



Solicitation Information
25 May 06

LOI # B06400

TITLE: Adult Education Professional Development Center

Submission Deadline: 20 June 06 @ 2:00 PM (EDT)

Questions concerning this solicitation may be e-mailed to the Division of Purchases at questions@purchasing.state.ri.us no later than **6 June 06 at 12:00 Noon (EDT)**. 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, Office of Purchases, on behalf of the Rhode Island Department of Education (RIDE) is requesting Letters of Interest (LOI) from qualified individuals to establish and operate a Professional Development Center for Adult 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 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.

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considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.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. 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.

I. Background/Overview

In FY2006, the state of Rhode Island began a significant effort to improve adult education services for Rhode Island residents. This improvement effort builds on the recommendations captured in *Building the Critical Links*, the report of the Governor's Adult Literacy Task Force. Adult education activities previously administered by several state agencies have been combined into a new Office of Adult Education at the Rhode Island Department of Elementary and Secondary Education (RIDE). The office is headed by a Director who reports directly to the Commissioner, and who is also partnering with the Rhode Island Foundation, the United Way of Rhode Island, employers, and several state agencies to improve the delivery system for adult education. Policy oversight is provided by the Governor's Workforce Board and the Board of Regents. One vital component of the state's adult education improvement efforts is creating the infrastructure for and implementing a comprehensive statewide standards-based professional development system for adult educators and other professionals dedicated to creating an integrated adult education and workforce development system. This Letter of Interest (LOI) is to solicit bids to create and operate a Professional Development Center for adult education in Rhode Island.

II. Scope of the Work

The scope of work falls into three major categories:

- 1) Creating the organization for and establishing the location of the Professional Development Center including staffing and collaboration with the appropriate partners;
- 2) Developing a professional development system that is based on the model developed by the Professional Development Work Team of the Governor's Adult Literacy Task Force including a statewide needs assessment and staff, program, and state professional development plans; and
- 3) Developing and implementing a delivery system for professional development that is predominantly program- or classroom-based, focuses primarily on on-site professional development, uses pull-out programming only when feasible, and employs online professional development where appropriate.

In addition, the Professional Development Center (PDC) must:

- 1) feature collaborative decision-making among practitioners, center staff, and funders/sponsors providing for learner/participant voice whenever feasible;
- 2) provide training based on documented need, evidence from professional development effectiveness research, and best practice in professional development, as well as support after training and technical assistance to local practitioners;
- 3) focus training on/align training with statewide adult education content, teacher, and program standards;
- 4) provide for the continual updating of training based on program quality indicators;
- 5) include a statewide communications plan;

- 6) include staffing or consulting resources dedicated to working with leading employers/industry representatives and adult education vendors to promote the implementation of effective work-based learning programs for adults;
- 7) assist RIDE's Office of Adult Education and its adult education vendors/program operators in implementing and using the data from the new adult education information system as part of a data-driven continuous improvement process aimed at improving staff and program performance, participant learning and education, civic, and employment outcomes tied to adult learner and program goals;
- 8) develop and implement an evaluation component to determine the effectiveness of professional development activities including evaluation of the effect of professional development on teacher classroom practices and participant learning; and
- 9) maintain accurate records using the professional development module of the Rhode Island Comprehensive Adult Literacy Information System.

Bids must further address the following tasks, deliverables and project schedule:

| Tasks | Deliverables | Project Schedule |
|--|---|--|
| 1. Create organizational plan | Organizational plan created | November 1, 2006 |
| 2. Determine location of center | Location determined | November 1, 2006 |
| 3. Establish office and hire staff | Office established and fully staffed | No later than January 1, 2007 |
| 4. Create state professional development plan | Plan created and presented | No later than March 1, 2007 and after that updated annually by September 1 st |
| 5. Create delivery system for professional development including program-based and other components | System in place and staff/consultant assignments made | No later than March 1, 2007 and after that updated annually by September 1 st |
| 6. Create communications plan | Plan developed and operationalized | No later than March 1, 2007 and after that updated annually by September 1 st |
| 7. Develop and initiate development of PDC evaluation component | Evaluation plan established and kicked off | No later than March 1, 2007 and after that updated annually by September 1 st |
| 8. Create state plan to promote the use of technology and assist with implementation of adult education information system | Plans established | No later than March 1, 2007 and after that updated annually by September 1 st |
| 9. Deliver training tied to content, teacher, and program standards and in response to program and staff development plans | Training plan developed and implemented | Ongoing |
| 10. Analyze effectiveness of and satisfaction with training/professional development | Annual summary | June 30 th every year |
| 11. Report on activities and results | Report submitted or presented to funders/sponsors and adult | August 15 th every year. |

