



**Solicitation Information
May 28, 2019**

RFP# 7598817

TITLE: Rhode Island Department of Education Compensation Study, Plan and Schedule

Submission Deadline: June 26, 2019 at 2:00 PM (ET)

PRE-BID/ PROPOSAL CONFERENCE: NO

Questions concerning this solicitation must be received by the Division of Purchases at gail.walsh@purchasing.ri.gov no later than **Friday, June 7, 2019 at 5:00 PM (ET)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP# on all correspondence. Questions received, if any, will be posted on the Division of Purchases' website as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

BID SURETY BOND REQUIRED: NO

PAYMENT AND PERFORMANCE BOND REQUIRED: NO

GAIL WALSH

CHIEF BUYER

Note to Applicants:

- Applicants must register on-line at the State Purchasing Website at www.purchasing.ri.gov
- Proposals received without a completed RIVIP Bidder Certification Cover Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION COVER FORM

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SECTION 1. INTRODUCTION

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island Department of Elementary and Secondary Education (“RIDE”), is soliciting proposals from qualified firms to provide a benchmark compensation study and develop a comprehensive compensation plan for bargaining unit positions employees and for non-union positions based on the results of that study. This study shall cover all non-classified exempt professional staff in the Local 2012 AFT bargaining unit, in accordance with the terms of this Request for Proposals (“RFP”) and the State’s General Conditions of Purchase, which may be obtained at the Division of Purchases’ website at www.purchasing.ri.gov.

The initial contract period will begin upon issuance of a state purchase order (projected August 2019) for a one-year period. Contracts may be renewed for up to four additional 12-month periods based on vendor performance and the availability of funds.

This is a Request for Proposals, not a Request for Quotes. Responses will be evaluated on the basis of the relative merits of the proposal, in addition to cost; there will be no public opening and reading of responses received by the Division of Purchases pursuant to this solicitation, 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 RFP are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this RFP may be rejected as being non-responsive.
3. All costs associated with developing or submitting a proposal in response to this RFP or for providing oral or written clarification of its content, shall be borne by the vendor. The State assumes no responsibility for these costs even if the RFP is cancelled or continued.
4. Proposals are considered to be irrevocable for a period of not less than 180 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 in the proposal.

6. 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. 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.
7. The purchase of goods and/or services under an award made pursuant to this RFP will be contingent on the availability of appropriated funds.
8. Vendors are advised that all materials submitted to the Division of Purchases for consideration in response to this RFP may be considered to be public records as defined in R. I. Gen. Laws § 38-2-1, *et seq.* and may be released for inspection upon request once an award has been made.

Any information submitted in response to this RFP that a vendor believes are trade secrets or commercial or financial information which is of a privileged or confidential nature should be clearly marked as such. The vendor should provide a brief explanation as to why each portion of information that is marked should be withheld from public disclosure. Vendors are advised that the Division of Purchases may release records marked confidential by a vendor upon a public records request if the State determines the marked information does not fall within the category of trade secrets or commercial or financial information which is of a privileged or confidential nature.

9. 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.
10. By submission of proposals in response to this RFP vendors agree to comply with R. I. General Laws § 28-5.1-10 which mandates that contractors/subcontractors doing business with the State of Rhode Island exercise the same commitment to equal opportunity as prevails under Federal contracts controlled by Federal Executive Orders 11246, 11625 and 11375.

Vendors are required to ensure that they, and any subcontractors awarded a subcontract under this RFP, undertake or continue programs to ensure that minority group members, women, and persons with disabilities are afforded equal employment opportunities without discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, or disability.

Vendors and subcontractors who do more than \$10,000 in government business in one year are prohibited from engaging in employment discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, or disability, and are required to submit an "Affirmative Action Policy Statement."

Vendors with 50 or more employees and \$50,000 or more in government contracts must prepare a written “Affirmative Action Plan” prior to issuance of a purchase order.

- a. For these purposes, equal opportunity shall apply in the areas of recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff, termination, and rates of pay or other forms of compensation.
- b. Vendors further agree, where applicable, to complete the “Contract Compliance Report” (<http://odeo.ri.gov/documents/odeo-eeo-contract-compliance-report.pdf>), as well as the “Certificate of Compliance” (<http://odeo.ri.gov/documents/odeo-eeo-certificate-of-compliance.pdf>), and submit both documents, along with their Affirmative Action Plan or an Affirmative Action Policy Statement, prior to issuance of a purchase order. For public works projects vendors and all subcontractors must submit a “Monthly Utilization Report” (<http://odeo.ri.gov/documents/monthly-employment-utilization-report-form.xlsx>) to the ODEO/State Equal Opportunity Office, which identifies the workforce actually utilized on the project.

