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**ADDENDUM # 1**

5/19/17

Solicitation #7551612

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

**Submission Deadline: May 30, 2017 @ 11:00 am (ET)**

Per the issuance of ADDENDUM #1 the following are noted:

Submitted Questions & Responses (attached)

*Interested Parties should monitor this website on a regular basis, for any additional information that may be posted.*

**Gary P. Mosca**  
Chief Buyer

## **Addendum No. 1**

### **RFP # 7551612 Rhode Island College Feinstein School of Education and Human Development Change Management Mentor**

#### **Submitted Questions and Answers/Responses:**

1. Q: The RFP seems that it has been written for a specific vendor/s. Did the organization already identify qualified vendors for this RFP?

*A: The RFP was not written for a specific vendor. We have not pre-qualified vendors for this RFP.*

2. Q: If there a maximum budget for this project?

*A: To be determined.*

3. Q: Has there been an assessment conducted for change behavior for teachers in order to include this work in the new program and curriculum?

*A: No, but the faculty of the school are well prepared to make changes.*

4. Q: Who will the consultant report to?

*A: The consultant will report to the Provost and Vice President for Academic Affairs.*

5. Q: The RFP states the consultant will 'Define and measure success metrics for change progress'. When do you plan on implementing the changes.

*A: The change process will begin immediately and extend approximately over the next two years.*

6. Q: If the contractor is an MBE company or subcontracts with an MBE will the proposal be graded higher?

*A: No bonus or additional points are added for MBE.*

7. Q: The solicitation indicates that the contract period will begin approximately July 1, 2017. When, approximately, will offerors be notified of award?

*A: We hope to complete the selection process by June 15, 2017.*

8. Q: The solicitation notes that FSEHD's School Counselor and Building Level Administrator programs were not renewed by RIDE. Does FSEHD seek support in regards to these programs or only in regards to transforming its teacher-education programs?

*A: The FSEHD seeks support in regard to all of its educator preparation programs, not just teacher preparation.*

9. Q: Which of the parties listed in the RFP -- Rhode Island College or the Rhode Island Department of Education -- is ultimately responsible for identifying, evaluating and approving success metrics for the change process?

*A: Rhode Island College is working in partnership with the Rhode Island Department of Education, but Rhode Island College is ultimately responsible for identifying, evaluating, and approving success metrics for the change process.*

10. Q: Will the selected offeror retain ownership over materials that it produces in the course of carrying out the project?

*A: The college will need to reserve the right to continue to use materials prepared by the offerer for Rhode Island College after the project is completed.*

11. Q: RIDE's October 2016 review requires the FSEHD to develop an action plan for overall program improvement as well as an action plan specific to the Reading Specialist program. Is the action plan listed in the Scope of Work inclusive of (i) one or (ii) both action plans cited in the review?

*A: The Scope of Work includes both action plans.*

12. Q: Who from FSEHD has been involved in the preparation of this RFP?

*A: The Dean has been the lead person from FSEHD in the preparation of this RFP.*

13. Q: Are the budget and scope of work to be submitted expected to cover the one year of work guaranteed under the contract or to cover two full years (given the possibility of a one-year contract renewal)?

*A: As noted in the RFP, the school will need to engage in intensive work over the next two years. The initial contract period will be for one year with an option to extend for an additional year. We would welcome a two-year plan of work.*

14. Q: Besides the dean of the Feinstein School of Education and Human Development, is there a dedicated director of teacher education who will have a significant role in working with the vendor during the change management process?

*A: In addition to the Dean, the vendor will work with the Associate Dean, Director of Assessment, Director of Partnerships and Placements, office staff, and the faculty of FSEHD at large.*

15. Q: As a portion of a full (1.0) FTE, how much time will the dean of the Feinstein School of Education and Human Development (and/or other head of its teacher education program) be able to devote specifically to working with the selected vendor on defining and implementing the change management activities agreed upon?

*A: This work is the highest priority for the Dean, and we anticipate a significant percentage of time will be devoted to working with the vendor.*

16. Q: What data does Rhode Island College currently collect and/or have access to on the performance of its teacher preparation programs—and are the data available at the provider (unit) level or at the individual program level?

*A: FSEHD collects a large amount of data on the performance and outcomes of its students. Data are available at both the provider level and the individual program level as well as through the [Rhode Island Educator Preparation Index](#). These data will be shared with the vendor. Part of the work is to help FSEHD establish a more comprehensive and coordinated data system and better mechanisms to use the data.*

17. Q: In previous program approval decisions over the last ten years, were any of the College's teacher preparation programs disapproved or approved with conditions? If so, which programs?

*A: RIDE suspended its review of educator preparation programs while revising its standards and, as a result, did not conduct a review of RIC's programs for the last nine years.*

18. Q: In the previous teacher preparation program approval decisions over the last ten years, did Rhode Island College fail to meet expectations on any of the Components of the Rhode Island teacher preparation program performance standards? If so, which components?

*A: RIDE suspended its review of educator preparation programs while revising its standards and, as a result, did not conduct a review of RIC's programs for the last nine years.*

19. Q: Is an individual who served as an independent reviewer for the 2016 Rhode Island College educator preparation performance review eligible to serve as a vendor for the planned change management project?

*A: Yes, as long as the individual meets the requirements of the RFP.*

20. Q: The RFP asks for resumes. Must we submit traditional resumes or are detailed biographies that outlines relevant experience acceptable?

*A: Biographies are acceptable, but Rhode Island College must be able to assess each applicant's :*

- 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.*

21. Q: Who from Rhode Island College will be involved in the proposal evaluation/vendor selection process? Are faculty included in the process?

*A: A steering committee consisting of leadership at Rhode Island College and the Rhode Island Department of Education will be involved. Faculty will also be involved.*

22. Q: Please clarify the final product(s) the vendor will deliver. Will the change management mentor be responsible for the College's final action plan and metrics of success? Please clearly describe this and any other deliverables the vendor will be expected to provide.

*A: The emphasis of this RFP is on the change process. As outlined in the RFP, the vendor will:*

- 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.*

23. Q: How will you assess if the vendor is successful in meeting the expectations of this engagement?

*A: Success will be measured by the degree to which the above requirements have been met. By the end of this project, FSEHD should have a clear path forward and have made significant progress in addressing the goals of the project.*

24. Q: What staff will the change management mentor work with most closely? Who are the individuals we will work with when decisions need to be made, etc.?

*A: In addition to the Dean, the vendor will work with the Associate Dean, Director of*

*Assessment, Director of Partnerships and Placements, office staff, and the faculty of FSEHD at large.*

25. Q: To what extent is RIDE involved in the execution of this project? What will the change management mentor's relationship look like with RIDE?

*A: The college is in close consultation with RIDE, but the college is responsible for implementing all changes. The change management mentor will be expected to establish and use a direct communication link between FSEHD and RIDE.*

26. Q: How invested are the faculty at Rhode Island College in significant change of the education department?

*A: The faculty at Rhode Island College are completely invested in significant change and are already working on reinvigorating their programs.*

27. Q: When will the selected vendor be notified? Will vendors not selected be notified?

*A: Vendors will be notified by June 15 through the normal channels and the normal timeframe of the state bidding process.*

28. Q: For planning purposes, please provide a recommended budget range or max budget.

*A: This has not been determined.*

29. Q: Would preparation at the level of school leader be an appropriate response to this challenge? Or should responses be limited to teacher preparation?

*A: The RFP addresses all of the FSEHD educator preparation programs, which includes school leader as well as teacher preparation.*

*End.*