III. Additional Contractor Requirements/Qualifications

The Contractor's work will be guided by and done in conjunction with various stakeholders including but not limited to:

- The Council for Professional Development (CPD)
- The Office of Adult Education, Rhode Island Department of Elementary and Secondary Education
- The Rhode Island Foundation
- The United Way of Rhode Island
- Lifespan

The Contractor is urged to collaborate with one of Rhode Island's public or private institutions of higher education with experience in teacher preparation or development based on sound professional development research or best practice in carrying out the work of this multi-year contract.

The Contractor will be required to build upon the expertise of practitioners to develop practitioner leadership by using practitioners as trainers, coaches, mentors, and facilitators to the extent possible, and must specify funds in support of these activities for each fiscal year of the contract.

While a match is not required element of the bid, preference will be given to those bidders who demonstrate a multi-year institutional commitment by providing a match (in the form of a cash or in-kind contribution).

TERMS OF THE CONTRACT

The Contract will begin **September 1, 2006** and end **June 30, 2011**. The scope of the work may be modified by RIDE in consultation with PDC stakeholders prior to beginning work on a given task. RIDE in consultation with PDC stakeholders retains the option of granting a time extension of up to **one year** with additional funding if available, if the level of work is expanded by mutual written consent, and notwithstanding any policies or regulations to the contrary.

COST PROPOSAL/TERMS OF PAYMENT

The Bidder 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 not exceed the amount below for each period as follows:

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| | |
|------|-----------|
| FY07 | \$415,000 |
| FY08 | \$415,000 |
| FY09 | \$415,000 |
| FY10 | \$415,000 |
| FY11 | \$415,000 |

The total cost of the contract is not to exceed **\$2,075,000**. Contract activities for fiscal years 2008 through 2011 are subject to availability of funding. In addition, annual renewals will be based on satisfactory performance.

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 the date & time indicated on page one of this solicitation.**

Proposals should include the following:

- A completed and signed three-page RIVIP Bidder Certification Cover Form, available at www.purchasing.ri.gov ← --- Formatted: Bullets and Numbering
 - A Cost Proposal as described above. ← --- Formatted: Bullets and Numbering
 - 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. Length of technical Proposal should be approximately 10 – 20 pages. ← --- Formatted: Bullets and Numbering
 - A completed and signed W-9 (taxpayer identification number and certification). Form is downloadable at www.purchasing.state.ri.us. ← --- Formatted: Bullets and Numbering
- 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 **“LOI # B06400: Adult Education Professional Development Center”** 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 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

TECHNICAL PROPOSAL REQUIRED ELEMENTS

All bids will be evaluated by a Technical Review Committee consisting of RIDE and PDC stakeholders on the following criteria:

1. Bidder Understanding of the Issues (Priorities and Intentions) (5 points)
2. Organizational Capacity (30 points)
3. Capacity of the Bidder to Provide Required Programs and Services and Produce Required Deliverables (35 points)
4. Bidder Accountability and Evaluation Plan (10 points)
5. Cost Proposal/Reasonableness (20 points)

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Notwithstanding the above, the State reserves the right to award on the basis of cost alone, accept or reject any or all bids, 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. Proposal must receive a minimum 30 of 50 technical points to warrant further consideration. Proposals receiving less than this minimum of technical points will not have their cost proposals opened or evaluated.

The State may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award.

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.

In preparing the technical proposal, the bidder must address all the elements contained in Appendix B, Technical Appendix.

