



Solicitation Information

March 11, 2011

Letter of Interest # 7448374

Title: ARRA – Alternative Certification Programs – Race to the Top

Submission Deadline: April 7, 2011 @ 11:00 AM (Eastern Time)

Questions concerning this solicitation must be received by the Division of Purchases at questions@purchasing.ri.gov no later than **25 March 11 at 12:00 Noon (ET)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP / LOI # on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: No

BOND REQUIRED: No

Jerome D. Moynihan, C.P.M., CPPO
Assistant Director for Special Projects

Vendors must register on-line at the State Purchasing Website at www.purchasing.ri.gov

Note to Vendors:

Offers received without the entire completed three-page RIVP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

REQUEST for LETTERS of INTEREST
Alternative Certification Program Providers

The Rhode Island Department of Administration, Office of Purchases, on behalf of the Rhode Island Department of Education (RIDE) is requesting Letters of Interest from qualified vendors to provide Alternative Certification Programs, in accordance with the terms of this solicitation.

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

Potential offerors are advised to review all sections of this Request carefully, and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.

Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being non-responsive.

All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content, shall be borne by the offeror. The State assumes no responsibility for these costs.

Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.

All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.

Proposals misdirected to other State locations or which are otherwise not present in the Division of Purchases at the time of opening for any cause will be determined to be late and may not be considered. The "Official" time clock is in the reception area of the Division of Purchases.

In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation shall have the right to transact business in the state until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). *This will be a requirement only of the successful bidder (s).*

Offerors are advised that all materials submitted to the State of Rhode Island for consideration in response to this Request for Proposals will be considered to be public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws.

Also, Submitters should be aware of the State's MBE requirements, which addresses the State's goal of ten per cent (10%) participation by MBE's in all State procurements. For further information, contact the State MBE Administrator at (401) 574-8253 or charles.newton@doa.ri.gov. Visit the website <http://www.mbe.ri.gov>.

Interested parties are instructed to peruse the Division of Purchases web site on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this LOI.

Equal Employment Opportunity (RIGL 28-5.1)

§ 28-5.1-1 Declaration of policy. – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies in all areas where the state dollar is spent, in employment, public service, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Employment Opportunity Office, at 222-3090 or via email raymond.lambert@hr.ri.gov.

Subcontracts are permitted, provided that their use is clearly indicated in the offeror's proposal, and the subcontractor(s) proposed to be used are identified in the proposal.

If you wish to seek to do business with the State of Rhode Island, you must register and utilize the E-Verify Program. Please refer to www.dhs.gov/E-Verify or the Division of Purchases website at www.purchasing.ri.gov for more information.

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.

REQUEST for LETTERS of INTEREST
ALTERNATIVE CERTIFICATION PROGRAM PROVIDERS

BACKGROUND/OVERVIEW

RIDE believes that educator excellence is the key driver of improved student learning outcomes at all age levels and in every demographic. Rhode Island, therefore, has created innovative partnerships and changed practices and policies to improve educator performance. In response to state need, we established alternative certification program regulations in 2008 to encourage nontraditional pathways to recruit and rigorously select highly effective professionals into the classroom and school leadership roles, especially for underperforming schools. We use our alternative pathways to address educator shortage areas and attract into the field content-knowledge experts from other professions, for whom the traditional route may have served as a barrier to entry.

The 2008 regulations were adopted allowing private providers to offer alternative certification programs. In 2009 and 2010, 2 non-profit providers launched successful alternative certification programs in RI. Over 50 candidates are now serving in hard to staff subjects or in urban schools in an effort to close the achievement gap. Until 2009 the only pathway to certification was to follow a prescribed program of coursework. However, many individuals who already hold college degrees aspire to teach but do not wish to return for over a year of additional college coursework. Research nationally shows us that the students of individuals who completed alternative certification programs perform better or at least as well as new teachers from traditional programs. The RI Department of Education has been awarded \$3,369,286 as part of the Race to the Top (RTTT) grant to expand our pathways into teaching by increasing the opportunities for candidates to complete alternative certification programs. The RTTT grant outlines several required elements: providers can operate independently of institutions of higher education, demonstrate selective acceptance, provide supervised school-based experiences and ongoing support, and significantly limit the amount of coursework required. RIDE seeks established entities with a proven record of success that can implement programs that meet these RTTT requirements. Available funding allows us to seek a single provider or multiple providers.

SCOPE OF THE WORK

Tasks

Recruit and select top quality career changers and recent graduates interested in becoming teachers

Provide a rigorous summer training program to prepare candidates to teach in underperforming environments

Develop partnerships with RI LEAs in order to place candidates as teachers of record while completing the program

Implement a 1-2 year alternative certification preparation program to prepare candidates in shortage areas and to work in underperforming environments. Preparation is ongoing throughout the school year

Ensure ongoing performance feedback and support throughout the teaching year

Assure that candidates recommended for full certification have demonstrated effective performance in the classroom with students

Note: Programs must meet RI program approval standards and alternative certification program regulations.

Project Schedule

Recruitment in spring 2011 with program implementation summer 2011 for cohort 1. Additional cohorts will be funded through RTTT, ending June 30, 2014.

Deliverables

Alternative certification program that meets state standards and prepares individuals as described above in the Background/Overview Section and Scope of Work.

ADDITIONAL CONTRACTOR REQUIREMENTS/QUALIFICATIONS

Research and data to support the success of program implementation in RI or other states should accompany the proposal.

