



Solicitation Information
16 Sept 04

RFP #B04297

TITLE: Community Learning Centers Initiative

Submission Deadline: 20 Oct 04 @ 2:20 PM (Eastern Time)

PRE-BID/ PROPOSAL CONFERENCE: No

Questions concerning this solicitation may be e-mailed to the Division of Purchases at questions@purchasing.state.ri.us no later than 30 Sept 04 @ **12:00 Noon (ET)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP / LOI # 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

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 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

Section A - INTRODUCTION:

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island Department of Education, is soliciting proposals from qualified public and private organizations for the development and implementation of a state plan for professional development for the Rhode Island 21st Century Community Learning Centers Initiative, as described elsewhere herein. Proposals received must be in accordance with guidelines as outlined in this request and the State's General Conditions of Purchase which can be accessed online through the *Rhode Island Vendor Information Program*, or "RIVIP" as it is known, @

<http://www.purchasing.ri.gov>

Note: This is a Request for Proposals (RFP), 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 Office of Purchases pursuant to this request, other than to name those offerors who have submitted proposals.

All respondents are advised to review all sections of this Request and to follow instructions carefully as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.

Section B – CONTRACT PERIOD

The **tentative** term of any award resulting from this request shall be for November 1, 2004 through October 31, 2007 contingent upon approval of Federal funding. Partial funding may result and limit the scope of work to be completed.

Section C – COMPENSATION/INVOICE AND PAYMENT TERMS

Compensation will be on a monthly cycle based on the accepted cost proposal and satisfactory completion and acceptance of all reporting requirements.

The successful respondent will submit a monthly invoice based on RIDE approved deliverables.

Each monthly invoice is to be accompanied by a project activity report, according to the approved plan that details the labor hours expended by task in a format mutually agreed upon by the RIDE and the successful agency.

RIDE will review and accept monthly invoices for payment processing in a timely manner conditional upon satisfactory completion and acceptance of (1) all evaluation requirements and (2) complete, accurate submission of scheduled deliverables.

Section D – PERFORMANCE EVALUATION

If necessary, deficiencies in performance of services requested and/or failure to supply scheduled 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 this Agreement.

Section E - GENERAL NOTIFICATIONS:

- All respondents **MUST** register online at the RIVIP's Internet website @ <http://www.purchasing.ri.gov>.
- A fully completed and signed *RIVIP Bidder Certification Cover Sheet – All three pages should* accompany response submitted. Failure to make a complete submission inclusive of this three-page document may **result in disqualification**.
- Should there be a need for computer technical assistance in registering and/or downloading any document, call the RIVIP HELP DESK @ (401) 222-2142, ext. 134. Office Hours: 8:30 AM – 4:00 PM.
- All costs associated with developing or submitting documents in response to this Request and/or in providing oral or written clarification of its content shall be borne by the respondent. The State assumes no responsibility for these costs.
- All pricing submitted will be considered to be ***firm and fixed*** unless otherwise indicated herein.
- Submissions in response to this solicitation are considered to be irrevocable for a period of not less than sixty (60) days following the established due date and may not be withdrawn without the express written permission of the State Purchasing Agent.
- Responses misdirected to other State locations or which otherwise are not received by the State Division of Purchases by the established due date for any cause will be determined to be late and will not be considered. The office clock, for the purpose of registering the arrival of a document, is in the reception area of the Department of Administration (DOA), Division of Purchases, One Capitol Hill, Providence, Rhode Island. E-mailed or faxed proposal are not allowed.
- Respondents are advised that all materials submitted to the State for consideration will be considered to be public records as defined in Title 38, Chapter 2 of Rhode Island General Laws, without exception, and will be released for inspection immediately upon request once an award is made.

- During the life of this contract, the State reserves the right to solicit separately for selected initiatives within this scope of work.
 - In accordance with Title 7, Chapter 1.1-99 of the Rhode Island General Laws, Foreign corporations (a corporation established other than in Rhode Island) shall have the right to transact business in the State. This is a requirement only for the selected vendor (s). For further information, contact the Secretary of State (Corporations Division) at 401 222-3040
- 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.
- The State of Rhode Island has a goal of ten per cent (10%) participation by MBE's in all State procurements. For further information, visit the web site www.rimbe.org. To speak with an M.B.E. Officer, call (401) 222-6253.
- 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 / LOI

Section F - INSTRUCTIONS FOR PROPOSAL CONTENT AND FORMAT:

NOTE: TECHNICAL AND COST PROPOSAL documents will not be submitted separately but are to be combined into one complete submission; Proposal format will include:
1) Technical Proposal information presented first based on elements described below and
2) Itemized Cost Proposal documentation.

