



Solicitation Information
21 Dec 05

LOI # B05920

TITLE: Special Education Disproportionality Services

Submission Deadline: 26 January 06 @ 1:40 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

Prepare a sheet for each fiscal year covered by the bid.

REQUEST for LETTERS of INTEREST
Special Education Disproportionality Services

The Rhode Island Department of Administration, Office of Purchases, on behalf of the Rhode Island Department of Education (RIDE) is requesting Letters of Interest from qualified individuals to provide data analysis and technical assistance on disproportionality in special education, in accordance with the terms of this solicitation, and the State's General Conditions of Purchase (available at www.purchasing.ri.gov)

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

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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/OVERVIEW

At the state and federal level, various programs and regulations govern the education of students with special needs. In accordance with the regulations, much data is collected on students with special needs and used for a variety of reasons. One major concern relates to the number of students of various races or ethnicities identified by school districts as needing special education services. While an historic concern, new federal legislation is requiring that states do a greater amount of more sophisticated data analysis on this topic. This issue is referred to as disproportionality where students of a particular race, ethnicity, or linguistic group are identified either at a greater or lesser rate than all other students in special education. RI has been working with the Northeastern Regional Resource Center (NERRC) and the New England Equity Assistance Center (NEEAC) to build its capacity to address disproportionality. RI collects data on the identification and program placement of students with disabilities by race/ethnicity and calculates one measure of disproportionality, a weighted risk ratio that compares the risk of being identified with a particular disability or placement in a particular program for students with special needs for students of one race/ethnicity against all other students. RIDE, however, needs outside expertise in order to be able to add a second calculation of disproportionality, as recommended by the federal Office of Special Populations (OSEP). The measure RI

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is considering is called the risk gap method of calculating disproportionality. RI would use both measures to define what constitutes significant disproportionality in RI. A Disproportionality Workgroup has been convened to provide stakeholder input on RI's data analysis and to advise on RI procedures for identifying and addressing significant disproportionality due to inappropriate identification practices.

In accordance with expanded disproportionality reporting requirements in federal law (IDEA 2004), the new State Performance Plan due to the OSEP requires that states report the number of districts with significant disproportionality due to inappropriate identification practices as well as timelines for improvement and activities to address significant disproportionality. These requirements reveal the need for a much more sophisticated level of statistical work and data analysis in order to complete the new State Performance Plan. This contract is to provide technical assistance and support to RI Office of Special Populations (OSP) staff to obtain and analyze required data in order to develop a state plan to meet all current federal requirements on disproportionality and inform existing policies, practices, and procedures for reducing disproportionality.

SCOPE OF THE WORK

RIDE Office of Special Populations is seeking support and technical assistance to: (1) augment data collection and analysis, (2) define significant disproportionality, (3) determine the occurrence of disproportionality due to inappropriate identification practices, and (4) develop state-wide protocols for intervening in districts. Such support and technical assistance would be provided both by direct on-site assistance and through off-site document and data review with communication via email, phone, and/or fax.

Tasks	Project Schedule	<u>DELIVERABLES</u>
1. Analyze RI disproportionality data applying risk gap method of calculating disproportionality. Using both risk ratio and risk gap, draft a document and provide technical assistance to RIDE staff to advise RI's definition of	By May 31, 2006	Data analysis document explaining methods and results. Technical assistance which informs the state definition of significant disproportionality in special education, including feedback to inform RI's data analysis for next federal report due Feb. 07. (Quantity 2)

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significant disproportionality.		
2. Draft district self-assessment of disproportionality in special education in conjunction with RIDE staff.	By June 1, 2006	Written document - district self-assessment of disproportionality in special education. (Quantity 1)
3. Refine RI's definition of significant disproportionality in conjunction with RIDE staff.	By June 30, 2006	Written guidance on RI's new definition of significant Disproportionality in light of federal policy and legal requirements. (Quantity 1)
4. Develop a plan to use qualitative data collected from narrative reports, interviews, and record reviews through RI's Collaborative System of Focused Monitoring (SSS) as well as LEAs' applications for Consolidated Resource Plan for Federal Funding to determine if disproportionate representation is due to inappropriate identification in conjunction with RIDE staff and disproportionality workgroup.	By August 1, 2006	Written guidance and presentation to OSP staff and Disproportionality Workgroup. (Quantity 2)
5. Review and advise RI's policy guidance on disproportionality.	By August 31, 2006	Commentary/review of policy documents. (Quantity 1)
6. Draft district paper review/ desk audit of LEA determined to have significant	By August 31, 2006	Written document - paper review/desk audit of LEAs determined to have significant disproportionality due to

