



# RI Purchase Agreement Amendment Report

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

PROVIDENCE PLAN, THE  
 10 DAVOL SQ  
 STE 300  
 PROVIDENCE, RI 02903  
 United States

Amendment Date: 01-JUL-15  
 Original Award Date: 20-JUN-12  
 Buyer: G Walsh  
 Phone #:  
 FOB: Destination  
 Terms: NET 30  
 Vendor # 1620

<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>3281539</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
	TECHNICAL ASSISTANCE AND SUPPORT SERVICES - RIDE (MPA-210)			

Description		Bid Number	Change Order Req#		
TECHNICAL ASSISTANCE AND SUPPORT SERVICES - RIDE (MPA-210)			RIDE15NMC-0057		
Line #	Code	Class-Item	Quantity	Unit	Unit Price
		CHANGE TO PO 3281539  CHANGE EFFECTIVE PERIOD: FROM: 7/1/12 - 6/30/15 TO: 7/1/12 - 6/30/16			

<b>STATE PURCHASING AGENT</b>
Nancy R. McIntyre



# Notice of Blanket Purchase Agreement

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TECHNICAL ASSISTANCE AND SUPPORT  
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Department	Type of Requisition	Bid Number	Requisition Number
	MPA-210	7449122 <del>N/A</del>	1245204
Line	Item	Item Description	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 THE PROVIDENCE PLAN; 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 - DIRECTOR OF INFORMATION GROUP - SALARY & FRINGE BENEFITS	Hour	63.82
2		MPA-210 - 7/1/12-6/30/13 - RESEARCH & EVALUATION SPECIALIST - SALARY &	Hour	46.56

STATE PURCHASING AGENT

*Lorraine A. Hynes*

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. Delivery of goods or services as described herein shall be deemed acceptance of these requirements.



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		FRINGE BENEFITS		
3		MPA-210 - 7/1/12-6/30/13 - ASSISTANT DIRECTOR OF INFORMATION GROUP - SALARY & FRINGE BENEFITS	Hour	45.18
4		MPA-210 - 7/1/12-6/30/13 - WEB APPLICATION & DATABASE PROGRAMMER - SALARY & FRINGE BENEFITS	Hour	48.46
5		MPA-210 - 7/1/12-6/30/13 - DATA & INFORMATION SPECIALIST - SALARY & FRINGE BENEFITS	Hour	36.01
6		MPA-210 - 7/1/12-6/30/13 - INTERN - SALARY & FRINGE BENEFITS	Hour	11.78
7		MPA-210 - 7/1/12-6/30/13 - ADMINISTRATIVE FEE 20%	Each	1
8		MPA-210 - 7/1/13-6/30/14 - DIRECTOR OF INFORMATION GROUP - SALARY & FRINGE BENEFITS	Hour	67.01
9		MPA-210 - 7/1/13-6/30/14 - RESEARCH & EVALUATION SPECIALIST - SALARY & FRINGE BENEFITS	Hour	48.89
10		MPA-210 - 7/1/13-6/30/14 - ASSISTANT DIRECTOR OF INFORMATION GROUP - SALARY & FRINGE BENEFITS	Hour	47.44
11		MPA-210 - 7/1/13-6/30/14 - WEB APPLICATION & DATABASE PROGRAMMER - SALARY & FRINGE BENEFITS	Hour	50.88
12		MPA-210 - 7/1/13-6/30/14 - DATA & INFORMATION SPECIALIST - SALARY & FRINGE BENEFITS	Hour	37.81
13		MPA-210 - 7/1/13-6/30/14 - INTERN - SALARY & FRINGE BENEFITS	Hour	12.36
14		MPA-210 - 7/1/13-6/30/14 - ADMINISTRATIVE FEE 20%	Each	1
15		MPA-210 - 7/1/14-6/30/15 - DIRECTOR OF INFORMATION GROUP - SALARY & FRINGE BENEFITS	Hour	70.36
16		MPA-210 - 7/1/14-6/30/15 - RESEARCH & EVALUATION SPECIALIST - SALARY & FRINGE BENEFITS	Hour	51.33

STATE PURCHASING AGENT

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17		MPA-210 - 7/1/14-6/30/15 - ASSISTANT DIRECTOR OF INFORMATION GROUP - SALARY & FRINGE BENEFITS	Hour	49.81
18		MPA-210 - 7/1/14-6/30/15 - WEB APPLICATION & DATABASE PROGRAMMER - SALARY & FRINGE BENEFITS	Hour	53.42
19		MPA-210 - 7/1/14-6/30/15 - DATA & INFORMATION SPECIALIST - SALARY & FRINGE BENEFITS	Hour	39.7
20		MPA-210 - 7/1/14-6/30/15 - INTERN - SALARY & FRINGE BENEFITS	Hour	12.98
21		MPA-210 - 7/1/14-6/30/15 - ADMINISTRATIVE FEE 20%	Each	1
22		MPA-210 - 7/1/15-6/30/16 - DIRECTOR OF INFORMATION GROUP - SALARY & FRINGE BENEFITS	Hour	73.88
23		MPA-210 - 7/1/15-6/30/16 - RESEARCH & EVALUATION SPECIALIST - SALARY & FRINGE BENEFITS	Hour	53.9
24		MPA-210 - 7/1/15-6/30/16 - ASSISTANT DIRECTOR OF INFORMATION GROUP - SALARY & FRINGE BENEFITS	Hour	52.3
25		MPA-210 - 7/1/15-6/30/16 - WEB APPLICATION & DATABASE PROGRAMMER - SALARY & FRINGE BENEFITS	Hour	56.1
26		MPA-210 - 7/1/15-6/30/16 - DATA & INFORMATION SPECIALIST - SALARY & FRINGE BENEFITS	Hour	41.68
27		MPA-210 - 7/1/15-6/30/16 - INTERN - SALARY & FRINGE BENEFITS	Hour	13.63
28		MPA-210 - 7/1/15-6/30/16 - ADMINISTRATIVE FEE 20%	Each	1
		AGENCY CONTACT: KRISTEN COLE - (401) 222-4681		

