Solicitation Information
December 1, 2014

RFP# 7549173

TITLE: ARRA – DEVELOP EARLY CHILDHOOD ASSESSMENT MODULES

Submission Deadline: Monday, December 29, 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 **Thursday, December 11, 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
SURETY REQUIRED: NO
DISK BASED BID: NO

Gail Walsh
Chief Buyer
Division of Purchases
RI Department of Administration

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
Developing Early Childhood Assessment Modules

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 create a digital delivery system and supporting materials for existing professional development content focused on early childhood assessment, 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 website 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 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 may not be considered. PROPOSALS EMAILED 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.

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@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.

BACKGROUND/OVERVIEW

This solicitation requests proposals from qualified vendors to design and build a series of digital professional development modules, with the goal of providing early childhood educators with a solid foundation in developmentally appropriate assessment.

In 2011, Rhode Island submitted a successful application for Race to the Top- Early Learning Challenge (RTT-ELC) funds. Rhode Island's RTT-ELC application includes a plan to develop high-quality professional development (PD) to support child assessment practices for teachers and administrators who work with infants, toddlers, and preschoolers. The Rhode Island Department of Education (RIDE) is poised to support key investments that will significantly increase the capacity of the State's professional-development system to improve the knowledge and competencies of the early childhood workforce state-wide and ensure that people have the ability to move up a career lattice and receive higher-education credits for their training and education.

The Workforce Knowledge and Competencies (WKC) Framework developed for Rhode Island Teacher and Teacher Assistants includes a domain focused on child assessment, "Assessment" The sub-categories included in this domain include:

a. Knowledge of Early Childhood Assessment
b. Implementing a Comprehensive Assessment Plan and Conducting Developmentally Appropriate Authentic Assessments
c. Conducting Formal Assessments
d. Practicing Responsible Assessment
e. Collecting Assessment Data from Multiple Sources Using a Variety of Strategies
f. Documenting and Organizing Assessment Data
g. Using Assessment Data in Curriculum Planning
h. Communicating Assessment Data to Others

The competencies outlined specifically address different purposes for and uses of child-assessment information in classrooms; selecting assessment tools; using approaches that are appropriate for target populations and purposes; using authentic child-assessment practices, including using appropriate formative assessment strategies and planning for ongoing classroom assessment; using child-assessment data to improve instruction in the classroom; and understanding and using standardized child-assessment data.

RIDE is issuing this RFP to build online/hybrid modules to be used by early childhood program staff seeking to increase their knowledge and skills in the area of assessment. RIDE expects that completing the modules will support program staff in implementing high-quality assessment in the classroom and will lead to planning effective curriculum, better methods of collecting and documenting evidence of learning, and increased ability to identify and close gaps, and additional strategies for involving children and families in the learning 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 involves developing, piloting, and revising digital modules, based on the content and instructional requirements determined by RIDE staff.

The selected vendor will work collaboratively with RIDE staff to manage the federal resources to ensure completion of the following tasks and deliverables:

Tasks:

1. Work with RIDE staff to create a design and delivery plan for modules
2. Work with RIDE staff to align module content and support materials with delivery plan
3. Implement and evaluate effectiveness of delivery methods
4. Work with RIDE staff to evaluate and revise training modules
5. Deliver online content and electronic files to PD center who will oversee implementation
6. Provide RIDE with required information through narrative and budget reports
7. Provide RIDE with summaries of work, including evaluations and responses to feedback

Deliverables

Task	*Deliverables*	*Schedule*
Task #1	Work with RIDE staff to create a design and delivery plan for modules	Upon execution of the contract – 12/31/14
Task #2	Work with RIDE staff to align content of modules and module support materials with the design and delivery plan	Upon execution of the contract – 2/28/15
Task #3	Work with RIDE staff to implement and evaluate the effectiveness of the modules	3/01/15 – 4/30/15
Task #4	Work with RIDE staff to evaluate and revise the training modules as needed, based on feedback	4/01/15 – 6/30/15
Task #5	Work with RIDE staff to create support materials aligned with the overall creative framework (e.g., train-the-trainer guide).	3/01/15 – 6/30/15
Task #6	Deliver online content and electronic files for supporting materials to the Center for Early Learning Professionals	5/1/15 – 6/30/15
Task #7	Provide RIDE with required information through narrative and budget reports submitted on a monthly and/or quarterly basis and other informational requests, as needed.	Immediately upon execution of contract and ongoing through remainder of contract
Task #8	Provide RIDE with evaluation information as requested, including summaries of pilot work and feedback, and subsequent responses to feedback.	Immediately upon start of training and ongoing through remainder of contract

