



Solicitation Information
May 2, 2017

RFP#7551612

TITLE: Rhode Island College Feinstein School of Education and Human Development Change Management Mentor

Submission Deadline: May 30, 2017 @ 11:00 AM (Eastern Time)

PRE-BID/ PROPOSAL CONFERENCE: NO DATE: N/A LOCATION: N/A

Questions concerning this solicitation must be received by the Division of Purchases at doa.purquestions3@purchasing.ri.gov no later than May 12, 2017 @ 5:00 PM (EST) . Questions should be submitted in a <i>Microsoft Word attachment</i> . Please reference the RFP# 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.
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SURETY REQUIRED: NO BOND REQUIRED: NO
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Gary P. Mosca
Chief Buyer

Applicants must register at the State Purchasing Website at www.purchasing.ri.gov

Note to Applicants:

Offers received without the entire completed RIVIP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

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SECTION 1: INTRODUCTION

The Rhode Island Department of Administration, Division of Purchases, on behalf of Rhode Island College is soliciting proposals from a qualified individual or firm to serve as a *Change Management Mentor* and work in collaboration with the Vice President of Academic Affairs, the dean, faculty and staff of the Feinstein School of Education and Human Development to respond to the recommendations outlined in the Rhode Island Department of Education's 2016 PREP RI Review Team Performance Report of Rhode Island College's educator preparation programs.

The Change Management Mentor will provide knowledge, guidance, and impetus in the development and implementation of an action plan that prioritizes and addresses the improvements outlined in the Performance Report. A copy of the Report can be found here: <http://www.ric.edu/feinsteinSchoolEducationHumanDevelopment/pdf/RIC%20Report.pdf>

This is a Request for Proposals, not an Invitation for Bid. Responses will be evaluated on the basis of the relative merits of the proposal, in addition to price; there will be no public opening and reading of responses received by the Division of Purchases pursuant to this Request, other than to name those offerors who have submitted proposals.

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

1. Potential vendors are advised to review all sections of this RFP carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
2. 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 RFP will be rejected as being non-responsive.
3. All costs associated with developing or submitting a proposal in response to this RFP, or to provide oral or written clarification of its content shall be borne by the vendor. The State assumes no responsibility for these costs.
4. Proposals are considered to be irrevocable for a period of not less than 60 days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
5. All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
6. Proposals misdirected to other state locations, or which are otherwise not present in the Division at the time of opening for any cause will be determined to be late and will not be considered. For the purposes of this requirement, the official time and date shall be that of the time clock in the reception area of the Division.
7. It is intended that an award pursuant to this RFP will be made to a prime vendor, or prime vendors in the various categories, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered. Subcontracts are permitted, provided that their use is clearly indicated in the vendor's proposal and the subcontractor(s) to be used is identified in the proposal.
8. All proposals should include the vendor's FEIN or Social Security number as evidenced by a W9, downloadable from the Division's website at www.purchasing.ri.gov.
9. The purchase of services under an award made pursuant to this RFP will be contingent on the availability of funds.

10. Vendors are advised that all materials submitted to the State for consideration in response to this RFP will be considered to be Public Records as defined in Title 38, Chapter 2 of the General Laws of Rhode Island, without exception, and will be released for inspection immediately upon request once an award has been made.
11. Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.
12. Equal Employment Opportunity (G.L. 1956 § 28-5.1-1, et seq.) – § 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 to all areas where State dollars are spent, in employment, public services, grants and financial assistance, and in state licensing and regulation.
13. In accordance with Title 7, Chapter 1.2 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). This is a requirement only of the successful vendor(s).
14. The vendor should be aware of the State's Minority Business Enterprise (MBE) requirements, which address the State's goal of ten percent (10%) participation by MBE's in all State procurements. For further information visit the website www.mbe.ri.gov

SECTION 2: BACKGROUND

When the college was established in 1854 as the Rhode Island State Normal School, its goal was to provide teacher preparation to young people from Rhode Island. With the dedication of a new building in 1898, the institution began a period of steady growth, evolving first into a teachers' college, the Rhode Island College of Education. In the 1958-59 academic year the college moved to its current Mount Pleasant campus, and in 1959 was renamed Rhode Island College to reflect its new purpose as a comprehensive institution of higher education. With an enrollment predominantly from Rhode Island and nearby Massachusetts and Connecticut, the institution historically has served as a "College of Opportunity" for first-generation college students. The college now serves now serves approximately 7,500 undergraduate students and 1,100 graduate students in courses and programs both on and off campus. Academic offerings are provided in five schools: the Faculty of Arts and Sciences, the Feinstein School of Education and Human Development, the School of Management, the School of Nursing, and the School of Social Work.

