

## REQUEST FOR PROPOSALS

**ITEM DESCRIPTION: Summer Enrichment Program 2021**

**DATE AND TIME TO BE OPENED: Friday, May 14, 2021 at 1:00PM**

**PRE-BID CONFERENCE: Wednesday, April 28, 2021 at 12:30PM (Virtual, Non-Mandatory)**

**SUBJECT MATTER EXPERT (NAME): Christopher Mahon**

**SUBJECT MATTER EXPERT (EMAIL): Christopher.Mahon@ppsd.org**

**QUESTION DEADLINE: Friday, April 30, 2021 at 1:00pm**

### 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 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 **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.
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: Summer Enrichment Program 2021**

**DATE AND TIME TO BE OPENED: Friday, May 14, 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**

RFP Title: Summer Enrichment Program

2021

Funding Source (Contingent on Funding): TBD

## I. Background

“The compounded impacts of COVID-19 have had a devastating effect on student academic and social emotional outcomes across our state and nation,” Commissioner Angélica Infante-Green. “We know that our students will need additional and accelerated supports that meet their unique needs this year.”

As a response, our summer learning committee is seeking partners who understand the gravity of the challenge we’re facing. We will use the next few weeks to set a pathway to student enrichment and success. As such, the RFP requirements are under ongoing consideration. We will identify research-based strategies for accelerating learning enrichment opportunities and align funding to these priorities.

The Providence Public School Department is soliciting proposals for consulting services to be provided for the development and implementation of summer enrichment programs for students in grades 3-12. The goal of these programs is to provide enrichment activities that are grounded in best educational practices, with the goal of complementing student summer learning and provide enriching and exciting opportunities for students.

## II. Required Qualifications

PPSD seeks to find a qualified partner who can deliver the following:

- Applicants must demonstrate experience in planning and implementing out-of-school programs of a similar scale;
- Applicants must demonstrate experience serving districts with similar demographics, assets, challenges, etc.;
- The total per-pupil bid for this proposal may not exceed \$800.00; however, there is no limit to the total per-pupil cost of the program.
- The proposed program will be on-site in Providence schools.
- Curriculum, online programs, and community organizations applicants must demonstrate a clear plan to collaborate with the District.
- In-person community engagement partners must sign agreement for shared spaces and facilities usage. (Note: all organizations using school property must comply with regulations set forth by the District, including the requirement to obtain coverage for property damage and general liability insurance. All requirements will be included in the contracting process and Memorandum of Understanding).

## III. Scope of Work

- **OPTION 1:** Develop and manage a plan of *programming for students in grades elementary, middle, or high school to run five (5) days a week, as four days of afternoon programing and one full day of programing on Fridays*, for a minimum duration of six weeks that must be free of charge to participants. The proposed enrichment program must be designed to run

from one of the Providence site locations listed below, from the *hours of 1:00pm – 5:00pm Monday – Thursday, and 8:30am – 5:00pm on Friday.*

- **OPTION 2:** Develop and manage a plan for a *half day (four hours) of programming for students in grades elementary, middle, or high school to run one (1) day a week (Friday)* for a minimum duration of six weeks that must be free of charge to participants. The proposed enrichment program must be designed to run from one of the Providence site locations listed below, from the *hours of 8:30am – 12:30pm.*

Applicants may also submit a plan for programming that meets the requirements of *both* OPTIONS 1 and 2 above.

- **OPTION 3: This is an option for embedded support, differentiation, mentoring and curriculum for the academic portion of the summer learning experience.** Provide enrichment curriculum, project-based learning curriculum, and or service-learning experiences for teachers to support enriching academic programs. This may include teacher training, online curricular modules focused on STEM, STEAM, Literacy, Reading/Writing, Social-emotional academic supports, and mentoring. Literacy curriculum should include diverse texts in both English and Spanish.

Academic Summer Learning Support:

- Curricular resources for engaging summer learning experiences
  - Teacher professional learning and lesson support
  - Student facing learning guides/modules/tutoring/mentoring
  - Engaging experiences that support STEAM, STEM, Literacy Clubs, Robotics, eSports, and Career and Technical Education exploration
- **Program Options 1 and 2:** Programs must be run from one of the following PPSD locations, in order to accommodate our student population and their families; site selection should be based upon the age/grade level of the students served:

#### **Elementary School Sites\***

- Anthony Carnevale
- Young & Woods
- Robert L. Bailey, IV
- Leviton Dual Language School
- + TBD

#### **Middle School Sites**

- DelSesto
- Nathan Bishop
- Gilbert Stuart

#### **High School Sites**

- Dr. Jorge Alvarez
- Central
- Providence Career & Technical Academy
- E-Cubed Academy

- Juanita Sanchez Educational Complex

In the proposal, please identify the preferred site option for the program, as well as a second location option for the program should the first option be unavailable.

