



Solicitation Information
24 Oct 05

RFP # B05724

TITLE: Design of Career Technical Education Delivery System

Submission Deadline: 21 Nov 05 @ 2:00 PM (EST)

Questions concerning this solicitation may be e-mailed to the Division of Purchases at questions@purchasing.state.ri.us no later than **4 Nov 05 at 12:00 Noon (EST)**. 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.ri.gov

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

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island Department of Education (RIDE or the Department)/Office of Middle and High School Reform and Adult Education (the Office) is soliciting proposals from qualified individuals or companies to provide consulting services, as described elsewhere herein, and in accordance with the terms of the Request for Proposals and the State's Conditions of Purchase, which may be obtained at the Rhode Island Division of Purchases Home Page by Internet at <http://www.purchasing.ri.gov>.

INSTRUCTIONS AND NOTIFICATIONS TO BIDDERS:

- All respondents **MUST** register online at the RIVIP's Internet website @ <http://www.purchasing.ri.gov>. Proposals must be in accordance with the guidelines outlined in this request and the state's general conditions of purchase which can be accessed through the website.
- 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 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.
- It is intended that an award pursuant to this Request will be made to a prime respondent, who will assume responsibility for all aspects of the work.
- 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 may 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.
- 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.

- 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

I. Background

For the purpose of this RFP, career and technical education preparation (CTE) in Rhode Island is defined as sequential and progressive secondary school courses (programs) leading to high/skill/high wage employment and/or additional postsecondary preparation in any of the following broad cluster areas and/or pathways: *agriculture and natural resources, architecture and construction, arts, audio/video technology and communications, business and administration, education and training, finance, government and public administration, health science, hospitality and tourism, human services, information technology, law and public safety, manufacturing, retail/wholesale sales and service, scientific research and engineering, and transportation, distribution and logistics.*

In Rhode Island, CTE is available as an educational choice for any/all interested high schools student(s) as they prepare for postsecondary education and/or work – entry through professional levels. CTE courses are offered at approximately forty- five (45) high schools and ten (10) regional career and technical centers across the state servicing an estimate 40% of Rhode Island's high school population.

In 2001, a report focused on *Restructuring Career and Technical Education in Rhode Island* (see attachment A) resulted in funding, CTE programming, and governance recommendations for a comprehensive (career centers and comprehensive high school) statewide system for career and technical education. The recommendations in the 2001 report include but are limited to bringing all CTE programs to academic and skill standard(s); requiring state approval for CTE programs that receive funding, and building new, comprehensive (academic and skill training) CTE schools. However, due to the lack of funds to implement the report recommendations, only those recommendations requiring no additional funds have been addressed to date. As a result, CTE delivery systems in Rhode Island continue to vary widely in quality and focus.

Some schools/centers arrange CTE courses sequentially into programs of study. This approach is supported by best practice research and is recommended by the Rhode Island Department of Education. Others schools and centers offer single courses that provide students with limited depth of knowledge and skill. Some schools/centers provide comprehensive academic courses offerings and other requirements for graduation as outlined in Rhode Island's High School Diploma System. Others serve only as skill centers. The skill center approach requires students to co-enroll in a skill center and a comprehensive high school to fulfill their academic requirements. Some schools/centers provide CTE courses that meet academic and industry standards and offer certifications. Others offer courses that do not reflect standards and

certification requirements. Some schools/centers have criteria-driven student admissions policies while others maintain open enrollment.

Some school/center teachers are educated, trained, certificated and/or endorsed to teach their assigned CTE courses while teachers at other locations are not specifically prepared. Some schools/centers have and maintain space, equipment, books and other teaching materials required to meet industry standards and certifications whereas others do not.

Two CTE schools are state-owned and operated (Davies and the Metropolitan High Schools) and are administered by principals who report directly to local-level Boards of Trustees. These schools are fully state-funded and designed to offer and provide enrollment for students from school districts within their designated catchment areas at no charge to sending school districts. The remaining schools/centers are locally administered and, like all other Rhode Island public schools are funded through a combination of state and local sources. In these instances, sending school districts must pay tuition for students who choose to enroll in CTE programs offered at schools/centers within their designated catchment areas. In all cases, however, costs associated with transporting students to and from schools/centers are borne by the student's community of residence.

