership and maintenance among the various agencies involved.

The work to develop the ECE Data System and the web site is being led by RIDE. The lead agency requires a Business and Data governance Lead to support the technical staff, currently staffed with four resources, (Technical Lead, Sr. Business Analyst, Sr. Web Developer, and Sr. Data Base Analyst). Additional members of the project team are from other state agencies: Executive Office of Health and Human Services, The Department of Health, The Department of Human Services, and the Department of Children, Youth, and Families and work collaboratively with vendors implementing RTT-ELC projects. The project team is responsible for the collection of all business requirements, the overall design of the system and the web site, and all of the technical components needed for implementation.

This request is to provide support to our project team in the capacity of Business and Data Governance Lead.

Scope of Work

Coordinate and oversee the business engagement and data governance for the RTT-ELC Early Care and Education Data System. This position works under the RTT-ELC Grant Officer to monitor the progress of the ECEDS project and acts as the point of contact for the business and data governance. Represents the lead agency, RIDE, as the principal business lead and performs project leadership role ensuring deliverables outlined in the RTT-ELC scope of work are met.

The Lead will review, (re)design and improve, coordinate, facilitate, and monitor all aspects of the business engagement and data governance, including but not limited to:

- Working with the technical team to identify and include business owners and stakeholders across all participating agencies;
- Coordinate business analysts and business owners across all participating agencies to make sure they are providing input to and reviewing business and technical requirements documents;
- Monitor progress against the project work plan in partnership with the Technical Lead and ensure that appropriate time is allocated for business owner and stakeholder input.
- Monitor project timeline and cost;
- Develop a process for approval of technical build;
- Manage process to handle red flags raised by the technical lead;
- Communicate and negotiate change requests with the technical project lead and program staff;
- Develop and execute data governance policies, standards and guidelines; and
- Facilitate the development and implementation of a data governance structure

This position will lead large, strategic, cross-agency business change efforts and requires the ability to change the thinking of and/or gain acceptance from others in sensitive situations without damage to relationship; Resolves problems or transactions, where expertise is required to interpret against policies, guidelines or processes; Owns one or more processes, reports, procedures or products, and may also be considered analytical or procedural "experts" representing a unit or team on cross-function process or project deliverables; Provides resolutions to an extensive range of complicated problems. Able to work with cross agency stakeholders with different and potentially competing agendas. The expectation is this is a full time contract, with daily presence on site.

Additional Competitive Factors

The following factors will lead to more competitive applications:

- Proven experience working with business users to understand and document business functions.
- Solid facilitation skills.
- Ability to map work processes drive process improvement.
- Strong ability multi-task and deliver on deadlines.
- Strong written and verbal communication skills.
- Strong analytical ability – attention to detail critical.
- Good interpersonal skills and ability to work with diverse personalities.
- Experience working in the field of education, particularly early childhood.

Terms of the Contract

The contract will begin upon issuance of a state purchase order (on or about September 2014) and end on December 31, 2015. The scope of the work may be modified by RIDE prior to beginning work on a given task. All activities are dependent on the availability of funding and may be modified by mutual consent. RIDE retains the option of granting a time extension if needed of up to one year with additional funding if available and if the level of work is expanded by mutual 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. Please ensure the budget is presented by state fiscal year, which runs from July 1st through June 30th.

The total cost of the state contract for the "Data System Business and Data Governance Lead" is not to exceed **\$196,270**. The total for administrative costs may not exceed 10% of the total grant, and applicants are encouraged to submit proposals which reflect competitive administrative rates.

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.

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 Data System.

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. 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.

Approach for working with the Business

Provide a written description detailing the approach you plan to take for working with the various state agency business units to understand and document all of the necessary business functions associated with the ECEDS. Describe the project artifacts you plan to create and the methodology you will use to ensure all documented business processes are fully understood and approved by the business units and the multi-agency Coordinating Team.

Approach for Data Governance

Provide a written description detailing the approach you plan to take for functions associated with data governance of the ECEDS including how the work of data governance will be managed and over time, institutionalized. Discuss how you would approach the decision making process and define the roles and responsibilities for each group/ agency or other entities that will be sharing data.

Technical Proposal Review Criteria

A technical review team convened by the Rhode Island Department of Education will review each complete application using these criteria:

- 1. Understanding of Rhode Island’s ECE System (5 points)
- 2. Level of Experience and Capacity (20 points)
- 3. Approach for working with the Business (20 points)
- 4. Approach to data governance (20 points)
- 5. Additional Competitive Factors (5 points)
- 6. Cost Proposal (30 points)

Proposals will be reviewed by a Technical Review Committee comprised of staff from state agencies. To advance to the Cost Evaluation phase, the Technical Proposal must receive a minimum of 60 (85.7%) out of a maximum of 70 technical points. Any technical proposals scoring less than 60 points will not have the cost component opened and evaluated. The proposal will be dropped from further consideration.

Proposals scoring 60 technical points or will be evaluated for cost and assigned up to a maximum of 30 points in that category, bringing the potential maximum score to 100 points.

A selection committee will evaluate submitted proposals on the basis of the above criteria items. Consultant Teams may be invited to appear before the Committee for in-person presentations. The Committee will then make a recommendation for final selection to the Rhode Island State Purchasing Agent, or her designee, who will make the final award decision.

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 and to waive any informality in any vendor's submission.

APPENDIX A

BUDGET Multi-Year Projects

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

Expense Category	Estimated Expenditures	
	Year 1	Year 2
1. Employee Salary and Benefits	0	0
2. 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
<i>TOTAL</i>	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.