TERMS OF THE CONTRACT

The Contract will begin upon issuance of a state purchase order (on or about **April 15, 2011**) and end **June 30, 2014**. The scope of the work may be modified by RIDE prior to beginning work on a given task. RIDE retains the option of granting a time extension of up to one year with additional funding if available and if the level of work is expanded by mutual written consent. RIDE reserves the right to award this work to multiple vendors upon evaluation of the content of the vendor bids. Activities are expected to be obligated by June 30, 2014; the contract end date will be aligned with the state fiscal year end.

COST PROPOSAL/TERMS OF PAYMENT

The contractor must prepare a cost proposal reflecting the hourly rate or other fee structure proposed for this scope of services using the Cost Proposal Forms contained in Appendix A. Cost proposals must fall within the range below for each period as follows

The total cost of the contract is not to exceed **\$3,369,286**. Please ensure the budget is presented by state fiscal year, which runs from July 1st through June 30th.

FY 2011	Costs to be incurred through June 30, 2011
FY 2012	July 1, 2011 through June 30, 2012
FY 2013	July 1, 2012 through June 30, 2013
FY 2014	July 1, 2013 through June 30, 2014

PROPOSAL SUBMISSION

Questions concerning this solicitation may be e-mailed to the Division of Purchases at questions@purchasing.ri.gov no later than the date & time listed on the cover sheet of this solicitation. **Send your questions in Microsoft Word format.** Please reference the LOI # on all correspondence. Questions received, if any, will be posted and answered on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information. For computer technical assistance, call the helpdesk at 401-222-2142, ext: 134.

Proposals (an original plus 4 copies) should include the following:

1. A completed and signed three-page RIVIP Bidder Certification Cover Form, available at www.purchasing.ri.gov.
2. A Cost Proposal as described above.
3. A *separate* Technical Proposal (see below) describing the qualifications and background of the applicant and experience with similar programs, as well as the work plan or approach proposed for this requirement.
4. A completed and signed W-9 (taxpayer identification number and certification). Form is downloadable at www.purchasing.ri.gov.

Deliver to: Department of Administration
Office of Purchases
One Capitol Hill
Providence, Rhode Island 02908

Contractor assumes all responsibilities for proposals submitted by mail or commercial delivery service. Proposals misdirected to other state locations or which are otherwise not present in the Office of Purchases at the time of opening, for any cause, will be determined to be late and will not be considered. Faxed responses will not be considered.

TECHNICAL PROPOSAL REQUIRED ELEMENTS

- | | |
|---|-------------|
| 1. Contractor understanding of the Issues | (15 points) |
| 2. Work Plan | (25 points) |
| 3. Capacity of the Agency Effectively to Administer the Project | (30 points) |
| 4. Quality of Key Personnel (including Curriculum vitae) | (10 points) |
| 5. Cost Proposal | (20 points) |

APPENDIX A

BUDGET Multi-Year Projects

The Contractor estimates that its budget for work to be performed under this Agreement is as follows:

<u>Expense Category</u>	<u>Estimated Expenditures</u>			
	Year 1	Year 2	Year 3	Year 4
1. Salary and Fringe	0	0	0	0
2. Consultant	0	0	0	0
3. In-State Travel	0	0	0	0
4. Out-of-State Travel	0	0	0	0
5. Printing	0	0	0	0
6. Office Expense	0	0	0	0
7. Telephone	0	0	0	0
8. Educational Materials	0	0	0	0
9. Equipment	0	0	0	0
10. Data Processing	0	0	0	0
11. Rental	0	0	0	0
12. Other	0	0	0	0
13.	0	0	0	0
14.	0	0	0	0
15.	0	0	0	0
16.	0	0	0	0
Subtotal	0	0	0	0
Indirect Cost	0	0	0	0
TOTAL	0	0	0	0

It is understood and agreed that the amounts indicated above for the several line items are estimates of expenditures to be incurred by the Contractor on behalf of this Agreement and to be claimed by the Contractor for reimbursement under this Agreement. It is further understood and agreed that actual expenditures may vary from the estimates set forth above and that such variations shall not in themselves be cause for disallowance of reimbursement by RIDE; provided, however, that the Contractor shall notify and obtain the approval of the contract officer, in writing, if expenditures to be claimed for reimbursement in any line item above shall begin to vary significantly from the estimate given above; and provided further that unless permission of the contract officer shall have been obtained in advance, no expenditure shall be claimed by the Contractor for reimbursement by RIDE under this Agreement if such expenditure shall have been incurred in a line item category not listed above. Transfer of funds is permitted between Expense Categories (1) (2) and (3) up to 10% or \$25,000, whichever is less; all other transfers require prior written approval by the Department of Education.

BUDGET DETAIL SHEET
 FISCAL YEAR _____

SALARY AND FRINGE BENEFIT DETAIL

NAME	POSITION TITLE	HOURLY RATE \$	NUMBER OF HOURS	TOTAL SALARY \$	FRINGE BENEFITS \$	HOURLY RATE WITH FRINGE BENEFITS \$	SALARY & FRINGE TOTAL \$
TOTAL REQUEST							

DETAIL OF CONSULTANT

NAME	POSITION TITLE	HOURLY RATE \$	NUMBER OF HOURS	TOTAL COST \$
TOTAL REQUEST				\$

EXPLANATION OF OTHER EXPENSES (i.e. travel, printing, office supplies, educational materials, and equipment)

EXPENSE CATEGORY	DESCRIPTION	COST