



**Solicitation Information**

4 Dec 2003

**LOI # B03191**

**TITLE: Technical Assistance & Support Services – Dept. of Education**  
(Master Price Agreement # 210)

**Submission Deadline: 5 Jan 04**

Questions concerning this solicitation may be e-mailed to the Division of Purchases at [questions@purchasing.state.ri.us](mailto:questions@purchasing.state.ri.us) no later than 18 Dec 03 @ 12:00 Noon (Eastern Time) 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**  
**Administrator of Purchasing Systems**

**Vendors must register on-line at the State Purchasing Website at**  
[www.purchasing.state.ri.us](http://www.purchasing.state.ri.us).

**NOTE TO VENDORS:**

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

**THIS PAGE IS NOT A BIDDER CERTIFICATION FORM**

## **PURPOSE**

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island Department of Education, is soliciting Letters of Interest and Statements of Qualification for technical assistance, support, facilitation and evaluation serviced as described below. No estimate or commitment to a specific level of spending is made by this Request. Services will be authorized on an as-needed basis using individual requests against a Master Price Agreement with a term of twelve months from the date of award, renewable at the exclusive option of the State for a maximum of two additional twelve-month terms. Offerors are to price their services for the maximum three-year term. Unless otherwise indicated, prices for Year 1 will be considered firm for the extension periods of the contract. Any award(s) resulting from this Request will be subject to the State's General Conditions of purchase, which is available from the Internet at [www.purchasing.state.ri.us](http://www.purchasing.state.ri.us), as well as the terms of the Request and any specific conditions set forth in the Master Price Agreement. Vendors selected under this solicitation will be placed on the qualified vendor list for MPA #210 and the terms/conditions of that agreement, described later herein, will apply.

## **INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:**

Potential offerors are advised to review all sections of this solicitation 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 Office of Purchases at the time of opening for any cause will be determined to be late and will not be considered. The official time clock is located in the reception Area of the Department of Administration / Division of Purchases, One Capitol Hill, Providence.

In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, 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 is a requirement only of the selected vendor(s).

Bidders are advised that all materials submitted to the State of Rhode Island for consideration in response to this Letter of Interest will be considered to be public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws, without exception and will be released for inspection immediately upon request, once an award has been made.

**NOTICE**

**THERE MAY BE ADDITIONAL ADDENDA TO THIS BID/RFP AT ANY TIME BEFORE THE OPENING DATE AND TIME.**

THE DIVISION OF PURCHASES WILL **NOT** BE NOTIFYING BY MAIL OF ANY SUCH ADDENDA.

IT IS THE **VENDOR'S RESPONSIBILITY** TO **CHECK** AND **DOWNLOAD** ANY AND ALL ADDENDA.

AN ADDENDUM TO A BID/RFP IS LISTED AS THE BID NUMBER WITH AN "A" AND THE NUMBER OF THE ADDENDUM FOLLOWING; FOR EXAMPLE, **3025A1** INDICATES ADDENDUM #1 HAS BEEN ISSUED FOR BID 3025. **3025A2** INDICATES ADDENDUM #2 HAS BEEN ISSUED.

YOU MUST CLICK ON **ALL** OF THESE LISTINGS TO GET THE **COMPLETE** PACKAGE.

**Areas of Services covered by this request include the following:**

**CATEGORY I:** Expert and facilitation skills related to assisting the Department with development of specific products and services associated with building school district, school and community capacity for systemic education reform. Areas of expertise include, but are not limited to, standards, curriculum development, assessment, school improvement planning and budgeting, and measurement at the district and school levels, student and school information health and social service systems, community and parent involvement, special needs populations, integrating health and social service systems, systems of professional development, targeted professional development, technology planning and operations, public information and dissemination, and grant writing and resource development.

**CATEGORY II:** Expert and facilitation skills related to assisting the Department with grant writing and resource development, organizational development, staff development and training and services, including, but not limited to, strategic planning, budgeting and measurement, management information systems, public information, strategic human resource development, professional development systems, and training in a wide variety of knowledge and skills.

**CATEGORY III:** Expert and facilitation skills related to assisting the Department with evaluation of the impact of education programs and services, including, but not limited to, whole school reform, federal programs, state programs, foundations-funded programs, networks of educational agencies, organizations and schools.

**RESPONSE CONTENT:**

Responses (an original plus three (3) copies) should be mailed or hand-delivered in a sealed envelope marked “LOI B03191: Technical Assistance & Support Services – Dept. of Education” to

By Courier:  
RI Dept. of Administration  
Division of Purchases, 2<sup>nd</sup> floor  
One Capitol Hill  
Providence, RI 02908-5855

By Mail:  
RI Department of Administration  
Division of Purchases  
P.O. Box 6528  
Providence, RI 02940-6528

**NOTE:** Proposals received after the above-referenced due date and time will 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 to the Division of Purchases will not be considered. The official time clock is located in the reception area of the Division of Purchases (Dept. of Administration), One Capitol Hill, Providence, RI.