For further information, contact Vilma Peguero at the Rhode Island Equal Employment Opportunity Office, at 222-3090 or via e-mail at ODEO.EOO@doa.ri.gov.

11. In accordance with R. I. Gen. Laws § 7-1.2-1401 no foreign corporation has the right to transact business in Rhode Island until it has procured a certificate of authority so to do from the Secretary of State. This is a requirement only of the successful vendor(s). For further information, contact the Secretary of State at (401-222-3040).
12. In accordance with R. I. Gen. Laws §§ 37-14.1-1 and 37-2.2-1 it is the policy of the State to support the fullest possible participation of firms owned and controlled by minorities (MBEs) and women (WBEs) and to support the fullest possible participation of small disadvantaged businesses owned and controlled by persons with disabilities (Disability Business Enterprises a/k/a “DisBE”)(collectively, MBEs, WBEs, and DisBEs are referred to herein as ISBEs) in the performance of State procurements and projects. As part of the evaluation process, vendors will be scored and receive points based upon their proposed ISBE utilization rate in accordance with 150-RICR-90-10-1, “Regulations Governing Participation by Small Business Enterprises in State Purchases of Goods and Services and Public Works Projects”. As a condition of contract award vendors shall agree to meet or exceed their proposed ISBE utilization rate and that the rate shall apply to the total contract price, inclusive of all modifications and amendments. Vendors shall submit their ISBE participation rate on the enclosed form entitled “MBE, WBE and/or DisBE Plan Form”, which shall be submitted in a separate, sealed envelope as part of the proposal. ISBE participation credit will only be granted for ISBEs that are duly certified as MBEs or WBEs by the State of Rhode Island, Department of Administration, Office of Diversity, Equity and Opportunity or firms certified as DisBEs by the Governor’s Commission on Disabilities. The current directory of firms certified as MBEs or WBEs may be accessed at

<http://odeo.ri.gov/offices/mbeco/mbe-wbe.php>. Information regarding DisBEs may be accessed at www.gcd.ri.gov.

For further information, visit the Office of Diversity, Equity & Opportunity's website, at <http://odeo.ri.gov> and *see* R.I. Gen. Laws Ch. 37-14.1, R.I. Gen. Laws Ch. 37-2.2, and 150-RICR-90-10-1. The Office of Diversity, Equity & Opportunity may be contacted at, (401) 574-8670 or via email Dorinda.Keene@doa.ri.gov

SECTION 2. BACKGROUND

The Rhode Island Department of Elementary and Secondary Education (RIDE) is located at 255 Westminster Street, Providence Rhode Island. RIDE is a state agency which oversees the elementary and secondary education system from pre-Kindergarten through high school. Information regarding RIDE's governance and mission can be found at Rhode Island General Laws (R.I.G.L.) (<http://webserver.rilin.state.ri.us/Statutes/TITLE16/16-2/INDEX.HTM>) and/or at <http://www.ride.ri.gov/BoardofEducation/Overview.aspx>

In 2004, RIDE embarked on a similar compensation study which resulted in its current Local 2012 pay structure. RIDE through the collective bargaining process with the non-classified exempt professional employees, who are members of Local 2012, AFT, RIFTHP (Local 2012) is now initiating another compensation study, which will include other non-Union positions at RIDE. The number of positions to be covered under this compensation study is approximately 70.

Since the 2004 compensation study, RIDE and Local 2012 ("the parties") have developed processes whereby bargaining unit employees may appeal for salary increase based on their presentation of a portfolio to a joint labor-management committee for review against negotiated criteria which recognize employee's professional growth. As part of this compensation study about to be undertaken, the parties are interested in recommendations regarding the adoption and structure of a compensation plan which would be used to attract and retain qualified professional staff and to provide for pay progression and salary increments using agreed upon criteria.

Attached are two distinct compensation study recommendations. One for Local 2012 AFT Union positions and one for Non-union positions. The vendor must develop two separate and unique compensation plans for each entity.

