

## REQUEST FOR PROPOSALS

**ITEM DESCRIPTION: Web Based instructional support for design and development of high quality individual education plans and interventions**

**DATE AND TIME TO BE OPENED: Wednesday, May 19, 2021 at 1:00PM**

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

**SUBJECT MATTER EXPERT (NAME): Barbara Mullen**

**SUBJECT MATTER EXPERT (EMAIL): Barbara.Mullen@ppsd.org**

**QUESTION DEADLINE: Wednesday, May 5, 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 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: Web Based instructional support for design and development of high quality individual education plans and interventions**

**DATE AND TIME TO BE OPENED: Wednesday, May 19, 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**

**Web Based instructional support for design and development of high quality individual education plans and interventions**

2021-2022

Funding Source (Contingent on Funding): Stimulus Funds

## **I. Background**

The Providence Public School Department is soliciting proposals for a vendor to provide PreK-Age 22 instructional support, resources, tools, and professional development which focus on multiple options of instruction in order to support the needs of all learners including differently abled learners.

The Providence Public School District (PPSD) serves approximately 24,000 students attending our 41 schools. PPSD employs more than 3,200 professionals who work in and provide support to our schools, which include 22 elementary schools, 7 middle schools, 10 high schools and 2 public district charter schools. Of our employees, approximately 2,000 are educators, and more than 600 others directly support students and families in our schools.

Our schools are diverse learning communities. Approximately 68% of our students are Latinx, 15% Black, 6.5% White, 4% Asian, 5.5% Multi-racial and 1% Native American.

Approximately 31% of students are multilingual learners, and about 16% of students receive special education services. Approximately 55% of students come from homes where English is not the primary language spoken. Combined, our students and families speak 55 different languages and hail from 91 countries of origin.

## **II. Required Qualifications**

The vendor must:

- have experience working with large, urban districts across grades PreK-12 (students up to age 22)
- have experience providing research-based strategies for instructional support focused on multiple options to support the needs of all learners, including differently abled learners with an Individualized Education Plan (IEP), and multilingual learners.
- have experience providing online instructional support, resources, tools, etc. tailored to the needs and curriculum of a large, urban district
- have experience supporting teachers, specialists and other personnel and staff in effectively utilizing the instructional support, resources, tools, etc. both virtually and in-person
- have experience providing progress monitoring and reporting as part of their online support

## **III. Scope of Work**

The vendor will provide an online platform that includes instructional support, resources, tools, progress monitoring and reporting for teachers, staff, school leaders and other district personnel. The practices and tools provided by the vendor will be research-based and have been validated through independent research.

Specifically, the instructional support should be primarily focused on the ability of teachers and staff to provide multiple options of instruction to support the needs of all learners including differently abled learners with an IEP. Additionally, the vendor should have experience providing teachers, staff, school leaders and other district personnel continuous support and professional development in order to successfully utilize their product and better support the needs of all learners. The professional development should be offered continuously throughout the school year both virtually and in-person on at least quarterly basis to help support professional growth. Other scope of work includes:

- Embedded actionable strategies with instructional exemplars.
- Content that is aligned to the Universal Design for Learning framework
- Guiding educators through the unwrapping of state standards, identifying with clarity the key expectations for students contained within each standard.
- Scaffolded instructional exemplars and resources aligned to standards that are included in the support platform to help educators design personalized instruction that meets students where they are at, while accommodating them to provide access to grade level standards.
- A repository of resources that spans Birth to 12 and covers the core academic subjects of reading, writing and math, and also includes behavior, social and emotional learning, speech, English language learner, autism, functional and life skills, occupational therapy, and high school transition.
- Alternate assessment learning goal banks are linked and aligned to the Dynamic Learning Maps (DLM) Essential Elements and the National Center and State Collaborative (NCSC) Core Content Connectors.
- Support that helps educators connect the dots between the instructional design and instructional delivery, making research-based instruction actionable within the classroom.
- Supporting educators in choosing the right strategy to address a specific learning barrier as it connects specific strategies proven effective in addressing specific learning barriers.
- Supporting educators in creating data driven meaningful present levels statements that link to specific goals and strategies proven effective in addressing specific learning barriers.
- Providing professional learning that supports educators in making technology a core component in accelerating best practices in the classroom. Encouraging and assisting educators on methods to incorporate technology into their work seamlessly through 1:1 online coaching and on-site courses.

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

The contract resulting from this solicitation will be for a one-year term with two option years.

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

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

Option Year 2: July 1, 2023 to June 30, 2024



## **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**

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 the tabs as set forth below:

### **Title Page - Bid Form 1**

### **Tab 1 - Table of Contents**

Clearly identify the materials by section and page number

### **Tab 2 - Profile of the Proposer and Products and Services Offered**

- Vendor's qualifications and experience completing related work
- Proven track record and/or research related to the effectiveness of products submitted in this RFP in large, urban school districts.
- Testimonials from other districts supported
- Description of pedagogical philosophy and approach

### **Tab 3 - Sample Materials**

- Sample instructional support, tools, resources with multiple options for students to master content
- Sample instructional support, tools, resources with multiple options for differently abled students to masters content
- Sample professional development opportunities

### **Tab 4 - Demo Account Access**

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

### **Tab 5 - Pricing Proposal**

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

**Tab 6 - Integration**

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

**VII. Questions**

Questions concerning this solicitation should be emailed to Barbara Mullen at [barbara.mullen@ppsd.org](mailto:barbara.mullen@ppsd.org). Questions are due by Wednesday, May 5, 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).

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.

<b>Vendor Name</b>	
<b>Technical Proposal Category</b>	<b>Score</b>
<i>Executive Summary (0 - 10 points)</i>	
<i>Previous Experience working with large, urban districts (0-30 points)</i>	
<i>Previous experience crafting detailed lesson plans for both English Language Arts (ELA) and Math at the elementary level (0 -30 points)</i>	
<i>Previous Experience Supporting Districts and Teachers in Effectively using Technology in the classroom (including, but not limited to Google Classroom, Zoom) (0-30 points)</i>	
<i>Previous experience providing synchronous/virtual professional development to teachers (0 - 30 points)</i>	
<b>Total Score</b>	