



# RI Purchase Agreement Amendment Report

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS  
ONE CAPITOL HILL  
PROVIDENCE RI 02908

EDMIN.COM INC  
5473 KEARNY VILLA RD  
STE 300  
SAN DIEGO, CA 92123  
United States

Amendment Date: 29-JUN-15  
Original Award Date: 19-JUL-12  
Buyer: G Walsh  
Phone #:  
FOB: Destination  
Terms: NET 30  
Vendor # 16121

<b>S H I P T O</b>	MASTER PRICE AGREEMENT SEE BELOW RELEASE AGAINST, RI MPA United States	Change Order Number 1 Award Number <b>3285243</b> Effective Period <b>01-JUL-12 - 30-JUN-16</b>	<b>I N V O I C E</b>	MASTER PRICE AGREEMENT SEE BELOW RELEASE AGAINST, RI MPA United States
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TECHNICAL ASSISTANCE AND SUPPORT SERVICES - RIDE (MPA-210)

Description			Bid Number	Change Order Req#	
<b>TECHNICAL ASSISTANCE AND SUPPORT SERVICES - RIDE (MPA-210)</b>				<b>RIDE15NMC-0059</b>	
Line #	Code	Class-Item	Quantity	Unit	Unit Price
		CHANGE TO PO 3285243  CHANGE EFFECTIVE PERIOD: FROM: 7/1/12 - 6/30/15 TO: 7/1/12 - 6/30/16			
1.1	918.32	MPA-210 FY16 - VICE PRESIDENT - SALARY & FRINGE BENEFITS		Hour	185
2.1	918.32	MPA-210 FY16 - MANAGER - SALARY & FRINGE BENEFITS		Hour	112
3.1	918.32	MPA-210 FY16 - STAFF - SALARY & FRINGE BENEFITS		Hour	102
4.1	962.58	MPA-210 FY16 - OUTSIDE CONSULTANTS - \$55-\$85/HOUR		Each	1
5.1	962.88	MPA-210 FY16 - TRAVEL/LODGING/MEALS/AUTO/TAXI		Each	1
6.1	918.32	MPA-210 FY16 - VICE PRESIDENT - SALARY & FRINGE BENEFITS		Hour	190
7.1	918.32	MPA-210 FY16 - MANAGER - SALARY & FRINGE BENEFITS		Hour	115
8.1	918.32	MPA-210 FY16 - STAFF - SALARY & FRINGE BENEFITS		Hour	105
9.1	962.58	MPA-210 FY16 - OUTSIDE CONSULTANTS - \$55-\$85/HOUR		Each	1

STATE PURCHASING AGENT

Nancy R. McIntyre



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	TECHNICAL ASSISTANCE AND SUPPORT SERVICES - RIDE (MPA-210)			

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TECHNICAL ASSISTANCE AND SUPPORT SERVICES - RIDE (MPA-210)				RIDE15NMC-0059
10.1	962.88	MPA-210 FY16 - TRAVEL/LODGING/MEALS/AUTO/TAXI		Each 1
11.1	918.32	MPA-210 FY16 - VICE PRESIDENT - SALARY & FRINGE BENEFITS		Hour 195
12.1	918.32	MPA-210 FY16 - MANAGER - SALARY & FRINGE BENEFITS		Hour 118
13.1	918.32	MPA-210 FY16 - STAFF - SALARY & FRINGE BENEFITS		Hour 107
14.1	962.58	MPA-210 FY16 - OUTSIDE CONSULTANTS - \$60-\$85/HOUR		Each 1
15.1	962.88	MPA-210 FY16 - TRAVEL/LODGING/MEALS/AUTO/TAXI		Each 1
16.1	918.32	MPA-210 FY16 - VICE PRESIDENT - SALARY & FRINGE BENEFITS		Hour 200
17.1	918.32	MPA-210 FY16 - MANAGER - SALARY & FRINGE BENEFITS		Hour 120
18.1	918.32	MPA-210 FY16 - STAFF - SALARY & FRINGE BENEFITS		Hour 110
19.1	962.58	MPA-210 FY16 - OUTSIDE CONSULTANTS - \$60-\$85/HOUR		Each 1
20.1	962.88	MPA-210 FY16 - TRAVEL/LODGING/MEALS/AUTO/TAXI		Each 1

**STATE PURCHASING AGENT**  
  
 Nancy R. McIntyre



# Notice of Blanket Purchase Agreement

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS  
ONE CAPITOL HILL  
PROVIDENCE RI 02908

EDMIN.COM INC  
5471 KEARNY VILLA RD  
STE 310  
SAN DIEGO, CA 92123-1141  
United States

TECHNICAL ASSISTANCE AND SUPPORT  
SERVICES - RIDE (MPA #210)

Award  
Number  
3285243

Effective Period:  
01-JUL-12 - 30-JUN-15

S H I P P I N G T O	MASTER PRICE AGREEMENT SEE BELOW RELEASE AGAINST,RI MPA United States	Date: 19-JUL-12 Buyer: G Walsh Shipping: Paid Terms: NET 30 Vendor #: 16121	I N V O I C E	MASTER PRICE AGREEMENT SEE BELOW RELEASE AGAINST,RI MPA United States

