



**Solicitation Information  
April 15, 2016**

**RFP #7550530**

**TITLE: Intensive Math Intervention Project**

**Submission Deadline: Friday, May 13, 2016 at 2:30 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, April 28, 2016 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 FORM**

***Request for Proposals (RFP)***  
***Intensive Math Intervention Project***

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 training, technical assistance and coaching for public schools to improve achievement in mathematics for students with disabilities and students who persistently struggle with mathematics (also known as students in Tier III academic intervention). Proposals are requested in accordance with the terms of this Request for Proposals and the State of Rhode Island's General Conditions of Purchase, which may be obtained at the Rhode Island Division of Purchases website at [www.purchasing.ri.gov](http://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.

The State of Rhode Island, like all states, is required to implement the Individuals with Disabilities Education Act (IDEA). Historically the U.S. Department of Education's Office of Special Education Programs (OSEP) has monitored States' compliance with the IDEA but recently has placed greater emphasis on the goal of improving educational and functional outcomes for children with disabilities. The OSEP has required all states to develop a State Systemic Improvement Plan (SSIP) - a comprehensive, ambitious, yet achievable five-year plan designed to improve results for children with disabilities. Rhode Island's SSIP goals center on improving intensive and individualized instructional intervention for students with disabilities in Grades 3-5 within a systematic framework of culturally and linguistically responsive supports, targeting Hispanic and Black children with specific learning disabilities primarily educated in urban settings. The SSIP may also be referred to as State Performance Plan (SPP) Indicator 17 as this will be the performance indicator under which progress on the SSIP will be reported to OSEP. The terms and conditions of this solicitation will support the state's performance in Indicator 17.

**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) 574-8670 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**

#### **Introduction**

The Rhode Island Department of Education (RIDE) is requesting proposals from qualified vendors to provide services for the administration and management of training, technical assistance and coaching, including data collection, management, analysis and reporting for the State Systemic Improvement Plan performance Indicator 17. The objective of this request is to select an entity that is best qualified to provide the requested services. The successful vendor will provide training and coaching of school personnel to support the development of Data Based Individualization (DBI) in 8 selected schools per year. The qualified vendor will work closely with the schools and Local Education Agency (LEA) to execute the deliverables of the project. Training will be based on Multi-Tiered Systems of Support (MTSS) practices and utilize tools and materials that support the MTSS design. Additionally, all training and support will be aligned to the Common Core State Standards (CCSS).

#### **History**

The State Systemic Improvement Plan (SSIP) is a comprehensive, multi-year plan, required of states by the Office of Special Education Programs (OSEP), that focuses on improving results for children with disabilities as measured through a specific performance measure; the State Identified Measurable Result (SIMR). Progress on the SSIP will be reported in the state's State Performance Plan/Annual Performance Report as Indicator 17. Rhode Island has developed the SIMR through a yearlong process of analyzing data on student achievement and infrastructure and with substantial

stakeholder engagement. Upon completion of the planning process Rhode Island identified the following SIMR:

*Given the high level of access to the general education class and the apparent limited impact of attendance and use of assessment accommodations, it is hypothesized that improving intensive and individualized instruction within a systematic framework of culturally and linguistically responsive supports for students with disabilities, particularly elementary Grades 3-5 Hispanic and Black children with specific learning disabilities in urban settings, will improve their performance on Statewide assessments of math by 2% by 2018.*

In order to address this performance target, RIDE will be seeking a qualified vendor to provide direct training and coaching in 8 schools each year for the duration of the award (July 1, 2016 to June 30, 2021) to address the SIMR. Additional information on the Rhode Island State Systemic Improvement Plan is available at: <http://ride.ri.gov/StudentsFamilies/SpecialEducation/SpecialEducationRegulations.aspx>. General information about the US Department of Education, Office of Special Education Programs process for the development of the SSIP is available at: <https://osep.grads360.org/#program/ssip>.

## **Purpose**

The overall purpose of the State's SSIP will be to:

- Develop effective, evidence-based, math interventions identified through data based individualization for students in the targeted population.
- Incorporate the practices developed through Implementation Science with Multi-Tiered Systems of Support and Data Based Individualization.
- Include direct support to schools and school-based teams with incentives for school participation.
- Include an evaluation plan that will render formative and summative performance data directly tied to the SIMR and reported to RIDE.

## **SCOPE OF WORK**

The successful vendor will demonstrate experience with and the capacity to:

1. Market and outreach of the project for obtaining school participation and parent awareness, and,
2. Administer, manage and provide training and technical assistance, including in-school coaching for school personnel and school-based teams, and, specifically:
  - a. Provide instructional math intervention training, including data-based individualization practices, aligned with national math intervention research for students with disabilities

- b. Provide school improvement planning particularly in urban schools,
3. Provide independent evaluation of project deliverables including the skill attainment, integration of sustainable practices by school personnel and teams as measured through adult skill development, and student level formative and summative results,
4. Collect, analyze and report data and manage reporting project results for local and state reporting purposes,
5. Disseminate and report project results and recommendations for project expansion.

