



Solicitation Information

March 11, 2011

Letter of Interest # 7448375

Title: ARRA – Web-Based Portal for the Recruitment and Hiring of a More Diverse Teaching Force – Race to the Top

Submission Deadline: April 7, 2011 @ 11:15 AM (Eastern Time)

Questions concerning this solicitation must be received by the Division of Purchases at questions@purchasing.ri.gov no later than **25 March 11 at 12:00 Noon (ET)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP / LOI # on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: No

BOND REQUIRED: No

Jerome D. Moynihan, C.P.M., CPPO
Assistant Director for Special Projects

Vendors must register on-line at the State Purchasing Website at
www.purchasing.ri.gov

Note to Vendors:

Offers received without the entire completed three-page RIVP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

REQUEST for LETTERS of INTEREST
Web-based Recruiting System

The Rhode Island Department of Administration, Office of Purchases, on behalf of the Rhode Island Department of Education (RIDE) is requesting Letters of Interest from qualified vendors to provide a unique web-based portal for the recruitment, and hiring of a more diverse teaching force in RI that can be used by job seekers and district employers, in accordance with the terms of this solicitation.

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

Potential offerors are advised to review all sections of this Request carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.

Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being non-responsive.

All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content shall be borne by the offeror. The State assumes no responsibility for these costs.

Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.

All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.

Proposals misdirected to other State locations or which are otherwise not present in the Division of Purchases at the time of opening for any cause will be determined to be late and may not be considered. The "Official" time clock is in the reception area of the Division of Purchases.

In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation shall have the right to transact business in the state until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). *This will be a requirement only of the successful bidder (s).*

Offerors are advised that all materials submitted to the State of Rhode Island for consideration in response to this Request for Proposals will be considered to be public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws.

Also, Submitters should be aware of the State's MBE requirements, which addresses the State's goal of ten per cent (10%) participation by MBE's in all State procurements. For further information, contact the State MBE Administrator at (401) 574-8253 or charles.newton@doa.ri.gov. Visit the website <http://www.mbe.ri.gov>

Interested parties are instructed to peruse the Division of Purchases web site on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this LOI.

Equal Employment Opportunity (RIGL 28-5.1)

§ 28-5.1-1 Declaration of policy. – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies in all areas where the state dollar is spent, in employment, public service, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Employment Opportunity Office, at 222-3090 or via email raymond.lambert@hr.ri.gov.

Subcontracts are permitted, provided that their use is clearly indicated in the offeror's proposal, and the subcontractor(s) proposed to be used are identified in the proposal.

If you wish to seek to do business with the State of Rhode Island, you must register and utilize the E-Verify Program. Please refer to www.dhs.gov/E-Verify or the Division of Purchases website at www.purchasing.ri.gov for more information.

ARRA SUPPLEMENTAL TERMS AND CONDITIONS For contracts and sub-awards funded in whole or in part by the American Recovery and Reinvestment Act of 2009. Pub.L.No. 111-5 and any amendments thereto, such contracts and sub-awards shall be subject to the Supplemental Terms and Conditions For Contracts and Sub-awards Funded in Whole or in Part by the American Recovery and Reinvestment Act of 2009. Pub.L.No. 111-5 and any amendments thereto located on the Division of Purchases website at www.purchasing.ri.gov.

REQUEST for LETTERS of INTEREST **(EDUCATOR RECRUITMENT PLATFORM)**

BACKGROUND / OVERVIEW

Each RI school district is required by state law to advertise its positions state-wide. Some RI school districts currently utilize paper advertising alone as a recruiting tool which is a method that does not attract the best and brightest to the neediest schools. RI needs to provide districts the accessibility to a system that broadens the reach of communities' thereby broadening the base of the applicant pool. This goal is outlined in RI's Race to the Top Application. RI schools and districts are committed to an educator workforce that is representative of the communities of RI. Additionally, many nearby out of state high quality educators find the current system of educator recruitment frustrating. As a result, RI loses many high quality educators to other states every year. In 2009, RIDE requested bids to begin this work. It was a two year contract and RIDE is now re-bidding for the next cycle.

The Rhode Island Department of Education seeks to establish a statewide web based system that will allow school districts and the Department of Education to post positions with customized application specifications and conduct customized recruiting and screening searches for candidates who best fit the needs of the district and school. The system should also assist hiring entities through the hiring process. This work is outlined in Rhode Island's Race to the Top application and will be supported with Race to the Top funds.

SCOPE OF THE WORK

Tasks:

Develop and implement a Rhode Island customized web hosting system that links to the RIDE website.

Develop and implement marketing pages that serve as recruitment/advertising to profile RI districts and schools.

Develop and implement a web based system that includes comprehensive application submission capabilities to accept a variety of materials from applicants, candidate search functions and additional recruitment opportunities

Provide a system with the capability to archive all job postings, set up interview committees, interview dates and communication capability with the applicants in order to assist LEAs throughout the hiring process of a candidate.

Provide on-site technical support to all RI school districts and schools and potential candidates

Provide tutorials and other assistance opportunities for users of the system

Develop and implement a recruitment campaign to attract qualified candidates to RI and to diversify the educator workforce. This must include marketing; face to face work with various related RI organizations; development of recruitment materials; promoting and advertising; partnering with employment fairs

Provide reports to the Rhode Island Department of Education on the following items: database size and growth; usage by candidates and districts; hiring and recruitment data; and other relevant information

Project Schedule:

Work will begin with the issuance of a state purchase order (on or about April 15, 2011). The web-based portal must be available to candidate and school districts by June 1, 2011. All services must be obligated by June 30, 2013.

