



**Solicitation Information  
March 10, 2011**

**Addendum #2**

**LOI # 7448320**

**TITLE: ARRA – Design/Implement a 2011 Summer Institute of the Academy for Transformative Leadership**

**Submission Deadline: 28 March 2011 @ 11:30 AM (ET)**

**ATTACHED ARE VENDOR QUESTIONS WITH STATE RESPONSES.**

A handwritten signature in black ink, appearing to read "Jerome D. Moynihan".

**Jerome D. Moynihan, C.P.M., CPPO  
Administrator of Purchasing Systems**

Letter of Interest # 7448320: ARRA – Design / Implement a 2011 Summer Institute of the Academy for Transformative Leadership

1. Does the vendor need to provide a facility for the summer institute or will the State provide those?  
**All expenses and planning for participation in local and non-local programs will be the responsibility of the training program/trainer, including travel and associated expenses for participants and/or trainers and should be outlined in the budget. This would include providing a facility for training locally. RIDE project management team will work with vendor to identify possible options.**
2. Does the vendor need to provide meals or snacks for each session? **No**
3. Is the summer training for the 4-5 potential turnaround principals included in the four-week Summer Institute for the 8-10 school teams or is this an additional session?  
**Focus of training modules will be different for each group but training could be provided simultaneously.**
4. The Proposal Submission requirements on pages 6 and 7 of the RFP seem to require the Cost Proposal be included in two locations. On page 6 it is listed as point #2, and on page 7 it is listed as the last part of the separate Technical Proposal. Please clarify where the cost proposal is to be located in our response.  
**There is no specific requirement about where to include the cost proposal. The cost proposal should be clearly labeled and in the requested budget format. The reference on page 7 indicates that costs will comprise 20 of the 100 points in our evaluation of bids, but it is not meant to be indicative of the order to include components in the bid.**
5. Regarding the MBE Requirement of 10% (Page 3 of LOI):  
Are we required to work with a RI certified MBE, or can we work with an MBE who is certified in another state?  
**The MBE must be certified by the State of Rhode Island Minority Business Enterprise Compliance Office. Out-of-state MBEs may apply to become certified in RI. Note, however, that failure of an out-of-state firm to obtain certification in Rhode Island shall not excuse the vendor from fulfilling the MBE participation requirement. Further, note that the average time for processing an application is 8 - 10 weeks, so vendors should not delay in the submission of applications for certification.**

What if we are unable to find a suitable MBE after making good-faith efforts?

**Vendors may request a waiver or a partial waiver of the MBE requirement by submitting documentation of Good Faith Efforts to the MBE Compliance Office for review and approval.**

6. Does the MBE category include WBE? **Yes.** That is, if we can identify a suitable woman-owned business with which to work, would that satisfy the 10% MBE requirement?

**Yes, again provided that the firm is certified by the State of Rhode Island Minority Business Enterprise Compliance Office.**

7. The “Additional Contractor Requirements/Qualifications” section includes “recruiting” as a criterion. Can you please define the “Recruiting” requirement/qualification in more detail? Will the contractor be responsible for recruiting Academy participants, and subsequently leadership candidates for placement in PLA schools in the scope and timeline of the RFP, or is the contractor only responsible for showing experience in recruiting?

**The contractor is only responsible for showing experience in recruiting.**

8. For the desired 4 weeks of Academy training, does the State wish the training to be provided over 4 continuous weeks, or will the training dates be spread throughout the summer of 2011?

**Contractor to submit training schedule options and schedule will be determined by mutual consent by RIDE project management team and the selected contractor.**

9. Regarding the Scope of Work (page 4 of LOI):  
To clarify, the State is requesting a letter of interest to conduct 3 separate tasks, as follows:

1. Deliver a 4-week Summer Institute for Principals and Leadership Teams from PLA Schools
2. Possible option to include additional school leaders in a module on strategic planning
3. Deliver summer training for 4-5 potential school turnaround principals

**Yes**

Related to Task #3 will the potential school turnaround principals be current principals who might move to new schools? Aspiring principals who might take positions in PLA schools? Or some combination of current and aspiring school leaders?

**Some combination of current and aspiring school leaders.**

10. Who will be responsible for recruiting the 4-5 potential school turnaround principals for summer training—the State or the Contractor?

**The State.**