SECTION 3: SCOPE OF WORK AND REQUIREMENTS

General Scope of Work

The proposed plan should accomplish the following objectives:

A. Compensation and Benefits

1. Schedule an initial meeting with the Labor Management Committee to discuss the process and tasks to be performed to include reasonable dedication of key personnel to confirm the scope of services, methodology, project time lines, and project deliverables.
2. Perform an extensive salary and benefits study (to include comparison of each locality with other local government entities in the local area and comparable localities around the State, and where applicable, public and private sector competition in the local area).
3. Salary/wage study should include comparison of any premium pay offered.
4. Evaluate current positions related to public education and government. Rate shall be compared to surrounding localities, other comparable localities in the State and, where applicable, public and private sector competition in the local area.
5. Offer recommendations regarding means of pay progression through the proposed salary plan.
6. Present findings in a written report to the Labor Management Committee. The written report must also be provided in electronic format.

The initial contract is anticipated to begin August 1, 2019 and will terminate once the items identified below are completed to the satisfaction of the RIDE and Local 2012 AFT union. It is anticipated to take approximately six (6) to eight (8) months to complete this study.

RIDE and Local 2012 AFT union reserve the right to terminate, extend, or alter the contract after the initial contract period begins based on vendor performance or for other reasons. The consultant will invoice the RIDE on a monthly basis with an itemized list of billable hours and hourly rate for work performed. The consultant must document all billable hours so that the RIDE can see what work is being performed before remitting payment.

RIDE and the Local 2012 AFT union will meet with the awarded consultant on a periodic basis to receive an update on the progress of the deliverables and have an opportunity to ask and answer questions.

Specific Activities / Tasks

The consultant shall develop recommendations for a compensation system based on the following:

1. Review of Job Descriptions

The consultant will be provided with all job descriptions for the organization(s). Based on those job descriptions, the consultant will determine appropriate private and public sector benchmark comparisons.

2. Review of current system

The consultant will review all elements of the existing system and will interview employees who are interested in meeting to discuss their experiences with the current system.

3. Market Survey

The consultant shall perform a market salary survey of private and public sector benchmark comparisons similar in size, population, economic climate, proximity to a major city, etc., to State of Rhode Island and which are selected by the consultant in consultation with the Labor Management Committee. Compare all employee salaries to internal and external markets.

4. Compensation Schedule

Utilizing the market survey results and comparable job descriptions, the consultant shall prepare a recommended compensation plan and salary schedule to correspond to the existing Attachments.

SUBMITTAL REQUIREMENTS

- A. The Consultant shall include a timetable of tasks to conclude the project within a 6 - 8-month timetable. The Consultant shall provide a statement of particular expertise and experience in performing a targeted regional study.
- B. The Consultant shall provide a brief overview of the history and structure of the firm and attach an organizational chart of the office that will be providing the service.
- C. The Consultant shall provide resume(s) with the educational background, including all degrees and certifications earned, and work history for each team member or consulting firm performing work under the scope of this Request for Proposal. Show the extent of hours spent by each person and the number of projects, which will be managed by each person. Also, the Consultant shall provide a listing of other individuals on the team that would support the completion of this project, with a

summary of each team member's area of responsibility, experience, and qualification of this work.

- D. The Consultant(s) shall provide a minimum of five (5) references for public sector work completed within the last three (3) years, including at least two in a collective bargaining setting. Also, the Consultant(s) shall list a contact name, address, phone number, fax number, and email address for each reference. The RIDE reserves the right to investigate the references and the past performance of any applicant with respect to its successful performance of similar projects, compliance with specifications and contractual obligations, and its completion of a project on schedule.

SECTION 4: PROPOSAL

A. Technical Proposal

Narrative and format: The proposal should address specifically each of the following elements:

1. **Background Qualifications** – Brief history of Vendor's background listing significant milestones and company organizational chart. History to include: Years in business, service capabilities and experience of the firm in providing compensation study for public government entities. Vendors' must provide staff resumes/CV and describe qualifications and experience of key staff who will be involved in this project, including their experience working on compensation studies for government entities. Be sure to designate who will be assigned as lead liaison when reporting personnel.
2. **Capability, Capacity, and Qualifications of the Vendor** - Please provide a detailed description of the Vendor's experience specific to compensation studies, especially those involving government entities. At least five (5) relevant client references must be provided, to include client names, addresses, phone numbers, dates of service and type(s) of service(s) provided. Identify all subcontractors and their qualifications and describe all services to be provided by the subcontractors.
3. **Work Plan/Suitable Methodology** - Please describe in detail, as outlined in Section 3 above, a project plan with specific dates and durations that encompasses all the necessary steps to accomplish the requested compensation study. It should include all tasks, activities, and/or milestones. The assignment of staff relating to each activity/milestone is preferred. Use of available software, such as Microsoft Project Management, is preferred. The description of approach shall discuss and justify the approach proposed to be taken for

each task requirement, and the technical issues that may be confronted at each stage of the project.