Upon review of the Scope of Work (SOW), Technical Proposal content must include, at a minimum, the following information for RIDE review and subsequent final selection recommendation:

BACKGROUND AND PREVIOUS EXPERIENCE

- **RIVIP Bidder Certification Cover Form.**
A completed and signed three page certification form should be included in all copies of the proposals submitted.
- **Company Introduction:** Respondents are to include a complete description and other relevant information documenting organizational structure and the agency's expertise relative to the services requested.
- **Relevant Experience:** Respondents are to include a comprehensive listing of similar projects and/or clients served similarly in concept to the project being proposed.
- **Existing Workload:** Respondents are to include a current listing of all projects contracted to perform.

ORGANIZATION AND STAFFING

- **Staff Qualifications:** Respondents are to include an overview of experienced personnel presently on staff, prior experience and/or qualifications of key personnel to be assigned to the project. Staff assignments and concentration of effort for each staff member are to be addressed. Respondent must demonstrate that staff has acquired knowledge of the 21st Century Community Learning Centers Program.
- **Sub-Consultants:** As applicable, disclosure of any sub-consultant agencies' organizational structure and business background as well as the type of work they will perform must be documented in response to this RFP. Full disclosure of the proposed team to be assigned to this project is required in the Technical Proposal.

PROJECT WORK PLAN:

- **Project Approach:** Respondents are to provide a detailed technical synopsis of their proposed services based on the Scope of Work (SOW) requested by RIDE. Proposals that depart from or materially alter the terms, requirements or SOW as defined by this RFP will be rejected and considered non-responsive.
- **Work Plan:** Respondents are to provide a detailed proposed project schedule defining tasks, activities and/or milestones that will be utilized in administering the project. Successful completion of scheduled activities and tasks will initiate the processing of payments through the contract period.
- **Reporting Requirements:** Annual progress reports will be required. The successful respondent will be prepared to discuss findings in a coordinated team meeting environment should this be required.
- **Supplemental Information:** Respondents are encouraged to submit any other information deemed useful to provide RIDE with sufficient relevant information to evaluate the agency's qualifications and approach to the project.

COST PROPOSAL:

- Cost Proposal prices submitted will be considered ***firm and fixed***.
- Cost Proposal must include hourly rates.
- Funding available for this project is \$60,000 per year for a total of three (3) years (maximum \$180,000).

NOTE: Failure to fully disclose annual costs could result in disqualification.

Section F: PRE-PROPOSAL Questions:

See page one of this solicitation.

Section G: SUBMISSION REQUIREMENTS AND DUE DATE:

All document pages are to be numbered in consecutive order.

Combined TECHNICAL/ COST PROPOSAL ("original" plus **FOUR (4) copies**) submissions are to be either mailed or hand-delivered in a sealed envelope marked: "***RFP B04297 – Community Learning Centers Initiative***" by the date & time indicated on page one of this solicitation.

<u>BY COURIER:</u> RI Dept of Administration Division of Purchases, 2 nd Floor One Capitol Hill Providence, RI 02908-5855	<u>BY MAIL:</u> RI Dept of Administration Division of Purchases P.O. Box 6528 Providence, RI 02940-6528
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NOTE: 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. The "official" time clock is located in the Division of Purchases Reception area. Proposals faxed, or emailed, to the Division of Purchases will not be considered.

Section H: EVALUATION AND SELECTION

A committee of the Rhode Island Department of Education, the United Way of Rhode Island, and representatives of currently funded 21st Century Community Learning Centers will evaluate proposals. Evaluation will be based on the criteria outlined below, which assess the applicant's ability to meet the requirements of this Request for Proposals with a realistic and justified budget. The Department of Education may contact or request an interview with applicants for clarification, additional information, or to recommend revisions necessary for an award to be made. The Department of Education reserves the right to reject any and all applications. Funding for this is contingent upon receipt of federal funds from the United States Department of Education.

SELECTION CRITERIA:

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| 1. Agency description, experience and expertise | <u>15</u> POINTS |
| 2. Capacity of agency to implement scope of work | <u>15</u> POINTS |
| 3. Feasibility and appropriateness of work plan | <u>30</u> POINTS |
| 4. Expertise and understanding of out-of-school-time professional development needs and best practice strategies for learning and program improvement | <u>15</u> POINTS |
| 5. Measurable outcomes for evaluation | <u>10</u> POINTS |
| 6. Budget | <u>15</u> POINTS |

MAXIMUM SCORE 100 POINTS

[NOTE: As suggested in the previous section, the evaluation of major and/or particularly complex procurements should be accomplished in two stages: Technical and Cost. When this approach is utilized, the Cost Proposals remain sealed until the Technical scoring has been completed. This approach is intended to ensure that Technical appraisals of capacity, capability, and expertise are uninfluenced by considerations of cost or cost constraints.]

