

## REQUEST FOR QUALIFICATIONS

**ITEM DESCRIPTION:** Request for Qualifications for Community Partners 2023

**DATE AND TIME TO BE OPENED:** Thursday, April 13, 2023 at 1:00PM

**PRE-BID CONFERENCE (OPTIONAL):** Thursday, March 23, 2023 at 11:30AM (virtually)

**SUBJECT MATTER EXPERT (NAME):** Rose Lorenzo

**SUBJECT MATTER EXPERT (EMAIL):** Rose.Lorenzo@ppsd.org

**QUESTION DEADLINE:** Friday, March 31, 2023 at 4:30PM

### 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  
ATTN: Molly Hannon  
797 Westminster Street  
Providence, RI 02903**

2. Bidders must include **at least** one original, three copies, 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 (90) 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.
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, 2024** 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 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.
29. District agrees and acknowledges that Company and its licensors own all intellectual property rights in and to the Products including, without limitation, all trademarks, trade names, service marks and copyrights in the Products and all underlying software programs and related documentation. District agrees and acknowledges that District and any school shall not acquire any right, title or interest in or to any Company's intellectual property (IP), including, without limitation, software, trademarks, copyrights and other intellectual property of Company and no other rights are granted by Company to the District or any school in Company's IP by implication, estoppel or otherwise. District further acknowledges and agrees that Company shall continue, during the term hereof, to expand and modify its Products, in its sole discretion.
30. Data and Release (Representations and Warranties):
  - a. In connection with Company's provision of the Products to District and to allow for the proper functioning and purpose of the Products, the District agrees to and shall release certain data to the Company and agrees to permit the Company to collect certain data from District's users of the Products (collectively, "**Data**"). Certain of this Data may be subject to the Family Educational Rights and Privacy Act ("**FERPA**") (20 U.S.C. § 1232g; 34 CFR Part 99), in which case it will be known as FERPA Data ("**FERPA**").

**Data**”). Certain portions of the Data may be considered Personally Identifiable Information (“**Personally Identifiable Information**”). De-Identified Data (“**De-Identified Data**”) is data generated from usage of Company Products from which all Personally Identifiable Information has been removed or obscured so that it does not identify an individual student and there is no reasonable basis to believe the remaining information can be used to identify a student. For the purposes of this agreement De-Identified Data will not be considered Personally Identifiable Information and, thus, shall not be deemed FERPA Data, as defined above, or COPPA Data, as defined below. Personally Identifiable Information may be collected from students under the age of 13 during the normal course of such students’ use of the Products and thus may be subject to the Children’s Online Privacy Protection Act, in which case it will be known as COPPA Data (“**COPPA Data**”), but with respect to both COPPA Data and FERPA Data, such Data may only be used for the purpose of facilitating and enhancing the use and functionality of the Products and in connection with Company’s providing the Products to District and its users. Company will access, use, restrict, safeguard and dispose of all FERPA Data and COPPA Data related to this Agreement in accordance with FERPA and COPPA, respectively. Notwithstanding such release or collection, the FERPA Data, COPPA Data, and Personally Identifiable Information remain the property of the District.

- b. Company in providing Products to the Customer may use external service providers as required to facilitate a variety of operations, known as Third Party Service Providers. Outsourced operations may include, but are not limited to: web hosting, assisting with providing customer support, database reporting, analytics, and assisting with marketing or billing. As a result of this relationship, Third Party Service Providers may have access to Personally Identifiable Information. Company Partners are obligated to take appropriate commercially reasonable steps to maintain the confidentiality of all District information they receive in connection with Company Product and are subject to other legal restrictions that prohibit the use of District information for any purpose other than that described below for specific Company purpose. Any data exchanged with Third Party Service Providers will be deleted or transferred, per District request, when no longer needed, or at contract expiration. Company Partners should be submitted when bidding.
- c. Company assures that data is secured and protected in a manner consistent with industry standards at a minimum and has attached documentation reflecting Company’s existing data privacy and security guidelines and/or policies. The guidelines and/or policies will apply to both Personally Identified Information and De-Identified Data. Company’s use of Personally Identifiable Information shall be for the exclusive use of the District and/or third parties identified and approved by the District. Company may use De-Identified Data for the following purposes: to improve the Product, to demonstrate the effectiveness of the Product, and for research or other purposes related to developing and improving the Product. Company’s use of such De-Identified Data may survive termination of this Agreement.

