

REQUEST FOR PROPOSALS

ITEM DESCRIPTION: P-TECH Information Technology Consultant for E-Cubed Academy (SY22)

DATE AND TIME TO BE OPENED: Wednesday, May 12, 2021 at 1:00PM

PRE-BID CONFERENCE (IF APPLICABLE): None

SUBJECT MATTER EXPERT (NAME): Brett Dickens

SUBJECT MATTER EXPERT (EMAIL): brett.dickens@ppsd.org

QUESTION DEADLINE: Monday, April 26, 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 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: P-TECH Information Technology Consultant for E-Cubed Academy (SY22)

DATE AND TIME TO BE OPENED: Wednesday, May 12, 2021 at 1:00PM

Name of Bidder (Firm or Individual): _____

Business Address: _____

Contact Name: _____

Contact Email Address: _____

Contact Phone Number: _____

Signature of Representation

Title

Providence Public School District

Request for Proposals

RFP Title: P-TECH Information Technology Consultant for E-Cubed Academy (SY22)

2021-2022

Funding Source (Contingent on Funding): Commerce RI Grant

I. Background

The P-TECH Information Technology program is moving from Providence Career and Technical Academy (PCTA) to E-Cubed Academy starting in the fall of 2021. With this move, there are now 120 seats at each grade level. After an introductory first year course, students will select one of four pathways for the sophomore through senior year. P-TECH students will take college courses starting in sophomore year on a pathway to earn both a high school diploma and an associate's degree in either four, five or six years.

The Providence Public School Department is soliciting proposals for a consultant to the P-TECH program at E-Cubed to provide work in four critical areas:

- Advise the Career and Technical Education (CTE) Office on all equipment and network needs for the program
- Involvement in an advisory board to determine the appropriate IT pathways options for students
- Program/curriculum design for 9th grade introductory IT course and first year courses in each of the 4 IT pathways
- Regular curricular support and professional development for CTE instructors

II. Required Qualifications

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

- The consultant has demonstrated expertise in multiple areas of Information Technology
- The consultant has experience teaching at the secondary and/or post-secondary level to a diverse student population, including multi language learners and special education students
- The consultant is knowledgeable about computer lab configuration, equipment, wiring and access

III. Scope of Work

The CTE Office of the Providence Public Schools is seeking a consultant to support the new and expanded P-TECH site at E-Cubed Academy. The consultant will support the CTE Director, the C-TECH assigned to P-TECH, and the E-Cubed Academy leadership team in developing and supporting a robust and rigorous program preparing students for careers and post-secondary education in information technology and computer science.

There are three components to this consulting work:

Part 1 will be focused on designing computer lab spaces and common areas to support student learning. The consultant will identify hardware and connectivity needs, research and compare product options and identify vendors. The consultant will interface regularly with PPSD's IT department to ensure effective and coordinated installation and maintenance. All

purchasing for the program will be made by PPSD and in compliance with PPSD purchasing policies.

The contractor will support the work of the CTE department in identifying four pathway options for students in the P-TECH program. The consultant will work with a team of industry advisors to consider labor market data and forecasts, post-secondary options, student interest and instructor capacity in determining pathway options.

Deliverables of Part 1

- Detailed design for two computer labs and school main entrance
- Written recommendation for four pathways with rationale

Part 2 will focus on the curricular design of the first year curriculum for all P-TECH students and the first year curriculum for each of the four pathways. The consultant will draw from curricula in use at PCTA and CS4RI. The consultant will ensure that the curriculum is aligned to industry demand and prepares students for IT majors at CCRI & URI. The consultant will source or develop appropriate formative and summative assessments and recommend credentials.

Deliverables of Part 2:

- Comprehensive curricular plan for the first year information technology course for E-Cubed freshmen. Plan will include 180 hours of instruction along with formative and summative assessments and recommended credentials.
- Curricular plan for first year coursework in each of the four IT pathways. Plan will include 180 hours of instruction along with formative and summative assessments and recommended credentials.

Part 3 will include professional development, training and support for IT teachers. The consultant will do a half-day curriculum orientation for teacher and then host monthly 90-minute sessions to provide support, review and analyze formative data and to help students design tiered interventions for struggling students. Consultant will be available by email to support teachers as needed between sessions.

Deliverables for Part 3:

- 3-hour professional development in early September
- Monthly two-hour professional development sessions

IV. Timeline for Implementation

The term of the contract will be June 2021 to June 30, 2022.

June 2021- Assist with the design and installation of labs at E-Cubed.
Coordinate efforts with PPSD IT and Facilities departments

August 2021- Present first year curriculum design.

June- September 2021- Industry advisory board will meet monthly to determine pathways for P-TECH programs

September 2021 Professional development session for CTE instructor

October – June 2022 monthly 90 minute PD sessions with CTE instructor

April 2022- Present first year curriculum design for four IT pathways.

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

Bids must be submitted by the due date and time listed on page 1 of this document and in accordance with the instructions on page 1 of this document. **No electronic submissions will be accepted.** Late proposals will not be considered.

Contractors must submit the following:

- Resume, including education, teaching experience, industry experience and credentials
- Samples of past design work and curriculum documents
- At least two letters of reference
- Cost proposal

VII. Questions

Questions concerning this solicitation should be emailed to CTE Director Brett Dickens at brett.dickens@ppsd.org. Questions are due by Monday, April 26, 2021 at 4:30PM. 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>Demonstrated Experience and Background in Information Technology (0 -30 points)</i>	
<i>Demonstrated Experience in Secondary and/or Post-Secondary Education (0 -30 points)</i>	
<i>Demonstrated Experience working with or supporting diverse student populations (0-20 points)</i>	
<i>Knowledge of equipment needs and experience with computer lab design and configuration (0-20 points)</i>	
Total Score	

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.