**STATE PURCHASING AGENT**

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SUPPLIER CONTACT: PATRICK McGUIGAN - (401) 455-8880 FAX # (401) 331-6840			
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## Technical Proposal

### **Division of Accountability and Quality Assurance**

The Providence Plan (ProvPlan) seeks inclusion on the Rhode Island Department of Education's (RIDE) Master Price Agreement for "Technical Assistance and Support Services" as outlined in the Request for Proposals #7449122. As a long-time partner in the department's work and a frequent collaborator with many other state and local agencies, The Providence Plan has the qualifications, experience, and capacity to deliver a number of the services outlined in this request.

The "Technical Proposal" portion of this application provide background information of The Providence Plan and specifically, our Information Group. We also discuss our skills and expertise in the areas needed to assist RIDE in its work, provide staff qualifications and professional biographies of individuals who will be available to work with the Department under this agreement.

#### **Organizational Capacity (30 Points)**

##### ***History, Mission & Achievements***

The Providence Plan (ProvPlan) is a private 501(c)3 nonprofit corporation with a mission to improve the economic and social well-being of the City of Providence and the state. ProvPlan was created in 1992 as a joint effort of the City of Providence and the State of Rhode Island to promote better collaboration between government, the private sector, and the academic community. Since then, we have grown to a full-time staff of 53 and an annual budget of \$7.8 million. The city and the state remain key partners in our work: the state legislature and city administration make an annual investment in ProvPlan and the Mayor and Governor each appoint five members to our Board of Directors. We also collaborate with numerous government agencies - providing technical services, conducting data analysis, and promoting equitable community development.

The Providence Plan is best described as a "Think and Do Tank," a term that seeks to capture the dual nature of our work. A portion of our activity - our thinking - is dedicated to providing policy makers and community organizations with access to reliable, timely data and information. The other half - our doing - is engaged in developing and implementing programs designed to fulfil unmet needs in our community. By combining "think" and "do," ProvPlan has demonstrated a real capacity to solve problems in our city and state.

In speaking about our achievements, The Providence Plan points to the work of the five programs that make up our portfolio of work. Building Futures is a workforce development program establishing pipelines into the construction industry for low-income urban residents that has helped 75+ Rhode Islanders access building trades careers over three years. New Roots, a nonprofit capacity building program, has provided technical assistance and training to hundreds of organizations since 2006 and awarded \$1.2 million in grants to 108 organizations that serve our state's highest need residents. Ready to Learn Providence has provided 100,000+ hours of training to early childhood educators serving children from low-income urban neighborhoods. We have empirical evidence which demonstrates how children involved with Ready to Learn are 50% likelier to arrive in kindergarten with age-appropriate literacy skills than their non-Ready to Learn affiliated peers. YouthBuild Providence is a hands-on education model that has helped hundreds of young adults (mostly high school dropouts) gain the academic, occupational, and life skills needed to succeed in the working world since 1997.

The Providence Plan's fifth initiative - The Information Group -will be working most closely with

RIDE under this price agreement. The Information Group's work focuses on democratizing information – transitioning data from the spreadsheets of statisticians into maps, charts, and interactive tools that allow policymakers and residents to use it as a driver for community change.

Within Rhode Island, The Information Group is most widely known for the information and tools it provides online, free of charge. Every week, more than 1,000 unique visitors come to our website ([www.provplan.org](http://www.provplan.org)) to find information that empowers them to make smart, evidence-based decisions about their work in Rhode Island. The interactive maps, charts, and graphs that they use are compiled from federal, state, and local statistics that make up ProvPlan's "data warehouse" – the largest of its kind in Rhode Island. By integrating data sets from multiple sources, these tools provide a quantitative snapshot of communities that could never be told by organizations working alone. For residents across the state, this is meaningful information that reflects the story of their homes and families. For decision makers, tools like our Neighborhood Profiles and layered maps point to unmet needs and highlight specific opportunities for economic and social investment.

Among state and city agencies, ProvPlan's Information Group is also known as a trusted partner and dynamic collaborator. Over the last nineteen years, we have contracted with government entities on a range of projects that have tapped our capacity to do GIS, web application development, data analysis, and technical training. A few examples help reflect a cross-section of the work our Information Group replicates on a daily basis. Our team:

- Partnered with the Economic Development Corporation to create in an interactive map server that identifies industrial and commercial properties across the state, providing a host of contextual data (environmental, infrastructure, demographic, business, etc.) that can be used to inform business development.
- Works with the Rhode Island Department of Corrections to develop an open-source, web-based geospatial application designed to help corrections, public safety, and social service agencies better supervise and assist returning prisoners.
- Performs ongoing tract level analysis of lead poisoning cases that allows the Rhode Island Department of Health to identify unhealthy housing – a central strategy in the state's efforts to eliminate childhood lead poisoning.
- Partners with the Annenberg Institute for School Reform and other academic entities to develop a student early warning system. The purpose of the tool is to uncover individual-level indicators that identify students at risk of becoming high school dropouts.

Overall, RIDE's mission to lead and support schools and communities in ensuring that all students achieve at the high levels needed to lead fulfilling and productive lives, to compete in academic and employment settings, and to contribute to society overlaps significantly with The Providence Plan's core objectives. Joining forces on the scope of work proposed here will give ProvPlan a chance to strategically augment RIDE's existing data and information capacity, and advance our mutual goal of ensuring that Rhode Islanders have access to a world-class public education system.

