



Solicitation Information
2 Dec 11

Letter of Interest # 7449269

Title: **Special Education Statewide Parent Survey**

Submission Deadline: 30 Dec 11 @ 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 **16 Dec 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

**Rhode Island Special Education Statewide Parent Survey:
*Schools' Efforts to Partner with Parent Scale (SEPPS)***

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 administration of the Rhode Island Special Education Statewide Parent Survey, in accordance with the terms of this solicitation, and the State's General Conditions of Purchase (Available at www.purchasing.ri.gov).

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 dorinda.keene@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 raymond1@gw.doa.state.ri.us

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.

RIGL 37-13-3.1 State public works contract apprenticeship requirements. * (a) Notwithstanding any laws to the contrary, all general contractors and subcontractors who perform work on any public works contract awarded by the state after passage of this act and valued at one million dollars (\$1,000,000) or more shall employ apprentices required for the performance of the awarded contract. The number of apprentices shall comply with the apprentice to journeyman ratio for each trade approved by the apprenticeship council of the department of labor and training.

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.

BACKGROUND/OVERVIEW

Under the Individuals with Disabilities Act (IDEA), the U.S. Department of Education, Office of Special Education Programs (OSEP) has since 2005 required each state to develop a State Performance Plan (SPP) and annually report its performance to the federal government and public via an Annual Performance Report (APR).

Among the 20 required Performance Indicators comprising each state's SPP is Performance Indicator 8, which addresses Parent Involvement. Along with all states, Rhode Island is required by SPP Indicator 8 to address continuous improvement in the way school districts involve parents as a means of improving services for children with disabilities. The Indicator requires annual measurement of, and reporting on, "the percentage of parents with a child receiving special education services who report that schools facilitate parent involvement as a means of improving services and results for children with disabilities." This indicator and its measurement are defined and made mandatory by OSEP.

Based on initial research and development more than six years ago through the National Center for Special Education Accountability Monitoring (NCSEAM), the federal special education office has prescribed a nationally standardized measurement tool to be utilized by each state to

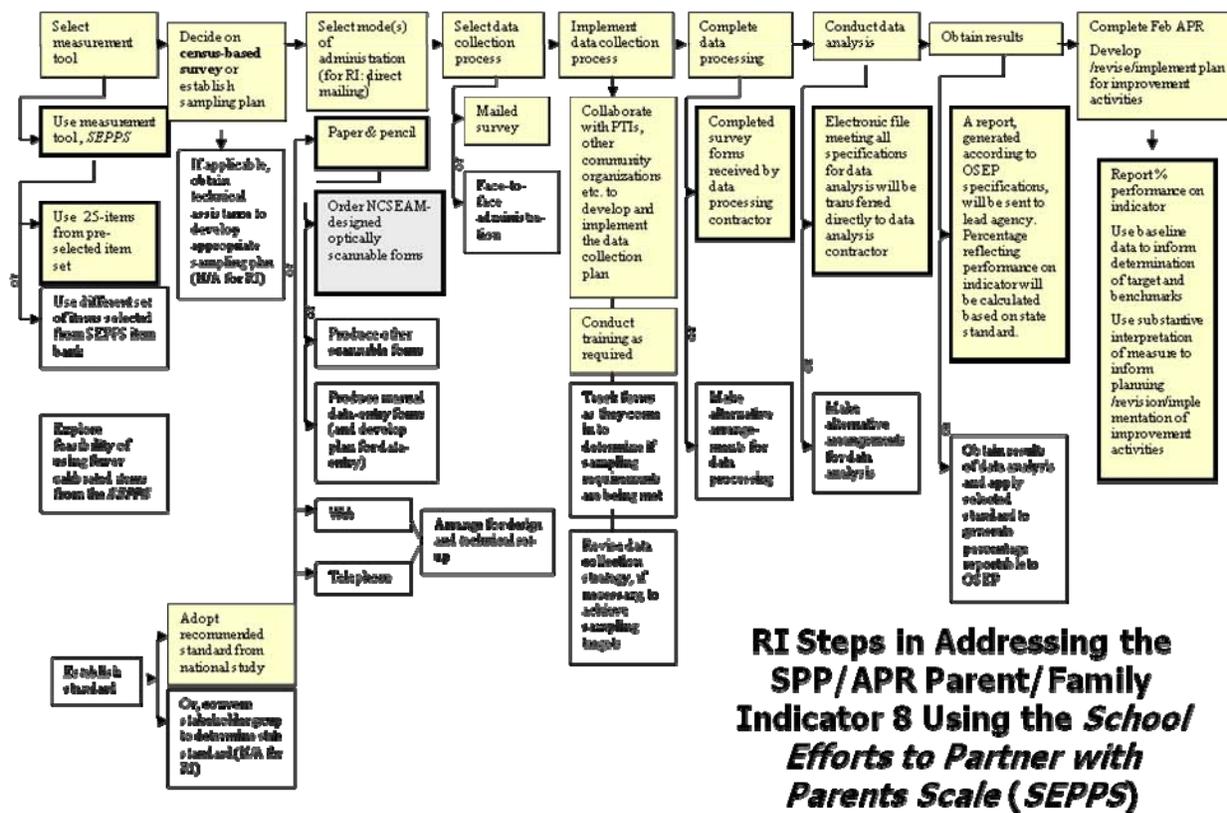
annually measure and publicly report on SPP Indicator 8. The measurement tool, now referred to as the *Schools' Efforts to Partner with Parents Scale (SEPPS)*, is administered annually in March by the Rhode Island Department of Education's Office of Student, Community and Academic Supports (OSCAS). OSCAS reports to the federal government through the mandatory Annual Performance Report on SPP Indicator 8, including among other variables, the statewide score on this measure in relation to targets set in the SPP, as well as rate and representativeness of parental participation in the survey. Based on the results of RIDE's performance on this and the other 19 federally defined indicators, the RIDE's state level performance rating in special education is determined by the federal OSEP.

