

REQUEST FOR PROPOSALS

ITEM DESCRIPTION: Curricular and Instructional Management Systems

DATE AND TIME TO BE OPENED: Tuesday, November 10, 2020 at 1:00PM EST

PRE-BID CONFERENCE (IF APPLICABLE): None

SUBJECT MATTER EXPERT (NAME): Sue Chin

SUBJECT MATTER EXPERT (EMAIL): Susan.Chin@ppsd.org

QUESTION DEADLINE: October 20, 2020 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
797 Westminster Street
Providence, RI 02903**

2. Bidders must include **at least** one original, one copy, and a digital PDF copy on a CD or 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. Proposals must meet the attached specifications. Any exceptions or modifications must be noted and fully explained. 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.
8. 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)
9. 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.
10. Only one shipping charge will be applied in the event of partial deliveries for blanket or term contracts.
11. 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).

12. 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>).
13. 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.
14. No goods should be delivered and no work should be started without a Purchase Order from Providence Public Schools.
15. 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.
16. 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.
17. 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.
18. The Contractor shall not be paid in advance.
19. The contract shall be in effect from the date of award through **August 31, 2021** 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. Notwithstanding the foregoing, in no case shall the duration of the contract exceed the period of one year.
20. 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.
21. Failure to deliver within the time quoted or failure to meet specifications may result in default in accordance with the general specifications. It is agreed that deliveries and/or completion are subject to strikes, lockouts, and Acts of God.
22. 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.

23. 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.
24. 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.
25. 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.
26. The contract may not be modified or amended in any way except by mutual agreement in writing and signed by each party.
27. 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: Curricular and Instructional Management Systems

DATE AND TIME TO BE OPENED: Tuesday, November 10, 2020 at 1:00PM EST

Name of Bidder (Firm or Individual): _____

Business Address: _____

Contact Name: _____

Contact Email Address: _____

Contact Phone Number: _____

Delivery Date: _____

Signature of Representation

Title

City of Providence

Providence Public Schools with RI Department of Education

**Request for Proposals
(PENDING FUNDING)**

Curricular and Instructional Management Systems

Providence Public Schools

One Year with Two One Year Options

Funding: Corona Relief Funds

The Providence Public School Department (PPSD) Purchasing Office is soliciting proposals from qualified organizations capable of providing universal and high impact online instructional resources and curricula to support our schools. Additional details of this request are described elsewhere herein.

I. Background

The Providence Public School Department with The RI Department of Education is seeking submission of written proposals from qualified vendors to partner with PPCD in the development and delivery of a system to provide online curricular and instructional resource management to be integrated with the PPCD Virtual Learning Academy (VLA), a districtwide repository of resources universally accessible to our teachers, parents, and students. The system resources will serve approximately 6,100 students.

II. Minimum Qualifications

1. The vendor must:

- have at least three (3) years of experience providing curricular and instructional management for Local or State Education Departments
- deliver culturally responsive and racially diverse curricula and instruction digitally and dynamically
- use technology tools to engage and support student learning
- support all learners (e.g., learners with varying need and strength, English Language Learners, students with IEPs);
- include licensing for all included content and content updates for the length of the contract

III. Work Scope

Interested parties may respond with proposals to provide the following services:

1. Increase student engagement
2. support all teacher and educational standards
3. provide all students with digital curricula, interactive supports, and adaptive assessments

IV. Instructional Management

The CIMS must provide our district instructional content and resources such as auto-generated activities, learning sequences, or projects with supplemental source content for reading and knowledge development. Digital activities or learning sequences must be customizable to student need or strength, by grade, content, standard or learning target. All student user resources must have correlated answer keys. Students must have access to a variety of instructional activities including simulations, games, and interactive tools for doing mathematics, reading, writing, listening and speaking, and language.

V. Instructional and Curricula Resource Management

The CIMS must provide districts with online curricula and instructional content that can be integrated within local learning plans delivered onsite, blended, or extended remote virtually. The solution will allow users to access content by role, grade, content (one or more), standard, domain, or practice. The CIMS will:

1. provide for student users to access content by way of universal screening, adaptive mapping to course content, or learning modules with embedded thresholds for completion (mastery or competency based);
2. provide teachers access to and utilization of the provided materials;
3. enable teachers to create their own instructional materials (e.g., learning plans, lesson plans, and resources) aligned to standards;
4. provide functionality that gives teachers the accessibility to design, manage, and track classroom instructional practice to ensure individual student mastery of standards;
5. allow teachers to develop learning plans and differentiate instruction based on student performance at the individual, group, and classroom level;
6. deploy standards-aligned statewide curricula and instructional resources for integration with local curricula; and
7. link to individual learning plans at the classroom level.

