



Solicitation Information
21 Dec 05

LOI # B05919

TITLE: Curriculum Development – Math, Reading, & Writing

Submission Deadline: 26 January 06 @ 2:20 PM (EST)

Questions concerning this solicitation may be e-mailed to the Division of Purchases at questions@purchasing.state.ri.us no later than **10 Jan 06 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

**Statewide Curricula Development – Development of Curriculum
Materials for inclusion on the Curriculum Website
Letter of Interest**

The Rhode Island Department of Administration, Office of Purchases, on behalf of the Rhode Island Department of Education is requesting Letters of Interest from qualified individuals or entities to facilitate the development of Statewide Curriculum in the content areas of Mathematics, Reading, and Writing. The K-12 Statewide Curricula will be web-based and include the following components: Grade Level Expectations, Concept Continuums, showcase of exemplary classroom lessons, lesson histories, case studies, sample student work, assessment tasks, video clips of effective lessons, and other necessary components to illustrate standards-based curricula.

The Rhode Island Department of Education Office of Instruction has the task of developing Statewide Curriculum in Mathematics, Reading, and Writing. Individuals who can demonstrate their knowledge, experience and accomplishments in developing standards-based mathematics, reading, and writing curricula which incorporate components of standards, instruction, and assessment; and which are web-based, use lesson study, sample effective lessons, video streaming, and provide resources for educators and community members are encouraged to submit Letters of Interest in response to this Request.

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 Division of Purchases at the time of opening for any cause will be determined to

be late and may not be considered. The “Official” time clock is in the reception area of the Division of Purchases.

- In accordance with Title 7, Chapter 1.1 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.
- 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

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

BACKGROUND AND OVERVIEW:

In June 2004 the General Assembly passed into law (H-7714 Sub-A) the expectation that The Department of Elementary and Secondary Education, with appropriate stakeholders and partners, develop a statewide curriculum in mathematics and English/language arts for students in grades K-12. The Board of Regents for Elementary and Secondary Education will approve that curriculum by August 2006.

The curriculum is to a) align with our state standards Grade Level Expectations (GLEs)/Grade Span Expectations (GSEs) and b) align to our student assessments (New

England Common Assessment Program (NECAP). Likewise, related instructional materials such as the Common Core of Learning, the state frameworks and K-16 articulation agreements will need to be part of the final curriculum.

The Office of Instruction began the curriculum development during the summer 2005. The development work needs to continue throughout this upcoming year. This work is a dynamic process for identifying, implementing, and reflecting upon exemplary instructional materials, instructional strategies, and assessment tools that will enable students to achieve the grade level expectations. Written lessons and video clips of classrooms engaged in the lessons need to be created for as many of the GLEs/GSEs as possible. Lesson studies and case studies of classroom practices and teacher reflections need to be written. Since statewide curricula is meant to be a resource for educators and community members, identification of and development of resources for educators, families, business members, and other community members need to be created. Concept continuums are in the process of being developed to inform teachers, administrators, students, and parents what needs to be taught in classrooms. All of these components then need to be incorporated into a website that is designed for easy access for all of the stakeholders.

With this concept as the target, developing statewide curriculum requires a collaborative approach that engages teachers, administrators, and families in learning about instructional materials, instructional strategies, and informative assessment practices. Participants engage in embedded professional development that reflects upon student work, instructional decisions made based on the student work, and ways to best engage students in active learning for understanding and application. The Office of Instruction is in need of a vendor who has an extremely strong background in mathematics, reading, and writing across the grades K-12, who has knowledge and access to the latest research, expertise in developing a website, excellent writing and videotaping skills, and can assist in the overall curriculum development process.

DELIVERABLES INCLUDE, BUT ARE NOT LIMITED TO:

1. The vendor is responsible for the delivery of lesson plans for each strand/cluster at each grade level K-12 (Approximately 200 lessons). This work may include editing submitted lessons from teachers, the writing of lessons, or any other means to achieve the goal.
2. The vendor will work with a videographer to create sample video clips for each grade and content area; mathematics, reading, and writing. The video clips may be created by videotaping classrooms, editing existing videotapes, or by obtaining the rights to include published video clips on the statewide curriculum website.
3. The vendor will work with teachers to create lesson histories or cases as samples of teacher reflection and effective instructional and assessment practices. Each content area will include a lesson history or study at the elementary, middle, and high school levels.
4. The vendor will provide sample student work to illustrate expected work of students at specific grade levels for each of the content areas.

5. The vendor will identify research that can be posted on the curriculum website to assist educators, families, students, business members, and other community members in helping students achieve high levels of performance in the GLEs/GSEs.
6. The vendor will work with RIDE staff to create a statewide curriculum website that includes all of the above-mentioned components.