Department		Type of Requisition	Bid Number	Requisition Number
		MPA-210	7449122 N/A	1245204
Line	Item	Item Description	Unit	Unit Price

		7/1/12 - 6/30/15 MASTER PRICE AGREEMENT #210 WITH AN OPTION TO RENEW FOR UP TO TWELVE (12) MONTHS.  TECHNICAL ASSISTANCE AND SUPPORT SERVICES - RI DEPT. OF EDUCATION, IN ACCORDANCE WITH THE PROVISIONS OF RFP #7449122; THE 11/10/11 PROPOSAL SUBMITTED BY EDMIN.COM, INC; AND THE STATE OF RHODE ISLAND'S GENERAL CONDITIONS OF PURCHASE.  AT THE TIME THAT A PROJECT IS AWARDED, SUPPLIER WILL BE REQUESTED TO FURNISH WITHIN TEN (10) DAYS THE FOLLOWING DOCUMENTS:  1. SIGNED AGREEMENT BETWEEN SUPPLIER AND THE RI DEPT. OF EDUCATION 2. EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE 3. MINORITY BUSINESS ENTERPRISE COMPLIANCE OR WAIVER 4. CERTIFICATE OF INSURANCE.  PRICING QUOTED HEREIN IS MAXIMUM PRICING FOR THE TERM OF THE CONTRACT AND MAY BE NEGOTIATED DOWNWARD AT THE TIME A PROJECT IS AWARDED.		
1		MPA-210 - 7/1/12-6/30/13 - VICE PRESIDENT - SALARY & FRINGE BENEFITS	Hour	185
2		MPA-210 - 7/1/12-6/30/13 - MANAGER - SALARY & FRINGE BENEFITS	Hour	112
3		MPA-210 - 7/1/12-6/30/13 - STAFF - SALARY & FRINGE BENEFITS	Hour	102
4		MPA-210 - 7/1/12-6/30/13 - OUTSIDE CONSULTANTS - \$55-\$85/HOUR	Each	1

<b>STATE PURCHASING AGENT</b>
Lorraine A. Hynes



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S H I P P I N G T O	MASTER PRICE AGREEMENT SEE BELOW RELEASE AGAINST,RI MPA United States	Date: 19-JUL-12 Buyer: G Walsh Shipping: Paid Terms: NET 30 Vendor #: 16121	I N V O I C E	MASTER PRICE AGREEMENT SEE BELOW RELEASE AGAINST,RI MPA United States

Department		Type of Requisition	Bid Number	Requisition Number
Line	Item	Item Description	Unit	Unit Price

5		MPA-210 - 7/1/12-6/30/13 - TRAVEL/LODGING/MEALS/AUTO/TAXI	Each	1
6		MPA-210 - 7/1/13-6/30/14 - VICE PRESIDENT - SALARY & FRINGE BENEFITS	Hour	190
7		MPA-210 - 7/1/13-6/30/14 - MANAGER - SALARY & FRINGE BENEFITS	Hour	115
8		MPA-210 - 7/1/13-6/30/14 - STAFF - SALARY & FRINGE BENEFITS	Hour	105
9		MPA-210 - 7/1/13-6/30/14 - OUTSIDE CONSULTANTS - \$55-\$85/HOUR	Each	1
10		MPA-210 - 7/1/13-6/30/14 - TRAVEL/LODGING/MEALS/AUTO/TAXI	Each	1
11		MPA-210 - 7/1/14-6/30/15 - VICE PRESIDENT - SALARY & FRINGE BENEFITS	Hour	195
12		MPA-210 - 7/1/14-6/30/15 - MANAGER - SALARY & FRINGE BENEFITS	Hour	118
13		MPA-210 - 7/1/14-6/30/15 - STAFF - SALARY & FRINGE BENEFITS	Hour	107
14		MPA-210 - 7/1/14-6/30/15 - OUTSIDE CONSULTANTS - \$60-\$85/HOUR	Each	1
15		MPA-210 - 7/1/14-6/30/15 - TRAVEL/LODGING/MEALS/AUTO/TAXI	Each	1
16		MPA-210 - 7/1/15-6/30/16 - VICE PRESIDENT - SALARY & FRINGE BENEFITS	Hour	200
17		MPA-210 - 7/1/15-6/30/16 - MANAGER - SALARY & FRINGE BENEFITS	Hour	120
18		MPA-210 - 7/1/15-6/30/16 - STAFF - SALARY & FRINGE BENEFITS	Hour	110
19		MPA-210 - 7/1/15-6/30/16 - OUTSIDE CONSULTANTS - \$60-\$85/HOUR	Each	1
20		MPA-210 - 7/1/15-6/30/16 - TRAVEL/LODGING/MEALS/AUTO/TAXI		
		AGENCY CONTACT: KRISTINE COLE - (401) 222-4681	Each	1
		SUPPLIER CONTACT: RICK WELLS - (858) 712-9341		

STATE PURCHASING AGENT

Lorraine A. Hynes

This Notice of Award/Purchase Order is issued in accordance with the specific requirements described herein and the State's Purchasing Regulations and General Conditions of Purchase, copies of which are available at [www.purchasing.ri.gov](http://www.purchasing.ri.gov). Delivery of goods or services as described herein shall be deemed acceptance of these requirements.