TERMS OF THE CONTRACT

The Contract will begin **upon issuance of a state purchase order (projected January 2015)** and end **June 30, 2015**. The scope of the work may be modified by RIDE prior to beginning work on a given task. Subsequent years' activities are dependent on the availability of funding and may be modified by mutual consent. 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.

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 Developing Early Childhood Assessment Modules is not to exceed **$120,000**, 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 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.

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 Office 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

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.

Comprehensive Early Childhood Assessment Professional Development Opportunities (30 Points)

The professional development opportunities will be developed in collaboration with RIDE staff, in order to ensure that it will be appropriately aligned with Rhode Island's Workforce Knowledge and Competency Framework and other Department of Education assessment initiatives and responsive to participant needs.

Part 1. RIDE expects the vendor to propose development of online or hybrid (facilitated online) modules that will help early childhood staff understand the components of high-quality assessment. These online modules will be housed at the Center for Early Learning Professionals and will be accessed by early childhood staff across the state.

Describe your ability to adapt existing content to create 10-15 digital modules that will encourage active learning and engage participants. In addition, provide a timeline for developing, implementing and evaluating the effectiveness of the modules. Details should include, but are not limited to:

- Detailed description of methods used to engage learners, including self-assessments and activities designed to assist teachers in evaluating understanding of the content
- Methods for taking content and delivering it in a way that is clear, accessible, and engaging
- Plan for evaluating and reporting the effectiveness of the modules, which components of the delivery were effective, plans for revising the modules, based on feedback

Part 2. The first month of the contract will focus on understanding the content that has been developed by RIDE and determining the best methods for online delivery of that content. In collaboration with RIDE, a creative framework for the module delivery will be developed, along with plans for delivering content in a way that is engaging and effective. The remaining time on the contract will be spent taking the content that has been developed and making it work as online modules, as well as creating supplementary materials that align with the creative framework.

Experience and Capacity (30 Points)
Describe your background and experience in development of online learning modules as well as adult or teacher education. Discuss your capacity to develop and provide modern, engaging, and effective learning opportunities which are self-paced, interactive, easy to use, and adaptable to different settings, such as large or small groups or different types of technology (e.g., can be viewed on a laptop or used with a projector).

Additional Competitive Factors (10 Points)
Address any factors not already addressed which demonstrate the quality of your proposed PD plan and the ways in which the professional workforce will benefit from participation.

The following factors lead to more competitive applications:

- Proven experience creating and/or delivering online learning opportunities
- Expertise in designing and/or delivering high-quality PD programs for educators, including knowledge and understanding of the use of technology resources to enhance learning opportunities.
- Knowledge of research-based best practices for working with adult learners

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. *Comprehensive Early Childhood Assessment PD Opportunities* (30 points)
2. *Experience and Capacity* (30 points)
3. *Additional Competitive Factors* (10 points)
4. 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 qualifications based recommendation for final selection to the Rhode Island State Purchasing Agent, or her designee, who will make the final award decision.

To advance to the cost evaluation phase, the technical proposal must receive a minimum of 40 out of a maximum of 70 technical points. Any technical proposals scoring less than 40 points will not have the cost proposals opened and evaluated. The proposal will be dropped from further consideration.

Proposals scoring 40 technical points or higher will be evaluated for cost and assigned up to a maximum of 30 points in the cost category, bringing the potential maximum score to 100 points.

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.

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
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: *(describe)*	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: *(describe)*		
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.

Prepare a sheet for each fiscal year covered by the bid.
*Revised July 1, 2006