

REQUEST FOR PROPOSALS

ITEM DESCRIPTION: RFP for Effective Central Support and Network Services

DATE AND TIME TO BE OPENED: Wednesday, April 21, 2021 at 1:00PM

PRE-BID CONFERENCE (IF APPLICABLE): None

SUBJECT MATTER EXPERT (NAME): Molly Hannon

SUBJECT MATTER EXPERT (EMAIL): Molly.Hannon@ppsd.org

QUESTION DEADLINE: Thursday, April 1, 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 Westminister 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, 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: RFP for Effective Central Support and Network Services

DATE AND TIME TO BE OPENED: Wednesday, April 21, 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

Request for Proposals
for
Effective Central Support and Network
Services:
Structures and Capacity Building

I. Background

In an effort to better serve all of the students in the Providence Public School District (PPSD), the district is focusing on strengthening the central administration and the new elementary and secondary networks to accelerate improvement at the schools, while building a district service capacity that is tied to student success and aligned with PPSD's Turnaround Action Plan.

II. Scope of Work

The individual or organization retained through this Request for Proposals (RFP) will be required to perform the following three scopes of work:

1. *Conduct a study of the quality, inter-connections, and impact of the central administration and the new networks.*

The study should examine such questions as: What is the capability of the central administration and the elementary and secondary networks to respond in real time to the instructional leadership needs of principals and schools? To what extent is the central administration moving from a compliance focus to achieving the vision of being a service center? Are the networks focusing on high leverage issues for accelerating instructional improvement and excellence in learning at the schools? Are the network superintendents and their respective teams of content, assessment, and professional learning experts providing support that is differentiated by each school's needs? How and in what ways should the inter-connections between the central administration and the networks be strengthened?

2. *Provide actionable recommendations.*

These recommendations should provide specific pathways for addressing the study's findings. They should identify how and on what issues the superintendent's office, the cabinet and key academic units and departments, and the networks should work together on a school and district-wide basis.

3. *Build the capacity of the central administration and the networks.*

This focused assistance should build the capacities needed so that principals and schools receive responsive services in real time. The audience/participants, content, mode, schedule and applicability of the capacity building should be defined.

Anticipated Deliverables (including, but not limited to):

- Programmatic assessment of the network support model, with recommendations
- Programmatic assessment of central office transformation effort, with recommendations
- Program model that defines the way of work between the network offices and central office

III. Required Qualifications

- Recognized expertise in state-to-district interventions and/or receivership; experience with large, urban districts and/or districts in Rhode Island or the Greater New England area preferred
- Extensive experience with decentralized administration models and working with district executive leadership teams
- Extensive experience in building urban district leadership capacity and improving in the context of state-to-district interventions.
- Demonstrated expertise in conducting research and evaluation, and providing policy analysis and support, related to state-to-district interventions.
- Demonstrated track record in putting research into action in districts under state intervention
- Resources include expertise drawn from both the non-profit and higher education sectors.
- Experience in providing assistance to the Rhode Island Department of Education, Providence Public School District or related urban school districts, and Providence community organizations strongly preferred

IV. Period of Performance

The initial 12-month period includes conducting the study, providing recommendations, and providing capacity building assistance over the period July 1, 2021 to June 30, 2022. Based on the performance review and the availability of funds, this contract may be renewed for two additional 12-month periods (July 1, 2022 to June 30, 2023, and July 1, 2023 to June 30, 2024).

V. Proposal Requirements

Proposals should include:

- Bid Form 1: Bidder Information (page 5 of this document)
- An executive summary of the proposal
- The resumes of key team members
- A detailed description of the proposed project approach for each of the three scopes of work outlined above
- A detailed workplan and timeline describing how consultant proposes to complete the work in the timeframe specified and describing any and all deliverables
- A proposed budget and a detailed narrative of the implementation schedule and pricing, including any alternative pricing proposals that may be acceptable for

individual components and/or supplemental services that meet all or some of the criteria listed in this RFP.

- At least one reference and their contact information from recent, similar work

Proposals received after the due date and time will not be considered. No electronic bids will be accepted. Bids must be submitted in accordance with the instructions on page 1 of this document.

VI. Questions

Questions concerning this solicitation should be e-mailed to Molly Hannon, Director of Purchasing, at Molly.Hannon@ppsd.org no later than Thursday, April 1, 2021 at 4:30PM.

Questions will be answered via addendum on or after Monday, April 5, 2021. Any and all addenda will be posted on the Providence Public School District [Bids and Contracts page](#).

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 in the best interests of the organization to do so. This award is contingent upon the receipt of funding.

VIII. Evaluation of Proposals

Each proposal will be reviewed and scored against the criteria in the table on the following page. 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).

Providence Public Schools may choose to seek clarifications from consultants 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 consultants submitting proposals.

Evaluation Rubric	
Technical Proposal Categories	Score
Recognized expertise in state-to-district interventions and/or receivership	<i>(0 to 30 points)</i>
Demonstrated experience in building urban district leadership, particular in the context of state-to-district interventions	<i>(0 to 20 points)</i>
Demonstrated experience with decentralized administration models and working with district executive leadership teams	<i>(0 to 20 points)</i>
Demonstrated expertise in conducting research and evaluation, and providing policy analysis and support related to state-to-district interventions; demonstrated experience putting research into action	<i>(0 to 20 points)</i>
Preference for experience in large, urban districts and/or districts in Rhode Island or the Greater New England area	<i>(0 to 10 points)</i>
Total Score	100 points