## Technical Proposal for Technical Assistance and Support Services Rhode Island Department of Education

Our expertise for assisting the Rhode Island Department of Education is limited to financial matters and accordingly, our response is limited to address the needs set forth in the Solicitation for the Division of Fiscal Integrity and Efficiencies, Office of Statewide Efficiencies.

### OVERVIEW OF OUR UNDERSTANDING

We understand the finance office manages all the accounting, control and oversight for all state and federal education funds, including four state operated schools/school districts. Further, we understand the office administers over \$700 million of flow-through state education aid funding to school districts and manages all contracts and grants under a delegation of contracting authority from the Department of Administration. The office also manages several large financial and personnel systems, including tracking of school district expenditures, which in turn leads to a high level of analysis and reporting work around efforts such as the support of school districts in need of corrective action. The office has total responsibility for budget preparation and oversight, school construction, audit oversight to districts, and management of the school nutrition free and reduced school lunch systems.

We also understand that RIDE has developed a Uniform Chart of Accounts for which EDmin has performed the primary consulting services for such development and implementation. In addition, we have been involved in the early development and use of Rhode Island's Comprehensive Education Information System (CEIS) or more commonly referred to as the Data Warehouse.

The major issues facing education in the 21<sup>st</sup> century from a financial view are Accountability, Financially-efficient Operations, and Return on Investment (ROI).

Accountability, Efficient Operations, and Return on Investment calculations have been long associated with corporate world operations. There is a growing desire and need to apply these concepts to education. This process will require many years and much effort. Nevertheless the goal is right and time is critical to the success of RI students.

### ORGANIZATIONAL CAPACITY

EDmin was founded in 1989 by Peter H.R. Sibley, Chief Executive Officer, and D. Clayton Hoyle, Vice President of Strategic Partnerships. EDmin has become the leading platform for academic performance management solutions and financial analysis solutions that enable schools and teachers to accelerate student learning and improve performance. The EDmin team is passionate about providing Educational agencies, schools and foundations with the data and knowledge that enable teachers and administrators to take immediate action to address learning deficiencies and improve performance.

EDmin was created to focus on Internet-based applications for educational administrative tools to enhance and improve lifelong learning. The company is based in San Diego, California, and



Technical Proposal for  
Rhode Island Department of Education

has satellite personnel located throughout the country. The employment base includes over 70 fulltime employees and 20+ part time employees.

EDmin includes four operating companies and seven divisions as follows:

<u>Company</u>	<u>Division</u>
EDmin.com, Inc.	INFORM Learning System SchoolNomics (featuring In\$ite) Test Builder
Education World, Inc.	Educationworld.com SchoolNotes.com
Total Reader, LLC	Total Reader
EdGate Correlation Services, LLC	Correlation Services

EDmin’s annual revenue ranges from \$8,000,000 to \$10,000,000.

EDmin has also established strategic partnerships with leading firms such as Hewlett-Packard, Microsoft, Scantron, Educational Testing Services (ETS), Northwest Evaluation Association (NWEA), Naviance, and Mondo Publishing. Major shareholders include Hewlett-Packard and American Fidelity Corporation.

Our comprehensive solution, the *INFORM Learning System*, is built upon a robust data integration platform that is centrally located and managed. Component architecture enables districts to use any of the applications with confidence knowing that the powerful data integration platform provides immediate access to best practices, instructional and curricular resources, assessment, reporting, and standards-aligned learning content. The diagram below presents the wide range of EDmin’s products and services:



**INFORM Learning System**

Powered By EDmin



## Technical Proposal for Rhode Island Department of Education

The **INFORM Learning System** is an integrated suite of web-based applications providing an open platform to empower educational best practices and support a cycle of continuous improvement. Capabilities and modules include assessment, reporting, resources, and community (i.e., everything educators need to focus on learning and optimize student achievement):



### Assessment tools to guide instruction

Our assessment suite consists of **Test Builder™**, a tool that easily creates, manages, and evaluates test items, using your own items or the **NWEA Formative Assessment Item Bank** with more than 64,000 high-quality items aligned to content standards to measure student progress. **Total Reader™** assesses reading skills by Lexile through a computer adaptive test and provides interactive practice. **DataZone®**, an early literacy reading program based on Mondo Publishing's *Bookshop*, manages K-5 literacy.



### Reporting tools to transform data into student achievement

**INFORM® Report Center** displays data in dashboard, tabular, and graphical formats that provide longitudinal, comparative, predictive, Rtl, and trends analysis functionality. **INFORM's** easily-configured dashboard provides decision-quality data to every role and offers growth models, longitudinal reporting, and real-time data for Rtl. Districts can elect to also purchase **INSTRUCT®** to manage professional development, and **INSPIRE®** to manage Individual Educations Plans (IEPs) and individual learning and improvement plans.



