

ANGÉLICA INFANTE-GREEN  
*Commissioner*

DR. JAVIER MONTAÑEZ  
*Acting Superintendent*



Providence Public School District  
Purchasing Department  
797 Westminister Street  
Providence, RI 02903-4045  
tel. 401.456.9264  
fax 401. 456.9252  
www.providenceschools.org

## REQUEST FOR PROPOSALS

**ITEM DESCRIPTION: International Transcript Review & Credential Evaluation Reports**

**DATE AND TIME TO BE OPENED: June 5, 2025 at 1:00 PM**

**PRE-BID CONFERENCE (IF APPLICABLE: NONE**

**SUBJECT MATTER EXPERT (NAME): Diana Ferreira**

**SUBJECT MATTER EXPERT (EMAIL): Diana.Ferreira@PPSD.org**

**QUESTION DEADLINE: May 22, 2025 by 4:30 PM**

### Instructions

1. Bidders must submit sealed proposals in an envelope clearly labeled with the Item Description shown above on the outside of the envelope. The proposal envelope and any information relative to the proposal must be addressed to:

**Purchasing Department, Suite 206  
797 Westminister Street  
Providence, RI 02903  
Attention: Thomas Morgan**

2. Bidders must include **at least** one original, one copy, and a digital PDF copy on a flash drive.
3. Proposal responses must be in ink or typewritten.
4. Bidders are advised that all materials submitted to Providence Public Schools for consideration in response to this Request for Proposals shall be considered to be public records as defined in [R.I. General Law Section 38-2 et seq.](#), without exception, and may be released for public inspection. All proposals submitted become the property of Providence Public Schools.
5. Bid proposals that are not present in the Providence Public Schools Purchasing Department at the time of opening for whatever cause will be deemed to be late and will not be considered. Postmarks shall not be considered proof of timely submission.

6. Questions regarding this request for proposals must be submitted to the Subject Matter Expert via email by the question deadline listed above. Questions will be answered via addendum to be posted publicly on the Providence Schools website. Bidders are responsible for checking the website for all addenda distributed in response to questions and requests for additional information.

## **Notice to Vendors General Terms**

1. Providence Public Schools reserves the right to award the contract on the basis of the lowest responsible evaluated bid proposal.
2. In determining the lowest responsive evaluated bid proposal, cash discounts based on preferable payment terms will not be considered.
3. No proposal will be accepted if it is made in collusion with any other bidder.
4. Providence Public Schools reserves the right to award to a single vendor, to split the award between multiple vendors and to reject any and all proposals. Unless otherwise specified, Providence Public Schools reserves the right to make the award by item or items or by total as may be in its best interest.
5. As Providence Public Schools is exempt from the payment of Federal Excise Taxes and Rhode Island Sales Tax, prices quoted are not to include these taxes.
6. In case of error in the extension of prices quoted, the unit price will govern. In the event there is a discrepancy between the price written in words and written in figures, the prices written in words shall govern.
7. Awards shall be subject to the General Terms set forth herein, which terms shall be deemed accepted by the Bidder upon submission of the bid proposal, subject to the provisions of this paragraph, and shall be further deemed to be incorporated into the contract upon issuance of the award. Any proposed exceptions, modifications, or deviations from the terms, conditions, and specifications contained herein must be listed and fully explained on a separate sheet attached to the Bidder's detailed conditions and specifications and referred to separately in the Bids. Such proposed exceptions, modifications, or deviations shall be an additional variable for consideration by the Providence Public School District in addition to vendor qualifications, price, quantity, and/or scope of services. In all cases not indicated by Bidders as an exception, modification, or deviation, it is understood that the terms, conditions and specifications of the Providence Public School District shall apply. No exception, modification, or deviation shall be deemed accepted, approved, or otherwise incorporated into the contract unless expressly set forth in the award notice.
8. Proposals must meet the attached specifications. Bids may be submitted on an "equal in quality" basis. Providence Public Schools reserves the right to decide equality and determine whether bids are responsive. Bidders must indicate brand or make offered and submit detailed specifications if other than brand requested.
9. A bidder who is an out of-state corporation shall qualify or register to transact business in this State, in accordance with R.I. General Law [Section 7-1.2-1401](#) et seq. as amended)
10. Delivery dates must be shown in the bid. If no delivery dates are specified, it will be assumed that an immediate delivery from stock will be made.