Deliverables:

Web-based portal for advertising, marketing, recruitment, job posting, candidate and position searches, emailing groups, application material submissions and screening committee communication and scheduling.

RIDE approved recruitment campaign materials as outlined in the scope of work and designed to improve the recruitment of minority candidates

On-site training and technical support to RIDE and school districts; technical support materials

System reports as identified in the scope of work

Bidders must absorb the cost of transitioning districts from existing systems, if necessary

ADDITIONAL CONTRACTOR REQUIREMENTS/QUALIFICATIONS

Contractors must have a proven track record in developing web-based systems for use by educators and districts in recruitment and hiring.

TERMS OF THE CONTRACT

The Contract will begin **with the issuance of a state purchase order (on or about April 15, 2011)** and end **June 30, 2013**. The scope of the work may be modified by RIDE prior to beginning work on a given task. RIDE retains the option of granting a time extension of up to one year with additional funding if available and if the level of work is expanded by mutual written consent.

COST PROPOSAL / TERMS OF PAYMENT

The contractor must prepare a cost proposal reflecting the hourly rate or other fee structure proposed for this scope of services using the Cost Proposal Forms contained in Appendix A. Cost proposals must fall within the range below for each period as follows:

The total cost of the contract is not to exceed **\$225,000**. **Please ensure the budget is presented by state fiscal year, which runs from July 1st through June 30th.**

FY 2011 Costs to be incurred through June 30, 2011

FY 2012 July 1, 2011 through June 30, 2012

FY 2013 July 1, 2012 through June 30, 2013

PROPOSAL SUBMISSION

Questions concerning this solicitation may be e-mailed to the Division of Purchases at questions@purchasing.ri.gov no later than the date & time listed on the cover sheet of this solicitation. **Send your questions in Microsoft Word format.** Please reference the LOI # on all correspondence. Questions received, if any, will be posted and answered on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information. For computer technical assistance, call the helpdesk at 401-574-8100.

Proposals (an original plus 4 copies) should include the following:

1. A completed and signed three-page RIVIP Bidder Certification Cover Form, available at www.purchasing.ri.gov.
2. A Cost Proposal as described above.
3. A *separate* Technical Proposal (see below) describing the qualifications and background of the applicant and experience with similar programs, as well as the work plan or approach proposed for this requirement.
4. A completed and signed W-9 (taxpayer identification number and certification). Form is downloadable at www.purchasing.ri.gov.

Deliver to: Department of Administration
 Office of Purchases
 One Capitol Hill
 Providence, Rhode Island 02908

Contractor assumes all responsibilities for proposals submitted by mail or commercial delivery service. Proposals misdirected to other state locations or which are otherwise not present in the Office of Purchases at the time of opening, for any cause, will be determined to be late and will not be considered. Faxed responses will not be considered.

TECHNICAL PROPOSAL REQUIRED ELEMENTS

- | | |
|---|-------------|
| 1. Contractor understanding of the Issues | (20 points) |
| 2. Work Plan | (25 points) |
| 3. Capacity of the Agency Effectively to Administer the Project | (25 points) |
| 4. Quality of Key Personnel (including Curriculum vitae) | (10 points) |
| 5. Cost Proposal | (20 points) |

APPENDIX A

BUDGET Multi-Year Projects

The Contractor estimates that its budget for work to be performed under this Agreement is as follows:

<u>Expense Category</u>	<u>Estimated Expenditures</u>		
	Year 1	Year 2	Year 3
1. Salary and Fringe Benefits	0	0	0
2. Consultant	0	0	0
3. In-State Travel	0	0	0
4. Out-of-State Travel	0	0	0
5. Printing	0	0	0
6. Office Expense	0	0	0
7. Telephone	0	0	0
8. Educational Materials	0	0	0
9. Equipment	0	0	0
10.Data Processing	0	0	0
11.Rental	0	0	0
12.Other	0	0	0
13.	0	0	0
14.	0	0	0
15.	0	0	0
16.	0	0	0
Subtotal	0	0	0
Indirect Cost	0	0	0
TOTAL	0	0	0

It is understood and agreed that the amounts indicated above for the several line items are estimates of expenditures to be incurred by the Contractor on behalf of this Agreement and to be claimed by the Contractor for reimbursement under this Agreement. It is further understood and agreed that actual expenditures may vary from the estimates set forth above and that such variations shall not in themselves be cause for disallowance of reimbursement by RIDE; provided, however, that the Contractor shall notify and obtain the approval of the contract officer, in writing, if expenditures to be claimed for reimbursement in any line item above shall begin to vary significantly from the estimate given above; and provided further that unless permission of the contract officer shall have been obtained in advance, no expenditure shall be claimed by the Contractor for reimbursement by RIDE under this Agreement if such expenditure shall have been incurred in a line item category not listed above. Transfer of funds is permitted between Expense Categories (1) (2) and (3) up to 10% or \$25,000, whichever is less; all other transfers require prior written approval by the Department of Education.

BUDGET DETAIL SHEET
FISCAL YEAR _____

SALARY AND FRINGE BENEFIT DETAIL

NAME	POSITION TITLE	HOURLY RATE \$	NUMBER OF HOURS	TOTAL SALARY \$	FRINGE BENEFITS \$	HOURLY RATE WITH FRINGE BENEFITS \$	SALARY & FRINGE TOTAL \$
TOTAL REQUEST							

DETAIL OF CONSULTANT

NAME	POSITION TITLE	HOURLY RATE \$	NUMBER OF HOURS	TOTAL COST \$
TOTAL REQUEST				\$

EXPLANATION OF OTHER EXPENSES (i.e. travel, printing, office supplies, educational materials, and equipment)

EXPENSE CATEGORY	DESCRIPTION	COST