This solicitation seeks a vendor with the capacity and expertise to annually administer the federally-required SEPPS to enable the RIDE to inform its ongoing SPP improvement activities, measure this indicator of special education performance, and comply with federal reporting required under states' State Performance Plans mandated by OSEP.

The selected vendor must demonstrate expertise and capacity to ensure that all steps required to address the Parent/Family Involvement Indicator are implemented, as described in the tasks and deliverables section of this solicitation, to enable the RIDE's ongoing special education effort to meet all state and federal reporting requirements regarding schools' efforts to partner with parents of students with disabilities. The work includes survey customization, encoding for unique identifiers, rapid turn-around of survey data analysis and report writing needed to enable the RIDE to meet federal reporting requirements and implement its improvement plans based on the data yielded. The work in year one requires expeditious delivery.

SCOPE OF THE WORK

The selected vendor will collaborate with the RIDE Office of Student, Community and Academics Supports (OSCAS) to administer the *Schools' Efforts to Partner with Parents Scale (SEPPS)*, including confidential exchange of student files, formatting the survey to permit required disaggregation of data; mailing marketing notice in advance, administering the survey, including production, coding, mailing, and receiving the survey; managing responses; conducting data analysis of survey results; and generating an annual report to the RIDE. On an annual basis, the work of the contract will be conducted in accordance with the work flow chart delineated below, which highlights in yellow the key aspects of RIDE's survey work flow.



RI Steps in Addressing the SPP/APR Parent/Family Indicator 8 Using the *School Efforts to Partner with Parents Scale (SEPPS)*

Tasks

On an annual basis, the contractor will:

1. Maintain ongoing telephone and email communication with the RIDE Office of Student, Community and Academic Supports regarding:
 - a) Design, formatting, and individual barcoding of the scale;
 - b) Specifications and confidential exchange of student data files;
 - c) Postal screening software and address corrections.
 - d) Exploration of future alternative or enhanced modes of administration while preserving standardization, including ways to boost accessibility for families of the four most frequently spoken languages in Rhode Island (and additional translations if needed), for families with disabilities, and for families with limited literacy.

