



Solicitation Information

March 1, 2018

Addendum #1

RFP # 7588558

TITLE: Program Monitoring and Quality Assurance Project

Submission Deadline: March 8, 2018 at 2:30 PM (ET)

ATTACHED ARE VENDOR QUESTIONS WITH STATE RESPONSES. NO FURTHER QUESTIONS WILL BE ANSWERED.

**Gail Walsh
Chief Buyer**

RFP #7588558 – Program Monitoring and Quality Assurance Project

Vendor A

- What are the assumed hours/week to perform **Quality Assurance Program Support (A1)**?
 - Are there periods of varying intensity?
 - Yes, there are periods of the year when the work is more intense than others.
 - How does this work currently occur?
 - Through a contract with a vendor who employs three positions to fulfil the contract.
 - When was the last process manual created? What revisions need to be made?
 - The process manuals are revised annually as needed.
 - Will direct assistance occur via phone, email or in person?
 - This work may only be effectively performed in person, on-site at RIDE.
 - Please describe participation in monitoring reviews.
 - Vendor employees support in the scheduling, document review and approval, data analysis, and in on-site (in LEA) program reviews.
- What is the role of the RIDE Quality Assurance Administrator? Will this person be employed by RIDE?
 - This position is an employee of the vendor and fulfils the responsibilities of a contract that is negotiated once the RFP is awarded.
- What are the assumed hours/week to perform the duties of the **Title I and Title IVa Program Specialist (B1)**?
 - Typically 35 Hrs. per week.
 - Are there periods of varying intensity?
 - Yes
 - How does this work currently occur?
 - Through vendor employees in collaboration with RIDE/OSCAS.
 - What is the method of delivery for technical assistance?
 - Via phone, through clinics for LEA personnel and on-site in LEAs in coordination with RIDE/OSCAS staff.
- What are the assumed hours/week to perform the duties of the **Information Services Technician (B2)**?
 - Typically 35 Hrs per week.
 - Are there periods of varying intensity?
 - Yes
 - How does this work currently occur?
 - Through an employee of the current vendor.
- To what extent can the above roles occur remotely (A1, B1, and B2)? Will RIDE offer space to perform these roles onsite if required?

- This work may only be effectively performed in person, on-site at RIDE. RIDE provides space for the vendor employee to complete this work.
- To what extent can the above roles (A1, B1 and B2) be split or shared among staff?
 - The work of the individuals described would best be provided by full time positions. Job sharing amongst staff employed by the vendor may be considered but this is not the preferred method by RIDE/OSCAS.
- How will training for the above roles (A1, B1 and B2) occur?
 - Prior knowledge and experience of the vendor's employees will be important to demonstrate in the RFP process. The vendor will provide some resources to the training of staff, RIDE/OSCAS will provide orientation and additional training for specific RIDE operations and processes.
- Is it assumed the vendor will provide overall project management, supervision and support of these positions (A1, B1 and B2)?
 - In collaboration with RIDE/OSCAS.
- What is the budget available for this work?
 - The budget is developed during contracting with the successful applicant. The level of effort is based on the scope of work in the RFP.
- For "Existing Personnel Retention," when is it assumed this evaluation process will occur? How will salary for these individuals be determined?
 - Existing personnel retention will be completed during the contracting process. Salaries are based upon comparable relevant positions in the RIDE. The salary range for the Program Specialist begins at \$62,938 for a full time employee. The salary range for the Quality Assurance Program Support and Information Services Technician starts at \$37,270.
- The contract starts on July 1, 2018 and Deliverable 1 is also due no later than that date. Is it assumed the job descriptions defined in this proposal meet that deliverable criteria?
 - Yes, the job descriptions will be developed prior to July 1, 2018 as part of the contracting process.
- Per the deliverable: "In collaboration with RIDE OSCAS Project Leads, professional and support staff to accomplish the work outlined in the Project Overview will be recruited and employed," what is the project number of FTE who will need to be recruited and employed? To what extent is it assumed these will be existing vendor staff?
 - There are three full time positions described in the RFP.
 - There are currently three employees of the existing vendor providing services described in the RFP. The current vendor's employees have successfully met the required deliverables and maintain necessary qualifications.

Vendor B

- Does RIDE have an expected budget or level of effort to conduct this work?
 - The budget is developed during contracting with the successful applicant. The level of effort is based on the scope of work in the RFP.
- The RFP specifically includes Title I, Title IVa, and IDEA for program monitoring and quality assurance work. Does RIDE anticipate that other Title programs or other grants may be included in this work?
 - Not at this time.
- What is the current approach of RIDE's program monitoring and quality assurance system for Title I, Title IVa, and IDEA?
 - Descriptions are provided in the RFP and on the RIDE web site, <http://ride.ri.gov/StudentsFamilies/EducationPrograms/Title1Supports.aspx> and <http://ride.ri.gov/InformationAccountability/Accountability/SchoolSupportSystem.aspx>.
- Have specific staff from RIDE or OSCAS been identified to lead/oversee this project?
 - Yes
- Beyond a start date of July 1, 2018, what is RIDE's anticipated timeline for the rollout of the new/revised program monitoring and quality assurance project?
 - Monitoring systems and products used in the process are revised as necessary annually.