### Resources aligned to content standards for timely intervention

Our **Recommendation Engine** is a feature-rich, standards-based tool that provides an easy way to plan curriculum and target instruction for every student. Powerful search options give you access to 200,000+ subject-and grade-specific resources to support scope and sequence. A built-in Correlation Tool allows you to add your own content.



### Community tools to promote collaboration among and between learners and educators

Personal Edition is a premium version of **SchoolNotes®**, the original school-to-home communication platform. Teachers can create ad-free web pages and link to resources. **Education World® Community** is a collaboration platform for educators that supports and encourages the formation of professional learning communities, and enables educators to remain connected with one another via social networking.



## Technical Proposal for Rhode Island Department of Education

EDmin uses a “*Matrix*” approach to providing its products and services. That is, we find the right person or persons in the organization; irrespective of their division or company and bring those resources together to achieve the client’s objective.

### SCOPE OF EDMIN’S EXPERIENCE AND EXPERTISE

Relating to the Office of Fiscal Integrity and Efficiencies, EDmin has three specific areas of expertise:

- **RIDE’s Uniform Chart of Accounts**
  - Since 2006, EDmin has provided technical guidance and support to RIDE to design, develop and implement the Uniform Chart of Accounts (“UCOA”). Work has included development of the structure, segments, accounts and various tools used for implementation. EDmin was selected for this work based on our expertise in In\$ite, School District finances, accounting system design, governmental accounting and reporting, database analysis, and prior experience developing a UCOA for the State of New Mexico. RIDE’s UCOA project has been highly successful and heralded as innovative in nature and comprehensive in scope.
  
- **In\$ite® – The Finance Analysis Model for Education™**
  - In\$ite is EDmin’s proprietary finance analysis tool that RIDE has been using for over a decade. Previously we have provided professional consulting services to review the work performed by districts for the annual In\$ite analysis. This service assures RIDE that In\$ite has been prepared in accordance with the policies and procedures of RIDE. In the past year, RIDE’s UCOA was implemented with our extensive analysis and guidance. Following the initial release of the UCOA data in March 2011, we reviewed the results with In\$ite, which resulted in an improved and update database, released in October 2011.
  
- **Financial Analysis, Studies and Evaluations**
  - EDmin is a recognized leader in performing financial analysis related to school district operations. Through developing per school and per pupil cost information using the In\$ite tool and our expertise, we have performed or assisted with studies throughout the nation. Examples include:
    - identifying poor performing schools within a state and recommending financial adjustments to improve performance (New Mexico);
    - preparing Accountability reports for multiple districts within a state (Nevada);



## Technical Proposal for Rhode Island Department of Education

- assisting with Education Adequacy studies in Nevada and New Mexico; and
- performing an Efficiency in Spending report for the Spending analysis for the K-12 Subcommittee for the State of Indiana Government Efficiency Commission.

Specific clients and projects include the following:

### **RHODE ISLAND DEPARTMENT OF EDUCATION – In\$ITE ANALYSIS**

In 1997, EDmin implemented **In\$ite** statewide in Rhode Island in response to accountability questions. Since that time EDmin has expanded its services in Rhode Island. When school districts in Rhode Island conducted their own In\$ite Analysis, EDmin provided an annual Quality Assurance review designed to assure that school district and charter school financial information reported to the state is comparable.

EDmin prepares the resulting In\$ite data from 52 school districts and charter schools for release on the state's web site into:

- Financial reports and charts of expenditures for each school district and each designated charter school.
- State level aggregated expenditure charts and graphs.
- State level comparable expenditure charts and graphs.
- Statewide aggregated database of district and charter school expenditures.

Additionally, EDmin prepares the expenditure information for the federal F-33 and the National Public Education Financial Survey (NPEFS).

Beginning with the FY 2010 fiscal year, EDmin conducted the In\$ite analysis for all school districts and charter schools.

### **RHODE ISLAND DEPARTMENT OF EDUCATION – UNIFORM CHART OF ACCOUNTS**

Working with RIDE, EDmin helped design, develop, and implement a Uniform Chart of Accounts, including an extensive Accounting Manual and various analysis tools. The RIDE UCOA includes the following characteristics:

The UCOA provides these global attributes:

- *Transparency – Clear, detectable view of how dollars are invested in logical, granular detail;*
- *Uniformity – Conforming to the same principles, standards, or rules used from district to district to ensure consistency;*
- *Accountability – Precise rules for capturing and reporting data aligned to specific goals and objectives; and*



## Technical Proposal for Rhode Island Department of Education

- *Comparability – Uniformity of method and content to allow comparison between different Districts and Charter Schools.*

The benefits include:

- Uniformity of Format and Application
- Isolation of Data in Segments creating Granularity of Data
- Power of Combining Segments to address specific questions
- Comparability of Data
- Numbering Methodology enhances ad hoc Reporting and Data Warehouse Searches
- Allows for more effective analysis when combined with non-accounting data