In 2003, the Office of Middle and High School Reform facilitated meetings of high school and postsecondary practitioners who developed and proposed program approval criteria for CTE programs in high schools (see attachment B). The proposed program approval criteria is designed as the benchmark for state approval that will be granted only to those career and technical program offerings that meet the criteria as well as both state academic standards (including diploma requirements (see attachment C) and validated industry standards that students need for their future education and training at postsecondary institutions and/or for entry into the workplace. Another group of practitioners developed and proposed a statewide CTE program admissions process (see attachment D).

In 2004, the Rhode Island Department of Education received \$15 million of state bond funds for repair to bring seven (7) state-owned CTE centers (excluding Davies and the Met) up to code. Upon completion of this work, the transfer of ownership of these buildings will be offered to the districts in which they are located.

In July 2005, the Rhode Island Department of Education received a legislative mandate to:

- 1. Create a process to implement the state level program approval criteria (see attachment B) for all career and technical education providers in Rhode Island. The program approval process will provide existing and future Rhode Island high schools and career and technical education centers with the opportunity to obtain state funding to provide state-approved CTE curricula through a coordinated system of delivery.**

The program approval process linked to state funding for approved program offerings will include an updated admissions process for all 9th and 10th grade students applying for general career and technical education programs as well as an updated admissions process for all students applying for specific programs of CTE study at all grade levels (see attachment D).

The process will be created to include participation from business and industry. The goal of the program approval process linked to industry standards will be to ensure that Rhode Island graduates can become part of an educated and skilled workforce and that students graduate ready to pursue non-remedial postsecondary education.

The process will be research-based and incorporate the findings of a statewide existing course/program audit.

The process and will include CTE programming recommendations aligned with current and emerging labor market demand however, the plan must minimize competitive programming/program duplication of programs offered throughout the state.

The program approval process will include cost estimates for implementation as well as estimated costs associated with the annual administration and operation of the process.

2. Conduct a design study for two (2) to three (3) additional state-owned and operated career and technical schools.

The design study for additional career and technical schools will include siting recommendations for two (2) to three (3) schools, strategically located based on census and enrollment projections as well as proximity to supporting business and industry and postsecondary institutions.

The additional schools will operate as full day, stand-alone schools offering standards-based academics and high skill technical and career training as well as opportunities for students to meet Rhode Island's new High School Diploma requirements (see attachment C). New career and technical schools are expected to include program elements such as extended-year programming and extended-day instruction with capacity to house evening adult literacy and skills training components.

The design study should account for changes in the economy and changing workforce and industry needs over time by providing for the flexible use of space, which can be adjusted to meet emerging programmatic needs.

The design study will include professional cost estimates for facilities siting, land purchase, architectural design, construction, equipment, etc. as well as estimated costs associated with the annual administration and operation of the additional career and technical schools.

The Rhode Island Department of Education – Office of Middle and High School Reform and Adult Education wishes to engage a firm that will provide the services as described in this solicitation to guide the development of a statewide system for the delivery of career and technical education on the secondary school-level. The system design must include flexible programming recommendations complete with all cost estimates for annual administration, staff, equipment, operations, etc. The system design must include flexible facilities recommendations complete with all cost estimates (professional) for land purchase, facilities design, construction, etc.

II. Scope of Work

The Rhode Island Department of Education – Office of Middle and High School Reform and Adult Education seeks the services of an individual and/or company to design a CTE delivery system.