### **Structure**

The Providence Plan prides itself in a high-quality staff that pairs veteran leadership with some of the smartest, most capable emerging talent in the state. As previously mentioned, The Providence Plan operates five initiatives: *the Information Group*, *New Roots*, *Building Futures*, *YouthBuild*, and *Ready to Learn Providence*. These programs operate independently of one another, but share

common administrative, fiscal, development, and information resources. A copy of The Providence Plan's organizational chart is available on page 21 of the appendix.

In terms of ProvPlan's Information Group, we currently have six full-time employees. Jim Lucht is the group's Director. With ten years of experience at The Providence Plan applying cutting-edge technology solutions and research methods to a range of policy-related data questions, Jim is a recognized leader in the fields of GIS and applied data and information technology. Jim works closely with Rebecca Lee, our Assistant Director who has coordinated a large portion of our education-related work over the last several years, including the landmark DataHUB project – an effort to bring together individual-level data from several state agencies into a centralized storehouse for government and public access (see description on page 16).

Jim and Rebecca oversee the Information Group team, who not only possess strong technical skills but also share the organization's commitment to positive community change. Our staff of Data & Information Specialists are extremely well-credentialed group, all holding masters degrees in Community Planning and Public Policy from top programs around the country. Bios are included in our proposal on pages 18-20 and their resumes can be viewed on pages 22-25.

The Information Group occasionally augments its research and data capacity with the support of Dr. Jeff Priest, Research and Evaluation Specialist at our Ready to Learn initiative and an expert in research design who works with the Information Group on designing evaluation projects and advanced statistical analyses. Again, biographical information can be found on pages 18-20.

In discussing the Information Group's structure, it is also worth noting the key role that ProvPlan's Executive Director, Pat McGuigan, plays within the team. As the leader of ProvPlan since 1995, Pat has earned the respect of his nonprofit colleagues and of leaders across the state. Pat brings big-picture thinking to the Information Group's portfolio of projects and creates synergy with other community-based activities that enhance the outcomes of the work we do with state partners. Pat provides supervision, serves as a contact with state agency leadership on contracted projects, and promotes work to national audiences through his relationships with the Urban Institute, the Brookings Institution, PolicyLink, the Annie E. Casey Foundation, and others.

### ***Business Background***

The Providence Plan has extensive experience working with state and national government on data and information projects as well as innovative direct service programs. Since 2003, our organization has been awarded \$4.5 million in grants for work with state and city government. Another \$20 million has been secured in discretionary federal grants during the same period. The Providence Plan's 2011 budget totals \$7.8 million, and includes 55 grants and contracts.

ProvPlan's Information Group manages an annual portfolio of projects totaling \$1 million. Clients at the local level include the state's Department of Health, Department of Administration, RIDE, and Department of Corrections, as well as the Rhode Island Economic Development Corporation, the City of Providence, the Local Initiatives Support Coalition, and the URI Coastal Resources Center. At the national level, we have managed projects with the National Institute of Justice, The Urban Institute, The Brookings Institute, and the Annie E. Casey Foundation.

As a nonprofit organization, success at The Providence Plan's isn't measured by market share or profit, but rather by the mission-related outcomes we are able to generate. This obligation to making an impact means our Information Group staff focus on functionality and utility when designing print and web products, conducting analysis, and helping clients understand how our technology can improve their decision-making. For state agencies with which we partner, this

translates into high quality project development delivered in a way that is responsive to their needs and the needs of the Rhode Island citizens they serve.

In practice, ProvPlan's Information Group meets our organizational mission by assigning small teams to work on all contracted projects. This system of operation allows us to focus on client needs – even as they evolve – soliciting and remaining responsive to feedback. ProvPlan's location in Providence's Jewelry District facilitates this process, making us easily accessible to most of our state partners and rendering RIDE and other state offices a short trip away for our staff.

ProvPlan is committed to the highest standards for fiscal control. An independent auditor examines our financial books each year. The findings of these OMB A-133 audits demonstrate that we have the fiscal capacity to ensure prudent use, proper disbursement, and accurate accounting of funds. These reports also conclude that our financial management systems meet the federal requirements for grants management and reporting and that the organization has accounting systems in place that are able to manage multiple funding streams – keeping separate and distinct records.

#### ***MBE Status***

As a non-profit organization, The Providence Plan is ineligible to be certified as a Minority Business Enterprise (MBE). In order to meet the state's goal of ten-percent participation by MBEs in all state procurements, ProvPlan's Information Group regularly subcontracts portions of its work. While the technical services we provide to RIDE under this agreement are still to be defined, we anticipate portions of work related to application development may be contracted. To ensure compliance with state goals, ProvPlan will solicit bids for this work from MBEs – posting a request for qualifications online and directly contacting MBEs with which we have a working relationship.

#### **Relevant Experience & Expertise/ Staff Qualifications (50 Points)**

Since its founding in 1992, the Information Group at The Providence Plan has established expertise and experience that leave us well-equipped to provide technical assistance and support services to RIDE. The Information Group has a strong track record of working with state agencies, a demonstrated ability to gather and warehouse public data, a history of performing data analysis and evaluation work, and a substantial portfolio of GIS projects. Combined with our additional expertise in web development and application design, ProvPlan has a rich pool of knowledge that can be drawn upon to support RIDE's next generation of data projects.