The Feinstein School of Education and Human Development (FSEHD) prepares education and human service professionals to be highly effective, reflective, engaged and deeply committed to the values of equity, diversity and social advocacy. The FSEHD is home to five departments: Counseling, Educational Leadership & School Psychology; Educational Studies; Elementary Education; Health & Physical Education; and Special Education. The FSEHD is also home to The Henry Barnard Laboratory School, a PK-5 elementary school. The FSEHD offers 19 undergraduate, initial certification programs, 14 graduate certification programs and 17 non-degree certification programs; serves approximately 1000 students; and graduates approximately 250 teachers and other human service professionals each year.

Please visit <http://www.ric.edu/feinsteinSchoolEducationHumanDevelopment/index.php> to learn more about the FSEHD.

The Rhode Island Department of Education's review of the FSEHD's educator preparation programs took place in October 2016, and was grounded in the Rhode Island Standards for Educator Preparation: Professional Knowledge, Clinical Partnership and Practice; Candidate Quality, Recruitment and Assessment; Program Impact; Program Quality and Improvement. The review resulted in the following program classifications:

School Psychologist	Approved with Distinction
All Teacher Programs	Approved with Conditions
Reading Specialist	Approved with Conditions (At Risk of Low Performing)
School Counselor	Non-Renewal
Building Level Administrator	Non-Renewal

Given the results of the 2016 visit, the FSEHD will need to engage in intensive work to transform its teacher education programs over the next two years.

The initial contract period will begin approximately July 1, 2017 – June 30, 2018 with an option to extend for one year.

SECTION 3: SCOPE OF WORK

Note: The term “vendor,” “offeror” and “bidder” refer to the company responding to this RFP.

Rhode Island College seeks a qualified individual or firm to provide consulting services to:

- Assist the Feinstein School of Education and Human Development (FSEHD) leadership team in developing and executing an Action Plan for program improvement.
- Advise the college on program improvements, consolidations, and reductions.
- Advise the college on resources needed to move the FSEHD’s educator-preparation programs forward;
- Serve as a direct communication link between the Feinstein School of Education and Human Development and the Rhode Island Department of Education (RIDE).
- Advise the college and RIDE on coordinating the data requirements for Council for the Accreditation of Educator Preparation (CAEP) and RIDE.
- Apply a change management process and tools to support adoption of the changes required.
- Define and measure success metrics for change progress.

The vendor should have the following minimum requirements:

- Knowledge of educator preparation requirements and regulations at the federal and state levels.
- Knowledge of data requirements for these regulations.
- Knowledge of national CAEP accreditation standards and requirements.
- Understanding of national trends in educator preparation.
- Experience and knowledge of change management principles, methodologies, and tools.
- Experience with project management approaches, tools and phases of the project lifecycle.
- Experience with organizational change efforts.

Preferred Experience & Qualifications:

- An earned doctorate in a field of Education for an individual bidder. If an organization is applying, then at least one individual within the organization who would be working closely Rhode Island College would need to meet this qualification.

Consultant Qualifications

Provide the following:

- A detailed outline of qualifications and professional experience that address all of the above minimum requirements, as well as preferred experience, as relevant.

SECTION 4: TECHNICAL PROPOSAL

Narrative and format: The separate technical proposal should address specifically each of the required elements:

1. Consultant(s) Qualifications & Experience – Provide resumes/CVs and thoroughly describe qualifications and experiences of consultant(s) who will be involved in this project, particularly experience in supporting teacher education programs through a transformation process.
2. Capability, Capacity and Qualifications of the Consultant(s)—Provide a detailed description of the vendor’s experience as a third party consultant, including experience in teacher preparation. A list of relevant references must be provided, include client names, addresses, phone numbers, dates of service and type(s) of service(s) provided.
3. Quality of the Work Plan/Suitable Methodology – Describe, in detail, the framework within which the consultancy will be performed, The framework should include an action plan for program improvement that outlines the change management process and tools to support adoption of the changes required, and defined metrics for success.