- 4. Presentation of Methodology and Approach** – All bidders who receive 40 points or more on their technical proposals will be required to demonstrate their methodology and approach in completing the two distinctive compensation study recommendations (one for Local 2012 positions and the other for Non-Union positions). These presentations provide an opportunity for the respondent to clarify its proposal and demonstrate stated requirements. Propose key team members *must be* present at the on-site demonstration, especially the lead liaison staff member.

B. Cost Proposal

Detailed Budget and Budget Narrative:

Provide a proposal cost proposal for a lump sum fee based on the services outlined in this proposal, for completing the services within the six (6) month initial contract period.

C. ISBE Proposal

See Appendix A for information and the MBE, WBE, and/or Disability Business Enterprise Participation Plan form(s). Bidders are required to complete, sign and submit these forms with their overall proposal in a sealed envelope. Please complete separate forms for each MBE, WBE and/or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation.

SECTION 5: EVALUATION AND SELECTION

Proposals shall be reviewed by a technical evaluation committee (“TEC”) comprised of staff from State agencies. The TEC first shall consider technical proposals.

Technical proposals must receive a minimum of 40 (80%) out of a maximum of 50 points to advance to the demonstration/interview phase. Any technical proposals scoring less than 40 points shall not advance to the demonstration/interview phase and shall not have the accompanying cost or ISBE participation proposals opened and evaluated. The proposal will be dropped from further consideration.

The Technical proposal and Demonstration/Interview must receive a combined minimum score of 60 (85.7%) out of a maximum of 70 points to advance to the Cost Proposal and ISBE proposal evaluation stage. Technical Proposal and Demonstration/Interview scoring less than 60 points shall not advance to the cost proposal evaluation and the proposal shall be dropped from further consideration.

Technical Proposal and Demonstration/Interview scoring a combined total of 60 points or higher shall be evaluated for cost and assigned up to a maximum of 30 points in the cost category, bringing the potential maximum score to 100 points.

After total possible evaluation points are determined, ISBE proposals shall be evaluated and assigned up to 6 bonus points for ISBE participation.

The Division of Purchases reserves the right to select the vendor(s) or firm(s) (“vendor”) that it deems to be most qualified to provide the goods and/or services as specified herein; and, conversely, reserves the right to cancel the solicitation in its entirety in its sole discretion.

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

Criteria	Possible Points
Background Qualifications (Experience)	15 Points
Capability, Capacity and Qualifications of the Vendor	15 Points
Work Plan/Suitable Methodology	20 Points
Total Possible Technical Points	50 Points
Demonstration/Methodology & Approach	20 Points
Total Possible Technical & Demonstration/Interview Points	70 Points
Cost proposal*	30 Points
Total Possible Evaluation Points	100 Points
ISBE Participation**	6 Bonus Points
Total Possible Points	106 Points

***Cost Proposal Evaluation:**

The vendor with the lowest cost proposal shall receive one hundred percent (100%) of the available points for cost. All other vendors shall be awarded cost points based upon the following formula:

$$(\text{lowest cost proposal} / \text{vendor's cost proposal}) \times \text{available points}$$

For example: If the vendor with the lowest cost proposal (Vendor A) bids \$65,000 and Vendor B bids \$100,000 for monthly costs and service fees and the total points available are thirty (30), Vendor B's cost points are calculated as follows:

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

****ISBE Participation Evaluation:**

a. Calculation of ISBE Participation Rate

1. **ISBE Participation Rate for Non-ISBE Vendors.** The ISBE participation rate for non-ISBE vendors shall be expressed as a percentage and shall be calculated by dividing the amount of non-ISBE vendor's total contract price that will be subcontracted to ISBEs by the non-ISBE vendor's total contract price. For example if the non-ISBE's total contract price is \$100,000.00 and it subcontracts a total of \$12,000.00 to ISBEs, the non-ISBE's ISBE participation rate would be 12%.
2. **ISBE Participation Rate for ISBE Vendors.** The ISBE participation rate for ISBE vendors shall be expressed as a percentage and shall be calculated by dividing the amount of the ISBE vendor's total contract price that will be subcontracted to ISBEs and the amount that will be self-performed by the ISBE vendor by the ISBE vendor's total contract price. For example if the ISBE vendor's total contract price is \$100,000.00 and it subcontracts a total of \$12,000.00 to ISBEs and will perform a total of \$8,000.00 of the work itself, the ISBE vendor's ISBE participation rate would be 20%.

b. Points for ISBE Participation Rate:

The vendor with the highest ISBE participation rate shall receive the maximum ISBE participation points. All other vendors shall receive ISBE participation points by applying the following formula:

$$(\text{Vendor's ISBE participation rate} \div \text{Highest ISBE participation rate})$$

$$\times \text{Maximum ISBE participation points})$$

For example, assuming the weight given by the RFP to ISBE participation is 6 points, if Vendor A has the highest ISBE participation rate at 20% and Vendor B's ISBE participation rate is 12%, Vendor A will receive the maximum 6 points and Vendor B will receive $(12\% \div 20\%) \times 6$ which equals 3.6 points.

General Evaluation:

Points shall be assigned based on the vendor's clear demonstration of the ability to provide the requested goods and/or services. Vendors may be required to submit additional written information or be asked to make an oral presentation before the TEC to clarify statements made in the proposal.

SECTION 6. QUESTIONS

Questions concerning this solicitation must be e-mailed to the Division of Purchases at gail.walsh@purchasing.ri.gov no later than the date and time indicated on page one of this solicitation. No other contact with State parties is permitted. Please reference **RFP # 7598817** on all correspondence. Questions should be submitted in writing in a Microsoft Word attachment in a narrative format with no tables. Answers to questions received, if any, shall be posted on the Division of Purchases' website as an addendum to this solicitation. It is the responsibility of all interested parties to monitor the Division of Purchases website for any procurement related postings such as addenda. If technical assistance is required, call the Help Desk at (401) 574-8100.

SECTION 7. PROPOSAL CONTENTS

A. Proposals shall include the following:

1. One completed and signed RIVIP Bidder Certification Cover Form (included in the original copy only) downloaded from the Division of Purchases website at www.purchasing.ri.gov. *Do not include any copies in the Technical or Cost proposals.*
2. One completed and signed Rhode Island W-9 (included in the original copy only) downloaded from the Division of Purchases website at <http://www.purchasing.ri.gov/rivip/publicdocuments/fw9.pdf>. *Do not include any copies in the Technical or Cost proposals.*
3. Two (2) completed original and copy versions, signed and sealed Appendix A. MBE, WBE, and/or Disability Business Enterprise Participation Plan. Please complete separate forms for each MBE/WBE or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation. *Do not include any copies in the Technical or Cost proposals.*
4. 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. The technical proposal is limited to six (6) pages (this excludes any appendices and as appropriate, resumes of key staff that will provide services covered by this request).
 - a. One (1) Electronic copy on a CD-R, marked "Technical Proposal - Original".
 - b. One (1) printed paper copy, marked "Technical Proposal -Original" and signed.
 - c. Four (4) printed paper copies

5. Cost Proposal - A separate, signed and sealed cost proposal reflecting the hourly rate, or other fee structure, proposed to complete all of the requirements of this project.
 - a. One (1) Electronic copy on a CD-R, marked "Cost Proposal -Original".
 - b. One (1) printed paper copy, marked "Cost Proposal -Original" and signed.
 - c. Four (4) printed paper copies

B. Formatting of proposal response contents should consist of the following:

- A. Formatting of CD-Rs – Separate CD-Rs are required for the technical proposal and cost proposal. All CD-Rs submitted must be labeled with:
 - a. Vendor's name
 - b. RFP #
 - c. RFP Title
 - d. Proposal type (e.g., technical proposal or cost proposal)
 - e. If file sizes require more than one CD-R, multiple CD-Rs are acceptable. Each CD-R must include the above labeling and additional labeling of how many CD-Rs should be accounted for (e.g., 3 CD-Rs are submitted for a technical proposal and each CD-R should have additional label of '1 of 3' on first CD-R, '2 of 3' on second CD-R, '3 of 3' on third CD-R).