The Technical Review Committee's final selection recommendation will be presented to the State's Architectural/ Engineering Consultant Services Selection Committee for consideration. The Director of Administration will make the final selection (s) for all contract award (s).

Notwithstanding the above, the State reserves the right to accept or reject any or all options, bids, proposals, to award on the basis of cost alone, and to act in its best interest.

At any point during the review process, any proposal found to be substantially non-responsive will be dropped from further consideration.

The State may, at its sole option, elect to require presentation(s) by respondents clearly in consideration for award. Other submissions, certifications, or affirmations may be required, as appropriate.

The State reserves the right to make an award or multiple awards or to reject any or all proposals based on what it considers to be in its best interest.

SCOPE OF WORK FOR THE
21ST CENTURY COMMUNITY LEARNING CENTERS RFP

SECTION A. - BACKGROUND

The 21st Century Community Learning Centers (CCLC) program was established by Congress as Title X, Part I of the Elementary and Secondary Education Act (ESEA). The passage of the Public Law 107-110, *No Child Left Behind Act of 2001* significantly amended the ESEA to expand state and local accountability and flexibility and to promote the adoption of research-based practice related to the 21st CCLC program. The law's specific purposes are to: 1) provide opportunities for academic enrichment through out-of-school time programs; 2) to offer students a broad array of additional services, programs and activities to complement the regular academic program through out-of-school time programs; and 3) to offer families served by these CCLCs opportunities for literacy and related educational development.

In Rhode Island, the 21st CCLC program has been established since the late 1990's. Four communities were funded directly from the Federal Department of Education and established high quality comprehensive after school programs in the core cities of Pawtucket, Newport, Woonsocket and Central Falls. In 2001, these federal funds were transitioned to the states and the 21st CCLC programs were to be managed directly by the state Department of Education. Since that time, Rhode Island has provided several competitive opportunities for schools, districts, community and faith based organizations to apply for funds. The Rhode Island Department of Education currently funds fifteen (15) CCLCs.

The State of Rhode Island is committed to establishing a network of high quality, comprehensive after school programs, with a priority on core cities and high poverty communities. Research proves that children who participate in high quality after school programs demonstrate better school attendance, lower rates of drug and alcohol abuse, improved academic performance, lower teen pregnancy rates, among other indicators related to positive health, safety and educational outcomes. A key component of successful out-of-school time programs, is a strong link to the school, e.g. communication with teachers and administrators, academic activities aligned with school standards and curriculum, etc.

The results of a survey, implemented by the United Way of Rhode Island in 2004, demonstrates that almost 100% of RI parents support the development and use of safe and supervised activities for their children through after school, summer and vacation-time programs. These data also demonstrate that the majority of Rhode Island children do not currently participate in academic enrichment programs, even though these programs are proven to improve academic, health and social outcomes for children and their families. Currently, there are not enough program slots for all children who want and/or need these program opportunities.

Because of these national and local research results, Rhode Island is in the process of developing a statewide system of out-of-school time programs, addressing issues such as resources, quality standards, training and professional development and public engagement. The Rhode Island Department of Education (RIDE) collaborates with the Departments of Health, Children, Youth and Families, Human Services and Mental Health, Retardation and Hospitals, and with numerous community organizations and municipalities to develop the state infrastructure and systems to promote and sustain after school programs. Rhode Island Kids Count, the United Way of Rhode Island, Childspan, the Education Partnership, and other organizations have taken leadership roles in promoting after school programs, such as the 21st CCLCs, through the development of the Rhode Island After School Plus Alliance.

There is strong national support for after school programs and a national network of resources, research, expertise and materials available to support states in their efforts to build high quality after school programs. Investments in these efforts continue to be made by the Mott Foundation, Wallace/Readers Digest Foundation, the Finance Project, the Carnegie Foundation, the Afterschool Alliance, and the federal government's *No Child Left Behind*.

The legislation authorizing the 21st CCLC funds allows states to utilize up to 5 percent of the total amount available for state administration and other activities, including capacity-building, training, professional development and technical assistance.