## Tasks

- Participate in minimally monthly RIDE SSIP meetings as appropriate to meet the project's objectives. Meetings will include a combination of face to face and on-line meetings.
- Develop and submit to RIDE for approval a project implementation plan which will address the expectations of the Scope of Work
- Hire, train and supervise qualified trainers and coaches
- Identify a Project Coordinator to lead all communication and coordinate activities with RIDE
- Manage all project deliverables in accordance with the Project Implementation Plan
- Develop a methodology to score applicant schools for project participation including additional award points for the school's most likely to affect the SIMR
- Develop a needs assessment and improvement plan with each successful participating school. The plan must include:
  - an analysis of the school's tiered intervention system particularly in the area of academic intervention in math
  - target levels of training and coaching to be provided by project staff over a multi-year period
  - establish measurable results for changes in adult behaviors and practices
  - establish student formative and summative performance targets
  - establish a training and coaching schedule including faculty time dedicated by the LEA to the project
  - include the method by which project progress will be reported to the school community, Local Education Agency (LEA) and the state.
- Effectively integrate and leverage existing RIDE initiatives/materials/programs in the work in schools so that the efforts undertaken under the SSIP are well aligned with available RIDE technical assistance and guidance (e.g., current MTSS initiative, State Agency work on Common Core State Standards, etc.)
- Develop mini-grants for the participating schools to incentivize participation and off-set the cost of school participation. Mini-grants will be paid through the vendor and included in the budget for the RFP.
- Manage the school mini-grant process including the awarding of funds to the schools and accounting for award expenditures

- Create tools, resources and support the participating schools in creating events for parents to become aware of the project and to assist their child
- Disseminate materials to stakeholder groups in consultation with RIDE to share project resources and successful practices statewide
- Submit two semi-annual reports on project progress to RIDE
- Provide disaggregate data by race, eligibility for special education/disability, school, cohort, grade level, district and other data as determined necessary through consultation with RIDE
- Assist RIDE in determining the calculations to complete the data analysis and reporting requirements for United States Department of Education, Office of Special Programs (OSEP) measures for reporting Indicator 17
- Assist RIDE in facilitating stakeholder feedback and analysis of the project results.

## **Project Schedule**

The Intensive Math Intervention Project will begin immediately upon execution of contract and ongoing through remainder of contract consistent with the deliverables in the project implementation plan. The following milestones are provided as a guide for bidders:

- By August 20, 2016 establish project management team and meeting schedule
- By September 1, 2016 submit for RIDE approval the Project Implementation Plan
- By October 1, 2016 identify the first cohort of participating schools
- By December 1, 2016 complete school level needs assessment and intervention plans
- By January 1, 2017 launch the training for the first cohort of participating schools
- By January 30, 2017 submit the first semi-annual report on project results to RIDE
- By June 30, 2017 identify the second cohort of participating schools

An agreed upon schedule similar to this will be repeated through the project's completion as specified in the Project implementation Plan.

## **Deliverables**

Deliverables will be accepted contingent upon RIDE's approval.

1. Provide training, technical assistance and coaching for up to eight schools per year utilizing a cohort training approach grouping schools with similar characteristics.
2. Develop customized intervention plans with each school including a full analysis of the school's tiered intervention system and target training and coaching to specifically improve the performance of students identified in the SIMR with improved academic performance in math.
3. Memorialize each participating school's plan and progress demonstrating improvement in adult behavior, sustainable school practices and student formative and summative measures.

4. Develop and report progress on the Project Implementation Plan bi-annually to RIDE and other critical stakeholders.
5. Prepare reports for RIDE to submit in the State Performance Plan/Annual Performance Report to document progress on Indicator 17 including program evaluation.

### **Notification of Award/Contract**

Following receipt of proposals, finalist(s) may be asked to appear at RIDE for a presentation providing examples of similar work. Costs associated with developing the proposal, preparing for oral presentations, and any other expenses incurred by the vendor in developing this proposal are the responsibility of the vendor. The Contract will be awarded to the vendor with the best proposal, i.e. the proposal that will have the highest score according to evaluation criteria.

### **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 (approximate summer 2016)** and end **6/30/21**. 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 **6/30/22** 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 **\$2,250,000 (approximate \$450,000/yr)**, 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.

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).
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, 2<sup>nd</sup> Floor  
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**

- |   |             |
|---|-------------|
| 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.

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	Year 3	Year 4
1. Employee Salary and Benefits	0	0	0	0
6. 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).