SECTION 5: COST PROPOSAL

Provide a cost proposal based a lump sum fee for completing the services within a 24 month contract period.

Alternative fee schedule proposals will be considered; however, the vendor must provide an understandable fee structure and explain the benefits of the alternative approach.

SECTION 6: EVALUATION AND SELECTION

Proposals will be reviewed by a Technical Review Committee comprised of staff from state agencies. To advance to the Cost Evaluation phase, the Technical Proposal must receive a minimum of 60 (85.7%) out of a maximum of 70 technical points. Any technical proposals scoring less than 60 points will not have the cost component opened and evaluated. The proposal will be dropped from further consideration.

Proposals scoring 60 technical points or higher will be evaluated for cost and assigned up to a maximum of 30 points in cost category, bringing the potential maximum score to 100 points.

Rhode Island College reserves the exclusive right to select the individual(s) or firm (vendor) that it deems to be in its best interest to accomplish the project as specified herein; and conversely, reserves the right not to fund any proposal(s).

Proposals will be reviewed and scored based upon the following criteria:

Criteria	Possible Points
Qualifications and Experience	20 Points
Capability and Capacity	20 Points
Suitability of Approach/Methodology	30 Points
Total Possible Technical Points	70 Points
Cost calculated as lowest responsive cost proposal divided by (this cost proposal) times 30 points *	30 Points
Total Possible Points	100 Points

*The Low bidder will receive one hundred percent (100%) of the available points for cost. All other bidders will be awarded cost points based upon the following formula:

$$(\text{low bid} / \text{vendors bid}) * \text{available points}$$

For example: If the low bidder (Vendor A) bids \$65,000 and Vendor B bids \$100,000 for monthly cost and service fee and the total points available are Thirty (30), vendor B's cost points are calculated as follows:

$$\$65,000 / \$100,000 * 30 = 19.5$$

Points will be assigned based on the offeror's clear demonstration of the abilities to complete the work, apply appropriate methods to complete the work, create innovative solutions and quality of past performance in similar projects.

Applicants may be required to submit additional written information or be asked to make an oral presentation before the technical review committee to clarify statements made in their proposal.

SECTION 7: PROPOSAL SUBMISSION

Questions concerning this solicitation may be e-mailed to the Division of Purchases at doa.purquestions3@purchasing.ri.gov no later than the date and time indicated on page one of this solicitation. Please reference **RFP #7551612** on all correspondence. Questions should be submitted in a Microsoft Word attachment. Answers to 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. If technical assistance is required to download, call the Help Desk at (401) 574-8100.

Offerors are encouraged to submit written questions to the Division of Purchases. **No other contact with State parties will be permitted.** Interested offerors may submit proposals to provide the services covered by this Request on or before the date and time listed on the cover page of this solicitation. Responses received after this date and time, as registered by the official time clock in the reception area of the Division of Purchases will not be considered.

Responses (**an original plus four (4) copies**) should be mailed or hand-delivered in a sealed envelope marked "**RFP#**" 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 those not presented to 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 in the reception area of the Division of Purchases.

RESPONSE CONTENTS

Responses shall include the following:

1. One completed and signed R.I.V.I.P. generated bidder certification cover sheet (included in the original copy only) downloaded from the RI Division of Purchases Internet home page at www.purchasing.ri.gov.
2. One completed and signed W-9 (**included in the original copy only**) downloaded from the RI Division of Purchases Internet home page at www.purchasing.ri.gov.
3. **A separate Technical Proposal** describing the qualifications and background of the applicant and experience with and for similar projects, and all information described earlier in this solicitation. As appropriate, resumes of key staff that will provide services covered by this request.
4. **A separate, signed and sealed Cost Proposal** reflecting the fixed price proposal, proposed to complete all of the requirements of this project.
5. In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in **electronic format (CD or flash drive)**. Microsoft Word / Excel or PDF format is preferable. Only 1 electronic copy is requested and it should be placed in the proposal marked "original".

CONCLUDING STATEMENTS

Notwithstanding the above, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all proposals, and to award 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 State's General Conditions of Purchase contain the specific contract terms, stipulations and affirmations to be utilized for the contract awarded to the RFP. The State's General Conditions of Purchases/General Terms and Conditions can be found at the following URL: <https://www.purchasing.ri.gov/RIVIP/publicdocuments/ATTA.pdf>