11. Only one shipping charge will be applied in the event of partial deliveries for blanket or term contracts.
12. For contracts involving construction, alteration and/or repair work, the provisions of State Labor Law concerning payment of prevailing wage rates apply (See R.I. General Law [Section 37-13-1](#) et seq. as amended).
13. All proposals will be disclosed at the opening date and time listed above. After a reasonable lapse of time, tabulation of proposals may be viewed on the Providence Public School's website (<https://www.providenceschools.org/Page/4634>).
14. Awards will be made within ninety (60) days of the proposal opening. All proposal prices will be considered firm, unless qualified otherwise. Requests for price increases will not be honored.
15. No goods should be delivered and no work should be started without a Purchase Order from Providence Public Schools.
16. Prior to commencing performance under the contract, the successful bidder (the "Contractor") shall attest to compliance with provisions of R.I. General Law [Section 28-29-1](#), et seq. If exempt from compliance, the Contractor shall submit a sworn Affidavit by a corporate officer to that effect, which shall accompany the signed contract.
17. Prior to commencing performance under the contract, Contractor shall, submit a certificate of insurance, in a form and in an amount satisfactory to Providence Public Schools.
  - Errors & Omissions insurance plus General Commercial Liability coverage of one million dollars per incident with \$ two million aggregate claims.
18. The Contractor will not be permitted to: assign or underlet the contract; or assign either legally or equitably any monies or any claim thereto without the previous written consent of the Director of Purchasing.
19. The Contractor shall not be paid in advance.
20. The contract shall be in effect from the date of award through **June 30, 2026** or for such other duration as may be agreed to in writing and signed by the parties, unless terminated by either party at any time, with or without cause.
21. In the event of termination by District or the Contractor prior to completion of the contract, compensation shall be prorated on the basis of hours actually worked, and the Contractor shall only be entitled to receive just and equitable compensation for any satisfactory work completed and expenses incurred up to the date of termination.
22. Failure to deliver within the time quoted or failure to meet specifications may result in default in accordance with the general specifications.

23. The Contractor must conduct a criminal background check, at the Contractor's expense, of all employees employed under the contract who interact with students, except District employees. The Contractor shall provide a copy of the background check report(s) to the District, upon request.
24. The Contractor is not an employee of the District and is not entitled to fringe benefits, pension, workers' compensation, retirement, etc. District shall not deduct Federal income taxes, FICA (Social Security), or any other taxes required to be deducted by an employer, as this is the responsibility of the Contractor.
25. The Contractor understands products produced as a result of the contract are the sole property of the District and may not be used by the Contractor without the express written permission of the District.
26. The Contractor agrees to hold District and the City of Providence harmless from any and all damages incurred by District or the City by reason of the Contractor's negligence or breach of contract, including without limitation, damages of every kind and nature, out-of-pocket costs, and legal expenses.
27. The contract may not be modified or amended in any way except by mutual agreement in writing and signed by each party. Notwithstanding the foregoing, and subject to the provision concerning exceptions, modifications, or deviations set forth in Paragraph 7 hereinabove, the General Terms shall not be modified or amended in any way by subsequent agreement. In the event of a conflict between the General Terms and any subsequent modification or amendment to the contract, the General Terms shall control.
28. The Contractor expressly submits itself to and agrees that all actions arising out of or related to the contract or the relationship between the parties shall occur solely in the venue and jurisdiction of the State of Rhode Island.

## BID FORM 1: BIDDER INFORMATION

**Agrees to Bid on:** International Transcript Review, Credential Evaluation Reports & Training

**DATE AND TIME TO BE OPENED:** June 5, 2025 at 1:00 PM

Name of Bidder (Firm or Individual): \_\_\_\_\_

Business Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Delivery Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Representation

\_\_\_\_\_  
Title

Providence Public School District

## **Request for Proposals**

RFP Title: International Transcript Review & Credential Evaluation Reports

2025-2026

Funding Source (Contingent on Funding): MLL Local

## **I. Background**

The Providence Public Schools District (PPSD) is soliciting proposals to procure educational transcript reviews and credit audits for newly arrived high school-aged international students and training for district staff members who work in the MLL and Registration Offices to understand how to complete credit audits for High School Transcripts from our highest incidence countries: Guatemala, Dominican Republic, and any other as needed.