### STATE OF NEVADA LEGISLATIVE COUNSEL BUREAU

Beginning with the fiscal year 1998-99, EDmin conducted work to establish a financial reporting and analysis system for Nevada's school districts using In\$ite. In 2000, EDmin expanded this work to include the State's charter schools. Since 2000, EDmin has maintained this financial reporting and analysis system. EDmin provides Nevada with:

- Financial reports of expenditures for each school, district, and designated charter school that performed costing down to the school level in a manner that is consistent among all school districts and charter schools designated. In addition to the standard In\$ite methodology, these comprehensive reports classified expenditures by:
  - Five functions (instruction, instructional support, operating costs, leadership and other commitments),
  - Four functions (instruction, instructional support, operating costs, and leadership); and
  - Accountability (four functions excluding adult education and incarcerated youth expenditures).
- Financial reports and charts of revenue for each school district and each designated charter school.
- State level aggregated expenditure, revenue charts and graphs.
- State level comparable expenditure charts and graphs.

### SOUTH CAROLINA DEPARTMENT OF EDUCATION

The In\$ite team assisted the South Carolina Department of Education in the statewide implementation of In\$ite including the development of school data dictionaries. The In\$ite team defined such topics as schools, functional dimensions, allocations, appropriate metrics, and how to communicate with the public. The state Department of Education applies In\$ite to every K-12 education dollar expended in the state, including the Department's expenditures.



Technical Proposal for  
Rhode Island Department of Education

**NATIONAL CHARTER SCHOOL FINANCE STUDY**

EDmin served as a subcontractor to the American Federation of Teachers on the U.S. Department of Education National Charter School Finance Study. The Study was designed to analyze financial equity and effectiveness in the charter school movement. EDmin was assigned the task of analyzing the general ledgers of 18 charter schools in six states and comparable schools from adjoining school districts. EDmin used the **In\$ite** software to conduct the analysis.

**STATE OF NEW MEXICO UNIFORM CHART OF ACCOUNTS DEVELOPMENT**

Working with the Public Education Department in the state of New Mexico, EDmin developed a Uniform Chart of Accounts and a revised Accounting Manual that included the following characteristics:

- Expanded to provide a brief overview of the purpose of fund accounting
- The basic philosophy of the design and use of accounting systems
- The benefits of standardization in Uniform Chart of Accounts
- An explanation of the Header Account, Sub Header Account, Detail Account methodology used in applicable components used to facilitate reporting capabilities
- The benefits of the design built into the structure to make use of “wildcard” capabilities to aid in the creation and development of standard and ad hoc reports
- Overview of the component or segment structure utilized with the Uniform Chart of Accounts
- Expanded explanation of each component, including its purpose and internal structure
- A table to view the use of each component for each type of Account used (Balance Sheet, Revenue, Expenditures) within the Uniform Chart of Accounts
- A Chapter devoted to each component. Included is an overview of the purpose of the component the structure and the numbering methodology
- Each Component Chapter includes a complete listing of all component account numbers, the name and a description of the account. Where applicable, references and utilization with other specific components is also provided
- A complete numerical hierarchical list and a reconciliation of the name and numbering methodology for the Uniform Chart of Accounts for each component, with the previous Chart of Accounts

In addition, our principal consultant, Rick Wells, has over 35 years’ of experience in working with government agencies of all types. Mr. Wells and EDmin’s expertise include the following:

- Information analysis, summaries, and recommendations in support of selected projects or requests from the executive or legislative branches.
- In-depth financial analyses for individual school districts, especially those facing fiscal deficits.



## Technical Proposal for Rhode Island Department of Education

- Developing policies and templates for fiscal data summaries/analysis in support of Progressive Support and Intervention activities.
- System design support for developing or updating accounting, grants, and personnel systems.
- Preparing ongoing communications with other RIDE offices on changes in budget or procurement policies and procedures.
- Working with school districts and other state agencies to implement new initiatives, for example, those relating to fiscal reporting, statewide efficiencies or a uniform chart of accounts.

### STAFF QUALIFICATIONS

Resumes of our key personnel follow.

#### RICK WELLS, CPA – VICE PRESIDENT

##### Key Experiences

- Uniform Chart of the Accounts (UCOA) – Designed and developed for the Rhode Island Department of Education (on-going) and the New Mexico Public Education Department (complete). Advised the State of Nevada in the framework in the development of their UCOA.
- Since 2005, managed statewide **In\$ite** engagements in Rhode Island and Nevada.
- Designed and developed 16 accounting systems for various types of organizations including a fund-raising foundation of a large university and a regional transportation agency.
- CFO for three for-profit companies.
- Managed over 300 audits and consulting engagements in such industries as government, high-tech, banking, manufacturing, real estate, retail, automotive, not-for-profits and start-up ventures. Clients included City of San Diego, State of Nevada, State of Rhode Island, San Diego National Bank, and University of California, San Diego.
- Created and developed a government consulting practice at KPMG. First year results included 15 new engagements.
- Developed policies, procedures, and systems to manage a \$300 million investment portfolio that invested in joint ventures with developer partners. Managed company-wide operations to oversee the development of seven residential real estate projects with nearly 600 units, each of which was profitable.
- Developed new accounting and reporting systems to support a company to make the transition from R&D activities to revenue-producing operations. Also developed new inventory system that resulted in savings of \$1.2 million in the first year.