ProvPlan stands ready, willing, and able to partner with RIDE as it carries out the work of meeting state and federal mandates and implementing its strategic plan, *Transforming Education*. We appreciate that most of RIDE's projects through this agreement are high-stakes – with legal reporting requirements and high public expectations around accountability. ProvPlan is fully prepared to take on this level of responsibility. Our existing relationship with RIDE, knowledge of the local education landscape, and expertise in emerging information technologies position us to make a substantial contribution to a more effective, efficient education system in Rhode Island.

Within RIDE, ProvPlan's experience and technical knowledge is likely to be of particular relevance to the work of the Division of Accountability and Quality Assurance. Tasked with overseeing school and district accountability in accordance with the No Child Left Behind Act as well as providing technical assistance to school districts in support of strategic planning, implementation of best practices, and data-driven decision making – the Division of Accountability and Quality Assurance is central to RIDE's efforts to advance the state education system. We believe that the Division's work measuring school effectiveness, performing data analysis, and developing new information systems will continue to benefit from a strong partnership with ProvPlan under this agreement.

ProvPlan offers a range of services that align with those identified as “most frequently needed” by the Division of Accountability and Quality Assurance in RFP #7449122. These include data and information analysis, development of engagement materials to support selected projects, and the creation of web-based projects. Notably, our staff has additional expertise in service areas identified by other RIDE divisions – including web development, Geographic Information Systems (GIS), research and evaluation design, and program and proposal development. The Providence Plan’s background and experience in each of these areas is detailed more fully in the following two sections of our proposal – “Organizational Capacity” and “Experience and Expertise.”

### ***Service Experience and Expertise***

Partnering with State Agencies. ProvPlan has a demonstrated track record of successfully partnering with state and local government agencies to provide GIS analysis, database development, policy research, create interactive online applications, and direct work with agency personnel on how to expand the use of data in their day-to-day decisions. We have contracted with the Department of Administration to build a comprehensive database of state-owned property and finished a pilot study exploring how analysis of parcel data can be used to track land use throughout the state. A project with the Department of Human Services and RIPTA has allowed us to analyze the correlation between TANF recipients, job centers, and transit routes. Through several multi-year contracts with the Rhode Island Department of Health we have provided a range of GIS, data analysis, and programming services that have helped the agency to more effectively use data to address the ongoing problem of lead poisoning in urban Rhode Island and to better understand health issues facing the state’s growing population of children born to teen mothers. At RIDE, we have been working closely with Department staff on the creation of the DataHUB and the reimagining of the state’s education report card, *InfoWorks LIVE!*

The Providence Plan’s projects with state agencies have ranged substantially in their stages of development. In some cases – as with our probation and parole mapper for the Department of Corrections – we have an extremely detailed scope of work and well-established timeline for project execution. In other cases, project development has been fairly fluid and The Providence Plan has relied on strong working relationships with our state partners to define project activities as we go: redirecting an analytical project as research questions evolve or expanding the functionality of an online application based on user feedback. Overall, ProvPlan has the capacity to support RIDE in all stages of upcoming projects – from concept, to design, to implementation.

Data Gathering and Warehousing. The Providence Plan has a demonstrated ability to gather data from a variety of sources and our “data warehouse” includes a diverse range of datasets. In terms of the City of Providence, Information Group has data from the Fire and School Departments, archives of local places (e.g. parks, community organizations, university properties), and information on buildings, elevations, voters, and abandoned properties. Statewide, we have parcel data for 25 municipalities in Rhode Island, and data-sharing agreements with RIDE, the Departments of Health, Corrections, and Children, Youth & Families. We leverage information from these sources with the census data we have on file to do the analyses, create the data visualizations, and build the interactive tools that make up our portfolio of data and information work. The Providence Plan’s unique access to these resources – and other datasets that could be acquired on RIDE’s behalf– would likely play a key role in our work under this agreement.

The success of ProvPlan’s data-sharing partnerships is predicated on a deep commitment to confidentiality. Access to government data is a responsibility we take very seriously and we make every effort to ensure the security of the data files that we handle. Our employees sign confidentiality agreements, and we store all government data on-site in secured servers. We are in contact with our legal representation at the Brown Rudnick law firm to ensure our security

measures meet current legal standards. Additionally, The Providence Plan has received an approved privacy certificate from the Human Subjects Office at the U.S. Department of Justice as part of a grant we received from the National Institute of Justice. This certificate is a strong reflection of the systems that we have established to ensure the security of the data we house.

In data evaluation and GIS processes, ProvPlan takes additional precautions to protect the individuals represented in the datasets with which we work. Our Information Group always aggregates data to a minimum entry threshold to ensure anonymity and, when necessary, we replace identifying information with unique, anonymous identifiers. We can also support client requests to maintain a minimum level of data points for a given level of geography. These measures allow us to simultaneously maintain the integrity of data and the confidence of our partners.

Data Processing and Analysis. Through our host of partnerships and data sharing agreements, The Providence Plan houses a number of administrative datasets that often need to undergo significant processing before being used in analysis and visualization projects. Our staff does data cleaning that fixes or eliminates individual data records that are incorrect, incomplete or duplicated – work that requires an investment of time, but which is critical to insuring a reliable and accurate end product. Our data cleaning is generally performed in either Excel, ArcView 3.x, or SPSS and ProvPlan always maintains original fields alongside cleaned ones when processing data.

Of course, The Providence Plan also uses the data we clean to perform practical analyses that inform the work of policymakers, service providers, public safety officials, activists, and community leaders. The Information Group places a particularly high value on the power of visualization in our analysis work, and partners appreciate our ability to create the kinds of maps, charts, and graphs that make data truly accessible.

