



**Solicitation Information**  
2 Dec 11

Letter of Interest # 7449294

Title: Uniform Chart of Accounts Consulting Services

Submission Deadline: 30 Dec 11 @ 11:30 AM (Eastern Time)

Questions concerning this solicitation must be received by the Division of Purchases at [questions@purchasing.ri.gov](mailto: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](http://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**

## Uniform Chart of Accounts Consulting Services

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 Uniform Chart of Accounts consulting services, in accordance with the terms of this solicitation and the State's General Conditions of Purchase (available at [www.purchasing.ri.gov](http://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](mailto: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](mailto: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](http://www.purchasing.ri.gov).

*REQUEST for LETTERS of INTEREST*  
UNIFORM CHART OF ACCOUNTS CONSULTING SERVICES

BACKGROUND/OVERVIEW

A new system of financial reporting, now in place, will give Rhode Islanders an unprecedented amount of information about how schools, districts, and the state spend tax dollars on education. For the first time, school leaders, teachers, parents, legislators, and other education stakeholders can compare financial data across school districts in a reliable, consistent manner. The Uniform Chart of Accounts (UCOA), which the R.I. Department of Education (RIDE) developed in partnership with the Office of the Auditor General (OAG) and all school districts in the state, is a system of numbers and a method of accounting that provides transparency, uniformity, accountability, and comparability of financial information for all schools and districts.

Under R.I. General Law §16-2-9.4, the OAG and RIDE were charged with promulgating a uniform system of accounting, including a standardized chart of accounts. Although significant work was done in the past toward a uniform system of reporting, a standardized chart of accounts for all schools/districts improves the level of decision-quality data. In March 2011, the UCOA was made available to the public with fiscal year 2010 data. In the past, RIDE has utilized the In\$ite Finance Analysis Model, a proprietary software, to publish district expenditure reports. Services under this contract will include the development of charts and graphs that will appear similar to those currently published. RIDE currently anticipates creating its own charts and graphs beginning with FY13 financial data.

The intent of this request is to solicit responses for a consultant to assist RIDE with the following work:

SCOPE OF THE WORK

Tasks

- Database and Federal Reporting assistance
- Creation and updating of tools for quality assurance
- Conduct and Monitor quality assurance
- Employ and Manage on-site review team
- Updating of compliance checklists
- Respond to UCOA user questions as determined by RIDE
- Update and Modify the UCOA Manual and Workbook
- Publish the UCOA Manual and Workbook semi-annually
- Develop final database and generate reports, charts and graphs
- Translate UCOA data into In\$ite data or similar methodology
- Update and Publish the technical list as requested
- Participate in workgroup and technical assistance meetings as required

Project Schedule

RIDE, in consultation with the OAG, districts and the Consultant, will develop, submit, and maintain a detailed UCOA schedule.

## Deliverables

### UCOA Workbook

- Update all worksheets for required changes as needed
- Document all changes on the "Notes" page
- Publish UCOA Workbook semi-annually or sooner if needed

### UCOA Accounting Manual

- Update all pages as needed to reflect changes in the UCOA Workbook
- Update and add new FAQs as needed
- Publish UCOA Accounting Manual semi-annually or sooner if needed

### Technical Issues List

- Respond to daily or weekly questions from UCOA users
- Formulate relevant questions in a Q&A format for the Technical Issues List
- Update and Publish the Technical List as requested

### District, Review Team, and Independent Auditor Tools (Compliance Checks)

- Update and Publish UCOA Compliance Checklist as needed
- Update and Publish list of specific UCOA Compliance Checklist items to be reviewed by Districts, UCOA Review Team and Independent Auditors
- Review and Report Findings for the UCOA Review Team

### UCOA Data Submission Review (DSR) Tools

- Update and Maintain Level 2 DSR Tools
- Perform Quality Assurance utilizing Level 2 DSR Tools
- Publish Compliance Reports for District Data Submissions

### Annual Public and Federal Reports

- Analysis and Report Preparation of costs on a Functional and Programmatic basis by District, School, and Per Pupil
- Analysis and Preparation of Annual Federal F-33 and NPEFS Reports
- Translate UCOA data into master database and provide charts, graphs, and reports for the districts and public website

### Other Data Analysis and Reports

- Review and Report Findings of the UCOA Review Team
- Analysis and Reporting of UCOA data
- Consultation related to the RIDE Data Warehouse (as requested)

### UCOA Planning and Workgroup Meetings

- Assist in the development of the Annual UCOA Action Plan
- Prepare for and Present to periodic UCOA Workgroup Meetings

ADDITIONAL CONTRACTOR REQUIREMENTS/QUALIFICATIONS

Contractor must have experience creating and/or working with a statewide Uniform Chart of Accounts or related financial reporting system. In addition, the contractor must have extensive experience working with school and district level data and staff and be able to provide policy guidance as it applies to the use of financial data.

TERMS OF THE CONTRACT

The Contract will begin upon issuance of a state purchase order (on or about January / February 2012) and ending 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 two years with additional funding if available and if the level of work is expanded by mutual written consent.

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:

FY 12 (1/12-6/30/12)	\$175,000
FY 13	\$280,000
FY 14	\$250,000

The total cost of the contract is not to exceed \$705,000.

PROPOSAL SUBMISSION

Questions concerning this solicitation may be e-mailed to the Division of Purchases at [questions@purchasing.ri.gov](mailto: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](http://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](http://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 will 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 (30 points)

Describe your experience creating and/or working with a statewide Uniform Chart of Accounts or related reporting financial system. In addition, the contractor must have extensive experience working with school and district level data and staff and be able to provide policy guidance as it applies to the use of financial data.

2. Capacity of the Contractor to Effectively Administer the Project (30 points)

Describe what you see as the major problems, risks or liabilities that may be encountered during this project and how you would address these areas of concern. Describe your firm's method and approach for establishing manpower requirements throughout the duration of the contract.

3. Quality of Key Personnel (including Curriculum vitae) (20 points)

List the individual who will be the Project Manager for this contract and describe his/her relevant qualifications and experience. This information is required in addition to any detailed résumés the Proposer submits. The contract will require that this individual be committed to the process for its duration. List the relevant

experience of supporting staff and sub-consultants, including detailed résumés, with the expected hours for each.

4. Cost Proposal

(20 points)

*NOT WITHSTANDING THE ABOVE, THE STATE RESERVES THE RIGHT TO AWARD ON THE BASIS OF COST ALONE, TO ACCEPT OR REJECT ANY OR ALL OPTIONS, BID PROPOSALS, AND TO ACT IN ITS BEST INTEREST.*

*PROPOSALS FOUND TO BE TECHNICALLY OR SUBSTANTIALLY NON-RESPONSIVE AT ANY POINT IN THE EVALUATION PROCESS WILL BE REJECTED AND NOT CONSIDERED FURTHER.*

*THE STATE MAY, AT ITS SOLE OPTION, ELECT TO REQUIRE REPRESENTATION(S) BY OFFERORS CLEARLY IN CONSIDERATION FOR AWARD.*

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

\* Please submit a detailed budget sheet for each state fiscal year (July 1<sup>st</sup> – June 30<sup>th</sup>)