The delivery system must incorporate two principal components:

- A.** a statewide program approval process for career and technical education in high schools that will certify program offerings and will partially reimburse communities for

CTE program offerings that meet proposed career and technical education program criteria (see attachment B) as well as academic standards (including diploma requirements (see attachment C) and validated industry standards that students need for their future education and training at postsecondary institutions and/or for entry into the workplace. Career and technical education preparation programs will be offered in all Rhode Island high schools. Programs will be sequenced over three years or as appropriate with instruction provided in the U.S. Department of Education cluster areas through career academies, career pathways, as well as, through community-based opportunities and in school- and work-based environments. Programs will be certificated and/or licensed, as appropriate. Programs will feature competency-based learning, on-the-job training, authentication and/or apprenticeship, as appropriate.

The Department of Education's program approval process will require schools to align programs with the Career and Technical Education Regulations, NEASC Standards, the Regents' Regulations for High School Reform and the Rhode Island Common Core of Learning for a New Century. The process will include reviews for curriculum coherency as demonstrated through a sequence of courses, knowledge and skills; the incorporation of competency-, project-, and work-based learning; the integration of academics and technical skills as well as academic and technical skill assessments. Program success will be measured in part by student attainment of proficiency, decreased gaps in the participation and completion rates of underrepresented populations and greater numbers and percentages of students enrolled in postsecondary education and/or employed in related program fields after graduation.

Teachers will be required to maintain appropriate state certification, recognized endorsement and/or relevant industry certification. Programs will be located in facilities that meet school, occupational and safety codes and students and teachers will have access to equipment and supplies to meet occupational and safety standards consistent with industry standards and certification requirements.

Finally, the program approval process will require governance and program advisory structures with a primary focus on strategic planning, continuous improvement, labor market demand and public relations. The governing body for each state owned and operated career and technical school will include but not be limited to business, postsecondary, family, student and community representatives as is the case with the state-operated Davies and Met High School Boards of Trustees as well as representatives from the Departments of Labor, Economic Development and local unions.

The proposed career and technical education delivery system will provide every existing high school in the state with opportunities to deliver state-approved CTE curricula and will be expanded to include three new state-operated facilities to incorporate state-of-the-art new and/or improved program areas. Many programs will serve as feeders complete with formal articulation agreements (where applicable) to local postsecondary institutions.

The proposed statewide career and technical education system will require that CTE program offerings approved for state funding at traditional schools be subject to the same criteria and processes as CTE programs in state-operated CTE high schools in order to achieve state approved status. Currently although several high schools offer career awareness and some offer a degree of career exploration, few offer career preparation that meets the proposed definition for program approval and that can deliver

the instruction and preparedness expectations of students, families, industry and postsecondary institutions. Thus the proposed CTE system will require complete course audits at every high school in efforts to 1) organize course offerings into coherent sequences of courses (programs) within the sixteen U.S. Department of Education career cluster areas and 2) assess each program against the proposed program approval criteria.

The proposed statewide career and technical education system will align with federal and state legislation, regulations and priorities i.e. Carl D. Perkins Act, No Child Left Behind, Regents' Regulations for High School Graduation, etc.

The new state owned and operated facilities will operate as full-day, stand-alone schools offering both standards-based academics and high skill technical and career training. Each will have extended year programming and extended day instruction, and each will have capacity to house evening adult literacy and skills training components.

With programming beginning with a ninth grade exploratory and tenth through twelfth grade preparation programs, the new facilities will draw students from throughout the state. In addition, all students will be required to meet or exceed the criteria established by the proposed application and admission procedure at each grade level and for each CTE program, in acknowledgement of the varying math and reading levels required for the successful completion of each program.

The system design must include flexible programming recommendations complete with all cost estimates for annual administration, staff, equipment, operations, etc.

B. a total of five including the Metropolitan and Davies High Schools as well as two (2) to three (3) new state-owned and operated regionally located career and technical high schools based on the Davies model offering state of the art career and technical programs to students.

The system design will include siting recommendations and program design for two (2) to three (3) new schools, strategically located with program offerings designed to meet the academic threshold for postsecondary enrollment and progressive matriculation and the emerging needs of business and industry.

The system design will include flexible facilities recommendations (re-configurable space to meet changing programmatic needs over time) complete with all professional cost estimates for land purchase, facilities design, construction, etc.