While nearly all of the Information Group's projects include analytical work, it is worth highlighting a few of the analysis-intensive projects we've been engaged in over the past few years. With RIDE, we have performed an analysis of student mobility across the state using the universal student identifier. An additional phase of this project examined the impact of mobility on test scores, demonstrating a correlation between student movement and low academic outcomes. Our work doing tax modeling for the City of Providence recently allowed us to break down the impact of changes to tax rates across land uses, and analyze outcomes on a neighborhood by neighborhood basis. Another project with Professor John Tyler at Brown University involved processing wage data in SPSS to determine longitudinal economic outcomes for adults who have earned their GED.

Among ProvPlan's most rigorous analysis projects to date was the study of a survey conducted through our Ready to Learn Providence program. Our investigation, which was funded in part by the Annie E. Casey Foundation, examined the impact of child care subsidy cuts on families and children in Rhode Island who lost some or all of their subsidy, including outcomes related to child care, employment, household finances, and children's development. Rather than use a simple random sampling process for the study, the project selected licensed centers and homes for participation using a proportionate stratified random sampling process, based on geographic location. Three project strata included: (a) Providence, where the total number of child care subsidies used far exceed any other single city or town, (b) six other urban areas in which the total numbers of child care subsidies used in 2006 were relatively large (i.e., Central Falls, Cranston, East Providence, Pawtucket, Warwick and Woonsocket), and (c) all other cities and towns in the state. This stratified model allowed us to draw conclusions about differences in the experiences of child care providers and children/families that live in Providence, those that live in other urban areas of the state, and those living the state's remaining towns. This project was led by Dr. Jeff Priest, whose resume is on pages 31-33. Dr. Priest has considerable experience as the principal investigator for a

variety of research projects, and we look forward to speaking with RIDE about whether there are ways in which Dr. Priest's expertise might be leveraged to support the agency's work.

Application of Geographic Information Services. The Information Group's geographic information systems (GIS) capacity is a cornerstone of its work to democratize data. ProvPlan has invested in the staff capacity, hardware, and software that enable us to take advantage of GIS technology to map, analyze, and communicate data at a variety of geographic levels, from the entire state, down to cities, neighborhoods, streets, and parcels. In our work, we have discovered that smaller levels of analysis are often the most meaningful and useful for residents and community-based organizations – enabling them to relate data to places they know well. Analysis at these levels can also highlight the significant differences that often exist from one place to another, differences that would not be noticed if analysis were conducted only at a city or state level. Our partners have used our GIS maps as both stand-alone projects, as well as components of presentations and reports.

The Providence Plan's GIS projects over the last several years have become increasingly complex with improving technology and advanced GIS mapping skills that we are cultivating among our staff. Recent work with the Campus Compact allowed us to produce a unique set of maps to demonstrate local colleges' participation in volunteer programs in Providence Public Schools. The maps, helped determine saturation of volunteers, and also identified schools that were not benefitting from volunteer programs as much as they could be. We have worked with AHEC to map the location of physicians in the state, and future versions of this project will geographically break down this distribution of doctors by specialty.

Maps can have a particularly powerful impact when they are able to be reproduced over time. ProvPlan worked with Greater Elmwood Neighborhood Services (GENS), to help them visualize the impact of foreclosures in the Elmwood neighborhood of Providence, and the city as whole. Using raw data from Rhode Island Housing, we scrubbed, geo-coded, and mapped notices of foreclosure on a quarter-by-quarter basis going back to 2006. The hybrid hot-spot maps that were developed, speak volumes to just how badly the current foreclosure crisis is impacting Elmwood and other low-income communities. As RIDE continues to work to improve student achievement across the state, the Division of Accountability and Quality Assurance may be interested in working with ProvPlan to explore how GIS can be used to help the state track and communicate progress.

Web Publication and Application Development. Quality web publication and application development will be central to the portion of RIDE's Strategic Plan that calls for "the creation of user-friendly data systems." ProvPlan has experience in both these domains through the creation and management of our own organization's websites and more complex processes involved in creating interactive map and information servers for our clients. Most of our web-based information projects are characterized by their use of database-driven, dynamic templates that allow web pages to come to life in response to user requests.

Over the past few years, the Information Group has built successful web applications for the Economic Development Corporation, the Providence Preservation Society, and the Providence Department of Planning and Development (among others). Our most recent work that demonstrates how new technologies can be harnessed to create the kinds of data-driven tools that powerfully inform decision makers includes the Probation and Parole Mapper project with the Rhode Island Department of Corrections (DOC) and the National Institute of Justice. The Mapper enables users at DOC to conduct specialized queries of the locations of released prisoners, map those results at the address level, and overlay the results with additional spatially-enabled datasets – such as support services for former prisoners or police districts. In practice, the application has transformed the efficiency of probation and parole officers, allowing them to spatially plan case

visits in just several key strokes and to identify community-based services for probationers with several more. With a front end built in Ruby on Rails and the incorporation of Google Maps to create a user-friendly interface, the application is easy to use. Automated procedures allow the application to be updated daily – ensuring that the mapper matches up-to-date information in DOC's database.

Of course, over the past year, ProvPlan has also been working directly with RIDE on two web-based information projects – *InfoWorks Live!* and the DataHUB – both of which are described below.

### **Examples of Recent Projects**

The Rhode Island DataHUB and *InfoWorks Live!* represent the two largest data projects ProvPlan has undertaken with RIDE to date. Descriptions of the projects here speak to ProvPlan's experience in providing many of the services RIDE will be seeking under this price agreement.

**DataHUB.** The Rhode Island DataHUB ([www.ridatahub.org](http://www.ridatahub.org)) represents the first major effort in the state to bring together data from multiple state agencies – including the Departments of Education, Health, and Children, Youth and Families – into a centralized repository for government and public access. As a “Great Aggregator” of information, the DataHUB actually stitches together individual-level data from different databases. When output by the HUB, data are aggregated in order to preserve confidentiality, but each data point still retains the individual characteristics of the children that make up that point, meaning data can be refined and examined from multiple angles.