SECTION B - PURPOSE

The purpose of this proposal is for a qualified public or private organization or individual to develop and implement a plan to build capacity within Rhode Island for high quality, comprehensive out-of-school time programs. This plan will include a peer review process and professional development opportunities for the program managers, staff and partners of Rhode Island's 21st CCLC sites, and may include key stakeholders outside the 21st CCLC network. The plan will provide comprehensive, sequential activities that will result in promising programs that demonstrate highly skilled staff, effective program design, well-developed infrastructures, evaluation activities, increased state capacity, and other elements of successful out-of-school time initiatives.

This planning process and implementation activities will include the following activities:

- Assess the professional development needs of the target group;
- Outreach to key stakeholders and constituencies;
- Identify and/or develop a peer review process that includes site visits and focuses on program quality improvement;
- Develop a plan and implement the peer review process and professional development opportunities;
- Develop, plan and implement one statewide conference;

- Assess the effectiveness of the activities;
- Ensure that work is integrated with other state, local, regional and national training and professional development activities;
- Ensure all activities are aligned with proven effective best practices;
- Report on the progress of the Rhode Island 21st CCLC programs.

The RI Department of Education will contract with a successful applicant for a three-year period to: 1) ensure continuity of sequential, developmentally appropriate training plans, 2) provide a realistic time frame for planning, implementation, and evaluation, 3) to ensure that the peer review process and professional development opportunities address a wide range of program quality and effectiveness issues, and 4) can meet the changing needs of developing programs and growing state capacity.

SECTION C – OBJECTIVES/TASKS

In order to fulfill the proposed activities of this project, the new partner/contractor will be responsible for fulfilling the following objectives/tasks;

- Convene an advisory group made up of representatives of 21st CCLCs and other key partners to oversee the direction of the project and to participate in developing the plan and implementing activities.
- Create opportunities for input into the planning process, beyond the advisory group.
- Develop and implement a needs assessment process to identify the specific training and capacity-building needs of the target group.
- Based on the results of the needs assessment and constituent input, select and/or develop a peer review process that includes site visits and focuses on program quality improvement, including specific learning strategies based on best practices, timelines, and projected outcomes.
- Based on the results of the needs assessment and constituent input, develop a plan of professional development activities that is sequential and comprehensive, including specific learning strategies based on best practices, timelines, and projected outcomes.
- Plan and implement a major statewide conference in partnership with the Rhode Island After School Plus Alliance, to be implemented in year two or three of the grant period, targeting out-of-school-time issues.
- Develop and implement outreach strategies to disseminate the plans and ensure participation in the planned activities.

- **Implement the plans, including all logistical components such as recruiting trainers, arranging for training space, identifying and copying training materials, managing registration processes, etc. This may include sub-contracts with qualified individuals or organizations.**
- **Plan and implement an evaluation process that assesses 1) the effectiveness of the overall planning and implementation process; 2) the value of the peer review process and professional development activities to the participants; and 3) the impact of peer review process and professional development activities on the 21st CCLC programs.**
- **Develop and submit an annual progress report and a final report that assesses progress toward the development and implementation of the plan, including demographic data, goals and objectives, timelines, activity descriptions, numbers of participants, evaluation results, among other elements to be agreed upon by the RIDE and the contractor.**

SECTION D – QUALIFICATIONS

This proposal speaks to critical issues related to child and youth success. The opportunity exists to create expert capacity in Rhode Island to support after school programs and to support out-of-school time systems. The selected agency must be fiscally stable and well respected in Rhode Island. This new partner/contractor must demonstrate that a centerpiece of the work of their agency is directed to out-of-school time issues. The agency must have connections with other regional and national organizations around after school programs. As a recognized leader in the state for these issues, the agency must demonstrate a solid track record of working with policy makers, K-12 schools, after school providers and families in the Rhode Island communities. The agency must have experience and expertise in:

- **strategic planning processes involving schools and communities;**
- **designing training and professional development experiences;**
- **implementing training activities;**
- **understanding peer review processes;**
- **active connections to local, national and regional professional networks, expertise, trainers and other resources;**
- **building effective partnerships between K-12 schools and school systems and community agencies;**
- **knowledge of school reform issues, with the ability to address middle and high school communities.**

The contractor will be responsible to work collaboratively with the Departments of Education, Health, DHS, MHRH, and DCYF, the Rhode Island After School Plus Alliance, as well as with schools, school districts, community based agencies, municipal governments, after school program providers and state level stakeholders in developing and implementing these activities. The contractor must be able to demonstrate the ability to act as a fiscal agent to implement the overall activities of this project.