- d. "Personally Identifiable Information" or "**PII**" means information provided to Company in connection with Company's obligations to provide the Products under the Agreement that (i) could reasonably identify the individual to whom such information pertains, such as name, address and/or telephone number or (ii) can be used to authenticate that individual, such as passwords, unique identification numbers or answers to security questions or (iii) is protected under Applicable Laws. For the avoidance of doubt, PII does not include aggregate, anonymized data derived from an identified or identifiable individual
- e. District represents and warrants that:
  - i. any such FERPA Data released to Company has been released pursuant to, among other things, a limited exception under FERPA acting for the District as a "**School Official**" with a legitimate educational interest for the purposes of providing the Products; and
  - ii. District has complied fully with FERPA and, among other things, has specified at least annually in a FERPA notification to parents/guardians that it uses outside contractors/consultants as "School Officials" to provide certain institutional services and functions such as those set forth in this Agreement.
- f. Company shall function as a school official of the District and agrees to the following conditions, as required by 20 U.S.C. Section 1232g and 34 C.F.R. Section 99.31:
  - i. Company is performing a service or function for which the District would otherwise use employees;
  - ii. Company is under the direct control of the District with respect to the use and maintenance of education records;
  - iii. Company is subject to the requirements of 34 C.F.R. Section 99.33(a) governing the use and re-disclosure of personally identifiable information from education records; and
  - iv. Company represents that it has the knowledge, skill and resources necessary to provide and maintain a web-based educational product or platform that is sufficiently secure and encrypted to protect confidential information.
- g. Company and District each represent and warrant that any COPPA Data and FERPA Data released and/or shared by Company and/or District for the purposes of this Agreement shall be covered by that party's respective agreement with the other party regarding FERPA Data and COPPA Data and no further agreement shall be needed by the other party for such release or sharing.
- h. Company and District agree that all such FERPA Data is provided on an "as is" basis and neither party shall be liable for any express or implied warranties, including but not limited to implied warranties of merchantability, non-infringement, and fitness for a particular purpose. Further, absent gross negligence or willful misconduct, neither party shall be liable to the other for any damages in whatever form or under any theory of liability for the "as is" data, even if advised of such.



31. **Data Transfer Protocol.** The District will assign a team representing technical and academic expertise (“District team”) to work with Company to establish the automated data transfer. The project timeline, services provided by Company, and tasks required of the District Team will be finalized in a Statement of Work provided by Company and agreed upon by the District. Company will need to provide a detailed data definition and layout document that the District team will use to map their data system(s) to Company’s data feed specification. At that point, Company will work with the District team to establish scheduled, automatic data transfers between the District student data system(s) and a secure file transfer protocol (“SFTP”) site hosted by Company. Company will provide their data validation rules to the District team. Every time new data is published to the SFTP, Company will validate the data, load the successful records into the Company data system, and send an email to the District team notifying them of potential errors.

32. **Ownership and Protection of Confidential Information**

- a. By virtue of this Agreement and providing District with the Products, the parties may have access to information of the other party that is deemed confidential (“**Confidential Information**”). Confidential Information includes information, ideas, materials or other subject matter of such party, whether disclosed orally, in writing or otherwise, that is provided under circumstances reasonably indicating that it is confidential or proprietary. Confidential Information includes, without limitation, all business plans, technical information or data, product ideas, methodologies, calculation algorithms and analytical routines; and all personnel, customer, contracts and financial information or materials disclosed or otherwise provided by such party (“**Disclosing Party**”) to the other party (“**Receiving Party**”). For the purposes of this agreement De-Identified Data will not be considered Confidential Information. Confidential Information does not include that which (a) is already in the Receiving Party’s possession at the time of disclosure to the Receiving Party, (b) is or becomes part of public knowledge other than as a result of any action or inaction of the Receiving Party in violation of this Agreement, (c) is obtained by the Receiving Party from an unrelated third party without a duty of confidentiality, or (d) is independently developed by the Receiving Party.