VI. Period of Performance

The period of performance will be: year one September 1, 2020 to August 31, 2021, option year one (September 1, 2021 to August 31, 2022, option year two September 1, 2022 to August 31, 2023 contingent on funding)

VII. 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 the best interest of the organization to do so.

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 Providence School Department with the RI Department of Education assumes no responsibility for these costs. All pricing submitted will be considered firm and fixed unless otherwise indicated herein.

VIII. Proposal Requirements

To achieve a uniform review process and obtain the maximum degree of comparability, it is required that proposals be organized in the manner specified.

The Proposal shall be submitted in a binder with tabs as set forth below:

Title Page
Appendix A

Tab 1 – Table of Contents

Clearly identify the materials by sections and page numbers.

Tab 2 – Profile of the Proposer

- Consultant's qualifications and experience providing training, equipment and completing related work.
- Proven track record and/or research related to the effectiveness of product, submitted in this RFP, in large, urban school districts. Specific references should be included.

Tab 3 - Demo Account Access

Access to a demo account as a student, teacher and administrator to review platform, if applicable

Tab 4 – A detailed project plan for providing service

Clearly describe the scope of the work and /or services to be provided based upon the information in the Scope of Work and Specific Conditions and Specification Sections stated in the RFP. Respond to each item listed.

Provide an Executive summary (no more than ten pages) of response to RFP, emphasizing any unique aspects or strengths of the vendor.

Tab 5 - Confirmation that Consultant's digital platform integrates with Skyward, PPSD's data integration system as verified via signed [Project Unicorn Pledge](#)

Tab 6 - Pricing

Any and all pricing information, including any alternative pricing proposals that may be acceptable for individual components and/or supplemental products/services that meet all or some of the criteria listed in this RFP.

Provide a detailed narrative of the implementation schedule and pricing.

A proposed budget for year 2020-2021 school year that includes:

- Per pupil cost
- Per teacher cost

District may request pricing to be submitted electronically at a future date.

Tab 7 – Addenda

Insert all addenda under this section.

IX. Proposal Questions, Submission and Deadline

Questions concerning this solicitation should be e-mailed to the Superintendent of Elementary Schools, Susan.Chin@ppsd.org **and** her Assistant Irma DeLeon irma.deleon@ppsd.org no later than the end of the business day on October 20th, 2020, and responses will be sent back via addendum no later than the end of business on October 26th, 2020.

Proposals received after the due date and time will not be considered. Electronic submission of proposals will not be accepted.

X. Budget and Contract Award

The criteria to be used includes cost; staff qualifications; capability, capacity and qualifications; creative approach; and client references.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further.

The School Department may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award.

Proposals are not accepted via email.

Appendix A

RFP Title: **Curricular and Instructional Management Systems**

Vendor Name: _____

For each proposed product, please list product name, targeted grade levels, the Elementary Virtual Learning Academy (VLA) strand(s) addressed, and the type of resource:

Product Names	Targeted Grade Level(s)	Elem. VLA(s) addressed (check all that apply)	Type of Resource (consumable, digital, PD, manipulatives)
		<ul style="list-style-type: none">• Reading• Writing• Speaking & Listening• Language• Foundational Skills	
		<ul style="list-style-type: none">• Reading• Writing• Speaking & Listening• Language• Foundational Skills	
		<ul style="list-style-type: none">• Reading• Writing• Speaking & Listening• Language• Foundational Skills	

Address: _____

Contact Person: _____

Contact Person's email: _____

Date: _____

Appendix B

Vendor proposals 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 60. The threshold to advance to cost proposal review is 45 points. Proposals scoring below 45 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).

PPSD reserves the exclusive right to select the individual(s) or firm (vendor) that it deems to be in its best interest to accomplish the project as specified herein; and conversely, reserves the right not to fund any proposal(s). Proposals will be reviewed and scored based upon the following criteria:

Criteria	Possible Points
Capability and Capacity to impact urban youth	20 points
Quality of product	30 points
Project Plan	10 points
Total Possible Technical Points	60 points

Points will be assigned based on the offeror's clear demonstration of his/her abilities to complete the work as identified in RFP.

Applicants may be required to submit additional written information or be asked to make an oral presentation before the technical review committee to clarify statements made in their proposal.