



**Solicitation Information  
April 9, 2015**

**RFP # 7549485**

**TITLE: STANDARDS AND ASSESSMENT CONSULTATION AND TECHNICAL  
SUPPORT – RI DEPT. OF EDUCATION**

**Submission Deadline: MAY 7, 2015 AT 2:30 PM (ET)**

Questions concerning this solicitation may be e-mailed to the Division of Purchases at [gail.walsh@purchasing.ri.gov](mailto:gail.walsh@purchasing.ri.gov) no later than **Monday, April 20, 2015 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**

**Vendors must register on-line at the State Purchasing Website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov)**

Note to Vendors:

**Offers received without the entire completed three-page RIVP Generated Bidder Certification Form attached may result in disqualification.**

**THIS PAGE IS NOT A BIDDER CERTIFICATION FORM**

***Request for Proposals (RFP)***  
**(Standards and Assessment Consultation and Technical Support)**

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 *Standards and Assessment Consultation and Technical Support*, in accordance with the terms of this solicitation.

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. 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](http://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](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@doa.ri.gov](mailto:raymond.lambert@doa.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.

## **BACKGROUND/OVERVIEW**

Rhode Island state and local assessment systems are essential components of many important policies and regulations including, calculations of its ESEA Waiver Extension, Secondary Regulations, and Educator Evaluation. It is critical that these assessment systems are valid and reliable and used in appropriate and technically sound manner within these policies and regulations.

Rhode Island is required to establish robust assessment and accountability systems. As required by the federal *No Child Left Behind* Act and as set forth by the U.S. Department of Education, each state is required to report on measurable and rigorous accountability targets as part of its compliance plan. Rhode Island's state assessment system is anchored in its participation in the PARCC Consortium. This consortium is comprised of 10 states and the District of Columbia working together to develop and implement evidence centered designed assessments in English language arts/Literacy and mathematics. We also continue to be part of a partnership known as the New England Common Assessment Program (NECAP) that designed science assessments with new test forms being developed each year. Also, Rhode Island's accountability system is obligated to continuously reflect on its efforts to provide fair and valid school classifications. We are part of another consortium for the development and administration of an assessment system for students with severe cognitive needs. This consortium is known as National Centers and State Collaborative. Finally, RI is committed to developing actionable guidance and support for LEAs to develop a Comprehensive Assessment System. In anticipation of the reauthorization of ESEA additional design work is planned to both review and revise the state's accountability system. This work extends beyond the capacity of RIDE to design and implement; particularly in light of the retirements experienced in this office.

Further, the Rhode Island Board of Education has passed high school regulations that call for the development of local assessments that will inform graduation decisions about student proficiency in 6 core areas (English language arts, mathematics, science, social studies, technology and the arts). In addition, the educator evaluation system currently being developed based on the criteria approved by the Board of Education includes the used of state and local assessments that will inform educator evaluations.

## **SCOPE OF WORK**

### Tasks

#### **1. Support state implementation of its Comprehensive Assessment Systems**

The vendor will provide technical support for the development and implementation of its Comprehensive Assessment System, which includes both state and local assessments. This includes specific support for the NECAP Science assessment for which there are regular management meetings with the NECAP states and assessment contractor(s). There is also similar support needed for the Alternate Science Assessment for students with severe cognitive disabilities.

The vendor will also work with RIDE to develop an assessment transition plan to align its state science assessments to the Next Generation Science Standards. The vendor will assist RIDE in the development of an RFP and implementation strategy for the successful proposal.

The vendor will also provide technical support and guidance to RIDE so that LEAs are have the knowledge and skills needed to design and implement a comprehensive assessment system in alignment with state guidance. RIDE's Assessment Project began this year and is forecasted to continue over the next several years with iterations on the current design. The goal of the project is twofold. The first is to review and coordinate RIDE requirements for local assessments across all offices. The second is to support LEA review, streamline, and develop robust and technically sound curriculum-embedded assessment practices. The vendor will support these efforts annually by supporting the development of annual Assessment Project strategy and goals based on prior learning as well as to assist its implementation.

## **2. Support and implementation of growth models**

The Vendor will support RIDE's development of models that measure student longitudinal growth for use in educator effectiveness evaluation and school improvement. RIDE is interested in re-examining how it will incorporate growth scores into educator evaluation and school accountability. This will require analyses of the first few years of roll-out of the use of growth with educator effectiveness and continuing school improvement efforts; an understanding of how PARCC growth data aligns with additional student data; support in the 2015-16 and 2016-17 school years to prepare the field for understanding the growth scores use in accountability and educator evaluation. While the RI growth models were developed with NECAP data, the intention is to transition and validate the general statistical models, data systems, and data procedures to the new PARCC assessments being administered this year. RI has signed an MOU with Colorado to use their software; therefore our growth model must be compatible with their model.

## **3. Support development and implementation of educator evaluation system**

The vendor will support the development of the RI educator evaluation system, in conjunction with RIDE, other RIDE contractors, and other RIDE partners. The vendor will support RIDE in ensuring that the technical aspects of the system are sound. The first year of this activity is primarily devoted to design and initial implementation; the second year to the first full year of implementation for teacher evaluation; the third year expand implementation to include administrators and other educators as well as refine the initial teacher evaluation systems; and the fourth year will include any needed refinements and final documentation

In conjunction with RIDE, develop the student learning indicator for use in the RI educator effectiveness evaluation system and work with RIDE and other contractors to assure that the overall system of assessment and rating, combining the impact on student learning and other measures, is technically sound. In consultation with RIDE, organize, convene, and support Educator Evaluation TAC (technical advisory committee) meetings, twice a year on dates and places agreed upon with RIDE, and pay for meeting costs including honoraria (\$175.00 per hour) and expenses for TAC members. The vendor will also prepare meeting materials and facilitate discussions. In the first year, the TAC will meet once physically and twice by phone conference call.