Vendors are responsible for testing their CD-Rs before submission as the Division of Purchase's inability to open or read a CD-R may be grounds for rejection of a Vendor's proposal. All files should be readable and readily accessible on the CD-Rs submitted with no instructions to download files from any external resource(s). If a file is partial, corrupt or unreadable, the Division of Purchases may consider it "non-responsive". USB Drives or any other electronic media shall not be accepted. Please note that CD-Rs submitted, shall not be returned.

B. Formatting of written documents and printed copies:

- a. For clarity, the technical proposal shall be typed. These documents shall be single-spaced with 1" margins on white 8.5"x 11" paper using a font of 12 point Calibri or 12 point Times New Roman.
- b. All pages on the technical proposal are to be sequentially numbered in the footer, starting with number 1 on the first page of the narrative (this does not include the cover page or table of contents) through to the end, including all forms and attachments. The Vendor's name should appear on every page, including attachments. Each attachment should be referenced appropriately within the proposal section and the attachment title should reference the proposal section it is applicable to.
- c. The cost proposal shall be typed using the formatting provided on the provided template.
- d. Printed copies are to be only bound with removable binder clips.

SECTION 8. PROPOSAL SUBMISSION

Interested vendors must submit proposals to provide the goods and/or services covered by this RFP 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, shall not be accepted.

Proposals should be mailed or hand-delivered in a sealed envelope marked “**RFP# 7598817 Compensation Study, Plan & Schedule**” 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 shall not be accepted. Proposals misdirected to other State locations or those not presented to the Division of Purchases by the scheduled due date and time shall be determined to be late and shall not be accepted. Proposals faxed, or emailed, to the Division of Purchases shall not be accepted. The official time clock is in the reception area of the Division of Purchases.

SECTION 9. CONCLUDING STATEMENTS

Notwithstanding the above, the Division of Purchases reserves the right to award on the basis of cost alone, to accept or reject any or all proposals, and to award in the State’s 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.

If a Vendor is selected for an award, no work is to commence until a purchase order is issued by the Division of Purchases.

The State’s General Conditions of Purchase contain the specific contract terms, stipulations and affirmations to be utilized for the contract awarded for this RFP. The State’s General Conditions of Purchases can be found at the following URL:
<https://www.purchasing.ri.gov/RIVIP/publicdocuments/ATTA.pdf>.

APPENDIX A. PROPOSER ISBE RESPONSIBILITIES AND MBE, WBE, AND/OR DISABILITY BUSINESS ENTERPRISE PARTICIPATION FORM

A. Proposer's ISBE Responsibilities (from 150-RICR-90-10-1.7.E)

1. Proposal of ISBE Participation Rate. Unless otherwise indicated in the RFP, a Proposer must submit its proposed ISBE Participation Rate in a sealed envelope or via sealed electronic submission at the time it submits its proposed total contract price. The Proposer shall be responsible for completing and submitting all standard forms adopted pursuant to 105-RICR-90-10-1.9 and submitting all substantiating documentation as reasonably requested by either the Using Agency's MBE/WBE Coordinator, Division, ODEO, or Governor's Commission on Disabilities including but not limited to the names and contact information of all proposed subcontractors and the dollar amounts that correspond with each proposed subcontract.
2. Failure to Submit ISBE Participation Rate. Any Proposer that fails to submit a proposed ISBE Participation Rate or any requested substantiating documentation in a timely manner shall receive zero (0) ISBE participation points.
3. Execution of Proposed ISBE Participation Rate. Proposers shall be evaluated and scored based on the amounts and rates submitted in their proposals. If awarded the contract, Proposers shall be required to achieve their proposed ISBE Participation Rates. During the life of the contract, the Proposer shall be responsible for submitting all substantiating documentation as reasonably requested by the Using Agency's MBE/WBE Coordinator, Division, ODEO, or Governor's Commission on Disabilities including but not limited to copies of purchase orders, subcontracts, and cancelled checks.
4. Change Orders. If during the life of the contract, a change order is issued by the Division, the Proposer shall notify the ODEO of the change as soon as reasonably possible. Proposers are required to achieve their proposed ISBE Participation Rates on any change order amounts.
5. Notice of Change to Proposed ISBE Participation Rate. If during the life of the contract, the Proposer becomes aware that it will be unable to achieve its proposed ISBE Participation Rate, it must notify the Division and ODEO as soon as reasonably possible. The Division, in consultation with ODEO and Governor's Commission on Disabilities, and the Proposer may agree to a modified ISBE Participation Rate provided that the change in circumstances was beyond the control of the Proposer or the direct result of an unanticipated reduction in the overall total project cost.