The vendor/entity selected as a result of this request will work at the direction of the Director of the Office of Instruction. The vendor selected will be paid up to \$220,000. A contract is expected to be awarded approximately February 1, 2006 through June 30, 2007. The award may be renewed at the exclusive option of the state, based on vendor performance and the availability of funds. Any award resulting from this request will be subject to the state's General Conditions of Purchase that are available on the Internet at www.purchasing.ri.gov, as well as the terms of this request.

SCOPE OF THE WORK:

This contract is to provide the Rhode Island Department of Elementary and Secondary Education with web-based statewide curricula that includes: An Epistemology, Grade Level Expectations and Grade Span Expectations, Concept Continuums, Lesson Plans, Video Clips, Lesson Histories/Cases, Sample Student Work with Teachers Reflections, Sample Assessments, Performance Standards, Resource Materials and Links, and any other agreed upon curriculum components.

The vendor will work with the Office of Instruction and the Statewide Curriculum Development Team as well as their own staff to develop the web-based curriculum.

The vendor should include finished materials/products in budget. Dissemination and integration into the curriculum will be the responsibility of the Rhode Island Department of Elementary and Secondary Education.

During the period between February 1, 2006 (or when the contract is awarded) and June 30, 2007, the vendor will provide the following services:

1. Facilitate work sessions with the statewide curriculum development team and RIDE curriculum staff.
2. Create lesson plans, video clips, lesson histories/cases, introductory pages explaining the purpose of each curriculum component, and resource materials for stakeholders.
3. Work with RIDE staff to identify performance standards.
4. Work with RIDE to put all of the curriculum materials on the website for the curricula.
5. Identify exemplary resources and gain permission for their use on the statewide curricula.

QUALIFICATIONS:

- Proven experience in standards-based mathematics assessment and curriculum development at state and national levels.

- Proven experience with exemplary mathematics and literacy initiatives at world, national, and local levels.
- Proven experience in creating websites.
- Proven experience to write lesson, lesson cases/histories and edit video clips.
- Capacity to work with statewide teams to develop and produce standards-based mathematics, reading, and writing curricula.
- Ability to work closely with staff with the Rhode Island Department of Elementary and Secondary Education, as well as with other state, school, and community partners.

VENDOR QUESTIONS & RESPONSE SUBMISSIONS

Questions concerning this solicitation may be e-mailed to the Division of Purchases at questions@purchasing.state.ri.us no later than **10 Jan 06 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.

Responses **(an original plus THREE (3) copies)** should be mailed or hand-delivered in a sealed envelope marked **“LOI # B05919: Curriculum Development”** to:

RI Dept. of Administration
DIVISION OF PURCHASES, 2ND FLOOR
ONE CAPITOL HILL
Providence, RI 02908-5855

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 may not be considered. Proposals faxed or emailed to the Division of Purchases will not be considered. The official time clock is located in the reception area of the Division of Purchases

INTERESTED INDIVIDUALS SHOULD SUBMIT LETTERS OF INTEREST CONTAINING THE FOLLOWING INFORMATION:

- A description of the background and qualifications of the consultant;
- A description of the offeror’s relevant experience;
- A work plan including scope of work, deliverables and timelines as described in this Letter of Interest.
- Curriculum Vitae;
- Letters of recommendation;
- A detailed budget for fiscal years 2006 and 2007 using the forms contained in Appendix A.

Relevant samples of previous work may be included as an attachment. The total page limit for the Letter of Interest is 25 pages.

RESPONSE CONTENTS:

Responses must include the following:

1. An R.I.V.I.P. generated bidder certification cover sheet (download from the RI Division of Purchases Internet Home Page at <http://www.purchasing.ri.gov>)
2. A statement of experience describing the Consultant's background, qualifications, and experience with and for similar projects, and all information described earlier in this solicitation
3. A completed and signed W-9 downloaded from the RI Division of Purchases Internet Home Page at <http://www.purchasing.ri.gov>
4. One copy of the offeror's complete response to this solicitation is requested in an electronic format, CDROM or disk, in Microsoft Office or PDF file formats

EVALUATION CRITERIA:

Responses will be evaluated using the following criteria:

- **Capability (background) and qualifications** (including a complete resume of the offeror) are clearly demonstrated (20 points);
- **A comprehensive listing of similar projects undertaken** 15 points);
- **Scope of work including timelines, deliverables, and budget** under this contract has been clearly demonstrated (45);
- **Cost** (20 points)

Notwithstanding the above, the State reserves the right to accept or reject any or all offers. The State also reserves the right to award in whole or in part, and to act in its best interest.

The ranked findings and selection recommendation will be submitted to the State's Architectural/Engineering Consultant Services Selection Committee, and forwarded to the Director of Administration for final selection consideration.

APPENDIX A

The Contractor estimates that its budget for work to be performed under this Agreement is as follows:

<u>Expense Category</u>	FY	FY	<u>Estimated Expenditures</u>
	2006	2007	Total
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 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 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 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 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 FY 2006

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

PERSONNEL DETAIL SHEET FY 2007

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