In practice, the DataHUB not only gives policymakers, researchers, and advocates from a variety of disciplines unprecedented access to public data but also provides users the ability to examine how different factors of community well-being affect one another. This kind of information can be used to identify unmet community needs, target investments of limited public resources, and track the impact of public programs and policies over time.

Users interact with the DataHUB through three key features: Data Stories, Data Reports, and “expert” WEAVE tools. Data Stories are a kind of showcase for the HUB and its embedded visualization tools. They invite users to click through a series of charts and explanatory text on a certain subject – like student drug and alcohol abuse – to see what kinds of insights or conclusions the data reveal. Our Data Reports provide pre-made interactive graphics that allow users to interact with data in a controlled environment. Finally, direct access to WEAVE – the data-crunching and visualization software that is integrated into the DataHUB – allows advanced users to access a range of datasets, define their own variables for comparison, and work with multiple linked data displays on a single screen. Ongoing work to refine the user experience in each of these areas of the DataHUB is being conducted: in the coming year we hope to work with state agencies in designing their own Data Stories; create a data visualization gallery that allows users to access maps, charts, and tables made by others; and establish an amazon.com-style “recommends” feature that points visitors to content of interest based on their search history.

Overall, the Rhode Island DataHUB represents a major step forward in the information systems that serve our state and The Providence Plan has been proud to collaborate with RIDE in its creation. We look forward to identifying opportunities to continue its development and deploy its considerable capacity through this and other agreements.

***InfoWorks LIVE!*** Initially launched in 1998, Information Works! was Rhode Island's first online and hardcopy school-accountability initiative. In seeking to update this resource to take advantage of current web-based technology, RIDE awarded ProvPlan a multi-year contract to establish *InfoWorks LIVE!* Published online for the first time last fall at [infoworks.ride.ri.gov](http://infoworks.ride.ri.gov), *InfoWorks LIVE!*

provides all Rhode Islanders – including educators, parents, students, and community members – with ready access to clear, accurate, and timely information about our schools.

In reimagining *InfoWorks LIVE!*, ProvPlan and RIDE have built a system that: 1) is user-friendly, 2) incorporates “live” data, 3) has expandable functionality, and 4) has outreach potential. For its inaugural launch, the *InfoWorks LIVE!* team focused on establishing dynamic templates that have made the state’s considerable collection of testing and demographic data available to users. These data can now be searched and sorted at multiple levels of analysis – from statewide to district to individual schools – and the new system provides short explanations of what visitors are looking at when interactive charts are populated. The result is a much more accessible tool that makes RIDE’s wealth of data easy for anyone to find, understand, and analyze.

As RIDE and ProvPlan continue to work on *InfoWorks LIVE!* in partnership with our two subcontractors – Basics Group and Julia Steiny – we will focus on expanding data offerings as well as the site’s functionality. Near-term updates will incorporate data on school finances (from the new Uniform Chart of Accounts) and the results of WestEd’s annual SurveyWorks. Over the next several years, the addition of information on school safety and teacher quality – as well as the ability to compare data across multiple geographies and timelines – will make *InfoWorks LIVE!* a truly indispensable community resource.

#### ***Experience Using Technology in Education-Related Work***

The DataHUB and *InfoWorks LIVE!* certainly represent ProvPlan’s most advanced work applying technology to support education policy and practice, but they represent just a portion of our total portfolio. For instance, over the last few years our Information Group has used GIS to examine the potential for neighborhood schools at elementary and middle school levels in partnership with the Providence Public School District. During our participation in Governor Carcieri’s Urban Education Task Force, we were tapped to track the extent of residential and school mobility within and among Rhode Island’s urban districts, as well as the likelihood that a child will move given particular socioeconomic and educational service needs. In collaboration with the Rhode Island Public Expenditure Council, last year the Information Group executed an analysis of how reconfiguring schools would impact families living on Aquidneck Island. Other projects have included a data mapping effort with RIDE to better understand the ways in which the Department collects, processes, and outputs data as well as a cross-agency analysis carried out in partnership with John Tyler of Brown University to track the impact of GED attainment on wages for adult learners.

The Providence Plan also has experience in using technology to deliver direct educational programming. Our YouthBuild initiative – an alternative education program – has a state-of-the-art computer lab and smart-board system that is used to deliver core elements of our math and science curriculum as well as those portions of our vocational training model related to construction design and project management. Experience gained from this programming led Building Futures, another of ProvPlan’s programs, to take an active role in helping to design curriculum at the new Providence Career and Technical Academy. While not the primary focus of our MPA application, RIDE may be interested in tapping ProvPlan’s considerable knowledge around career and technical education as the Department’s multiple pathways agenda continues to expand.

#### **Staff Qualifications**

The high-caliber staff at The Providence Plan is one of the attributes that has consistently separated us from other nonprofit organizations in the state. We have an eighteen year history of attracting and retaining professionals who not only possess excellent technical skills but also share our organization’s commitment to community change. Our staff particularly appreciates ProvPlan’s

long-term relationship with the City of Providence and the State of Rhode Island, which allows them to conduct meaningful analyses for our government partners, to play a role in forging collaborations within both the public and private sectors, and to leverage the success of our existing projects towards continued systemic change in the Rhode Island community.

ProvPlan anticipates that the Information Group will deliver the bulk of technical assistance and support services outlined in RFP #7449122. Information Group's Director and Assistant Director, Data & Information Specialists and our team of interns will be available to RIDE for contracted projects. Where appropriate, our analytical and statistical needs will be augmented and supported by our in-house evaluation and research expert, Dr. Jeff Priest. ProvPlan's core leadership staff will manage the fiscal and administrative components of our contract.

