

## REQUEST FOR PROPOSALS

**ITEM DESCRIPTION: K-12 English Language Development Curricular Resources for Differently-Abled English Learners/ Multilingual Learners in Self-Contained Classrooms**

**DATE AND TIME TO BE OPENED: Wednesday, June 2, 2021 at 1:00PM**

**PRE-BID CONFERENCE (IF APPLICABLE): None**

**SUBJECT MATTER EXPERT (NAME): Jennifer Efflandt**

**SUBJECT MATTER EXPERT (EMAIL): Jennifer.Efflandt@ppsd.org**

**QUESTION DEADLINE: Friday, May 14, 2021 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, 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 (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, 2022** 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.
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. It is agreed that deliveries and/or completion are subject to strikes, lockouts, and Acts of God.

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.

## BID FORM 1: BIDDER INFORMATION

**Agrees to Bid on: K-12 English Language Development Curricular Resources for Differently-Abled English Learners/ Multilingual Learners in Self-Contained Classrooms**

**DATE AND TIME TO BE OPENED: Wednesday, June 2, 2021 at 1:00PM**

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**

K-12 English Language Development Curricular Resources for Differently-Abled  
English Learners/ Multilingual Learners in Self-Contained Classrooms

2021-2022

Funding Source (Contingent on Funding): Stimulus Funds

## **I. Background**

The Providence Public School Department is soliciting proposals for English Language Development Curricular resources specifically to meet the needs of our Multilingual Learners/ English Learners who are in our Self Contained Classroom Settings and qualify for Alternate State Assessments.

## **II. Required Qualifications**

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

1. English Language Development (ELD) Core or Ancillary resources for English Language Development designed to develop the English language proficiency of English language learners/ Multilingual Learners
2. ELD instructional materials emphasize the development of all four language domains: reading, writing, listening, and speaking.
3. ELD instructional materials should include the following components:
  - a. Phonology: the sound system of English
  - b. Morphology: the forms and formation of words, including prefixes, affixes, suffixes, root words, inflections, etc.
  - c. Syntax: the structure of language, including the rules that govern phrases and sentences
  - d. Semantics: the meaning of language, including vocabulary and academic language
  - e. Language functions: the purposes of languages
  - f. Language forms and structures: grammar and language structures
  - g. Pragmatics: situational appropriateness of language use
4. ELD instructional materials should differentiate for all Alternate ACCESS WIDA English Learner Proficiency Levels (A1, A2, A3, P1, P2, P3).
5. A program with proven regional and national performance and demonstrated student achievement growth for Dually identified students (MLLs who also qualify for Special Education services)
6. A program with a proven track record of supporting student learning in large, urban school districts.
7. A program that includes culturally relevant content and materials.
8. Research-based approach to instruction and language acquisition.
9. Provide resources to support use and analysis of standards-based assessments including formative and summative measures around WIDA standards.
10. Provide resources to support teachers in utilizing standards-based assessment results in conjunction with program resources to implement research-based, high-yield instructional practices that can be differentiated to meet the needs of all WIDA English Proficiency Levels.
11. Provide ongoing product technology support, if applicable.
12. A program that supports an automated roster-management feature for secure district data integration, if applicable.

13. A program that provides opportunities for teachers to communicate with families from diverse language backgrounds about learning opportunities and student progress in multiple languages.

### **III. Scope of Work**

The vendor retained through this RFP will be required to perform the following work scope:

1. Meet the individual needs of school/district by providing an overview and needs assessment with participating site/s.
2. Provide a preliminary overview training for teachers and principal from participating site/s.
3. Provide job-embedded professional development that includes instructional support, lesson plans, and high-yield strategies for teachers and coaches.
4. Create a scope, sequence and training calendar for participating site/s that include lesson planning, demonstration of instructional strategies within lessons, debriefing sessions, and follow-up supports.
5. Support data integration via Clever or One Roster as applicable with our SIS, Skyward. Any vendor who will send, receive or house student data must adhere to the Edfi standards to communicate with PPSD (For further information please visit [Ed-Fi.org](https://ed-fi.org).)
6. Ensure delivery of materials (if applicable) inside school buildings.

### **IV. Timeline for Implementation**

The contract resulting from this award will be a one-year contract with two one-year options.

Year 1: July 1, 2021 to June 30, 2022

Option Year 1: July 1, 2022 to June 30, 2023

Option Year 2: July 1, 2022 to June 30th 2023

### **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**

Vendors responding to this RFP should submit a proposal that includes:

1. Their qualifications and experience providing training, equipment and completing related work.
2. Evidence that meets all listed required qualifications.
3. A detailed project plan for providing services
4. A proposed budget for year 2021-2022 that includes:
  - Per pupil cost
  - Per classroom set, based on 30 students if discounted
  - Site based cost if per pupil cost is discounted



**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 – Bid Form 1 (page 5 of this document)**

**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.

**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.

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

**Tab 7 – Addenda**

Insert all addenda under this section.

## **VII. Questions**

Questions concerning this solicitation should be emailed to [Jennifer.Efflandt@ppsd.org](mailto:Jennifer.Efflandt@ppsd.org). Questions are due by May 14th. 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 75 points. Proposals scoring below 75 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>Executive Summary (0 - 10 points)</i>	
<i>Previous Experience and Background (0 -10 points)</i>	
<i>Capability, Capacity, Staffing and Qualifications of the Vendor (0 -40 points)</i>	
<i>Work Plan/Approach Proposed (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.