## Technical Proposal for Rhode Island Department of Education

- President of business consulting firm specializing in accounting system design, enhanced management solutions, strategic planning, and financial forecasting.

### Education and Certification

- BS in Accounting, San Diego State University
- Certified Public Accountant, California

### Company History

- EDmin.com - Vice President, Finance and Consulting Services
- KPMG, LLP – Senior Manager, Audit Services
- Bridge Management LLC, President
- NTN Communications, Inc. – Vice President, Finance
- Residential Developers Fund – Vice President, Finance and Administration

### Kristine Bergford – Manager

### Key Experiences

- Assisted clients in analyzing school district financial information using the **In\$ite** financial analysis software.
- Managed consulting services and quality reviews for the states of Rhode Island and Nevada.
- Developed databases and reporting models for the compilation of school district data for the states of Nevada and Rhode Island.
- Compiled federal reporting expenditure data for the state of Rhode Island.
- Developed training models and the accompanying curriculum to train clients on using **In\$ite** and **In\$ite** financial data and on using Microsoft Access with **In\$ite** data.
- Developed custom analysis and reporting tools to support client engagements such as building a model for student testing data and school performance indicators for StandardsWork, Inc.'s Results Card® and the Cleveland Municipal School District's School Profiles. Additionally, researched performance indicators and compiled a compendium of state accountability systems and accountability research for the Ohio Department of Education.
- Financial Manager for Fox River Learning. Responsible developing and updating the chart of accounts and internal controls procedures.
- Served on the development team for the **In\$ite** financial reporting software and assisted in training clients using the software.
- Managed the Coopers & Lybrand Phoenix office Report Department.



## Technical Proposal for Rhode Island Department of Education

### **Education and Certification**

- BS in Business Administration, Northwestern College, St. Paul, Minnesota
- AS in Business Administration, North Hennepin Community College, Brooklyn Park, Minnesota

### **Company History**

- EDmin.com – Manager, Consulting Services
- Fox River Learning, Inc. – Finance Manager
- Coopers & Lybrand LLP – Associate, K-12 Education Practice (now PricewaterhouseCoopers)
- Coopers & Lybrand LLP – Manager, Reports Department (now PricewaterhouseCoopers)

**BUDGET DETAIL SHEET  
FISCAL YEAR 2013**

**SALARY AND FRINGE BENEFIT DETAIL**

NAME	POSITION TITLE	HOURLY RATE \$
Rick Wells	Vice President	\$185
Kristine Bergford	Manager	\$112
TBD	Staff	\$102
Other Consultants - TBD	Outside Consultants	\$55-\$85
<b>TOTAL REQUEST</b>		

**EXPLANATION OF OTHER EXPENSES (i.e. travel, indirect %)**

EXPENSE CATEGORY	DESCRIPTION	COST
Travel	Per Trip	\$550
Lodging	Per Day	\$190
Meals	Per Day	\$40
Auto/Taxi	Per Day	\$35

**BUDGET DETAIL SHEET  
FISCAL YEAR 2014**

**SALARY AND FRINGE BENEFIT DETAIL**

NAME	POSITION TITLE	HOURLY RATE \$
Rick Wells	Vice President	\$190
Kristine Bergford	Manager	\$115
TBD	Staff	\$105
Other Consultants - TBD	Outside Consultants	\$55-\$80
<b>TOTAL REQUEST</b>		

**EXPLANATION OF OTHER EXPENSES (i.e. travel, indirect %)**

EXPENSE CATEGORY	DESCRIPTION	COST
Travel	Per Trip	\$575
Lodging	Per Day	\$200
Meals	Per Day	\$45
Auto/Taxi	Per Day	\$38

BUDGET DETAIL SHEET  
FISCAL YEAR 2015

**SALARY AND FRINGE BENEFIT DETAIL**

NAME	POSITION TITLE	HOURLY RATE \$
Rick Wells	Vice President	\$195
Kristine Bergford	Manager	\$118
TBD	Staff	\$107
Other Consultants - TBD	Outside Consultants	\$60-\$85
<b>TOTAL REQUEST</b>		

**EXPLANATION OF OTHER EXPENSES (i.e. travel, indirect %)**

EXPENSE CATEGORY	DESCRIPTION	COST
Travel	Per Trip	\$600
Lodging	Per Day	\$225
Meals	Per Day	\$45
Auto/Taxi	Per Day	\$40

**BUDGET DETAIL SHEET**  
**FISCAL YEAR 2016 (Optional Extension Year)**

**SALARY AND FRINGE BENEFIT DETAIL**

NAME	POSITION TITLE	HOURLY RATE \$
Rick Wells	Vice President	\$200
Kristine Bergford	Manager	\$120
TBD	Staff	\$110
Other Consultants - TBD	Outside Consultants	\$60-\$85
<b>TOTAL REQUEST</b>		