The system must be designed in partnership with business and industry, higher education, etc. in efforts to ensure that these partners are provided with an educated and skilled workforce to meet present labor demands and equally important, the speed and flexibility to meet their emerging needs as substantiated by the Labor Market Divisions of the U.S. and Rhode Island Departments of Labor and Training as well as the Rhode Department of Economic Development and/or students ready for non-remedial postsecondary education enrollment and matriculation.

C. A financial analysis for a state wide system that incorporates the existing resources that are currently available for career and technical education

The financial analysis should include a detailed cost study for the statewide career and technical school education system including the new schools. The cost analysis will incorporate existing federal, state and local resources that are currently available for career and technical education and determine what additional resources will be needed to support the new system.

The projected schedule listed on page 9 of this solicitation is tentative and may be modified after a successful offeror has been determined.

III. Project Schedule/Summary of Deliverables

Activity	Deliverable	Due Date
Initial meeting	Presentation of Work Plan	January 16, 2006
Work Plan Update Meeting	Presentation Revised Work Plan	February 6, 2006
Summary of Research – Program Approval Process	Written report submitted/meeting/presentation	February 17, 2006
Summary of Research – New Schools	Written report submitted/meeting presentation	February 17, 2006
Written report submitted/meeting	Design Outline– Program Approval Process (preliminary)	April 3, 2006
Written report submitted/meeting	Design Outline – for statewide system including New Schools (preliminary)	April 3, 2006
Written report submitted/presentation	Draft Design – Program Approval Process	May 5, 2006
Written report submitted/presentation	Draft Design – New Schools	May 5, 2006
CTE Design/Implementation Document submitted /meeting	CTE Design/Implementation Document – Program Approval Process	June 9, 2006
CTE Design/Implementation Document submitted including financial analysis/meeting	CTE Design/Implementation Document – for statewide system including new schools	June 9, 2006
CTE Design/Implementation Document presentation	CTE Design/Implementation Document – Program Approval Process (final)	June 30, 2006
CTE Design/Implementation Document including financial analysis presentation	CTE Design/Implementation Document(s) – statewide system including new schools (final)	June 30, 2006

IV. Period of Performance

The period of performance will be for 6 months. The State will have the option to cancel the contract award, for any reason, within 30 days advanced written notice.

V. Evaluation and Selection

A selection committee consisting of the career and technical education community, business and industry and Department staff will evaluate each proposal based on above indicated criteria. Prior to the execution of a signed contract, the final budget for each deliverable may be subject to negotiation in order to proceed with the project.

The State reserves the right to approve or reject proposed components of each deliverable. The costs offered by the proposer are for the purpose of evaluating the proposal and may be subject to negotiation.

VI. Limitations

This Request for Proposals (RFP) does not commit the Rhode Island Department of Education – Office of Middle and High School Reform and Adult Education or the State of Rhode Island to award any contract or pay for the preparation of any proposal submitted in response to the RFP. The State/Rhode Island Department of Education – Office of Middle and High School Reform and Adult Education may withdraw or amend this RFP in its entirety or in part, at any time if it is the best interest of the organization to do so.

VII. Requirements for Submission

Proposers should include a detailed narrative describing the approach to be taken in addressing each element requested. The budget must be submitted using forms in Appendix A. The budget should include hourly rate of personnel assigned to the project and, if applicable, the cost of any materials, travel, or incidental expenses which may be anticipated during the course of the project. Responses to each element should be organized in a format according to:

1. A completed and signed three page R.I.V.I.P. generated bidder certification cover sheet (downloaded from the Rhode Island Division of Purchases Internet homepage at <http://www.purchasing.ri.gov>).
2. Resumes of key personnel who will be responsible for the project.
3. The internal resources that will be utilized to deliver the required elements.
4. The external resources that may be utilized to deliver the required elements.
5. A detailed workplan for the implementation of a program approval process for the delivery of career and technical education for Rhode Island's public high schools and career and technical education centers.
6. A detailed workplan for a design study for two (2) to three (3) additional state-owned and operated career and technical high schools.