APPENDIX A

BUDGET SUMMARY SHEET

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

| <u>Expense Category</u> | <u>Estimated Expenditures</u> | | | | | Total |
|--------------------------|-------------------------------|------|------|------|------|-------|
| | FY07 | FY08 | FY09 | FY10 | FY11 | |
| 1. Personnel | 0 | 0 | 0 | 0 | 0 | 0 |
| 2. Fringe Benefits | 0 | 0 | 0 | 0 | 0 | 0 |
| 3. Consultant | 0 | 0 | 0 | 0 | 0 | 0 |
| 4. In-State Travel | 0 | 0 | 0 | 0 | 0 | 0 |
| 5. Out-of-State Travel | 0 | 0 | 0 | 0 | 0 | 0 |
| 6. Printing | 0 | 0 | 0 | 0 | 0 | 0 |
| 7. Office Expense | 0 | 0 | 0 | 0 | 0 | 0 |
| 8. Telephone | 0 | 0 | 0 | 0 | 0 | 0 |
| 9. Educational Materials | 0 | 0 | 0 | 0 | 0 | 0 |
| 10. Equipment | 0 | 0 | 0 | 0 | 0 | 0 |
| 11. Data Processing | 0 | 0 | 0 | 0 | 0 | 0 |
| 12. Rental | 0 | 0 | 0 | 0 | 0 | 0 |
| 13. Other | 0 | 0 | 0 | 0 | 0 | 0 |
| 14. | 0 | 0 | 0 | 0 | 0 | 0 |
| 15. | 0 | 0 | 0 | 0 | 0 | 0 |
| 16. | 0 | 0 | 0 | 0 | 0 | 0 |
| 17. | 0 | 0 | 0 | 0 | 0 | 0 |
| Subtotal | 0 | 0 | 0 | 0 | 0 | 0 |
| Indirect Cost | 0 | 0 | 0 | 0 | 0 | 0 |
| TOTAL | 0 | 0 | 0 | 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 Bidder on behalf of this Agreement and to be claimed by the Bidder 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 Bidder 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 Bidder 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.

BUDGET DETAIL SHEET
FISCAL YEAR 2007

SALARY DETAIL

| NAME | POSITION TITLE | HOURLY RATE \$ | NUMBER OF HOURS | TOTAL ANNUAL SALARY \$ |
|---------------|----------------|-------------------|--------------------|------------------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| TOTAL REQUEST | | | | \$ |

FRINGE BENEFIT DETAIL

| NAME | POSITION TITLE | PERCENTAGE OF APPLIED FRINGE BENEFIT | TOTAL ANNUAL FRINGE \$ |
|---------------|----------------|--|------------------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| TOTAL REQUEST | | | \$ |

DETAIL OF CONSULTANT(S)

| NAME | POSITION TITLE | HOURLY RATE \$ | NUMBER OF HOURS | 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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BUDGET DETAIL SHEET
FISCAL YEAR 2008

SALARY DETAIL

| NAME | POSITION TITLE | HOURLY RATE \$ | NUMBER OF HOURS | TOTAL ANNUAL SALARY \$ |
|---------------|----------------|-------------------|--------------------|------------------------------|
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| TOTAL REQUEST | | | | \$ |

FRINGE BENEFIT DETAIL

| NAME | POSITION TITLE | PERCENTAGE OF APPLIED FRINGE BENEFIT | TOTAL ANNUAL FRINGE \$ |
|---------------|----------------|--|------------------------------|
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| TOTAL REQUEST | | | \$ |

DETAIL OF CONSULTANT(S)

| NAME | POSITION TITLE | HOURLY RATE \$ | NUMBER OF HOURS | TOTAL COST \$ |
|---------------|----------------|-------------------|--------------------|------------------|
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| TOTAL REQUEST | | \$ | | \$ |

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

| EXPENSE CATEGORY | DESCRIPTION | COST |
|------------------|-------------|------|
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BUDGET DETAIL SHEET
FISCAL YEAR 2009

SALARY DETAIL

| NAME | POSITION TITLE | HOURLY RATE \$ | NUMBER OF HOURS | TOTAL ANNUAL SALARY \$ |
|---------------|----------------|-------------------|--------------------|------------------------------|
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| TOTAL REQUEST | | | | \$ |