**RESPONSES MUST INCLUDE THE FOLLOWING:**

*Interested firms, individuals and organizations should submit Letters of Interest containing the following information:*

1. A completed and signed three-page R.I.V.I.P. generated bidder certification cover sheet (downloaded from the RI Division of Purchases Internet home page at <http://www.purchasing.state.ri.us>,

**2. Experience:** Bidders should demonstrate knowledge of and experience in areas for which services are being offered. Bidders should submit examples of work in each of the areas as part of their application and should list at least two agencies and/or companies for which work similar to that required herein has been completed during the past two years. Former clients may be contacted to ascertain the quality and integrity of a contractor's prior performance so references should be as complete as possible, including listing of responsible individuals, clients and telephone numbers.

**3. Cost Proposal:** The contractor shall identify all costs specified in the proposal as well as other costs anticipated by the contractor. Cost proposals should specify pricing for year 1, year 2, and year 3. Once again, if only 1 set of prices are offered, that pricing will remain constant through the maximum three year term of this MPA. The anticipated start date for the initial contract is either late January or early February 04.

Issuance of any award under this MPA does not imply continued funding beyond each fiscal year. The Rhode Island Department of Education may terminate an award to any vendor, at any time, with sixty days' notice, if the State determines that unacceptable services are being provided under this contract and that responsive and effective corrective measures have not been implemented by the contractor.

**4.** A completed and signed W-9 downloaded from the RI Division of Purchases Internet home page at <http://www.purchasing.state.ri.us>.

**5.** Description of the corporate background of the offeror, if other than an independent contractor.

**6.** As appropriate, resumes of key staff who may provide services covered by this request.

**Design Control:** The control of design remains the total responsibility of the Rhode Island Department of Education. Changes in the design made after the award of the contract will be at the discretion of the Rhode Island Department of Education. All design changes or substitutions will be given to the contractor in writing. The intent of this section is not to allow for increasing the scope of the proposal, but to protect the State, as design changes that would improve the program become known during the period of the project.

**Ownership of Materials:** The contractor will be required to provide a mid-term report and a final report indicating services performed and materials produced. All materials/products produced will remain the property of the RI Department of Education. The reports will describe the following:

- Activities completed and services provided.
- Problems encountered and methods employed for resolution.
- Activities in progress and their anticipated completion dates.
- Advice to RIDE on decisions that need to be made.

Reports are expected to be timely and written so as to be productive from a planning viewpoint.

**Invoices:** The contractor should submit invoices on an agreed-to schedule.

### **EVALUATION CRITERIA:**

**Criteria for Evaluating Bids:** All proposals shall be subject to evaluation by a committee of qualified professionals selected by the Rhode Island Department of Education. Selection of the successful bidders will be made on the basis of the relative merits of the proposals in addition to price. The following areas of consideration will be used in determining whether or not a bid is awarded.

**Experience:** Bidders should demonstrate knowledge of and experience in areas for which services are being offered. Bidders should submit examples of work in each of the areas as part of their application and should list at least two agencies and/or companies for which work similar to that required herein has been completed during the past two years. Former clients may be contacted to ascertain the quality and integrity of a contractor's prior performance, so references should be as complete as possible, including listing of responsible individuals, clients and telephone numbers.

Responsiveness to the RFP: The proposal will be evaluated based on the comprehensiveness in addressing the specifications of the RFP:

- Capability and qualifications of the Offeror as evidenced by relevant experience working with State Departments of Education, school districts and schools.
- **50 points maximum**

Experience and quality of work under prior contracts: The RI Department of Education will review information on the quality, timeliness and scope of work done by the contractor under prior contracts:

- Experience and quality of work under similar prior contracts.
- **50 points maximum**

**Cost, as evidence by hourly rates, per diem fees, and other additional costs, although not a weighted factor in the evaluation process, will have a considerable impact on the utilization of those vendors selected for inclusion in the Master Price Agreement.**

Placement of a vendor on the Master Price Agreement does not guarantee income. Under MPA #210, individual vendor awards are capped at \$20,000 annually. Vendors will be contacted, by the Department of Education, on an as-needed basis.

**Vendors must maintain a minimum score of 75% (out of 100) to be placed on the Master Price Agreement as a qualified vendor.**

The State reserves the right to accept or reject any or all offerors. The State also reserves the right to make one or more awards as a result of this solicitation.