Confidential Information means any and all information of either party disclosed or otherwise made available to or learned by the parties under this Agreement, which is designated as “confidential” or “proprietary” or which, under all of the circumstances, ought reasonably to be treated as confidential, and includes, but is not limited to, school data and, all school student records and personnel records of both parties.

Company, the District, and each school partner will maintain the confidentiality of any and all Personally Identifiable Information exchanged as part of the Agreement. Confidentiality requirements will survive the termination or expiration of this Agreement. To ensure the continued confidentiality and security of student data, Company and school security plans will be followed

- b. Ownership. Confidential Information of either party (and any derivative works thereof or modifications thereto) is and will remain the exclusive property of that party or its

- licensors, as applicable. Neither party shall possess nor assert any lien or other right against or to Confidential Information of the other party. No Confidential Information of either party or any part thereof, will be sold, assigned, leased, or otherwise disposed of to third parties by the other party or commercially exploited by or on behalf of Company, its employees or agents.
- c. Method of Transfer. Company will employ industry best practices, both technically and procedurally, to protect the Data from unauthorized physical and electronic access during transfer.
  - d. Restrictions on Use. The Receiving Party shall not use Confidential Information of the Disclosing Party for any purpose other than in furtherance of this Agreement, with the understanding that the Company also retains aggregate, de-identified, anonymized information for improvement, research and development purposes. The Receiving Party shall not disclose Confidential Information of the Disclosing Party to any third parties except as otherwise permitted hereunder. The Receiving Party may disclose Confidential Information of the Disclosing Party only to those employees, subcontractors or agents who have a need to know such Confidential Information and who are bound to retain the confidentiality thereof under provisions (including, without limitation, provisions relating to nonuse and nondisclosure) no less restrictive than those required by the Receiving Party for its own Confidential Information. The Receiving Party shall maintain Confidential Information of the Disclosing Party with at least the same degree of care it uses to protect its own proprietary information of a similar nature or sensitivity, but with no less than reasonable care under the circumstances. Each party shall advise the other party in writing of any misappropriation or misuse of Confidential Information of the other party of which the notifying party becomes aware.
  - e. Exclusions. Notwithstanding the foregoing, this Agreement shall not prevent a party receiving a judicial order or other legal obligation from disclosing Confidential Information of the other party, provided that the other party is promptly notified and cooperates to allow intervention to contest or minimize the scope of the disclosure (including application for a protective order). Otherwise, neither Company nor any of its personnel may release confidential data or results if such data or results include individual person, District- or state-identifiable data or results, either directly or inferentially, unless agreed by the parties in writing on a case by case basis. Notwithstanding the foregoing, nothing in this Agreement shall limit Company's ability to use De-Identified Data for product development and research purposes as permitted under FERPA.
  - f. Destruction of Confidential Information. At no cost to the party that owns the Confidential Information, the other party shall upon (a) written request by the owner at any time, and (b) upon termination or expiration of this Agreement, securely eliminate or return promptly in the format and on the media in use as of the date of the written request, all or any requested portion of Confidential Information that may be in the other party's possession or control.



- g. Breaches and Misuse. A Security Incident is a suspected, attempted, or imminent threat of unauthorized access, use, disclosure, breach, modification, disruption or destruction to or of District Data. In the event of a Security Incident, Company shall investigate the Security Incident, identify the impact of the Security Incident and take commercially reasonable actions to mitigate the effects of any such Security Incident. If the Security Incident results in a Security Breach, a documented, unsecured disclosure, access, alteration or use of the data, not permitted in this Agreement, which poses a significant risk of financial, reputational or other harm to the affected End User or the District, Company shall, (i) timely provide any notifications to individuals affected by the Security Breach that Company is required to provide, and, (ii) notify District of the Security Breach, subject to applicable confidentiality obligations and to the extent allowed and/or required by Applicable Laws. Except to the extent prohibited by Applicable Laws, Company shall, upon District's written request, provide District with a description of the Security Breach and the type of data that was the subject of the Security Breach.

The parties will each cooperate fully in resolving any actual or suspected acquisition or misuse of Confidential Information.

