

## REQUEST FOR PROPOSALS

**ITEM DESCRIPTION:** Strategic Planning Consultant for Real Skills Grant

**DATE AND TIME TO BE OPENED:** Wednesday, October 21, 2020 at 1 PM

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

**SUBJECT MATTER EXPERT (NAME):** Brett Dickens

**SUBJECT MATTER EXPERT (EMAIL):** [brett.dickens@ppsd.org](mailto:brett.dickens@ppsd.org)

**QUESTION DEADLINE:** Friday, October 9, 2020 at 4:30 PM

### 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  
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. Proposals must meet the attached specifications. Any exceptions or modifications must be noted and fully explained. 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.
8. 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)
9. 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.
10. Only one shipping charge will be applied in the event of partial deliveries for blanket or term contracts.
11. 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).

12. 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/215>).
13. 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.
14. No goods should be delivered and no work should be started without a Purchase Order from Providence Public Schools.
15. 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.
16. 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.
17. 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.
18. The Contractor shall not be paid in advance.
19. The contract shall be in effect from the date of award through **June 30, 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.
20. 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.
21. 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.
22. 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.

23. 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.
24. 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.
25. 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.
26. The contract may not be modified or amended in any way except by mutual agreement in writing and signed by each party.
27. 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

**ITEM DESCRIPTION:** **Strategic Planning Consultant for Real Skills Grant**

**DATE AND TIME TO BE OPENED:** **Wednesday, October 21, 2020 at 1 PM**

Name of Bidder (Firm or Individual): \_\_\_\_\_

Business Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Delivery Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Representation

\_\_\_\_\_  
Title

## **Governor's Workforce Board- Real Skills Grant**

Providence Public Schools' Office of Career and Technical Education (CTE) seeks a consultant for the period of December 1, 2020 -June 30, 2021 for strategic planning activities related to the Real Skills grant for a maximum bid of \$42,000. Bids should include 150 hours/month of quantitative and qualitative data collection, team planning, handbook development, structuring of partnership agreements and ability to create a district wide action plan with supporting materials.

Questions about this RFP should be directed to Brett Dickens, Director of CTE at [brett.dickens@ppsd.org](mailto:brett.dickens@ppsd.org).

### **Overview of Project:**

The consultant will assist the Office of Career and Technical Education to develop credit- bearing work-based learning (WBL) programs. WBL opportunities include internships, apprenticeships, service learning, school-based enterprise and industry projects

The consultant will create a framework for WBL programs for all students enrolled in CTE and Pathway programs throughout the district. Students will participate in WBL opportunities at local organizations, companies and industry partners.

This initiative will be led by the CTE Director in partnership with an outside consultant and will run from December 1, 2020- June 30, 2021

### **Consultant Scope of Work**

Key deliverables/month

October:

- Recruit meeting members (teachers + industry + higher ed reps), set dates
- Interview teachers of all CTE and pathway programs

November

- Research best practices in WBL, conduct interviews - in and out of state (cont'd)
- Interview WBL partners
  - Non-profits
  - Companies/Industry representatives
- Hold initial meetings with PPSD stakeholders- CTE Director, Legal, Contracts, Guidance

December

- Create draft handbook with list of *potential* opportunities, forms, contracts. Meet with PPSD departments for initial vetting
- Develop student expectations, common end of WBL project deliverables, employer rubrics, feedback forms
- Submit handbook and expectations to CTE Director, PPSD personnel for feedback

January

- Solicit feedback from RIDE, industry partners, workforce board, other stakeholder
- Finalize handbook and expectations

- Identify potential employer/organizations for each pathway/program

February - May

- Develop contracts with employers/organizations for each CTE program/pathway

May - June

- Present work
- Develop advisory board to continue work
- Identify high priority sectors and opportunities for future programming.

**Required Products:** The consultant will create the following

- A presentation to PPSPD's Central Office staff
- WBL opportunities matched to every CTE program and pathway, focused on opportunities in priority and growth sectors. Credit and non-credit. Paid and unpaid opportunities. For students 16+ only
- A district WBL handbook including.
  - Criteria, rubrics and deliverables for earning credit in a work-based learning program
  - Alignment of WBLS criteria to RIDE and common core standards.
  - An appendix of forms including student and parent/guardian permission forms, student expectations/contract, employer expectations/contracts
- Work Based Learning advisory board and district team to support implementation and growth

**Minimum Qualifications:**

- 5+ years in Career and Technical Education as a program or school administrator.
- Familiarity with state and local CTE regulations
- Experience in working with local and state workforce development initiatives or apprentice programs.

**Application Specifications:** In addition to the City's standard required bid documents, applications must include:

- Resume
- Two professional references with phone and email listed that can speak to the applicant's abilities to successfully perform this work.
- Two professional writing samples illustrating the capacity to produce public-facing documents.
- A proposal detailing the consultant's strategic planning strategies and experience and a proposed timeline of work.

## Scoring of bids

Bids will be scored as follows. Bids of less than 150 hours/month or those which exceed the maximum bid of \$42,000, or bids that do not meet all of the minimum qualifications will be deemed ineligible and will not be scored.

Vendor proposals 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 meeting 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).

| Category                                                                                                                                                                | Total Points |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| <b>Strategic Planning</b><br>Demonstrated experience with CTE programs and WBL opportunities<br>Demonstrated success on past projects of a similar scope and complexity | 40           |
| <b>Staff</b><br>Qualification and relevant experience<br>Experience in working with diverse populations<br>References that support applicant                            | 30           |
| <b>Communication</b><br>Demonstrated ability to produce high quality, public facing documents                                                                           | 30           |
| <b>Total Eligible Points</b>                                                                                                                                            | <b>100</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.