



**Solicitation Information  
August 20, 2014**

**RFP# 7548960**

**TITLE: ARRA - SUPPORT FOR EARLY CARE AND EDUCATION DATA SYSTEM PROJECT**

**Submission Deadline: Wednesday, September 17, 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](mailto:gail.walsh@purchasing.ri.gov) no later than **Monday, September 8, 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](http://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***  
**Support for the Early Care and Education Data System Project**

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 for staff to provide support for building an Early Care and Education Data System.

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 receive 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, as 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 of Purchases website at [www.purchasing.ri.gov](http://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](mailto: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](mailto:raymond.lambert@hr.ri.gov).

Subcontracts are permitted, provided that their use is clearly indicated in the offeror's proposal, and the subcontractor(s) proposed to be used are identified in the proposal.

RIGL 37-13-3.1 State public works contract apprenticeship requirements. \* (a) Notwithstanding any laws to the contrary, all general contractors and subcontractors who perform work on any public works contract awarded by the state after passage of this act and valued at one million dollars (\$1,000,000) or more shall employ apprentices required for the performance of the awarded contract. The number of apprentices shall comply with the apprentice to journeyman ratio for each trade approved by the apprenticeship council of the department of labor and training.

#### ARRA SUPPLEMENTAL TERMS AND CONDITIONS

For contracts and sub-awards funded in whole or in part by the American Recovery and Reinvestment Act of 2009, Pub.L.No. 111-5 and any amendments thereto, such contracts and sub-awards shall be subject to the Supplemental Terms and Conditions for Contracts and Sub-awards Funded in Whole or in Part by the American Recovery and Reinvestment Act of 2009, Pub.L.No. 111-5 and any amendments thereto located on the Division of Purchases website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).

*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**

### **Support for the development of an Early Care and Education Data System**

#### **Background/Overview**

Rhode Island is one of 14 states to apply for and win a Race to the Top – Early Learning Challenge grant (RTTT-ELC) that is focused on providing children with high needs, access to high quality developmental programs. RI has a population of about 1 million people with over 53,000 young children from birth to kindergarten entry. We have a very diverse child population including a large immigrant population, a large number of children whose home language is not English, and a growing population of minority children with many living in poverty or low-income. There are many children that are enrolled in federal and state programs including the Child Care Assistance Program (CCAP), Head Start and Early Head Start, State Pre-K programs and programs funded by the Individuals with Disabilities Act (IDEA) Part B (ages 3-5) and Part C (ages birth – 2). Thousands of children in our state are enrolled in these programs and are benefiting from the services they offer.

As part of our RTTT-ELC grant, RI has embarked upon several projects to improve the early learning system in our state. By system, it is the services offered, the quality of those services, including programs and the workforce, and the number of children, especially those with high needs, who are benefiting from them. One of the projects is the creation of an Early Care and Education Data System that will track critical information about our children from birth through high school and beyond. It will leverage systems and data that is already available in our Longitudinal Data System (K – 12), our Department of Health's KIDSNET data system, and other state agency data. By linking the information together RI will be able to analyze how well our existing early learning programs and services are doing in preparing our youngest children to succeed in school and life.

In order to find out as much as we can regarding the 50,000 plus children in our state, we need more data than what is already contained in existing state systems. The majority of children receiving services from programs (Child Care Centers and Family Child Care Homes) are private pay and, therefore, may not be contained in any existing state system. To obtain details for these children we need to entice programs to provide roster and demographic data for them through a program portal being developed as part of the data system project. The portal will automate certain existing paper based processes, consolidate information, and provide operational data and functionality to multiple state agencies. These features and functions will provide a reason for programs to use the program portal on a regular basis and in turn provide the details needed for future analysis and policy making decisions.

The work associated with the program portal as a solution for meeting the demands of the grant is larger than anticipated and has added a level of work and complexity that was not originally planned.

Another component of the Early Care and Education Data System is a Workforce Registry. The need to build a Workforce Registry in RI has always been a part of our requirements. We have documented the information that is normally part of a registry and we understand, at a high level, what some of the major functions of a registry need to be. Input from business stakeholders and the Technical Assistance staff supporting the grant has led us to believe that our work effort to build a solid solution for this requirement is larger than originally anticipated.

This request is to add resources to our existing project team in the capacity of a Business Systems Analyst and a Web Applications Developer.

### **Scope of Work**

#### **Business Systems Analyst**

The Business Systems Analyst will work with existing state agency personnel and business stakeholders to collect and analyze business requirements and translate them into technical specifications for the development team. The focus of work for this position is to help the data team complete the work associated with the program portal, the workforce registry, and any other elements of the Early Care and Education Data System as deemed necessary. This position reports to the Associate Director for the Data System project and is expected to work within the existing data system team.

In addition, the Business Systems Analyst is expected to support the following job duties:

- Help develop user interface guides, functional specification documents, and Graphical User Interface (GUI) designs.
- Work with the development lead to ensure that the end product satisfies the client's business needs.
- Advise business users in mapping business processes and data flows.
- Communicate development updates to external and internal business stakeholders, to deliver product's functional requirements.
- Help to manage and track change requests.
- Document the acquired results of analysis and workflows and help obtain approvals from business stakeholders.
- Help to design and execute test scripts and test conditions.
- Perform additional duties not listed here but consistent with the role of a Business Systems Analyst.