## **4. Support implementation of the RI High School Diploma system**

The vendor will support RIDE's continued implementation of the Rhode Island High School Diploma system. This includes providing support in the design, implementation, and communication of the revised graduation requirements and regulations, and in the revised Commissioner's Review process, the College and Career Readiness School Profile (CCRSP). The vendor will design and implement an abridged standard setting process

using the established performance levels from the PARCC standard setting set to occur in the summer of 2015 in order to prepare for the use the high school PARCC assessments as part of the Rhode Island graduation requirements in 2020. The vendor will also provide technical assistance to RIDE and districts on selected topics such as standard setting, assessment development for complex, curriculum-embedded content and skills, and reliable scoring. The first year is focused on supporting the changes to the system required by state legislation, RIGL, and the associated changes and updates to the support systems described in the Secondary Regulations. Support will also be provided to further develop the other aspects of the multiple measures system including the CCRSP. The second year will be focused on developing communication strategies for the class of 2020 around the state assessment requirement. This includes the specific content areas and cut scores that will be required for graduation; identification of alternative assessments or measures that are can be used to meet the state assessment requirement; makeup and waiver policies/protocols; and developing guidance and models of how the multiple assessment and coursework measures will be used to make graduation ready determinations. Additional years in the contract will be focused to a lesser degree on the specifics of the state assessment requirement and be more focused on further refinement of the College and Career Ready profile (replacement for Commissioner’s Review) and other associated components of the RI High School Diploma system.

**5. Support accountability system, including complying with reauthorized ESEA**

The Vendor will provide support for RIDE in maintaining and revising the state’s school accountability system, including complying with ESEA/NCLB when it is reauthorized. The work will be driven by Congress’ reauthorization of ESEA; the budget should anticipate that most work will occur the second year (2011-12).

**Deliverables and Project Schedule**

<b>Support state content standards and assessment systems</b>	<b>Projected Schedule</b>
Provide management support of NECAP Science through monthly NECAP management meetings and calls as agreed upon by the NECAP states	July 2015- Sept. 30, 2017
Provide technical assistance for the design of a science assessment aligned to the NGSS and assist with the development of an RFP.	January, 2016 – June 30, 2016
Provide technical support for the ongoing strategy development and implementation of RI’s Assessment Project.	July 2015 – June 30, 2019
<b>Support development and implementation of growth models</b>	
Evaluate and document the technical quality of the model	July 2015 – Dec. 30, 2015

Provide technical support to RIDE in designing the best practices for using growth data for educator evaluations	Sept. 1, 2015 – Jan. 1, 2016
Assist RIDE with evaluating the differences and similarities between PARCC and state specific growth scores and their recommended uses for teacher and school accountability.	July 2016 – Dec. 30, 2016
Provide documentation and communication support about the system to audiences including internal RIDE staff, policymakers, educators, and the public	July 2015-June 30, 2019
<b>Support development and implementation of educator evaluation system</b>	
Identify and convene virtually Technical Advisors as needed to provide white papers, conference calls or recommendations to specific topics (approximately two per year) and pay for costs for services.	August 2015 – June 30, 2019
Develop guidance and training for use at the local level how the student growth and learning aspects of the Educator Evaluation system will be aggregated into summative results along with the professional practice and professional responsibility components of the Educator Evaluation System.	January 2016 – June 30, 2017
Strengthen the development, scoring and use of Student Learning Objectives by developing supporting the development of additional online training modules, designing training and calibration protocols for scoring, and analyzing ongoing data to make recommendations for improvement.	September 2015 - June 30, 2019
Design system guidance, and materials to monitor LEA and support improved implementation of the Educator Evaluation System.	July 2016 - June 30, 2017
<b>Support implementation of the RI High School Diploma system</b>	
Provide technical support in refinement of the multiple measures aspect of the graduation requirements to ensure validity of the measures and consistency of quality implementation across the state.	June 2016 - June 30, 2019
Design evaluation evidence and study for the College and Career Readiness School Profile.	July 2015 - June 30, 2017
Provide technical support to RIDE in the transition from the NECAP assessment to the PARCC assessment in the use of the state assessment as a requirement of the RI High School Diploma system starting with class of 2020, entering freshmen in 2016-17 school year.	July 1, 2015 – June 30, 2016
Provide technical support, as needed, in future revisions to and Council adoption of the secondary regulations to ensure alignment to other accountability measures and to better meet the goal of all students college and career ready	July 1, 2016 – June 30, 2019

## **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 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.
- Bidders must provide an overview of key personnel assigned to the project including education and prior experience.
- 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.

## **TERMS OF THE CONTRACT**

The contract will begin **upon issuance of state purchase order (projected July 2015)** and end **June 30, 2019**. 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 **two years** 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 contract is not to exceed \$1,000,000 for the four year period (projected \$250,000/year). 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).



**TECHNICAL PROPOSAL/REQUIRED ELEMENTS**

- 1. Contractor understanding of the Issues (10 points)
- 2. Work Plan (20 points)
- 3. Capacity of the Agency Effectively to Administer the Project (20 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.

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. 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:

<u>Expense Category</u>	<u>Estimated Expenditures</u>			
	Year 1	Year 2	Year 3	Year 4
1. Employee Salary and Benefits	0	0	0	0
5. Purchased Services	0	0	0	0
3. Supplies and Materials	0	0	0	0
4. Travel	0	0	0	0
5. Printing	0	0	0	0
6. Office Expense	0	0	0	0
7. Other: <i>(describe)</i>	0	0	0	0
8.	0	0	0	0
Subtotal	0	0	0	0
Indirect Cost *	0	0	0	0
<b>TOTAL</b>	0	0	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).