



Solicitation Information

July 11, 2016

RFP# 7550776

TITLE: Fiscal Agent – Individuals with Disabilities Education Act & Title III Programs

Submission Deadline: August 8, 2016 at 2:30 PM (ET)

Questions concerning this solicitation must be received by the Division of Purchases at gail.walsh@purchasing.ri.gov no later than **Thursday, July 21, 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.

SURET REQUIRED: No

BOND REQUIRED: No

**GAIL WALSH
CHIEF BUYER**

Applicants must register on-line at the State Purchasing Website at www.purchasing.ri.gov.

Note to Applicants:

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

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

Request for Proposals (RFP)
Federal Programs Technical Assistance 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 act as the state fiscal agent to provide fiscal and coordination services for Rhode Island Department of Education's Individuals with Disabilities Education Act and the Title III Programs in the Office of Student, Community and Academic Support, in accordance with the terms of this solicitation.

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.

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. 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.

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

RIDE is requesting proposals from qualified vendors to act as a state fiscal agent to provide fiscal and coordination services for the RIDE, Office of Student Community and Academic Supports (OSCAS) under the Individuals with Disabilities Education Act (IDEA) and the Elementary and Secondary Education Act, Title III Programs (Title III) for Technical Assistance Projects in accordance with the terms of this solicitation.

Services of this contract are critical to the OSCAS state level compliance with numerous federal mandates, public information, policy dissemination, training and technical assistance, and program development in areas of students with disabilities and students that are English learners. The successful vendor will provide essential functions that are beyond capacities available within the OSCAS.

The vendor will assist OSCAS in purchasing approved training and technical assistance in the education of children with disabilities and for English learners. It addresses several areas of activity: including: Operating Statewide System of Technical Assistance and Professional Development, event advertising, registration, logistics, contracts, materials and evaluations. The award is necessary to ensure student entitlements under the IDEA and Title III are met and for continued eligibility for federal funds awarded to states under the IDEA and Title III.

Applications will be evaluated on a competitive basis. The Technical Proposal Review Criteria indicate the standards and factors that will be more heavily weighted in the review process.

SCOPE OF WORK

Tasks

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

1. Engage and support the OSCAS with event management with IDEA and Title III programs as needed including: conference and event planning, event advertising, secure and arrange presenters, facilities, equipment, materials and supplies, manage registration, enrollment, surveys, evaluations and any reporting processes.
2. Engage and support OSCAS approved facilitators, consultant(s) and trainers to continuously improve state protocols and local implementation practices within each component of IDEA and Title III.
3. Engage and support OSCAS approved consultant(s) and trainer(s) in the research, creation, and implementation of IDEA and Title III related events and products including online communities, courses, modules, meetings and webinars.

4. Engage and support OSCAS approved trainers in the provision of professional training relative to the identified tools and protocols ensuring valid and reliable administration.
5. Support OSCAS in the copying, printing, and purchasing of materials necessary for events as well as managing registration fees and scholarships, communication, and evaluation of events with the field.
6. Provide quarterly fiscal reporting to OSCAS including (but not limited to) facilitator, consultant, trainers hours and events documented and materials/services purchased and delivered.
7. Engage and support OSCAS approved consultants and facilitators to address emerging areas of work and emerging needs of subgroups of students with unique learning needs and their families as warranted.

Project Schedule and Deliverables

Task #	Deliverable	Deadline
1	Engage and support the OSCAS with event management with IDEA and Title III programs as needed including: conference and event planning, event advertising, secure and arrange presenters, facilities, equipment, materials and supplies, manage registration, enrollment, surveys, evaluations and any reporting processes.	Immediately upon execution of contract and ongoing through remainder of contract.
2	Engage and support OSCAS approved facilitators, consultant(s) and trainers to continuously improve state protocols and local implementation practices within each component of IDEA and Title III.	Immediately upon execution of contract and ongoing through remainder of contract.
3	Engage and support OSCAS approved consultant(s) and trainer(s) in the research, creation, and implementation of IDEA and Title III related events and products including online communities, courses, modules, meetings and webinars.	Immediately upon execution of contract and ongoing through remainder of contract.
4	Engage and support OSCAS approved trainers in the provision of professional training relative to the identified tools and protocols ensuring valid and reliable administration.	Immediately upon execution of contract and ongoing through remainder of contract.
5	Support OSCAS in the copying, printing, and purchasing of materials necessary for events as well as managing registration fees and scholarships, communication, and evaluation of events with the field.	Immediately upon execution of contract and ongoing through remainder of contract.
6	Provide quarterly fiscal reporting to OSCAS including (but not limited to) facilitator, consultant, trainers hours and events documented and materials/services purchased and delivered.	Immediately upon execution of contract and ongoing through remainder of contract.
7	Engage and support OSCAS approved consultants and facilitators to address emerging areas of work and emerging needs of subgroups of students with unique learning needs and their families as warranted.	Immediately upon execution of contract and ongoing through remainder of contract.

ADDITIONAL CONTRACTOR REQUIREMENTS/QUALIFICATIONS

- Bidders with Proven Experience: Demonstrate a successful history of responsible coordination and fiscal management of projects with the same scope and responsibilities as outlined in this RFP.
- Bidders with Fiscal Capacity: Evidence of fiscal staff with experience tracking expenditures.
- Bidders with Event Management Experience: Evidence of logistics management for meetings with up to 75-100 participants needing accessibility features and technology support.
 - 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 (projected October 2016)** and end **June 30, 2021**. The scope of the work may be modified by RIDE prior to beginning work on a given task. RIDE retains the option of granting a time extension of up to **twelve months** with additional funding if available and if the level of work is expanded by mutual written consent. If necessary, deficiencies in performance of services and/or failure to supply deliverables in a complete and timely manner will be documented in writing by RIDE. Should a pattern of substantial dissatisfaction become apparent, RIDE reserves the right to terminate the contract.

COST PROPOSAL/TERMS OF PAYMENT

Trainings and events will be scheduled on an as needed basis at the request of OSCAS. The total cost for the technical assistance needs will be estimated at the time of award. Please provide the percentage administrative charge that will be added to direct costs for the facilitation and coordination services needed to complete these tasks.

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.

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.