PPSD serves approximately 22,000 students at 37 elementary, middle, and high schools. Approximately 55% of students come from homes where English is not the primary language spoken. Combined, our students and families speak over 55 different languages and hail from 91 countries of origin. In the 2024 school year, PPCSD enrolled over 600 students from 37 different countries.

## **II. Required Qualifications**

PPSD requires a vendor to meet the qualifications and specifications listed below:

- The vendor must have experience translating international high school transcripts.
- The vendor must be a member of the National Association of Credential Evaluation Services
- The vendor must provide 24/7 customer service.
- The vendor must provide evaluation and translation of transcripts in less than 5 days.
- Vendor must store completed evaluations, original documents & translations in a secure digital format

## **III. Scope of Work**

The Office of Multilingual Learners seeks a vendor to provide course-by-course translation of high school transcripts. The vendor must be able to translate and evaluate international high school transcripts in less than 5 business days. Course-by-course evaluations must include credential equivalency and a detailed course list with the U.S. equivalent grades and units.

## **IV. Timeline for Implementation**

The period of performance will be one-year with two one-year options for renewal upon mutual agreement between PPCSD and the awarded vendor(s) and on the availability of funds.

Year 1: July 1, 2025 to June 30, 2026

Option Year 1: July 1, 2026 to June 30, 2027

Option Year 2: July 1, 2027 to June 30, 2028

The district may choose to award a multi-year contract as a result of this solicitation. Bidders are encouraged to submit pricing for a one-year contract with two option years and multi-year contract pricing (if different).



## **V. Limitations**

This Request for Proposals (RFP) does not commit the Providence School Department to award any contract or pay for the preparation of any proposal submitted in response to this RFP. The Providence School Department may withdraw or amend this RFP in its entirety or in part, at any time if it is in the best interests of the organization to do so. This award is contingent upon the receipt of funding.

## **VI. Proposal Requirements**

### **Completion of the Bid Form 1 (page 10 of this document) ---Bidder Information**

Bids should include the following:

- Bid Form 1: Bidder Information
- Executive Summary
- Project and Bidder Narrative, including the following topics:
  - A detailed description of the organization and capacity that demonstrate the required qualifications listed in Section III.
  - A detailed description of work to be conducted and deliverables to be produced in response to the required scope of work described in Section II.
  - The bidder's ability to provide ....
  - A proposed detailed budget and budget narrative for the project through June 2025.

## **VII. Questions**

Questions concerning this solicitation should be emailed to [Diana.Ferreira@ppsd.org](mailto:Diana.Ferreira@ppsd.org).

Questions are due by May 22, 2025 by 4:30 PM

Questions will be answered via addendum.

## **VIII. Evaluation of Proposals**

Each vendor proposal will be reviewed and scored against the criteria in the table below. A review committee with at least three members will evaluate the proposals. Each member of the committee will conduct a thorough, independent evaluation of each proposal. The committee will then meet for a discussion after which members will have the option to revise their scores. The technical score will be determined by averaging each member's score in each category.

The maximum number of points scored is 100. The threshold to advance to cost proposal review is 80 points. Proposals scoring below 80 points will be deemed technically unacceptable and will not be considered in the cost proposal review.

The award will then be made to the lowest cost, technically acceptable proposal(s).

Vendor Name	
Technical Proposal Category	Score
<i>Previous Experience and Background in translation and evaluation of international high school transcripts (0 - 30 points)</i>	
<i>Capability, Capacity, and Qualifications of the Vendor. (0 -30 points)</i>	
<i>Transcript &amp; Evaluation turnaround time (0 -40 points)</i>	
<b>Total Score</b>	

Providence Public Schools may choose to seek clarifications from vendors with regard to their proposals. All responses will be provided in writing, and incomplete and/or unclear responses may result in a proposal being deemed technically unacceptable. Providence Public Schools reserves the right to make a selection without requesting clarification. Additionally, Providence Public Schools may not necessarily seek clarifications from all vendors submitting proposals.