

REQUEST FOR PROPOSALS

ITEM DESCRIPTION: CONTRACT SERVICES FOR RECRUITMENT AND DEVELOPMENT OF DISTRICT STAFF

DATE AND TIME TO BE OPENED: WEDNESDAY, MAY 20, 2020 AT 1:00PM EST

PRE-BID CONFERENCE (IF APPLICABLE): NONE

SUBJECT MATTER EXPERT (NAME): LINDA JULIAO

SUBJECT MATTER EXPERT (EMAIL): linda.juliao@ppsd.org

QUESTION DEADLINE: TUESDAY, MAY 12 AT 4:30PM EST

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

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 responder.
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. 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 responder 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. 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.
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. No goods should be delivered and no work should be started without a Purchase Order from Providence Public Schools.
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. 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.
15. 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).
16. 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>).
17. Prior to commencing performance under the contract, the successful bidder shall attest to compliance with provisions of R.I. General Law [Section 28-29-1](#), et seq. If exempt from compliance, the successful bidder shall submit a sworn Affidavit by a corporate officer to that effect, which shall accompany the signed contract.
18. Prior to commencing performance under the contract, the successful bidder shall, submit a certificate of insurance, in a form and in an amount satisfactory to Providence Public Schools.

BID FORM 1: BIDDER INFORMATION

Agrees to Bid on: CONTRACT SERVICES FOR RECRUITMENT AND DEVELOPMENT OF DISTRICT STAFF

DATE AND TIME TO BE OPENED: WEDNESDAY, MAY 20, 2020 AT 1:00PM EST

Name of Bidder (Firm or Individual): _____

Business Address: _____

Contact Name: _____

Contact Email Address: _____

Contact Phone Number: _____

Delivery Date: _____

Signature of Representation

Title

City of Providence

Providence Public Schools

Request for Proposals

Contract Services for Recruitment and Development of District Staff
One Year with a One-Year Option for Renewal

FUNDING: Local Budget Funds/Title II

The Providence Public School Department (PPSD) Purchasing Office is soliciting proposals from qualified individuals or organizations capable of providing access to high quality, high potential candidates. Should those candidates be selected by the district, ongoing support of those candidates through coaching, network support, and onboarding assistance through established service providers will be required. Additional details of this request are described elsewhere herein.

All costs associated with developing or submitting a proposal in response to this request, or to provide oral or written clarification of its consent shall be borne by the offeror. Providence Public Schools assumes no responsibility for these costs. All pricing submitted will be considered firm and fixed unless otherwise indicated herein.

I. Background

PPSD seeks to expand district capacity through the recruitment and support of emerging talent for positions within the district. Our goal is to engage service providers that will provide access to high quality, pre-screened, talent pipelines while providing ongoing developmental support of those candidates selected by PPCSD.

Service providers retained through this RFP would be eligible to provide candidates for open positions within PPCSD. Fees for services will only be provided for those candidates selected by PPCSD. Approval of proposals does not commit PPCSD to hire candidates provided by approved providers and all candidates are subject to PPCSD's established hiring policies.

The funding source for this scope of work is provided by **Local Budget funds and Title II.**

II. Required Qualifications

The Providence School Department requires a consultant organization that has the following required qualifications:

1. Highly selective application, screening, and recruitment process for candidates capable of providing a high-quality services to meet PPCSD's capacity needs and organizational priorities;
2. Demonstrated knowledge and ability to support the onboarding process of any candidates should they be selected through PPCSD's standard hiring process;
3. Demonstrated knowledge and ability to support the transitioning of candidates selected by PPCSD into long-term employment roles;
4. Demonstrated knowledge and ability to support the ongoing professional development of employment candidates selected by PPCSD through individualized coaching and/or network support;
5. Demonstrated knowledge and ability to support identified organizational needs through individualized support of selected candidates;
6. Demonstrated history of successfully working with urban school districts to identify and support high quality talent.

III. Work Scope

The service providers approved through this RFP will be required to perform the following work scope:

Screening and matching of high quality candidates to meet employment needs within the district

- Selection process for recruitment of high quality candidate pool for potential placement within the district
- Align prospective candidates to specific capacity needs within the district (e.g., secondary Math/Science/ELA teachers)

Support the development of selected candidates after placement in the district

- If a candidate provided by the approved service provider is selected for an open position, the service provider would:
 - Support the onboarding of candidates selected by district to fill identified needs
 - Provide professional development through outside coaching or other relevant support (seminars, cohort meetings, etc.) differentiated to align to the fulfillment of selected candidate's work with the district
 - Support candidates through any necessary certification requirement criteria.
 - Hold candidates to high expectations of professionalism and conduct.

IV. Performance Metrics and Deliverables

Performance metrics and deliverables will include:

1. The service provider will provide PPSD with Beginning of Year, Middle of Year and End of Year progress reports for selected candidates.

V. Period of Performance

The period of performance will be:

July 1, 2020 – June 30, 2021

1st Option Year: July 1, 2021 – June 30, 2022

VI. Limitations

This Request for Proposal (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 the best interest of the organization to do so. Approval of RFPs does not commit the district to any fees prior to PPSD's selection of a candidate engaged through the service provider. PPSD does not guarantee the selection of particular candidates.

This award is contingent upon receipt of **Local Budget Funds and Title II Funds**.

VII. Proposal Requirements

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

1. A proposed yearly budget that includes the range of costs per selected candidate, including pricing for the selection of multiple candidates
2. Requirements and responsibilities of selected candidates which would require time away from their placement within PPSD
3. Requirements for which the district would be responsible should it select a candidate
4. A detailed timeline and project plan for the hiring process
5. A detailed timeline and project plan for the onboarding process
6. Qualifications and experience completing related work aligned with requirements

VIII. Notice to Vendors

1. Once approved, service providers will be eligible to submit applicants for appropriate open positions within PPSD.
2. Fees will be paid to service providers upon the selection of individual applicants according to PPSD's hiring policies.
3. Approval of proposals, does not guarantee selection of individual candidates and fees paid to service provider are contingent on the selection of a candidate or candidates provided by that service provider.
4. All candidates are subjects to approval by the Commissioner of Education.

IX. Proposal Questions, Submission and Deadline

Questions concerning this solicitation should be e-mailed to Linda Juliao at linda.juliao@ppsd.org no later than the end of the business day (4:30PM EST) on May 12, 2020 and responses will be sent back by email no later than the end of the business day on May 14, 2020. Please ensure e-mail subject line and documents are labeled STAFF RECRUITMENT RFP.

Note: Questions received after the date and time specified will not be answered. Proposals received after the due date and time will not be considered.

X. Budget and Contract Award

The criteria to be used includes cost; consultant service specifications; staff; capability, capacity and qualifications; creative approach and client references.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further.

The School Department may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award.

Evaluation Process

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 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).

Vendor Name	
Technical Proposal Category	Score
<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>	
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.