In this section, we have provided a brief description of staff members most likely to work with RIDE under this agreement. Detailed resumes for each staff member can be reviewed on pages 22-33.

#### ***Program Staff Qualifications & Responsibilities***

Jim Lucht, Director of the Information Group. As the Director of The Providence Plan's Information Group, Jim Lucht oversees all of the initiative's projects and an annual budget of \$1 million. Jim is a recognized leader in the field of GIS both in Rhode Island and throughout New England with excellent management skills and an extremely strong background in the technologies that drive ProvPlan's data work. He has extensive experience in Internet Map Server (IMS) development, dynamic web-site development, and database design, as well as application design in several programming languages. Since joining ProvPlan in 2001, Jim has worked with dozens of local clients that include the Departments of Health, Administration, Corrections, and RIDE, as well as the Providence Police, the Rhode Island Economic Development Corporation, the City of Providence, LISC, and the URI Coastal Resources Center. At the national level, he's managed projects with the National Institute of Justice, The Urban Institute, The Bookings Institute, and the Annie E. Casey Foundation. Jim has a Bachelor's degree in Urban Studies from the Worcester State College and a Master's degree in Community Planning from the University of Rhode Island.

In terms of our work with RIDE under a technical assistance and support services contract, Jim will oversee all work, providing process-related guidance and ensuring quality at every stage of service delivery. Jim will also manage relationships with all subcontractors and will play a central role in the development of web-based applications. Jim's resume is included on pages 22-23.

Rebecca Lee, Assistant Director of the Information Group. As our organization's administrative database expert, Rebecca Lee has a wide breadth of experience in managing large and complex datasets from state agencies and other sources. She's adept and efficient at cleaning the datasets that are delivered to ProvPlan, has rigorous processes for linking data across multiple databases, and is able to transform this information into reports, charts, and other visualizations for our clients. Rebecca also has a strong background in education policy that has allowed ProvPlan to do advanced analysis work for Rhode Island Department of Education, the Providence Public School District, and others over the past three years. Most recently, she has lead the development of the Rhode Island DataHUB. Rebecca has been with The Providence Plan since 2006. She has a Bachelors degree from Saint Michael's College in Vermont and a Masters of Public Policy from Brown University. Under this agreement with RIDE, Rebecca will be available to provide data processing, formal data analysis, application development and project management services. Rebecca's resume can be reviewed on pages 24-25 in our appendix.

Jessica Cigna, Data & Information Specialist. Jessica Cigna provides technical and analytic support to a range of research projects at The Providence Plan. She has developed indicators, created Data

Stories, and developed various reports for our DataHUB project. Additional education-related projects have included research and report development related to the state's SALT surveys, student mobility and enrollment analysis at Making Connections Schools, and technical data support for *InfoWorks LIVE!* Jessica graduated from the Master's Program at Brown University's Taubman Center for Public Policy. Prior to joining ProvPlan she worked for six years as a Research Associate at the Urban Institute. Her resume is included with our proposal on page 26.

Nikki Churchwell, Data & Information Specialist. As our newest Urban Information Specialist, Nikki Churchwell joins The Providence Plan following the completion of her Master's program in Urban Education Policy at Brown University. She spent the past year as a Policy and Social Studies Intern at the Providence Public School District (PPSD) where her work focused on the revision of the District's social studies standards and classroom structures. Nikki applies her education background – including her recent research and data analysis experience at RIDE and the PPSD to support ProvPlan's DataHUB project and *InfoWorks LIVE!* Nikki's resume is on page 27.

Kim Pierson, Data & Information Specialist. Kim Pierson offers a distinctive combination of technical, policy, and community engagement skills to The Providence Plan. She not only understands all the fundamentals of database design but also has practical experience doing GIS analysis for policymakers through previous work experience in Illinois and Great Britain. She currently manages our work with the Rhode Island chapter of LISC to assist in their Sustainable Communities initiative. Prior to joining The Providence Plan, Kim worked as a project manager at the Planning Department of the City of Champaign. She has a Bachelor's in Environmental Studies from Rollins College, and a Master's in Urban and Regional Planning from The University of Illinois at Urbana-Champaign. Kim, whose resume is on pages 29-30 will be able to work with RIDE on a range of database, data analysis, and information projects.

Angel Medrano, Web Application and Database Programmer. Angel Medrano's diverse technical and creative expertise will be applied to developing web-based geospatial applications such as the Probation and Parole Mapper and the Rhode Island Community Profiles. Before joining The Providence Plan, Angel worked as a software engineer at a Boston based start-up, where he helped build e-commerce software used by some of the largest retail brands in the world. Angel also adds a creative perspective to the team stemming from his work as an interactive developer in the advertising and marketing world. Angel's resume is on page 28.

Jeff Priest, Data and Evaluation Specialist. Dr. Jeff Priest has over 15 years of experience leading both quantitative and qualitative evaluation projects for leading academic institutions, as well as significant research experience in the field of education. His work has included an examination of the impact of changes to New Hampshire's Medicaid program, evaluation of a career development intervention for adults with disabilities receiving Social Security benefits, and the oversight of a National Science Foundation sponsored program to enhance interdisciplinary training for American Ph.D. students in math, science, technology and engineering. At ProvPlan, Jeff serves as our resident statistician and impact analyst. For the past three years, he has taken a lead role in measuring the impact of ProvPlan's Ready to Learn initiative. This has included coordination of the evaluation for our U.S. Department of Education Early Educator Professional Development Program – a randomized control experiment designed to provide a rigorous evaluation of 100+ hours of professional development and mentoring for 280 Head Start and early childhood educators in urban Rhode Island. Jeff has a Bachelors degree from Yale University and a Doctorate in Educational Psychology from the University of Minnesota. For the purposes of this agreement, ProvPlan will make Jeff available to work with RIDE on projects that can leverage his background in research methodology and statistical analysis. Jeff's resume is on pages 31-33.