2. Prepare products and technical set-up necessary for conducting the 25-item *SEPPS*, based on a population of approximately 30,000 students with disabilities as follows:
 - a) Development of RI-customized *SEPPS* and envelopes to incorporate:
 - state and parent organization logos
 - other print-friendly modifications as needed
 - at least four languages -- English, Spanish, Portuguese, and Khmer – with translated versions to be provided by RIDE (and other translations upon request, also to be provided by RIDE).
 - processing to reflect information forwarded in RIDE’s data file and to yield data disaggregation as required by RIDE for federal reporting and for use in statewide improvement activities.
 - b) Collaboration and communication with RIDE contact to establish an annual calendar for survey production and mailing. (RIDE will collaborate with its parent organizations and

- school departments to generate marketing notices and implement supplementary in-state marketing activities to enhance parent access and participation.)
- c) Color printing, inserts, outgoing customized envelopes and postage, customized self-metered business reply envelopes, and return postage
3. Implement data collection as follows:
 - a) Receive student data files from RIDE; screen with postal screening software; and collaborate with RIDE to maximize accuracy of addresses.
 - b) Conduct a separate marketing mailing to all survey recipients in advance of the survey mailing, including a one-page color notice and an insert. The one-page color notice, translated in four languages and resembling the survey cover page, will be generated and transmitted electronically by RIDE to the vendor, and the vendor will produce the color copies. The insert, a document informing parents of students with disabilities about the RI Parent Information Network resources and the OSCAS Call Center, will be supplied by RIDE (as provided by the RI Parent Information Network (RIPIN)).
 - c) Mail cover page and surveys directly to parents of all RI children aged 3 years through high school graduation, or age 21, who are identified in Rhode Island as receiving special education services. The cover page will be generated and electronically transmitted by RIDE and produced in color by the vendor. Surveys will be disseminated consistent with data regarding primary language spoken in each home, for the top four languages spoken in RI. Translated versions will be provided by RIDE to the contractor.
 - d) Establish with RIDE the survey return period and any extensions, on an annual basis.
 4. Complete data analysis and reporting as follows:
 - a) Receive and handle all returned surveys via U.S. mail.
 - b) Conduct data analysis, addressing disaggregations as required by RIDE to meet federal reporting and statewide improvement requirements.
 - c) Generate and provide to RIDE a report of survey results consistent with SEPPS, SPP, and APR specifications and any additional requirements identified by RIDE.
 5. Provide telephone, email, and web consultation with the RIDE Office of Student, Community and Academic Supports and its partners as needed to assist with interpreting the measures and to inform future target-setting for the RIDE SPP Indicator 8.

Project Task Outline

<i>Task</i>	<i>Completion Date</i>
1. <i>Maintain telephone, email, and/or web conferencing with the RIDE Office of Student, Community and Academic Supports throughout all steps.</i>	<i>Upon award of contract and ongoing</i>
2. <i>Receive student data files from RIDE and verify accuracy through mailing software; collaborate with RIDE on corrections.</i>	<i>By December 1st of each contract year.</i>
3. <i>Prepare products and technical set-up necessary for administering the 25-Item SEPPS. Includes survey customization, item selection, unique identifiers, logos, inserts, and other characteristics.</i>	<i>Annually by end of January</i>
4. <i>Implement data collection—disseminate marketing documents and send and collect surveys through direct mailing.</i>	<i>Annually in March</i>

5. Complete data analysis.	Annually by end of April
6. Generate and provide to RIDE an electronic report of survey results with elements.	Annually by 1 st week of June
7. Provide telephone, email, and web consultation as requested by RIDE, including design & set-up, interpreting results, target-setting, quality improvement planning, and service-driven culture, as requested. Includes up to 2 webinars.	Upon award of contract and ongoing