**EXPLANATION OF OTHER EXPENSES (i.e. travel, indirect %)**

EXPENSE CATEGORY	DESCRIPTION	COST
Travel	Per Trip	\$600
Lodging	Per Day	\$235
Meals	Per Day	\$50
Auto/Taxi	Per Day	\$45

**CONTRACT TERMS AND CONDITIONS**

BLANKET PO # 3285243

**PAAWD**

THIS IS A NOTICE OF AWARD, NOT AN ORDER. Any quantity reference in the agreement or in the bid preceding it are estimates only and do not represent a commitment on the part of the state to any level of billing activity, other than for quantities or volumes specifically released during the term. No action is to be taken except as specifically authorized, as described herein under AUTHORIZATION AND RELEASE. ENTIRE AGREEMENT - This NOTICE OF AWARD, with all attachments, and any release(s) against it shall be subject to: (1) the specifications, terms and conditions set forth in the Request/Bid Number cited herein, (2) the General Terms and Conditions of Contracts for the State of Rhode Island and (3) all provisions of, and the Rules and Regulations promulgated pursuant to, Title 37, Chapter 2 of the General Laws of the State of Rhode Island. This NOTICE shall constitute the entire agreement between the State of Rhode Island and the Vendor. No assignment of rights or responsibility will be permitted except with the express written permission of the State Purchasing Agent or his designee. CANCELLATION, TERMINATION and EXTENSION - This Price Agreement shall automatically terminate as of the date(s) described under CONTRACT PERIOD unless this Price Agreement is altered by formal amendment by the State Purchasing Agent or his designee upon mutual agreement between the State and the Vendor.

**RELEASE**

In no event shall the Vendor deliver goods or provide service until such time as a duly authorized release document is certified by the ordering Agency. A Direct Purchase Order (DPO) shall be created by the agency listing the items ordered, using the pricing and format set forth in the Master Blanket. All pricing shall be as described in the Master Blanket and is considered to be fixed and firm for the term of the Agreement, unless specifically noted to the contrary herein. All prices include prepaid freight. Freight, taxes, surcharges, or other additional charges will not be honored unless reflected in Master Blanket.

**CAMPAIGN INCLUDING ARRA SUPPLEMENTAL TERMS & CONDITIONS**

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EVERY PERSON OR BUSINESS ENTITY PROVIDING GOODS OR SERVICES AT A COST OF \$5000 CUMULATED VALUE IS REQUIRED TO FILE AN AFFIDAVIT REGARDING POLITICAL CAMPAIGN CONTRIBUTIONS WITH THE RI STATE BOARD OF ELECTIONS EVEN IF NO REPORTABLE CAMPAIGN CONTRIBUTIONS HAVE BEEN MADE. (RI GENERAL LAW 17-27) FORMS OBTAINED AT BOARD OF ELECTIONS, CAMPAIGN FINANCE DIVISION, 50 BRANCH AVENUE PROVIDENCE 02904 (401-222-2056).

**ARRA SUPPLEMENTAL TERMS AND CONDITIONS**

For contracts and sub-awards funded in whole or in part by the American Recovery and Reinvestment Act of 2009. Pub.L.No. 111-5 and any amendments thereto, such contracts

and sub-awards shall be subject to the Supplemental Terms and Conditions For Contracts and Sub-awards Funded in Whole or in Part by the American Recovery and Reinvestment Act of 2009, Pub.L.No. 111-5 and any amendments thereto located on the Division of Purchases website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov)."

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## **TERMS**

**SCOPE AND LIMITATIONS** - This Agreement covers requirements as described herein, ordered by State agencies during the Agreement Period. No additional or alternative requirements are covered, unless added to the Agreement by formal amendment by the State Purchasing Agent or his designee.

Under State Purchasing Law, 37-2-54, no purchase or contract shall be binding on the state or any agency thereof unless approved by the department [of administration] or made under general regulations which the chief purchasing officer may prescribe. Under State Purchasing Regulation 8.2.1.1.2, any alleged oral agreement or arrangements made by a bidder or contractor with any agency or an employee of the Office of Purchases may be disregarded and shall not be binding on the state.

**PRODUCT ACCEPTANCE** - All merchandise offered or otherwise provided shall be new, of prime manufacture, and of first quality unless otherwise specified by the State. The State reserves the right to reject all nonconforming goods, and to cause their return for credit or replacement, at the State's option.

- a) Failure by the state to discover latent defect(s) or concealed damage or non-conformance shall not foreclose the State's right to subsequently reject the goods in question.
- b) Formal or informal acceptance by the State of non-conforming goods shall not constitute a precedent for successive receipts or procurements.

Where the vendor fails to cure the defect promptly or replace the goods, the State reserves the right to cancel the Release, contract with a different vendor, and to invoice the original vendor for any differential in price over the original contract price.

## **ORDER AUTHORIZATION AND RELEASE AGAINST PRICING AGREEMENT**

**In no event shall the Vendor deliver goods or provide service until such time as a duly authorized release document is certified by the ordering Agency.**

**State Agencies shall request release as follows: All releases shall reference the Price Agreement number, the Contract Issue number, the item(s) covered, and the unit pricing in the same format as described herein.**

A Department Purchase Order (DPO) listing the items ordered shall be created by the agency. The agency may mail or fax a copy of the order to the Vendor. In some cases

the agency may request delivery by telephone, but must provide the Vendor with a DPO Order Number reference for billing purposes. Vendors are encouraged to require written orders to assure payments are processed accurately and promptly.

