



East Providence School Department  
RFP# EPSD.DISTRICT.2020.0004  
Dental Assistant Training Classroom  
East Providence High School

## **1. RFP OVERVIEW**

### **1.1 Company Description**

The East Providence School District (EPSD) is a K-12 public school district supporting the City of East Providence, Rhode Island. The district maintains 8 elementary schools, 2 middle schools and 1 high school.

### **1.2 Purpose of the RFP**

EPSD is seeking proposals from well qualified vendors for the design of a Dental Assistant Training Classroom for the brand new East Providence High School that is scheduled to open in September 2021.

### **1.3 General Conditions**

1.3.1 This RFP is not an offer to contract. Acceptance of a proposal neither commits our school district to award a contract to any Vendor, even if all requirements stated in this RFP are met, nor limits our right to negotiate in our best interest. We reserve the right to contract with a Vendor for reasons other than lowest price. We will thoroughly examine each proposal for best price, product quality, performance measures, flexibility and customer support.

1.3.2 Proposals are to be made in good faith, without fraud, collusion or connection of any kind with any other contractor for the same work. All bidders must complete in their own interest and in their own behalf. If you are subcontracting any portion of this agreement, you must identify the subcontractor in your proposal and agree that all subcontractors are bound to all terms and conditions of this RFP.

1.3.3 The Vendor will absorb all costs incurred in the preparation and presentation of the proposal.

1.3.4 All Vendors who submit proposals will be notified of the results of the selection process.

1.3.5 East Providence School District reserves the right to reject any or all proposals, in whole or in part, with or without cause, even if all the stated requirements are met. In



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addition, East Providence School District may enter into negotiations with one or more entities simultaneously and award a contract without notification. At the sole discretion of East Providence School District, bidder presentations may be requested before award of the contract. East Providence School District may also request the opportunity to conduct an on-site review of the Vendor's facility and/or other locations where these services are provided, or a demonstration of the proposed technology.

#### 1.4 Proposal Effective Period

Vendors should state in writing that all furnished information, including prices, will remain valid for 90 days from the date their proposal is received by East Providence School District.

## 2. VENDOR INSTRUCTIONS

Any changes in deadlines will be communicated to all Vendors via [E-Bids@epschoolsri.com](mailto:E-Bids@epschoolsri.com) email address. We reserve the right to disqualify any vendor that does not comply with these deadlines.

### 2.1 RFP Schedule

Activity	Date/Time
RFP Released	June 29, 2020
Deadline for questions	July 7, 2020 at 10:00am
Q&A Addenda Issued	July 9, 2020
Proposal Submission Deadline	July 31, 2020 at 12:00pm
Project awarded	August 10, 2020

### 2.2 Vendor Questions and RFP Addenda

2.2.1 Questions regarding the content of or schedule for the RFP must be submitted in writing by e-mail to [E-Bids@epschoolsri.com](mailto:E-Bids@epschoolsri.com) according to the RFP schedule provided in Section 2.1.

2.2.2 East Providence School District will issue answers to all Vendor questions, as noted in that schedule. In the event that modifications or additions to the RFP become



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necessary, vendors will be notified in writing and posted to [www.epschoolsri.com/purchasing](http://www.epschoolsri.com/purchasing).

## 2.3 Proposal Format and Submission Requirements

### 2.3.1 Proposals are to be organized in the following format:

2.3.1.1 Section 1: Executive Summary. The two-page maximum executive summary is to briefly describe the vendor's proposal. This summary should highlight the major features of the proposal. It must indicate any requirements that cannot be met by the Proposer. The reader should be able to determine the essence of the proposal by reading the executive summary.

2.3.1.2 Section 2: Vendor Information. Proposers must provide in-line responses to all requirements outlined in RFP Section 3.3 - Vendor Information.

2.3.1.3 Section 3: Response to RFP Requirements. Proposers must provide in-line responses to all requirements outlined RFP Sections 3.4 - Technical Requirements. If your bid deviates from the technical requirements, please explain.

2.3.1.4 Section 4: Pricing. Proposers must complete the Pricing Proposal Form (Table 1 to this RFP). Additional vendor sales quotes, hardware details, or other pricing material may be included in this section. Pricing will include product and installation, as well as any other needed attachments. Shipping is to be included in the pricing.

2.3.1.5 Section 5: Additional Information. Proposers may include additional information regarding their products and services in this section.

### 2.3.2 Sealed Bid Requirements

Due to COVID-19 and East Providence City Hall closed to the public at the issuance of the RFP, no bid responses are to be mailed in. One electronic copy of the proposal must be submitted to [E-Bids@epschoolsri.com](mailto:E-Bids@epschoolsri.com) by the date in Section 2.1 with *Request for Proposal Dental Assistant Training Classroom* in the subject line. The EPSD Finance



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Department will receive and download all bids and include a timestamped form to record arrival date/time.

