



**Solicitation Information  
September 21, 2015**

**RFP# 7549906**

**TITLE: ARRA – Supporting Implementation of Kindergarten Entry Assessment**

**SUBMISSION DEADLINE: October 19, 2015 at 2:00 PM (ET)**

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 **Thursday, October 1, 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

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 three-page RIVIP Generated Bidder Certification Form attached may result in disqualification.

**THIS PAGE IS NOT A BIDDER CERTIFICATION**

***Request for Proposals (RFP)***  
***Supporting Implementation of Kindergarten Entry Assessment***

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 assistance to the state in developing and piloting a system of supports to engage school districts in supporting implementation of a kindergarten entry assessment, 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).

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 [Dorinda.keene@doa.ri.gov](mailto:Dorinda.keene@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**

In December 2011, Rhode Island was announced as one of nine states awarded grants from the \$500 million Race to the Top – Early Learning Challenge fund, a competitive grant program jointly administered by the U.S. Departments of Education and Health and Human Services. The Departments awarded Rhode Island \$50 million to be used to develop a high-quality early learning system. These grant funds have enabled Rhode Island to build the systems that increase access to quality early care and development programs for the State’s highest need children. This quality early learning system is imperative to increasing school readiness and overall child outcomes for the youngest learners in our state.

As part of this process, the state has identified and intends to pilot a Kindergarten Entry Profile (KEP) in order to understand children’s knowledge and skills as they begin kindergarten. The use of an effective assessment system is critical in order to improve outcomes for children with high needs. The KEP will provide teachers with essential information required to inform instruction; districts with information that will guide their professional development and teacher support systems and help them to identify additional resources and supports children may need; and the State with data needed to inform program implementation and policy decisions for systems supporting children birth to age 5.

It is the intent of this Request for Proposals to identify a qualified vendor to assist the state in developing and piloting a system of supports to engage school districts and communities in creating and enhancing systems that will surround and support implementation of the KEP. This will include contracting with participating districts and working to develop individualized technical assistance plans that may include one or more of the following: convening participating district leadership and providing targeted networking and professional development opportunities, providing guidance to schools and communities in developing evidence-based transition plans, supporting districts in understanding, planning for, and implementing a focused system of supports intended to improve kindergarten instruction.

### **The Rhode Island Department of Education is requesting proposals from agencies with demonstrated experience in:**

- (1) supporting and developing leadership in elementary schools and districts,
- (2) assisting districts and/or schools and communities in strategic planning, and
- (3) working with community programs, school leadership and teaching staff to support transition practices, peer learning communities, kindergarten entry assessment implementation, and high-quality kindergarten instruction,
- (4) grant management

## **SCOPE OF WORK**

The anticipated work detailed below will be dependent upon the level of engagement and capacity of participating districts, schools, and communities. Participating districts and/or schools will be able to choose which component they would like to focus on. If districts are interested in participating in both projects, they may. The goal for this work is to engage at a minimum, five (5) districts and one or two schools/communities within each participating district. In addition to opportunities provided that will support leadership at the district or community level, the projects available for districts or communities to pursue include:

1. Improving kindergarten teacher instruction and formative assessment practices through the use of research-based, standardized observational tools, coaching, and peer learning communities,
2. District and community transition planning. Identifying best practices, current practices, and creating plans to close gaps.

### ***Tasks***

1. Work with RIDE to develop a plan for engaging district leadership in networking opportunities, professional development, and strategic planning
2. Meet with participating district/school/community leadership to determine strengths and challenges, develop individualized timelines for work, and create technical assistance plans
3. Provide technical assistance to districts as required, including but not limited to: observing classroom quality using research-based, standardized tools and providing feedback/coaching, supporting schools and community programs in developing and preparing to implement transition plans, and supporting school and/or district-level leadership in fostering high-quality kindergarten instruction and transition practices.
4. Regularly convene groups within and across communities to support knowledge sharing and peer learning communities
5. Document all aspects of the project, communicating with participating districts, schools, and communities as well as RIDE, to ensure goals are met or revised if needed
6. Ensure timely reimbursement to districts for substitutes and/or teacher stipends.

### ***Deliverables***

<i>Task</i>	<i>Deliverables</i>	<i>Estimated Schedule</i>
<i>Task #1</i>	Work with RIDE to develop a year-long plan for engaging district leadership in networking opportunities, professional development, and strategic planning	Upon issuance of purchase order
<i>Task #2</i>	Meet with participating district/school/community leadership to develop contract and budget, individualized timeline for work, and technical assistance plan	Upon issuance of purchase order through Dec, 2015
<i>Task</i>	Provide technical assistance to districts as required, including but not	Nov, 2015 –

#3	limited to: observing classroom quality using research-based, standardized tools and providing feedback/coaching, supporting schools and community programs in developing and preparing to implement transition plans, and supporting school and/or district-level leadership in fostering high-quality kindergarten instruction and transition practices.	Sept, 2016
Task #4	Regularly convene groups within and across communities to support knowledge sharing and peer learning communities	Nov, 2015 – Sept, 2016
Task #5	Document all aspects of the project, communicating with participating districts, schools, and communities as well as RIDE, to ensure goals are met or revised if needed	Nov, 2015 – Sept, 2016
Task #6	Ensure timely reimbursement to districts for substitutes and/or teacher stipends	Nov, 2015 – Sept, 2016

### **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 a state purchase order (estimated October 2015)** and end **September 30, 2016**; however, RIDE reserves the right to align the contract end date with the state fiscal year end of June 30, 2016. 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 **12 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 contract is not to exceed \$273,300. Budgets should include reasonable compensation for districts and teachers in the form of payments for substitutes and/or stipends for participating teachers required to work beyond their contracted hours. 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 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](mailto: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](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 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](http://www.purchasing.ri.gov).

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

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."

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**

- |   |             |
|---|-------------|
| 1. Contractor understanding of the Issues                       | (10 points) |
| 2. Work Plan  | (25 points) |
| 3. Capacity of the Agency Effectively to Administer the Project | (15 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.

A notice of bid protest pursuant to R.I. General Law 37-2-52 must be filed with the chief purchasing officer by the protestor in accordance with the guidelines provided in Section 1.6 of the State of Rhode Island Procurement Regulations, which can be accessed at the following link:

<http://www.purchasing.ri.gov/RIVIP/publicdocuments/RULES2011/SEC1.pdf>

The contract agreement resulting from this award will include all provisions outlined in Title 2 of the Code of Federal Regulations, Chapter 2, Appendix II to Part 200. These provisions can be accessed at the following link: [www.ecfr.gov](http://www.ecfr.gov)

# **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
<b>TOTAL</b>	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***

***Year 1 = start of project through June 30, 2016***

***Year 2 = July 1, 2016 – September 30, 2016***

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).