33. In the event of termination by District or Company prior to completion of the contract, only the segment of fees attributable to non-licensing shall be subject to proration. Compliance with FERPA and COPPA is subject to survival of any provisions in accordance with their specific terms. Company obligations to comply with FERPA requirements will survive the expiration or termination of this contract.

**Providence Public Schools**

**Request for Qualifications  
(RFQ)  
(PENDING FUNDING)**

**Request for Qualifications for Community Partners 2023**

**Partnerships**

**Providence School District  
Local, Title Funding & ESSER III**

## **I. Summary**

The Providence School District is requesting Requests for Qualifications (RFQ) from all interested community-based organizations (CBOs) and other entities to serve as a Service Provider/Partner in designing, planning, coordinating and operating an effective and high-quality program that supports and aligns with PPSD's goals.

Each proposal received in response to this RFQ will be evaluated on the criteria described herein. All responses must be sealed, clearly marked "Proposal for RFQ Community Partners 2023" and must include all elements described in the RFQ Content and Format Requirements section of the RFQ.

*Please note: CBOs that submitted proposals in November 2022 and were notified in January 2023 that they were approved to be on the community partner master list need not apply for this request for qualifications.*

## **II. Background**

Ensuring that every student graduates college, career, and community ready. Those selected as Service Providers will be committed to the goals of PPSD's Turnaround Plan. Service Provider will be invested in providing programs that complement the regular school day program and support PPSD overall goals and priorities for student achievement, health, and well-being. Selected Service Providers will be committed to working in close partnership with the Strategic Community Partnerships office and host school site.

The Service Provider works in close partnership with a school community to design and implement a high quality program for Providence's children and youth. Service Provider responsibilities include, but are not limited to, the following list:

- a. Ensure the program meets compliance requirements set forth by PPSD and the Rhode Island Department of Education
- b. Develop program plans in close collaboration with school leadership and district personnel
- c. Align program services to the school's goals and priorities as well as the district [Turnaround Action Plan](#)
- d. Leverage additional grant dollars and in-kind resources for the program
- e. Become an integral partner in the school community
- f. Ensure the program reflects quality standards
- g. Hire, supervise, train and support program staff
- h. Manage funds contracted to the agency
- i. Engage in partnership with the PPSD Strategic Community Partnership Office on district expanded learning initiatives, sustainability efforts, and quality improvement system building work

This Request for Qualifications (RFQ) for PPSD Program Service Provider/Partner will result in a list of ***qualified community organizations*** that demonstrate the capacity to serve in the Service Provider role. Partner organizations must fulfill District expectations. Principals and school site stakeholders will reference this list of qualified potential community partners to evaluate and choose a Service Providers/Partners for their school community. Additionally, it's worth noting that the data collected from applicants during this RFQ process will inform partnership development conversations and ultimately the selection of Service Provider/Partners. We understand that for PPSD to be successful, we need the community to support us on a variety of our needs. These supports include but are not limited to:

Academic Supports for our students

Enrichment Activities and experiences

College and Career resources

Leadership Development

Mental Health and Social Emotional Supports

Recreation and physical Activities

Innovative Educational Consultations

### **III. Scope of Work (Description of Services, Background, and Staff)**

#### **A. Services:**

1. Summarize the scope of services (design, monitoring, operations, maintenance, training, etc.) available from your organization.
2. Describe how your approach is evidence-based.
3. Describe which Turnaround Goals your organization is going to support.
4. If your organization provides summer activities, please describe your model.
5. Describe your general approach to working with school administrators, staff and district personnel. How will the District be involved in this process? What information and resources will be needed from PPSD?
6. Describe your organization's approach to managing this project.
7. Describe what communication tools will be used.
8. Describe the strategies you use to recruit and retain your participants.
9. Describe your approach to providing or arranging financing for the proposed project beyond PPSD funding (any known or expected grant that may be available to assist in implementing this program).

10. Describe any outcomes your organization will strive for.

11. Describe the methodology used to evaluate your program and what data points you need for this evaluation.

B. Background and Experience

1. Provide a list of projects and outcomes that your organization implemented within the past five (5) years.
2. Describe your experience and strategies working with Multilingual learners and differently-abled participants.

