



Solicitation Information
28 June 2004

Letter of Interest # B03991

Title: Grant Proposal Development – Education

Submission Deadline: 28 July 04 @ 2:00 PM

PRE-BID/ PROPOSAL CONFERENCE: No

Questions concerning this solicitation may be e-mailed. In **Microsoft Word** format, to the Division of Purchases at questions@purchasing.state.ri.us no later than **12 July 04 @ 12:00 Noon (EDT)**. Please reference the LOI # on all correspondence. Answers to 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

Jerome D. Moynihan, C.P.M., CPPO
Administrator of Purchasing Systems

Vendors must register on-line at the State Purchasing Website at
www.purchasing.state.ri.us.

NOTE TO VENDORS:

Offers not accompanied by a completed and signed Bidder Certification Cover Form may not be considered.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Office of Higher Education requests letters of interest from qualified firms and organizations to consultation services, in accordance with the terms of this solicitation and the State's General Conditions of Purchase (available on the Internet at www.purchasing.ri.gov).

The Board of Governors for Higher Education wishes to retain the services of a part-time, temporary consultant. The Board is prepared to pay up to \$5,000. Work should begin in August 2004 and be completed no later than May 2005.

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

- Potential offerors are advised to review all sections of this Request 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 Office of Purchases at the time of opening for any cause will be determined to be late and will not be considered. FAXED, OR E-MAILED, PROPOSALS WILL NOT BE CONSIDERED.
- It is intended that an award pursuant to this Request will be made to a prime contractor, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered, but subcontracts are permitted, provided that their use is clearly indicated in the offeror's proposal, and the subcontractor(s) proposed to be used are identified in the proposal.
- In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, 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 is a requirement only of the selected vendor.

- Bidders 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.

Scope of Work:

The consultant must have successful experience in working with higher education professors on grant proposals. Knowledge of student outcomes assessment and e-portfolios in general and/or knowledge of the science outcomes initiative being undertaken by the Office of Higher Education is preferred.

Responsibilities will include, but not be limited to, the following items:

- The consultant is responsible for convening and leading the meetings of the faculty committed to working on a grant.
- The consultant must identify two funding sources deemed feasible by the group of faculty and by the Office of Higher Education.
- He/she must distill information from the groups of professors and use it to develop as an end product, a specific grant proposal directed to the preferred funder. The proposal should include a core program so that the grant can easily be altered and used for other grant proposals if the first attempt is unsuccessful.
- He/she is also responsible for plotting out a timeline that will result in a timely submission of the grant.
- He/She should give monthly brief e-mail reports to the Associate Commissioner for Academic and Student Affairs in the Office of Higher Education.

Awards resulting from this Request will be subject to the State's General Conditions of Purchase which is available from the Internet at www.purchasing.state.ri.us. The selected Contractor will provide services for a period of approximately one year, renewable at the sole option of the State for a maximum of one additional year.

Interested firms and organizations should submit Letters of Interest for either application area containing the following information:

- Description of the Offeror's corporate background and experience with similar projects or scope of work;
- Resumes for all proposed project staff;

- Additional staff or services as may be available through subcontractors, subsidiaries, or corporate partners;
- Listing of references, or letters of endorsement, from clients or organizations for whom similar work has been done;
- A cost proposal including a comprehensive price list for all services including fully absorbed hourly billing rates for all members of the proposed project team.

Pre-Proposal Questions and Submission

Questions concerning this solicitation may be e-mailed to the Division of Purchases in accordance with the terms and conditions listed on page one of this solicitation. **Microsoft Word format requested.** Please reference the LOI # on all correspondence. Answers to 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.

Interested offerors may submit proposals to provide the services covered by this Request on or before the date & time listed on page one of this solicitation. For the purpose of this solicitation, the official time clock is in the Division of Purchases Reception Area. Proposals received after this time and date will not be considered.

Responses (**an original plus three (3) copies**) should be mailed or hand-delivered in a sealed envelope marked “**LOI# B03991: Grant Proposal Development - Education**” to:

By Courier:	By Mail:
RI Dept. of Administration Division of Purchases, 2nd floor One Capitol Hill Providence, RI 02908-5855	R.I. Department of Administration Division of Purchases P.O. Box 6528 Providence, RI 02940-6528

NOTE: Proposals received after the above-referenced due date and time will not be considered. Proposals misdirected to other State locations or which are otherwise not presented in the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed to the Division of Purchases will not be considered.

Responses must include the following:

1. A completed and signed R.I.V.I.P. generated bidder certification cover form (downloaded from the R.I. Division of Purchases Internet home page at <http://www.purchasing.state.ri.us>)
2. A statement of experience describing the Vendors background, qualifications, and experience with and for similar projects, and all information described earlier in this solicitation.
3. A comprehensive price list for services as previously described.
4. A completed and signed W-9 (taxpayer certification), downloadable at www.purchasing.ri.gov

Evaluation of the responses will be based on evidence of:

1. Competence to perform the desired services by virtue of the experience of the offeror in providing similar services, and the qualifications and experience of the staff who would be assigned to perform the services [35%]
2. Ability to perform the services expeditiously, as reflected by current workload and the availability of an adequate number of personnel [25%];
3. Past performance, as reflected by the evaluation of customers for whom similar work has been performed, including but not limited to other state(s) or municipal agencies. [20%];
4. A cost proposal (with all-inclusive hourly rates). [20%]

Notwithstanding the foregoing, 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 proposals, and to award in its best interest.

Proposals 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 proposals submitted and to waive any informalities in any vendor's proposal.

The State may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award.

The Technical Review Sub-Committee will present written findings, including the results of all evaluations, to the State' Purchasing Agent, or his designee, who will make the final selection for this requirement.