



**Solicitation Information
August 27, 2014**

RFP# 7548971

TITLE: CREATE & OPERATE THE RI CENTER FOR LONGITUDINAL DATA & RESEARCH PARTNERSHIPS

Submission Deadline: Wednesday, September 24, 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 **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

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

Request for Proposals (RFP)

Rhode Island Center for Longitudinal Data and Research Partnerships

The Rhode Island Department of Administration, Division of Purchases, on behalf of the Rhode Island Department of Education (RIDE), the Rhode Island Department of Labor and Training, and Rhode Island Office of Higher Education (RIOHE) are requesting Proposals from qualified vendors to create and operate the Rhode Island Center for Longitudinal Data and Research Partnerships, in accordance with the terms of this solicitation 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.

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 1.2 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.

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

Between December 2011 and April 2012, the RI Department of Education (RIDE), the RI Department of Labor and Training (RIDLT), and the RI Office of Higher Education (RIOHE), collaborated with other agencies and local entities to submit two funding proposals to the federal government to support Rhode Island's efforts to implement a Statewide Longitudinal Data System (LDS). The focus of these two proposals is to improve the coordination and sharing of data among these entities and to use the analysis that emerges from this collaboration to guide policy decisions across the entire education to workforce continuum.

As a result of this partnership, Rhode Island was awarded \$5 million in grants to enhance these data systems. A primary outcome from these projects is the expansion of the state's longitudinal data warehouse – extending it beyond K-12, post-secondary, health, and child welfare data to include adult education, career/technical education, workforce, and human services data. A key component of this work is to invest in the emerging data warehouse infrastructures within the higher education and workforce systems in ways that will enable them to function on par with the fully developed data warehouse that exists within the K-12 system. In addition to building these data warehouse systems, these two federal grants also commit Rhode Island to create a collection of “data stories” or interactive case studies that demonstrate the power of using longitudinal and linked data to provide information to key stakeholders that can catalyze actionable strategies.

In order to support the development of these data stories, the partnering agencies have committed to developing a shared “research agenda” on a range of topics along the “P-20W continuum” – the latter being a term that the national LDS community has created to mean analysis using elementary and secondary education data as well as post-secondary and workforce data.

Recognizing the potential challenges that could emerge with having multiple state agencies work together to develop a shared P-20W research agenda, federal resources have been earmarked to create a Center for Longitudinal Data and Research Partnerships.

The proposed Center will oversee the activities being undertaken by project partners to increase stakeholder engagement, especially practitioners and researchers. The Center will focus on three areas of work:

1. Facilitating the development of research agendas that leverage the state's Longitudinal Data System (LDS) capacity
2. Leveraging opportunities in which researchers and analysts can gain access to data
3. Raising awareness of available data and producing reports and findings that leverage the capacity of longitudinal data

The Center for Longitudinal Data and Research Partnerships will work with the LDS Advisory Committee - an interagency group that includes membership from community and advocacy agencies as well as the business community. The director of the Center will serve on the committee whose role is to extend the state's capacity to use data to advance effective decision making as well as guide education and workforce policy development and prioritization. Achieving these outcomes will primarily rely on the ongoing utilization of the Rhode Island DataHUB - a secure web-based data management system which stores and links individual-level record data from participating state agencies, but also provides output information in an aggregate format as a way to preserve confidentiality.

Upon project start-up, the Center for Longitudinal Data and Research Partnerships will consult with the LDS Advisory Committee to create a detailed work plan that will enable the agency to support the project goals.

SCOPE OF WORK

The Scope of VENDOR services will include the following components:

1. Identify audiences to approach with information about the LDS (present at conferences, develop case studies). Identify organizations to serve as conduits for dissemination of findings and to investigate policy questions posed by the Advisory Committee. Findings will be used to inform policy and practice.
2. Work with a research advisory committee to create a research agenda that will maximize LDS capacity to engage the research community and familiarize them with the LDS platform.
3. Work with researchers to pursue funding for projects aligned with an LDS research agenda.
4. Document/communicate the impact that research results are having on changing policy/practice.
5. Work with agencies to coordinate LDS data for internal/external evaluation, the development of policy briefs/papers for publications, and the preparation of grants and other funding projects.
6. Organize focus groups to identify opportunities and barriers for practitioners to use data and identify steps and resources needed to establish and sustain a data-use learning community.
7. Support research partnerships that contribute to organizational learning and build local capacity to implement effective practices by analyzing problems and evaluating program interventions.
8. Deepen and manage relationships with core state partners that will expand the collaboration.
9. All products developed and disseminated must be geared towards informing policy and practice for our state agencies and for the legislature.

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, agency expertise relative to the services requested, and a statement of existing workload as it influences the performance of the project.
- Bidders must provide an overview of key personnel assigned to the project including education and prior experience. It is anticipated that The Center would hire a project manager who would hold a senior level position and would possess considerable relevant research experience.
- Bidders must include a sustainability plan that includes funding plans to continue the work beyond the contract deadline of September 30, 2015.
- 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

As the grantee of Rhode Island's Statewide Longitudinal Data Systems grant from the U.S. Department of Education, RIDE will hire and manage the consultant/vendor chosen to operate the Center and will also function as the administrative agent for the project. RIDE will be advised in writing as to monthly progress made on the project. RIDE will consult with the LDS Management Committee on issues related to oversight, management, and performance of the consultant/vendor that operates the Center.

TERMS OF THE CONTRACT

The contract is expected to begin upon issuance of a state purchase order (on or about October 2014) and end September 30, 2015. The scope of the work may be modified by RIDE/RIDLT/RIOHE prior to beginning work on a given task. RIDE retains the option of granting time extension of up to one year 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 \$385,000. 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:

- Prior leadership experience in coordinating these types of efforts,
- Strong knowledge of research methods,
- Demonstrated track record of producing peer-reviewed publications/reports in areas related to education and/or workforce.
- Experience in working as part of a cross-functional team
- Experience working with longitudinal data for secondary analysis
- Identification of a Project Manager with a minimum of a Master's degree in a related field (with Ph.D. or Ed.D. preferred)
- Excellent skills as teamwork and partnerships
- Capacity (either existing or through partnerships) to access the services of Institutional Review Board (IRB) as may be needed.

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.

REVIEW CRITERIA

A technical review team convened by the Rhode Island Department of Education will review each complete proposal using the criteria below. Proposals will be evaluated using the following criteria,

1. Contractor's Understanding of the Issues (10 points)
2. Capacity of the Agency Effectively to Administer and Sustain 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 not exceed 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. For the technical proposal, offerors should use the following page formatting – no less than 1” margins on all sides, 12-point font, and single-spacing. Graphs, tables, and charts do not have to be single-spaced. Supplemental information - such as resumes, letters of supports, memoranda of understanding, etc. - may be appended to the technical proposal. Supplemental information should not exceed 50 pages.

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
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
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.