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disproportionality due to inappropriate identification practices in conjunction with RIDE staff.		inappropriate identification practices. (Quantity 1)
7. Professional development on Addressing Disproportionality in RI	Fall 2006 no later than December 31, 2006	Workshop(s)/presentation for OSP staff and general and special education administrators. (Quantity 1)

ADDITIONAL CONTRACTOR REQUIREMENTS/QUALIFICATIONS

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- National expertise in researching, defining, and addressing the over and under-representation of culturally and linguistically diverse students in special education (disproportionality)
- National expertise with analysis of disproportionality data
- Legal and policy expertise in equity and access issues in education
- Professional development/presenting experience
- Prior consultation work to state departments on state and district protocol/guidelines for addressing disproportionality
- Teaching experience (elementary, middle, or high school)
- PhD or equivalent level of education preferred

TERMS OF THE CONTRACT

The Contract will begin approximately 3/1/06 with all work accomplished approximately by 12/31/06. The scope of the work may be modified by The State / RIDE prior to beginning work on a given task. The State / RIDE retains the option of granting a time extension of up to **1 year** with additional funding if available and if the level of work is expanded by mutual written consent.

COST PROPOSAL/TERMS OF PAYMENT

The contractor must prepare a cost proposal reflecting the hourly rate or other fee structure proposed for this scope of services using the Cost Proposal Forms contained in Appendix A. Cost proposals must fall within the range below for each period as follows:

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FY 06	up to \$11,500
FY07	up to \$23,500

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The total cost of the contract is not to exceed **\$35,000**.

PROPOSAL SUBMISSION

Questions concerning this solicitation may be e-mailed to the Division of Purchases at questions@purchasing.state.ri.us no later than the date & time listed on the cover sheet of this solicitation. **Send your questions in Microsoft Word format.** Please reference the LOI # on all correspondence. Questions received, if any, will be posted and answered on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information. For computer technical assistance, call the helpdesk at 401-222-2142, ext: 134.

Letters of Interest to provide the services covered by this request must be received by the Division of Purchases on or before (insert date & time).

Proposals (an original plus 3 copies) should include the following:

1. A completed and signed three-page RIVIP Bidder Certification Cover Form, available at www.purchasing.ri.gov.
2. A Cost Proposal as described above.
3. A *separate* Technical Proposal (see below) describing the qualifications and background of the applicant and experience with similar programs, as well as the work plan or approach proposed for this requirement.
4. A completed and signed W-9 (taxpayer identification number and certification). Form is downloadable at www.purchasing.ri.gov.
5. 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

Responses (**an original plus three (3) copies**) should be mailed or hand-delivered in a sealed envelope marked "**LOI #B05920: Special Education Disproportionality Services**" 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 will 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

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TECHNICAL PROPOSAL REQUIRED ELEMENTS

- | | |
|--|-------------|
| 1. Contractor understanding of the Issues | (25 points) |
| 2. Work Plan | (15 points) |
| 3. Capacity of the Contractor/Agency Effectively to Administer the Project | (15 points) |
| 4. Quality of Key Personnel (including Curriculum vitae) | (25 points) |
| 5. Cost Proposal | (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.

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APPENDIX A

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>		
	FY 2006	FY 2007	Total
1. Personnel	0	0	0
2. Fringe Benefits	0	0	0
3. Consultant	0	0	0
4. In-State Travel	0	0	0
5. Out-of-State Travel	0	0	0
6. Printing	0	0	0
7. Office Expense	0	0	0
8. Telephone	0	0	0
9. Educational Materials	0	0	0
10. Equipment	0	0	0
11. Data Processing	0	0	0
12. Rental	0	0	0
13. Other	0	0	0
14.	0	0	0
15.	0	0	0
16.	0	0	0
17.	0	0	0
Subtotal	0	0	0
Indirect Cost	0	0	0
TOTAL	0	0	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.

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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

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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

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