C. Staffing

1. Provide the names and describe the qualifications of the personnel who will comprise the project team. Provide resumes for key personnel.
2. Provide an organization chart depicting how the organization would staff and structure the proposed team for all phases of the project. Include subcontractors as applicable and describe the nature of the work that will likely be conducted by subcontractors and your process for securing subcontracted services.

D. Safety and Site Management

1. Describe your organization's approach to managing worker safety (List any trainings provided to your staff)
2. Attach your emergency response plan
3. Describe your data management system

E. Project Schedule

1. Propose a preliminary project schedule, including all phases of the project.

F. Cost Information

1. Staffing cost for service delivery, staff training and prep time
2. Supplies, materials, curriculum, books, field trips, etc.
3. What are the costs associated with your model? How do you determine the cost of your model? Please provide an example of your cost methodology for 1) a preliminary contract for a 3-4 month planning engagement in which your organization would work with the district/s and school/s to develop a implementation plan, and 2) an implementation contract for a 2-3 year engagement, to be reevaluated on an annual basis, to support and implement the turnaround plan

#### **IV. Timeline**

The proposed schedule of events subject to the RFQ is as follows:

RFQ issued by PPSD	Week of March 6, 2023
Pre- Proposal conference	March 23, 2023
Last day to submit questions	March 31, 2023
Last day for District to respond to email questions	April 3, 2023
Deadline for RFQ Submissions	Thursday, April 13, 2023 at 1:00PM
Classification Period	April 13, 2023- April 28, 2023
Notification to qualified applicants	Week of May 1, 2023

#### **V. Content and Format Requirements**

- A. Proposals shall be delivered no later than the date and time listed in the Timeline sections and shall contain at a minimum the following items
1. Cover Sheet (Appendix A) The cover sheet must be signed by an owner, officer, or agent authorized by the organization/company. Interested Service Providers shall submit an original plus three (3) copies of their proposals, plus a PDF copy on a CD or USB drive, to one of the locations listed on Page 1 of this RFQ.
  2. Format for Responses: Response Format Page Limit is 21 pages (not including Cover Page, W9, Organization Chart, or Emergency Response plan)
    - Table of Contents (1 page)
    - Cover Page (Appendix A)
    - Description of Services (7 pages)
    - Background and Experience (3 pages)
    - Staffing Model (3 pages not including resumes)
    - Safety and Site Management (3 pages)



- Project Schedule (2 pages)
- Cost Information (2 pages)

## VI. General Conditions

- A. **Prime Responsibility:** The selected Service Provider(s) will be required to assume full responsibility for all services and activities offered in its/their proposal, whether or not provided directly. Further, the District will consider the selected Service Provider(s) to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.
- B. **Assurance:** The Provider must guarantee that services provided will be performed in compliance with all applicable local, state and federal laws and regulations pertinent to this Publish RFQ.
- C. **Community Partner Policy:** The selected Service Provider(s) will be required to adhere to PPSD's Community Partnership Policy and submit upon request any documents under this policy.
- D. **Independent Contractor:** In performance of the work, duties and obligations assumed by the offeror, it is mutually understood and agreed that the offeror, including any and all of the offeror's officers, agents and employees, will at all times be acting and performing in an independent capacity and not as an officer, agent, servant, employee, joint venture, partner or associate of the County.
- E. **Proposal Costs** will not be considered in evaluating proposals. PPSD reserves the right to negotiate specific terms, conditions, compensation, and provisions on any contracts that may arise from this solicitation.
- F. **Performance-Based Contracts:** If a Service Provider is selected for a contract with PPSD, the contract will be performance based. Performance-Based Contracts: Contracts that are developed by the District with clear purpose and requirements of the work to be performed. The requirements set forth are clear, specific and with measurable outcomes. All contracts must include the following information: a) required outcomes or results – Measurable results and/or outcomes for conducting the project. The Performance-Based Contract will describe and establish numeric value to each outcome and related funding implications. b) Performance standards – Standards for completeness, accuracy and timeliness for the project. c) Monitoring Methods – The methods and timeline used to monitor and report on performance.
- G. **Benchmarks and Performance Metrics:** Service Provider will be expected to meet mutually agreed upon benchmarks and performance targets in the following performance domains. The District will review the performance targets and establish numeric value to each performance domain in collaboration with the Service Provider. The Service Provider also agrees to use the School Improvement Plan/Problem of Practice (from each host school) and the District's Turnaround Plan to inform the performance targets and benchmarks. The Service Provider will be required to adhere to accountability requirements that include providing the District with a full listing of participation targets,

activities, and results as it relates to the scope of work. During the school year, forty percent (40%) of the total contracted amount will be paid to the Service Provider contingent upon their ability to meet the performance benchmarks listed below. These amounts will not be prorated.