Interns. ProvPlan's maintains a corps of 3-5 paid interns to assist with our data and information work. Through relationships with the Taubman Center for Public Policy at Brown University, Brown's Master of Public Health Program, and the Environmental Data Center at the University of Rhode Island, we are able to regularly recruit Master's candidates to undertake important data preparation and data entry work. Strategically deploying these students on labor intensive data tasks allow us to pass on significant saving to our clients while maintaining the integrity of our projects. We will use interns on some RIDE projects to conduct data processing tasks. Oversight will be provided by Jim Lucht and Rebecca Lee.

Administrative Staff. All of ProvPlan's activities are overseen by our Executive Director, Patrick McGuigan. As Director for 16 years, Mr. McGuigan has exhibited tremendous vision – enabling us to grow from a grassroots organization into one of the most respected nonprofits in Rhode Island. Pat brings a macro-perspective to all of ProvPlan's work, and effectively communicates the role of data-driven decision making as a stimulus for change in the state. Pat will serve as a contact with leaders at RIDE under this contract, and promote our work to both local and national audiences.

Chuck Denno, ProvPlan's Director of Finance and Administration will work with Jim Lucht to manage the fiscal end of this contract. A central component of The Providence Plan's organizational success is our commitment to meet the highest standards for fiscal control. Chuck ensures that our disclosure systems are aligned with the Sarbanes-Oxley Act, including annual conflict of interest disclosures for board and staff and the creation of an audit committee. The findings of our annual OMB A-133 audits demonstrate that we have the fiscal capacity to ensure prudent use, proper disbursement, and accurate accounting of funds. Reports also conclude that our financial management systems meet federal and state requirements for grants management and reporting.

Both Pat and Chuck's time on this contract will be paid for through the administrative cost rate ProvPlan applies to all of its grants and contracts.

***Consultant Selection, Supervision, and Evaluation***

In addition to our strong internal capacity, The Information Group is effective at strategically augmenting our team with outside consultants. When doing specialized work, ProvPlan regularly engages some of our state's leading technology solution firms as well as individuals who have expert content knowledge in education policy and other subject areas.

In terms of selecting of consultants, The Providence Plan has a number of preferred vendors that we have experience working with. When presented with a scope of services that does not align with the expertise of one of these preferred providers, ProvPlan seeks services through a formal bidding process and contacts at least three vendor references. All contractors work under a standard contract that has been reviewed by lawyers at Brown Rudnick. Subcontractors work extremely closely with our staff and together they set clear expectations around deliverables, timelines, and costs. Regular check-ins with our consultants support an ongoing evaluation process. Notably, ProvPlan minimizes contractor access to sensitive data, and in cases where such access is necessary, we work to ensure our vendors take precautions similar to those we implement in-house.

BUDGET DETAIL SHEET  
 FISCAL YEAR 2013

**SALARY AND FRINGE BENEFIT DETAIL**

NAME	POSITION TITLE	HOURLY RATE (INCLUDE FRINGE BENEFITS) \$
	Director of Information Group	63.82
	Research & Evaluation Specialist	46.56
	Assistant Director of Information Group	45.18
	Web Application & Database Programmer	48.46
	Data and Information Specialist	36.01
	Intern	11.78
<b>TOTAL REQUEST</b>		

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

EXPENSE CATEGORY	DESCRIPTION	COST
Admin Fee	20% of all direct expenses	TBD

BUDGET DETAIL SHEET  
 FISCAL YEAR 2014

**SALARY AND FRINGE BENEFIT DETAIL**

NAME	POSITION TITLE	HOURLY RATE (INCLUDE FRINGE BENEFITS) \$
	Director of Information Group	67.01
	Research & Evaluation Specialist	48.89
	Assistant Director of Information Group	47.44
	Web Application & Database Programmer	50.88
	Data and Information Specialist	37.81
	Intern	12.36
<b>TOTAL REQUEST</b>		

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

EXPENSE CATEGORY	DESCRIPTION	COST
Admin Fee	20% of all direct expenses	TBD

BUDGET DETAIL SHEET  
 FISCAL YEAR 2015

**SALARY AND FRINGE BENEFIT DETAIL**

NAME	POSITION TITLE	HOURLY RATE (INCLUDE FRINGE BENEFITS) \$
	Director of Information Group	70.36
	Research & Evaluation Specialist	51.33
	Assistant Director of Information Group	49.81
	Web Application & Database Programmer	53.42
	Data and Information Specialist	39.70
	Intern	12.98
<b>TOTAL REQUEST</b>		

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

EXPENSE CATEGORY	DESCRIPTION	COST
Admin Fee	20% of all direct expenses	TBD

**BUDGET DETAIL SHEET  
 FISCAL YEAR 2016 (OPTIONAL EXTENSION YEAR)**

**SALARY AND FRINGE BENEFIT DETAIL**

<b>NAME</b>	<b>POSITION TITLE</b>	<b>HOURLY RATE (INCLUDE FRINGE BENEFITS) \$</b>
	Director of Information Group	73.88
	Research & Evaluation Specialist	53.90
	Assistant Director of Information Group	52.30
	Web Application & Database Programmer	56.10
	Data and Information Specialist	41.68
	Intern	13.63
<b>TOTAL REQUEST</b>		

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

<b>EXPENSE CATEGORY</b>	<b>DESCRIPTION</b>	<b>COST</b>
Admin Fee	20% of all direct expenses	TBD

**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).