



**Solicitation Information**  
21 Feb 06

RFP # B06083

**TITLE: Assessment Systems for Proficiency-based Graduation Requirements**

Submission Deadline: 21 March 06 @ 2:00PM (Eastern Time)

Questions concerning this solicitation may be e-mailed to the Division of Purchases at [questions@purchasing.state.ri.us](mailto:questions@purchasing.state.ri.us) no later than **7 March 06 at 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.ri.gov](http://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**

**REQUEST for LETTERS of INTEREST**  
**Local Assessment Systems for Proficiency Based Graduation Requirements**

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 technical support for developing the local assessment system for Rhode Island school districts with a focus on Graduation by Proficiency in accordance with the terms of this solicitation, and the State's General Conditions of Purchase (available at [www.purchasing.ri.gov](http://www.purchasing.ri.gov)).

The Rhode Island Department of Education is seeking expert assessment consulting services to work with RIDE and local school districts to implement the Board of Regents Proficiency Based Graduation Requirements within the Offices of Assessment, Instruction and Middle and High School Reform. A strong emphasis will be placed on in-depth knowledge of local assessment systems and the Board of Regent's Proficiency Based Graduation Requirements. Individuals who can demonstrate their knowledge, experience and accomplishments in this area 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 solicitation 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.

The state reserves the right to award to one or more offerors.

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.

Proposals misdirected to other State locations or which are otherwise not present in the Office of Purchases at the time of opening for any cause will be determined to be late and will not be considered.

In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the state until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040).

Bidders are advised that all materials submitted to the State of Rhode Island for consideration in response to this Letter of Interest 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.

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](http://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

### **TOPIC AREAS OR SERVICES COVERED BY THIS REQUEST INCLUDE, BUT ARE NOT LIMITED TO:**

- Proficiency Based Graduation System/Regents' Regulations implementation
- Local Assessment K-12 (technical aspects) development
- Policy and Systems development related to assessment

### **EXPECTED SERVICES AND DELIVERABLES INCLUDE:**

- Create an operational plan to develop local assessment capacity based on the Proficiency Based Graduation Requirements guidance that can be found on the RIDE web site at [www.ride.ri.gov](http://www.ride.ri.gov).
- Establish and facilitate 3 to 5 High School Networks that include negotiated agreements for time, teacher commitment and budget. Networks are schools with common goals for developing Proficiency Based Graduation Systems.
- Develop 2 training manuals per network with 5-10 supporting documents in partnership with the Offices of Assessment, Instruction and Middle and High School Reform.
- Contribute to Peer Review process for the Proficiency Based Graduation Systems by facilitating discussions, preparing summaries of the meetings and decisions about the work and developing training materials based on the work completed by the Peer Review Committees.
- Provide technical assistance to districts and schools regarding the use of state assessment results to shape local assessment and instructional practices.
- Provide assessment guidance to the Electronic Portfolio Network.

**ADDITIONAL CONTRACTOR REQUIREMENTS AND QUALIFICATIONS:**

The successful candidate should demonstrate a deep understanding of standards-based curriculum, instruction, and assessment as well as familiarity with large-scale assessment. Evidence of this understanding should include:

- At least 7 years teaching experience, preferably at the high school level;
- Experience in the design and use of standards-based instructional units.
- Familiarity with Rhode Island’s Grade Span Expectations.
- Experience in the design and use of classroom or other local assessment systems K-12; and
- Strong content knowledge in at least one content area as evidenced by undergraduate or graduate degree or other relevant experience.
- Master’s degree in assessment, evaluation, or curriculum and instruction;

The successful candidate will also have experience in facilitating groups and the design and implementation of professional development programs, particularly at the high school level.

**TERMS OF THE CONTRACT:**

The consultant selected as a result of this request will be responsible to the Deputy Commissioner of Instructional Programs. The consultant selected will be paid at a rate of no more than \$500 per day. A contract is expected to be awarded by approximately April 1, 2006 through June 30, 2007, with an option to renew for one year, not to exceed \$30,000 for FY 2006 and not to exceed \$70,000 for FY 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, which is available from the Internet at [www.purchasing.state.ri.us](http://www.purchasing.state.ri.us), as well as the terms of this request.

**COST PROPOSAL/TIMES 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:

FY 06	up to \$30,000
FY07	up to \$70,000

The total cost of the contract is not to exceed \$100,000

**PROPOSAL SUBMISSION:**

Questions concerning this solicitation may be e-mailed to the Division of Purchases at [questions@purchasing.state.ri.us](mailto: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 the date & time listed on page one of this solicitation.

Proposals should include the following:

1. A completed and signed three-page RIVIP Bidder Certification Cover Form, available at [www.purchasing.state.ri.us](http://www.purchasing.state.ri.us).
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.state.ri.us](http://www.purchasing.state.ri.us).
5. In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in electronic format (CDRom or Diskette). Microsoft Word / Excel OR PDF format is preferable. Only 1 electronic copy is requested.

Responses **(an original plus three (3) copies )** should be mailed or hand-delivered in a sealed envelope marked “**RFP # B06083**” to:

RI Dept. of Administration  
**DIVISION OF PURCHASES, 2<sup>ND</sup> FLOOR**  
**I. ONE CAPITOL HILL**  
**Providence, RI 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. The official time clock is located in the reception area of the Division of Purchases

### **Scoring / Evaluation Criteria**

#### **TECHNICAL PROPOSAL REQUIRED ELEMENTS**

1. Contractor Understanding of the Issues (including the results intended & desired under this contract) (10 points)
2. Work Plan (25 points)
3. Capacity of the Agency Effectively to administer the Project (including a comprehensive listing of similar projects undertaken and references from recent contracts for similar work). (25 points)

4. Quality of Key Personnel (including Curriculum vitae) (20 points)
5. Cost Proposal (20 points)

The state reserves the right to accept or reject any or all offers, bids, or proposals. The state also reserves the right to make one or more awards as a result of this solicitation, to award on the basis of cost alone, 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 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
<b>TOTAL</b>	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.