- H. **PPSD reserves the right to:** Request clarification of any submitted information; Set aside a proposal or any irregularity including but not limited to missing information; Not enter into any agreement; Not to select any applicant; Amend or cancel this process at any time; Interview applicants prior to award and request additional information during the interview; Negotiate a multi-year contract or a contract with an option to extend the duration; Award more than one contract if it is in the best interest of PPCSD; and/or Issue a similar RFQ in the future.
- I. Prior to commencement of services, the Service Provider must provide evidence of the certificates of property damage in the amount of \$100,000 and general liability insurance in the amount of \$2,000,000 with The Providence School Department, the City of Providence, and the Providence Public Buildings. The Service Provider will be required to maintain the required coverages, at its sole cost and expense, throughout the entire term and any subsequent renewal terms of the contract.

## VII. Selection Procedures

All statements of qualifications will be evaluated based on the following criteria.

Criteria	Possible Points
Description of Services- overall approach to providing services	35
Qualifications and accessibility of project team	25
Experience and track record in providing similar services	25
Overall strength and stability of the organization	15
<b>Total</b>	<b>100 Points</b>

## VIII. Inquiries

Questions regarding this Request for Qualifications should be sent to Director of Purchasing Molly Hannon at [Molly.Hannon@ppsd.org](mailto:Molly.Hannon@ppsd.org) no later than Friday, March 31, 2023 at 4:30PM. Questions will be answered via addendum.

An optional, pre-proposal information session will be held virtually Thursday, March 23, 2023 at 11:30AM. Organizations are encouraged to attend this information session to ask questions and learn more about the solicitation. If you are interested in attending this information session, please contact Rose Lorenzo via email to obtain the call information. Please use the subject line: “**Community Partners 2023 RFQ Information Session**”

## Appendix A: Cover Sheet

Organization Information	
Name of Organization:	
Contact Person:	
Contact Person Title:	
Email of contact person:	
Website:	
Street Address: City, State, Zip:	
Type of Entity	<input type="checkbox"/> For-profit (please attach documentation) <input type="checkbox"/> Nonprofit
W-9	<input type="checkbox"/> Please attach
Staffing: What is the size of your organization?	<input type="checkbox"/> 0-50 <input type="checkbox"/> 51-100 <input type="checkbox"/> 101 or more <input type="checkbox"/> Please attach an organizational chart
Provider Model Information	
Schools/Grade Levels Served:	Please check all that apply: <input type="checkbox"/> Elementary (K-5) <input type="checkbox"/> Middle School (6-8) <input type="checkbox"/> High School (9-12)
Program Location	<input type="checkbox"/> On-Campus (at a PPSD building) <input type="checkbox"/> Off- Campus (list location) _____
	<input type="checkbox"/> In- School <input type="checkbox"/> Out- of School hours <input type="checkbox"/> Summer <input type="checkbox"/> 2-4 Weeks <input type="checkbox"/> 4-6 Weeks
Primary Focus:	

