



Solicitation Information
October 17, 2014

RFP# 7549079

TITLE: ARRA – FISCAL & COORDINATION SERVICES FOR EARLY INTERVENTION/EARLY CHILDHOOD SPECIAL EDUCATION COMPREHENSIVE ASSESSMENT PROJECT

Submission Deadline: FRIDAY, NOVEMBER 14, 2014 AT 2:30 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 Tuesday, October 28, 2014 at 5:00 PM (ET) . Questions should be submitted in a <i>Microsoft Word attachment</i> . 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

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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 three-page R.I.V.I.P. Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

Request for Proposals (RFP)
EI/ECSE Comprehensive Assessment Project Fiscal Agent

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 act as a state fiscal agent to provide fiscal and coordination services for the Early Intervention/Early Childhood Special Education Comprehensive Assessment Project, 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 Homepage 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.

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.

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

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@mbe.ri.gov. Visit the website <http://www.mbe.ri.gov>.

Interested parties are instructed to peruse the Division of Purchases web site on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.

Equal Employment Opportunity (RIGL 28-5.1)

§ 28-5.1-1 Declaration of policy. – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies in all areas where the state dollar is spent, in employment, public service, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Employment Opportunity Office, at 222-3090 or via email raymond.lambert@hr.ri.gov.

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

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

comply with the apprentice to journeyman ratio for each trade approved by the apprenticeship council of the department of labor and training.

ARRA SUPPLEMENTAL TERMS AND CONDITIONS

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

BACKGROUND/OVERVIEW

RIDE is requesting proposals from qualified vendors to act as a state fiscal agent to provide fiscal and coordination services for the Early Intervention/Early Childhood Special Education Comprehensive Assessment Project, in accordance with the terms of this solicitation.

This contract will assist the state in purchasing a RIDE approved facilitator, consultant/researcher, consultant, PD developer and trainer services as well as support policy development for the EI/ECSE Comprehensive Assessment Project. The Project uses Race to the Top: Early Learning Challenge resources to provide these services. Applications will be evaluated on a competitive basis. The Technical Proposal Review Criteria indicate the standards and factors that will be more heavily weighted in the review process.

SCOPE OF WORK

Tasks

The organization which is awarded this contract will efficiently and effectively manage the resources necessary to achieve these assignments. This work includes engaging, assisting, and overseeing RIDE approved professionals providing the facilitation, consultation, research, PD development and trainer services as well as supporting the policy development. The selected vendor will work collaboratively with RIDE staff to manage resources to achieve the following tasks and deliverables:

1. Engage and support RIDE approved facilitator(s) in organizing all facets of the EI/ECSE Comprehensive Assessment System project development work.
2. Engage and support RIDE approved consultant(s)/researcher(s) in the investigation of state and national practices and the creation of RI's new policies and procedures within each component of EI/ECSE Comprehensive Assessment System.
3. Engage and support RIDE approved consultant(s) in the research, creation, and implementation of regional DLL developmental screening teams.
4. Engage and support RIDE approved trainer(s) in the provision of professional training relative to the identified assessment tools thus ensuring valid and reliable administration.
5. Support RIDE in the copying, printing, and purchasing of materials necessary for trainings as well as promotion of policy development and communication with the field.
6. Provide quarterly fiscal reporting to RIDE including (but not limited to) facilitator, consultant, trainers hours documented and materials/services purchased.

Deliverables

Task #	Deliverable	Deadline
1	Engage and support RIDE approved facilitator in organizing all facets of the EI/ECSE Comprehensive Assessment System project development work.	Immediately upon execution of contract and ongoing through remainder of contract.
2	Engage and support RIDE approved consultant/researcher in the investigation of state and national practices and the creation of RI's new policies and procedures within each component of EI/ECSE Comprehensive Assessment System.	Immediately upon execution of contract and ongoing through remainder of contract.
3	Engage and support RIDE approved consultant in the research, creation, and implementation of regional DLL developmental screening teams.	Immediately upon execution of contract and ongoing through remainder of contract.
4	Engage and support RIDE approved trainers in the provision of professional training relative to the identified assessment tools thus ensuring valid and reliable administration.	Immediately upon execution of contract and ongoing through remainder of contract.
5	Support RIDE in the copying, printing, and purchasing of materials necessary for trainings as well as promotion of policy development and communication with the field.	Immediately upon execution of contract and ongoing through remainder of contract.
6	Provide quarterly fiscal reporting to RIDE including (but not limited to) facilitator, consultant, trainers hours documented and materials/services purchased.	Immediately upon execution of contract and ongoing through remainder of contract.

ADDITIONAL CONTRACTOR REQUIREMENTS/QUALIFICATIONS

- **Proven Experience:** Demonstrate a successful history of responsible coordination and fiscal management of projects with (at a minimum) the same scope and responsibilities as outlined in this RFP.
- **Fiscal Capacity:** Have a fiscal staff member with a proven track record for responsible budget management. This staff member will be responsible for keeping track of expenditures.

- **Ensure Access to Training Space with LCD Capacity:** Ensure access to appropriate space for up to 10 small meetings per fiscal year (no more than 12 participants) & up to 6 larger meetings per fiscal year (no more than 35 participants)

TERMS OF THE CONTRACT

The contract will begin **upon issuance of a state purchase order (on or about December 2014)** and end **December 30, 2015**. The scope of the work may be modified by RIDE prior to beginning work on a given task. RIDE retains the option of granting a time extension of up to **twelve months** with additional funding if available and if the level of work is expanded by mutual written consent. If necessary, deficiencies in performance of services and/or failure to supply deliverables in a complete and timely manner will be documented in writing by RIDE. Should a pattern of substantial dissatisfaction become apparent, RIDE reserves the right to terminate the contract. RIDE reserves the right to align the contract with the state fiscal year end, even if the activities are scheduled to end at an earlier date.

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 **\$440,000**, using the budget guidelines provided below. 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. Please ensure the budget is presented by state fiscal year, which runs from July 1st through June 30th.

Maximum	Minimum for Consultants	Materials	Maximum for Administrative Costs
440,000.00	\$320,450	\$79,550	40,000.00

Please note that reimbursement for travel within the continental United States will be limited to the per diem rates established by the General Services Administration (GSA). Per diem rates are posted at www.gsa.gov/perdiem.

Proposal Submission

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

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

1. A completed and signed three-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
Office of Purchases
One Capitol Hill
Providence, Rhode Island 02908

Contractor assumes all responsibilities for proposals submitted by mail or commercial delivery service. Proposals misdirected to other state locations or which are otherwise not present in the 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.

TECHNICAL PROPOSAL/REQUIRED ELEMENTS

- | | |
|---|-------------|
| 1. Contractor understanding of the Issues | (10 points) |
| 2. Work Plan | (10 points) |
| 3. Capacity of the Agency Effectively to Administer the Project | (30 points) |
| 4. Quality of Key Personnel (including Curriculum vitae) | (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.

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 PROPOSALS, AND TO AWARD 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 PRESENTATION(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
6. 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.