Project Deliverables and Schedule

<i>Task #</i>	<i>Deliverable</i>	<i>Schedule</i>
<i>Task #1</i>	<i>Joint decision-making and agreement with RIDE and RIDE partners throughout all steps of the process as delineated by this solicitation, as needed.</i>	<i>Upon award of contract and ongoing</i>
<i>Task #2</i>	<i>Surveys designed and/or modified, printed in 4 languages, with additional translations printed as needed, outgoing envelopes and postage, business reply envelopes, and return postage based on a population of approx. 30,000 families.</i>	<i>Completed by mid-February, annually</i>
<i>Task #3</i>	<i>Two direct hard copy mailings via U.S. mail to approximately 28,000 – 30,000 RI households:</i> <ul style="list-style-type: none"> • <i>Advanced mailing w/colored notice (notice generated by RIDE and printed by contractor) and insert (inserts supplied by RIDE)</i> • <i>Survey mailing w/cover page in color</i> 	<i>Annually: Mailing #1: First week of March Mailing #2: Second or third week of March, as scheduled with RIDE.</i>
	<i>Survey collection, opening, scanning, verifying; Capacity to handle 30% response rate</i>	<i>Annually in April</i>
<i>Task #4</i>	<i>Statistical Analysis conducted that meets all OSEP and RIDE reporting and improvement plan requirements.</i>	<i>Annually in April-May</i>
	<i>Written Results Report and data submitted electronically to RIDE addressing all required elements</i>	<i>Annually by end of first week in June</i>
<i>Task #5</i>	<i>Consultation provided to the RIDE OSCAS and its partners as needed regarding data interpretation and future target-setting for the RIDE SPP Indicator 8.</i>	<i>Annually during June-August.</i>

ADDITIONAL CONTRACTOR REQUIREMENTS/QUALIFICATIONS

Respondents must evidence that their firm maintains high levels of security and assurance of confidentiality to receive and handle data files with utmost confidentiality. Utilization Review and Accreditation Commission (URAC) accreditation for HIPPA privacy and security are preferred but not required. High security and assurance of confidentiality are critical in that Rhode Island must submit confidential data files to the contractor, who in turn must securely handle confidential data to enable survey encoding, dissemination, collection, and analysis

(including needed disaggregation) of surveys being submitted anonymously by parents of students with disabilities statewide.

TERMS OF THE CONTRACT

The Contract will begin approximately in January / February 2012 and end in June 2015. Terms will depend on availability of federal funds and requirements of OSEP. 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 **12 months** with additional funding if available and if the work is expanded or extended by mutual written consent.

COST PROPOSAL/TERMS OF PAYMENT

The contractor must prepare a cost proposal reflecting the percentage of salary, 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:

FY 2012 (January 2, 2012-June 30, 2012)	Up to \$100,000
FY 2013 (July 1, 2012-June 30, 2013)	Up to \$ 85,000
FY 2014 (July 1, 2013-June 30, 2014)	Up to \$ 90,000
FY 2015 (July 1, 2014-June 30, 2015)	Up to \$ 95,000

The total cost of the contract is not to exceed **\$370,000**.

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 401-574-8100

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.

5. In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in electronic format (CD / flash drive). Microsoft Word / Excel OR PDF format is preferable. Only 1 electronic copy is requested. This CD / flash drive should be included in the proposal marked "original".

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

Please mark the solicitation number on all envelopes, boxes, or shipping containers.

NOTE: Proposals received after the above-referenced due date and time may not be considered. Proposals misdirected to other State locations or which are otherwise not presented in the Division of Purchases by the scheduled due date and time will be determined to be late and may not be considered. Proposals faxed or emailed to the Division of Purchases will not be considered. The official time clock is located in the reception area of the Division of Purchases

TECHNICAL PROPOSAL REQUIRED ELEMENTS / EVALUATION CRITERIA:

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

Respondents must receive a minimum of 65, out of 85, technical points to warrant further award consideration.

A Selection Committee will evaluate submitted proposals on the basis of the above criteria items. Consultant Teams may be invited to appear before the Committee for in-person presentations. The Committee will then make a qualifications based recommendation for final selection to the Rhode Island State Purchasing Agent, or her designee, who will make the final award decision.

Notwithstanding the above, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all responses, and to award in its best interest.

Responses found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further. The State reserves the right to reject any or all responses submitted and to waive any informalities in any vendor's submission

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 Benefits	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) and (2) 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