B. MBE, WBE, AND/OR Disability Business Enterprise Participation Plan Form:

Attached is the MBE, WBE, and/or Disability Business Enterprise Participation Plan form. Bidders are required to complete, sign and submit with their overall proposal in a sealed envelope. Please complete separate forms for each MBE, WBE and/or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation.



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
DEPARTMENT OF ADMINISTRATION
ONE CAPITOL HILL
PROVIDENCE, RHODE ISLAND 02908

MBE, WBE, and/or DISABILITY BUSINESS ENTERPRISE PARTICIPATION PLAN

Bidder's Name:

Bidder's Address:

Point of Contact:

Telephone:

Email:

Solicitation No.:

Project Name:

This form is intended to capture commitments between the prime contractor/vendor and MBE/WBE and/or Disability Business Enterprise subcontractors and suppliers, including a description of the work to be performed and the percentage of the work as submitted to the prime contractor/vendor. Please note that all MBE/WBE subcontractors/suppliers must be certified by the Office of Diversity, Equity and Opportunity MBE Compliance Office and all Disability Business Enterprises must be certified by the Governor's Commission on Disabilities at time of bid, and that MBE/WBE and Disability Business Enterprise subcontractors must self-perform 100% of the work or subcontract to another RI certified MBE in order to receive participation credit. Vendors may count 60% of expenditures for materials and supplies obtained from an MBE certified as a regular dealer/supplier, and 100% of such expenditures obtained from an MBE certified as a manufacturer. This form must be completed in its entirety and submitted at time of bid. **Please complete separate forms for each MBE/WBE or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation.**

Name of Subcontractor/Supplier:

Type of RI Certification: ☐ MBE ☐ WBE ☐ Disability Business Enterprise

Address:

Point of Contact:

Telephone:

Email:

Detailed Description of Work To Be Performed by Subcontractor or Materials to be Supplied by Supplier:

Total Contract Value (\$):

Subcontract
Value (\$):

ISBE Participation
Rate (%):

Anticipated Date of Performance:

I certify under penalty of perjury that the forgoing statements are true and correct.

Prime Contractor/Vendor Signature

Title

Date

Subcontractor/Supplier Signature

Title

Date

Job Titles and Pay Grades Revised June 27, 2018

Local 2012 Job Title	Pay Grade
Accountability Specialist	C42
Administrator, Adult Basic Education & GED Programs	C52
Administrator, Federal Budget	C52
Adult Education Programs Specialist	C42
Assessment Specialist	C42
Asst. School Construction Coordinator	C43
Career & Technical Education Specialist	C42
Charter School Coordinator	C42
Charter School Specialist	C42
Controller	C43
Coordinator, Career & Technical Education	C42
Coordinator, Child Nutrition Programs	C42
Coordinator, Early Learning	C42
Coordinator, English Learner (EL) Education Program	C42
Coordinator, Individuals with Disabilities Act (IDEA) Education Program	C42
Coordinator, State Assessments	C42
Data and Application Management Specialist	C43
Data Collection & Quality Assurance Specialist	C42
Data Management Coordinator	C51
Education Specialist, College & Career Readiness	C42
Education Specialist, Early Learning	C41
Education Specialist, Educator Excellence	C41
Education Specialist, E-Learning and Instructional Technology	C42
Education Specialist, Literacy	C41
Education Specialist, Secondary Reform	C42
Education Specialist, (Special Needs)	C41
Education Specialist, Title I	C41
Expanded Learning Opportunities & School Health Program Specialist	C42
Grants & Finance Officer	C41
HIV/AIDS Sexuality Specialist	C41
Information Systems Specialist	C42
Instructional Improvement Specialist	C42
Mathematics Specialist	C42
National & Community Service Program Specialist	C42
Network Systems Administrator	C43
Nutrition/School Health Specialist	C42
Programmer/Applications Developer	C42
Research Specialist	C43
School Construction Coordinator/Architectural Design Reviewer	C51
School Construction Finance Specialist	C41
Science & Technology Specialist	C41
Sr. Applications Administrator	C51
Sr. Business Systems Analyst	C51
Sr. Database Administrator	C52
Sr. Data Systems Administrator	C51
Sr. Finance Officer for Business Management	C43
Sr. Finance Officer for Data Systems and Analysis	C43
Sr. Finance Officer/ Financial Compliance Officer	C43
Sr. Finance Officer for Resource Allocation and Management	C43
Sr. Project Manager	C51
Sr. Quality Assurance Services Administrator	C42
Sr. Web Applications Developer	C52
Transformation Specialist	C43