7. Representative samples of work.

In addition, please respond to the following questions:

- a. Describe the specific areas of expertise within your agency. What experience does your agency have in the area of educational program design? What experience does your agency have in the area of educational facilities design?
- b. What types of education clients/companies have you worked for and in what capacities? (Please be very specific)
- c. Are you a full service agency? (Please describe)
- d. Describe your full service expertise. Identify one project in which your agency had the most success in combined program and facilities design.

8. In addition to the multiple hard copies of proposals required, Respondents are requested to provide their **proposal in electronic format** (CDRom or disk). Microsoft Word / Excel OR PDF format is preferable. Only 1 electronic copy is requested.

Note: Please include any other information that is believed pertinent but not specifically requested.

VIII. Proposal Questions, Submission and Deadline

Questions concerning this solicitation may be emailed to the Division of Purchases no later than the date & time indicated on page one of this solicitation.

Questions received, if any, will be posed on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information. If computer technical assistance is needed, call the Purchases Help Desk at 401 222-2142, ext 134.

Responses (an original plus nine (9) copies should be mailed or hand-delivered in a sealed envelope marked "RFP # B05724: Design of Career Technical Education Delivery System" to:

R.I. Department of Administration
Division of Purchases, 2nd Floor
One Capitol Hill
Providence, Rhode Island 02908-5855

NOTE: Proposals received after the above-referenced due date and time may 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 may not be considered. Proposals faxed, or emailed, to the Division of Purchases will not be considered.

IX. Budget and Contract Award

The Rhode Island Department of Education – Office of Middle and High School Reform and Adult Education has allocated **funds not to exceed \$300,000 for this work**. Proposals received will be evaluated using the following criteria and assigned points:

Criteria	Points
1. Qualifications of Bidder	15
2. Client References	10
3. Documented Experience	15
4. Specific work plan(s) including timelines and deliverables for accomplishing the work	20
5. Understanding the scope of what's needed	20
6. Costs / Budget Justification	20

Notwithstanding the above, the state reserves the right to award on the basis of cost alone, to accept or reject any or all proposals, to award in whole or in part, and to act 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 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's Architect/Engineer and Consultant Services Selection Committee, which may recommend up to three finalists to the Director of the Department of Administration, who will make the final selection for this requirement.

APPENDIX A

BUDGET One-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>
1. Personnel	0
2. Fringe Benefits	0
3. Consultant	0
4. In-State Travel	0
5. Out-of-State Travel	0
6. Printing	0
7. Office Expense	0
8. Telephone	0
9. Educational Materials	0
10. Equipment	0
11. Data Processing	0
12. Rental	0
13. Other	0
14.	0
15.	0
16.	0
17.	0
Subtotal	0
Indirect Cost	0
TOTAL	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 Grantor on behalf of this Agreement and to be claimed by the Grantor 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 Grantor shall notify and obtain the approval of the contract officer, in writing, if expenditures to be claimed for reimbursement in any line item above shall begin to vary significantly from the estimate given above; and provided further that unless permission of the contract officer shall have been obtained in advance, no expenditure shall be claimed by the Grantor 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 is permitted between Expense Categories (1) (2) and (3) up to 10% or \$25,000, whichever is less; all other transfers require prior written approval by the Department of Education.

PERSONNEL DETAIL SHEET

NAME	POSITION TITLE	HOURLY RATE INCLUDING FRINGE \$	NUMBER OF HOURS	TOTAL ANNUAL SALARY & FRINGE \$
TOTAL REQUEST				\$

DETAIL OF CONSULTANT

NAME	POSITION TITLE	HOURLY RATE \$	TOTAL COST \$
TOTAL REQUEST			\$

EXPLANATION OF OTHER EXPENSES (i.e. travel, printing, office supplies, educational materials, and equipment)

EXPENSE CATEGORY	DESCRIPTION	COST