**DELIVERY** If this is an MPA, Vendor will obtain "ship to" information from each participating agency. This information will be contained in the DPO. APA delivery information will be contained in the Notice of Award.

**PRICING** - All pricing shall be as described herein, and is considered to be fixed and firm for the term of the Agreement, unless specifically noted to the contrary herein. All prices include prepaid freight. Freight, taxes, surcharges, or other additional charges will not be honored unless reflected herein.

**INVOICING** All invoices shall reference the DPO Order Number(s), Price Agreement number, the Contract Issue number, the item(s) covered, and the unit pricing in the same format as described herein. If this is an MPA, Vendor will obtain "bill to" information from each participating agency. This information will be contained in the DPO. APA billing information will be contained in the Notice of Award.

**PAYMENT** - Invoices for items not received, not priced according to contract or for work not yet performed will not be honored. No payment will be processed to any vendor for whom there is no IRS W-9 on file with the State Controller. \

**P1**

DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY.  
PAYMENTS WILL BE AUTHORIZED UPON SUBMISSION OF PROPERLY  
RENDERED INVOICES TO THE RECEIVING AGENCY. ANY UNUSED  
BALANCE AT END OF BLANKET PERIOD IS AUTOMATICALLY CANCELLED.

**P6**

THIS PURCHASE ORDER IS AWARDED SUBJECT TO EQUAL OPPORTUNITY  
COMPLIANCE.

THIS IS A MULTI-YEAR BID/CONTRACT. PER RHODE ISLAND STATE LAW 37-2-33, CONTRACT OBLIGATIONS BEYOND THE CURRENT FISCAL YEAR ARE SUBJECT TO AVAILABILITY OF FUNDS. CONTINUATION OF THE CONTRACT BEYOND THE INITIAL FISCAL YEAR WILL BE AT THE DISCRETION OF THE STATE. TERMINATION MAY BE EFFECTED BY THE STATE BASED UPON DETERMINING FACTORS SUCH AS UNSATISFACTORY PERFORMANCE OR THE DETERMINATION BY THE STATE TO DISCONTINUE THE GOODS/SERVICES, OR TO REVISE THE SCOPE AND NEED FOR THE TYPE OF GOODS/SERVICES; ALSO MANAGEMENT OWNER DETERMINATIONS THAT MAY PRECLUDE THE NEED FOR GOODS/SERVICES.

## INSURANCE2

ANNUAL RENEWAL INSURANCE CERTIFICATES FOR WORKERS' COMPENSATION, PUBLIC LIABILITY, PROPERTY DAMAGE INSURANCE, AUTO INSURANCE, PROFESSIONAL LIABILITY INSURANCE (AKA ERRORS & OMISSIONS), BUILDER'S RISK INSURANCE, SCHOOL BUSING AUTO LIABILITY, ENVIRONMENTAL IMPAIRMENT (AKA POLLUTION CONTROL), VESSEL OPERATION (MARINE OR AIRCRAFT) PROTECTION & INDEMNITY, ETC., MUST BE SUBMITTED TO THE SPECIFIC AGENCY IDENTIFIED IN THE "BILL TO" SECTION OF THE PURCHASE ORDER. CERTIFICATES ARE ANNUALLY DUE PRIOR TO THE BEGINNING OF ANY CONTRACT PERIOD BEYOND THE INITIAL TWELVE-MONTH PERIOD OF A CONTRACT. FAILURE TO PROVIDE ANNUAL INSURANCE CERTIFICATION MAY BE GROUNDS FOR CANCELLATION.



COMPENSATION TYPE - REIMBURSEMENT. RATE OF REIMBURSEMENT SET AT \$1 FOR EACH \$1 OF ALLOWABLE EXPENSES.



REPORTS - The Vendor agrees to provide the State with quarterly reports describing activity against this Price Agreement. If this is a Master Price Agreement, such reports shall include usage by municipalities, quasi-public agencies, schools, etc. All reports shall contain the following data: (1) Billing volume in dollars and (2) quantity shipped for each line item in the price agreement. When there are no line items in the price agreement, vendor shall report volume by catalog order numbers, with a brief description of each order number. Reports must be submitted to the RI Division of Purchases to the attention BUYER named in this notice, identifying the Agreement number and the Reporting Period. Quarterly reports shall be due 45 calendar days after the end of each quarter. Failure to submit required reports shall be considered a breach of the contractor's obligations and may be considered, at the discretion of the State Purchasing Agent, sufficient cause for the termination of the agreement and other outstanding agreements and orders, and possible suspension from participation in additional State procurements.

STATEWIDE APPLICABILITY - Political Subdivisions (cities, towns, schools, quasi-public agencies), as authorized by law, may participate in this Agreement. All ordering and billing shall be between the vendor and the political subdivision (only).