FRINGE BENEFIT DETAIL

| NAME | POSITION TITLE | PERCENTAGE OF APPLIED FRINGE BENEFIT | TOTAL ANNUAL FRINGE \$ |
|---------------|----------------|--|------------------------------|
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| TOTAL REQUEST | | | \$ |

DETAIL OF CONSULTANT(S)

| NAME | POSITION TITLE | HOURLY RATE \$ | NUMBER OF HOURS | TOTAL COST \$ |
|---------------|----------------|-------------------|--------------------|------------------|
| | | | | |
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| TOTAL REQUEST | | \$ | | \$ |

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

| EXPENSE CATEGORY | DESCRIPTION | COST |
|------------------|-------------|------|
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BUDGET DETAIL SHEET
FISCAL YEAR 2010

SALARY DETAIL

| NAME | POSITION TITLE | HOURLY RATE \$ | NUMBER OF HOURS | TOTAL ANNUAL SALARY \$ |
|---------------|----------------|-------------------|--------------------|------------------------------|
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| TOTAL REQUEST | | | | \$ |

FRINGE BENEFIT DETAIL

| NAME | POSITION TITLE | PERCENTAGE OF APPLIED FRINGE BENEFIT | TOTAL ANNUAL FRINGE \$ |
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| TOTAL REQUEST | | | \$ |

DETAIL OF CONSULTANT(S)

| NAME | POSITION TITLE | HOURLY RATE \$ | NUMBER OF HOURS | TOTAL COST \$ |
|---------------|----------------|-------------------|--------------------|------------------|
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| TOTAL REQUEST | | \$ | | \$ |

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

| EXPENSE CATEGORY | DESCRIPTION | COST |
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BUDGET DETAIL SHEET
FISCAL YEAR 2011

SALARY DETAIL

| NAME | POSITION TITLE | HOURLY RATE \$ | NUMBER OF HOURS | TOTAL ANNUAL SALARY \$ |
|---------------|----------------|-------------------|--------------------|------------------------------|
| | | | | |
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| | | | | |
| TOTAL REQUEST | | | | \$ |

FRINGE BENEFIT DETAIL

| NAME | POSITION TITLE | PERCENTAGE OF APPLIED FRINGE BENEFIT | TOTAL ANNUAL FRINGE \$ |
|---------------|----------------|--|------------------------------|
| | | | |
| | | | |
| | | | |
| TOTAL REQUEST | | | \$ |

DETAIL OF CONSULTANT(S)

| NAME | POSITION TITLE | HOURLY RATE \$ | NUMBER OF HOURS | 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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APPENDIX B

Technical Appendix

**REQUIRED INFORMATION TO BE ADDRESSED IN BID-
Technical Proposal**

Based on the information requested through this solicitation and the information contained in the professional development model described in the report of the Professional Development Work Team of the Governor's Adult Literacy Task Force, please address the following in the written bid:

I. Understanding of Issues, Priorities, and Intentions (5 points)

- What are the major issues facing Rhode Island's Adult and Workforce Education System and the programs and providers that comprise it?
- State in succinct terms your understanding of the system design, implementation requirements, and how you envision putting the design into practice.

II. Organizational Capacity (30 points)

A. Organizational Background (10 points)

1. Provide a brief summary of the history, goals, and key achievements of you/your organization related to the purpose and priorities of this solicitation.
2. Describe you/your organization's structure and list its programs. Submit an organizational chart indicating to whom the staff funded on this grant will report. Provide a summary of your/your organization's overall budget and describe your/your organization's capacity to manage projects.
3. If you/your organization is a subset of or partnering with a larger institution, explain how the parent or partner agency will support the proposed Professional Development Center.
4. Describe the facilities in which the Professional Development Center will be housed, including office, training, and meeting space, accessibility (handicapped, availability to public transportation, parking) and technology available.

B. Relevant Experience and Expertise (10 points)

1. Describe your/your organization's experience and expertise in developing program development systems from the ground up, and in providing program and staff development (including via technology) to programs and individual staff in an adult basic education context.
2. Provide two examples of specific program and staff development activities you/your organization has provided that illustrate how the overall approach, content, and methodologies used supported high quality program and staff development. It is the intent over time to have the capacity to deliver some professional development offerings via technology. One of these examples could include the use of technology. Include a description of the evaluations: what measurable goals were defined? How were data collected and used?