*\*Additional elementary sites may become available in the future.*

- Provide a high-quality evidence-based enrichment program model with a focus on building student social emotional skills through extended learning opportunities grounded in academics, and providing day-to-day supports for students as they develop these skills. The applicant must demonstrate how students will benefit socially and academically from the program. This plan must include mastery of social emotional learning goals, literacy enrichment, and academic skills aligned with common core standards that are connected to the program.
- Social emotional skills and academic enrichment can be provided through instruction, storytelling, writing exercises, drawing activities, song and dance, skill practice, role play, etc.
- Providers can also implement STEM and STEAM as a secondary component of the program. Examples may include robotics, coding, e-gaming, project-based learning, technical writing and literacy, etc.
- Provide a professional development plan for vendor staff and PPSD educators focused on student engagement with the curriculum.
- Describe a detailed plan to collect and share data to assess the overall quality and effectiveness of the summer enrichment program. The district, in collaboration with the applicant, will review and approve the appropriate tools for assessments.
- Provide detailed outreach plan and timeline to recruit students and inform families of the goals and purpose of the program.
- Provide a detailed family engagement plan and timeline and effectively communicate with Spanish-speaking families.
- Provide a clear plan to promote attendance and address absenteeism. Applicants are expected to provide timely (weekly) student-level attendance data to PPSD.
- Provide program evaluation, impact report, and analysis over the scope of the partnership.

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

- The applicant will provide a summary of a project plan with their bid.
- Contract term: 07/01/2021 to 08/31/2021, for the scope of work outlined in OPTION 1 and/or OPTION 2, under the original contract terms and is performance-based.
- Project Timeline: Awarded vendor will allocate sufficient time to ensure seamless transition and 100% continuity of all bid detailed services on the contract start date (07/01/2021).

#### **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**

The consulting organizations responding to this RFP should submit a proposal that includes:

1. Bid Form 1: Bidder Information (page 5 of this document)
2. Executive Summary- detailed description of the organization including program mission and vision, approach, leadership, and need in the community it plans to serve (500 words).
3. Describe previous experience and background qualifications, organizational capacity to support this work, experience completing related work.
4. A detailed project plan for providing services and ongoing technical assistance. In your plan, please indicate your target completion date.
5. A proposed budget that includes an hourly rate of pay, expenses and leverage funding and source.
6. Letters of support from other clients.

***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 the format as set forth below:***

Bid Form 1: Bidder Information (page 5 of this document)

Tab 1 – Table of Contents – clearly identify the materials by sections and page numbers.

Tab 2 – Executive Summary – detailed description of the organization including approach, instructional model, leadership and need in the community it plans to serve (500 words).

Tab 3 – Qualifications of Staff (include resumes of leadership) – individuals with the capacity to support this work, and experience completing related work.

Tab 4 – Project Plan – a detailed 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 section of this RFP. The project plan should be for an in-person delivery model, and include first and second site location choices.

Tab 4 - Proposed Budget – 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 5- Letter of Support – attestations and/or letters of recommendation from partners or clients. These partners or clients should not be PPSD staff.

## **VII. Questions**

Questions concerning this solicitation should be emailed to [Christopher.Mahon@ppsd.org](mailto:Christopher.Mahon@ppsd.org). Questions are due by **Friday, April 30, 2021**. Questions will be answered via addendum.

## **VIII. Pre-Bid Conference**

An optional pre-bid conference will be held virtually with staff from Providence Public School Department on Wednesday, April 28 at 12:30PM. Vendors interested in this solicitation are encouraged to attend this optional pre-bid to ask questions and learn more about the solicitation. If you are interested in attending this pre-bid, please contact Director of Purchasing Molly Hannon via email no later than Tuesday, April 27 at 4:30PM to obtain the call info. Please use the subject line **“Summer Enrichment Program 2021 Pre-Bid Conference”**

## IX. 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).

<b>Vendor Name</b>	
<b>Technical Proposal Category</b>	<b>Score</b>
<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.