#### **Web Applications Developer**

The Web Applications Developer will be responsible for the development of web applications including performing some analysis, system design, programming, unit testing, environment and configuration management, installation and deployments, and problem resolution. The focus of work for this position is to help the data team complete the work associated with the program portal, the workforce registry, and any other elements of the Early Care and Education

Data System as deemed necessary. This position reports to the Associate Director for the Data System project and is expected to work within the existing data system team.

In addition, the Web Applications Developer is expected to support the following job duties:

- The development of web applications, support of systems design, programming, unit testing, environment and configuration management, code deployments and installations, and problem resolution related to application development coding.
- Help to architect web sites, design data driven applications, and implement efficient solutions using industry standard development tools.
- Work in conjunction with the other developers on the team to ensure solutions are consistent across the board and work seamlessly.
- Collaborate with the Business Systems Analysts to help develop viable solutions that satisfy the business requirements and design.
- Develop test strategies and participate in the testing process including resolving break/fix situations.
- Perform additional duties not listed here but considered consistent with the role of a Web Applications Developer.

### **Additional Competitive Factors**

The following factors will lead to more competitive applications:

#### Business Systems Analyst

- Knowledge of systems design, development, implementation, and user support.
- Skilled in working with business leaders and client stakeholders to obtain business requirements.
- Ability to translate business requirements into detailed designs that can be given to the development team.
- Solid communication skills, both oral and written.
- Experience in project management, data management and planning.
- Solid understanding of project life cycle development pertaining to systems design and implementations.
- Skilled as an analytical and creative thinker.

#### Web Applications Developer

- Experience with the .NET environment using Visual Basic, SQL Server 2008, Visual C#, Java, and other related languages.
- Solid understanding of the .NET and ASP.NET application development models.
- Solid understanding of web development principles and practices.
- Experience using Microsoft SQL Integration Services with SQL Server 2008.
- Knowledge of SQL Server Analysis Services a plus.

### **Terms of the Contract**

The contract will begin upon issuance of the state purchase order (approximate September 2014) and end 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.

The total cost of the state contract for the Business Systems Analyst and the Web Applications Developer is **\$323,400** which should include all costs for the project including administrative, travel, etc., using the budget guidelines provided below. The total for administrative costs may not exceed 10% of the total contract and applicants are encouraged to submit proposals which reflect competitive administrative rates. 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](http://www.gsa.gov/perdiem).

### **Proposal Submission**

Questions concerning this solicitation may be e-mailed to the Division of Purchases at [questions@purchasing.ri.gov](mailto:questions@purchasing.ri.gov) no later than the date and time listed on the cover sheet of this solicitation. **Send 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 help desk at (401) 222-3766 or [Lynda.moore@doit.ri.gov](mailto:Lynda.moore@doit.ri.gov).

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

1. A completed and signed four-page RIVIP Bidder Certificate Cover Form, available at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).
2. A ***separate sealed*** Cost Proposal as described above.
3. A *separate* Technical Proposal (see below) describing the qualifications and background of the applicant and experience with similar projects, as well as the work plan or approach proposed.
4. A completed and signed W-9 (taxpayer identification number and certification). Form is downloadable at [www.purchasing.ri.gov](http://www.purchasing.ri.gov). **Please attach to original proposal only.**

Deliver to: Department of Administration  
Office of Purchases  
One Capitol Hill  
Providence, RI 02908

5. In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in electronic format (CDRom, diskette, 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".

Contractor assumes all responsibilities for proposals submitted by mail or commercial delivery service. Proposals misdirected to other states locations or which are otherwise not present in the Office of Purchases at the time of the opening, for any cause, will be determined to be late and will not be considered. Faxed responses will not be considered.

### **Technical Proposal Required Elements**

Assemble your technical proposal as outlined below. The technical proposal may be no longer than 15 single-spaced pages. Margins must be at least 1 inch on all sides.

#### *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.

#### *Job Experience*

For each candidate provide documentation pertaining to their previous work experience. Highlight previous work that would pertain to the expected job duties as described above and relate those experiences to the demands of this project.

#### *Technical Experience*

For each candidate provide documentation pertaining to their job skills and technical expertise. Highlight those qualifications, skills, and capabilities that would pertain to the expected job requirements as described above and relate them to the demands of this project.

#### *Additional Competitive Factors*

Address any factors not already addressed which demonstrate the quality of the proposal and the ability to satisfy the requirements of this request.

### **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 the Issues (20 points)
2. Job Experience (20 points)
3. Technical Experience (20 points)
4. Additional Competitive Factors (10 points)
5. Cost Proposal (30 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 qualification based on 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 informalities 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
1. 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 \$
<b>TOTAL REQUEST</b>				

**PURCHASED SERVICES DETAIL**

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

**OTHER EXPENDITURES DETAIL**

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

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

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

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