<input type="checkbox"/> Academic Supports	<input type="checkbox"/> Academic Enrichment Learning <input type="checkbox"/> Tutoring <ul style="list-style-type: none"> <li><input type="checkbox"/> Library Services</li> <li><input type="checkbox"/> Credit Recovery</li> <li><input type="checkbox"/> Reading &amp; Literacy</li> <li><input type="checkbox"/> Math</li> <li><input type="checkbox"/> Science</li> </ul>
<input type="checkbox"/> Enrichment	<input type="checkbox"/> Arts & Cultural activities <input type="checkbox"/> Health & Nutrition Education <input type="checkbox"/> Substance Abuse & Drug Prevention <input type="checkbox"/> Violence Prevention
<input type="checkbox"/> College and Career	<input type="checkbox"/> Career & Job Training <input type="checkbox"/> College advising <input type="checkbox"/> Entrepreneurial Education <input type="checkbox"/> Technology/Telecommunication Training, Internships and Apprenticeships
<input type="checkbox"/> Leadership Development	<input type="checkbox"/> Peer Mentoring <input type="checkbox"/> Peer tutoring <input type="checkbox"/> Youth-led Community Service <input type="checkbox"/> Civic Engagement
<input type="checkbox"/> Mental Health/Social Emotional Learning	<input type="checkbox"/> Professional Development, Training and/or Coaching <ul style="list-style-type: none"> <li><input type="checkbox"/> Social Emotional Learning (5 SEL Standards &amp; Competencies)</li> <li><input type="checkbox"/> Mental Health</li> <li><input type="checkbox"/> Social, Emotional, Behavioral Health</li> </ul> <input type="checkbox"/> Universal Practices & Interventions <ul style="list-style-type: none"> <li><input type="checkbox"/> Social Emotional Learning Competencies</li> <li><input type="checkbox"/> Positive Behavioral Supports Interventions &amp; Supports</li> <li><input type="checkbox"/> Restorative Practice Training</li> </ul> <input type="checkbox"/> Targeted Interventions <ul style="list-style-type: none"> <li><input type="checkbox"/> Targeted Social-Emotional Learning Skills-Based Counseling and/or Interventions</li> <li><input type="checkbox"/> Targeted Social, Emotional, Behavioral Health Counseling and/or Interventions</li> </ul> <input type="checkbox"/> Intensive Interventions <ul style="list-style-type: none"> <li><input type="checkbox"/> Individualized Mental Health</li> </ul>

	<p>Interventions</p> <p><input type="checkbox"/> Individualized Behavioral Health Interventions</p>
<p><input type="checkbox"/> Recreation/ Physical Activity</p>	<p><input type="checkbox"/> Cooperative Games</p> <p><input type="checkbox"/> Dance</p> <p><input type="checkbox"/> Martial Arts</p> <p><input type="checkbox"/> Intramural Sports</p> <p><input type="checkbox"/> Sports Leagues</p>
<p><input type="checkbox"/> Educational Consultant</p>	<p><input type="checkbox"/> Strategic Planning</p> <p><input type="checkbox"/> Culturally Responsive Teaching</p> <p><input type="checkbox"/> Equity Planning/ Training</p> <p><input type="checkbox"/> Professional Development</p> <p><input type="checkbox"/> Administrators</p> <p><input type="checkbox"/> Teachers and Paraprofessionals</p> <p><input type="checkbox"/> Students</p>
<p><input type="checkbox"/> Capacity to Serve:</p>	<p>Indicate the maximum number of students and schools you have capacity to serve:</p> <p>Number of schools:</p> <p><input type="checkbox"/> One school</p> <p><input type="checkbox"/> Multiple schools</p> <p>Number of students:</p> <p><input type="checkbox"/> 1,000+</p> <p><input type="checkbox"/> 501-1000</p> <p><input type="checkbox"/> 250-500</p> <p><input type="checkbox"/> 101-250</p> <p><input type="checkbox"/> 50-100</p> <p><input type="checkbox"/> 0-50</p>
<p><input checked="" type="checkbox"/> Specific Student Populations Served</p>	<p>Please check all that apply:</p> <p><input type="checkbox"/> Regular education students</p> <p><input type="checkbox"/> English Language Learners (ELL)</p> <p><input type="checkbox"/> Special Education students</p> <p><input type="checkbox"/> Other: _____</p>

By signing this Cover Sheet I hereby attest: that I have read and understood all the terms listed in the RFQ; have read and understood all terms listed in this Request for Qualifications; that I am authorized to submit a proposal on behalf the listed entity; and that should this proposal for qualification be accepted, I am authorized and able to secure the resources required to deliver

against all terms listed within the RFQ as published by the Providence Public School Department, including any amendments or addenda thereto except as explicitly noted or revised in my submitted proposal for qualifications.

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Signature of Authorized Representative

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Date