3. If this proposal involves partnerships with other agencies, describe how the proposing agency has successfully carried out partnerships with the partner/s or other agencies in the past, and how the partners will complement each other.
4. If you partner with an out-of-state individual or organization with extensive demonstrated experience in providing research-based professional development for adult education practitioners and/or with an organization that conducts high-quality adult basic education research, then: describe this relationship, specifying what role the out-of-state partner will play, and for how long.
5. What experience do you/your organization have in using technology in education, particularly for distance learning, communications, and data management?
6. Include three references and/or letters of recommendation.

C. Staff Qualifications (10 points)

1. Outline the major responsibilities and related qualifications of each staff position, including Program Development Center Director, up to three full time equivalent (FTE) professional staff (identify each job and the person proposed to fill it), and up to one FTE clerical staff, demonstrating how their qualifications enable them to provide consultation, planning, facilitation and training to ABE practitioners and programs in Rhode Island. Identify which staff is responsible for specific content areas and what their qualifications are in those areas.
2. Include full resumes (clerical staff do not have to be identified prior to submission of proposal).
3. Describe how you/your organization will select, supervise, and evaluate the consultants hired. Highlight areas where you expect to supplement staff expertise with consultant expertise.

III. Capacity to Provide Required Programs and Services and Produce Deliverables (35 points)

1. Describe the first three to four months of operation: how will you/your organization initiate the implementation of a new model of professional development for ABE in Rhode Island?
2. Describe how you/your organization will assess the program and staff development needs in Rhode Island. What data will you/your organization use? What criteria and standards will inform the needs assessment design?
3. Describe how the PDC will provide agency-based and statewide professional development, and/or technical assistance to all RIDE-funded adult education programs including information on scheduling/frequency of assistance.
4. Describe how the PDC will provide follow-up support to practitioners after training and technical assistance. Include information on scheduling and techniques: how often and what types of assistance will be provided?
5. Describe briefly how you will transition/incorporate services provided previously by the State Literacy Resource Center. In addition, it is important for bidders to minimally align their proposed

professional development efforts with professional development offered by other organizations which missions may include the provision of professional development activities for certain adult education practitioners such as entities training and supporting volunteer literacy tutors and organizations supporting adult ESOL teachers.

- Comment briefly on how you will promote professional development at all levels in adult education and workforce development in Rhode Island.

IV. Accountability and Evaluation Plan (10 points)

- How will the PDC determine how well it is reaching the full range of Rhode Island adult and workforce development education programs and practitioners? What goals will be set and how will levels of participation be defined? Describe methods of data collection and analysis and identify who will be responsible for data collection, analysis, and follow up.
- How will you/your organization assess the effectiveness of the PDC's program and staff development activities? What goals or performance standards will you set for effectiveness? What evidence will you use? Describe the range of tools that will be used to determine the effectiveness of training and technical assistance, how the data will be collected and analyzed, and who will be responsible for each step of the process.
- The PDC in partnership with the CPD will participate in a program quality improvement process to assure continuous improvement of the overall professional development system. Describe what data might be collected, how it might be analyzed, and how the information might be used.

V. Cost Proposal (Budget) (20 points)

- Provide a budget that is cost effective and directly related to the program's purpose and priorities. Use the forms provided in this solicitation.
- Provide a detailed budget narrative that explains fully and provides a rationale for each proposed expenditure. The budget narrative must correspond to the line item sequence of the budget. Provide an explanation of how you/your organization agency defines full time, in terms of hours per week and weeks per year. For salaried positions, delineate the hours per week and weeks per year each position is to be paid from this grant. Provide a description of what costs are included in the fringe rate.
- Consultant expenditures must include the range of hourly and daily rates to be paid for various levels and types of service. Separate supplies into training supplies; technology for training, including software, and office supplies, including postage. Separate travel costs into in-state and out-of-state.
- Provide a detailed match narrative, if applicable.