School for the Deaf Job Titles and Pay Grades Revised 5/15/18

<i>Job Title</i>	<i>Pay Grade</i>
Home School Liaison-School Social Worker	3
Educational Audiologist	1
Occupational Therapist	2
Supervising Educational Audiologist	1

Pay Grades and Salary Ranges January 1, 2019

Local 2012 - PAY GRADES

***Effective - December 23, 2018**

PAY GRADE	MIN	MID	MAX
A11	41,945	50,336	58,724
A12	45,521	54,627	63,732
A13	49,100	58,918	68,737
B21	50,578	63,223	75,867
B22	54,011	67,515	81,019
C41	68,460	88,998	109,538
C42	71,762	93,292	114,820
C43	75,065	97,582	120,102
C51	79,197	102,957	126,718
C52	84,155	109,401	134,648

***Effective Date due to alignment of pay period.**

Pay Grades and Salary Ranges January 1, 2019

RISD Local 2012 - PAY GRADES

***Effective - December 23, 2018**

PAY GRADE	MIN	MAX
1	88,623	106,374
2	80,565	98,317
3	62,834	80,586

**Effective Date due to alignment of pay period.*

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COUNCIL ON ELEMENTARY AND SECONDARY EDUCATION EXECUTIVE PAY PLAN

August 2018

Consistent with past practices, the below Executive Pay Plan contains sequential across-the-board increases of salary pay ranges. These increases are commensurate with the sequential pay range increases identified in the statewide salary and healthcare adjustment package.

EXEMPT POSITIONS	Pay Grade	Fiscal Year(s) Effective Date		FY18 6/1/18 to 5/31/19		FY19 6/1/19 to 5/31/20		FY20 6/1/20 to 5/31/21	
		Min	Max	Min	Max	Min	Max	Min	Max
DEPUTY COMMISSIONER	25	163,550	230,940	169,324	236,714	174,058	241,448	176,472	243,862
CHIEF LEGAL COUNSEL	21	126,200	173,398	130,535	177,733	134,090	181,288	135,903	183,101
CHIEF OF STAFF/POLICY DIRECTOR	21	126,200	173,398	130,535	177,733	134,090	181,288	135,903	183,101
CHIEF	21	126,200	173,398	130,535	177,733	134,090	181,288	135,903	183,101
DIRECTOR	19	111,356	150,800	115,126	154,570	119,217	157,661	119,754	158,238
ASSOCIATE DIRECTOR	17	98,594	131,523	101,882	134,811	104,578	137,507	105,953	138,882
ASSOCIATE CHIEF OF STAFF*	17	98,594	131,523	101,882	134,811	104,578	137,507	105,953	138,882
COMMUNICATIONS DIRECTOR*	17	98,594	131,523	101,882	134,811	104,578	137,507	105,953	138,882
LEGAL COUNSEL/HEARING OFFICER	17	98,594	131,523	101,882	134,811	104,578	137,507	105,953	138,882
EXECUTIVE ASSISTANT	17	98,594	131,523	101,882	134,811	104,578	137,507	105,953	138,882
PERFORMANCE MANAGEMENT EXECUTIVE	16	92,900	122,976	95,574	126,050	98,495	128,571	99,781	128,857
SPECIAL ASSISTANT	16	92,900	122,976	95,574	126,050	98,495	128,571	99,781	128,857
NON EXEMPT POSITIONS	Pay Grade	Min	Max	Min	Max	Min	Max	Min	Max
EXECUTIVE STAFF ASSISTANT	8	59,884	74,386	61,844	76,246	63,389	77,771	64,147	78,549
STAFF ASSISTANT	5	51,705	62,800	53,275	64,370	54,562	65,657	55,219	66,314

*Associate Chief of Staff and Communications Director become effective upon approval of the updated Executive Pay Plan and Salary Ranges from the Council on Elementary and Secondary Education