Any changes to the submission process will be outlined via an Addendum.

### **2.3.3 Bid Evaluation**

2.3.3.1 The district contemplates award to the lowest price, technically acceptable vendor proposal. To determine whether proposals are technically acceptable:

2.3.3.1.1 The district will determine whether each proposal is complete

2.3.3.1.2 The solution specified in the proposal meets the technical needs of EPSD and offers the most value to the schools

2.3.3.1.3 Whether it is responsive to all requirements established in the RFP and addenda.

2.3.3.1.4 Whether the proposing vendor maintains and has submitted documentation of applicable certifications from Manufacturer(s) selected

2.3.3.1.5 Whether references related to past performance are favorable.

2.3.3.1.5.1 With regard to references, vendors are free to submit references they wish the East Providence School District to consider; however, the East Providence School District reserves the right to investigate references for any and all projects on which the vendor has worked in the last three (3) years. Proposals not deemed technically acceptable may be eliminated from consideration

2.3.3.2 The East Providence School District may choose to seek clarifications from vendors with regard to their proposals.

2.3.3.2.1 All responses will be provided in writing to the [E-Bids@epschoolsri.com](mailto:E-Bids@epschoolsri.com) address, and incomplete or unclear responses may result in a proposal being



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deemed technically unacceptable. However, the East Providence School District reserves the right to make a selection without requesting clarification. Additionally, the East Providence School District may not necessarily seek clarifications from all vendors submitting proposals.

2.3.3.3 Any contract awarded under this RFP is subject to funding, and approval by the East Providence School Committee. The East Providence School District reserves the right to make no awards under this RFP.

### **3. REQUIREMENTS**

#### **3.1 Background**

The East Providence School Department started building a new state of the art, comprehensive high school in June 2019. This new 330,000 square foot high school is a 4 floor building, which will combine the East Providence Career and Technical Center with the East Providence High School. The East Providence Career and Technical Center has a long standing tradition of creating successful career pathways for students including automotive, pre-engineering, construction, electrical and culinary arts. We will be expanding our course offerings in the new comprehensive high school to include a Dental Assistant training program. This RFP is being developed in order to hire a vendor to assist with the required equipment and solutions to assist in the delivery of the dental assistant curriculum according to federal, state and local standards.

#### **3.2 Scope of Services / Product**

3.2.1 Develop a 1600 square foot dental assistant training classroom with up to four (4) stations adequate to support the Dental Assistant program.

3.2.2 Space specifications for training classroom is contained in Appendix A

3.2.3 Provide at least two options for pricing

3.2.3.1 Option 1 – the basic set-up for a Dental Assistant Training Classroom

3.2.3.2 Option 2 – the basic set up with a listing of additional alternatives that will enhance the program.



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3.2.4 Respondents should know the requirements of the RI Dental Assistant certification and equip their offer with the space and items needed to teach those skills, and prepare for the DANB exams.

**Please include freight/delivery as part of the pricing**

### **3.3 Vendor Information**

#### **3.3.1 Company Background Information**

- 3.3.1.1 Legal name of the company
- 3.3.1.2 Number of years in business
- 3.3.1.3 Headquarters location address, phone number, website
- 3.3.1.4 Company type
- 3.3.1.5 Number of employees
- 3.3.1.6 Tax ID number

#### **3.3.2 Company Experience and References**

3.3.2.1 Please describe the product/market differentiators that distinguish you in the industry and make you capable of competing for this project.

3.3.2.2 Please provide project details for at least two (2) projects of similar size and scope to that requested by EPSD. Project details should include:

- 3.3.2.2.1 Deployment date and period of performance
- 3.3.2.2.2 Overview of project performance, including successes, challenges, etc.

3.3.2.3 Vendors are free to submit references they wish the East Providence School District to consider. However, the East Providence School District reserves



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the right to investigate references for any and all projects on which the vendor has worked in the last three (3) years.

**3.3.3 Vendor/Subcontractor Information**

3.3.3.1 The vendor and subcontractors of the vendor will maintain at their own expense during the term of this contract, the following insurances:

3.3.3.1.1 Workers' Compensation Insurance with Rhode Island statutory limits and Employers Liability Insurance with a minimum limit of \$100,000 each accident for any employee.

3.3.3.1.2 Comprehensive/Commercial General Liability Insurance with a combined single limit of \$1,000,000 each occurrence for bodily injury and property damage.

3.3.3.1.3 Automobile Liability Insurance covering all owned, hired and non-owned vehicles with a minimum combined single limit of \$1,000,000 each accident for bodily injury and property damage.

3.3.3.1.4 Insurance companies, named insurers and policy forms shall be subject to the approval of the East Providence School District. Insurance policies shall not contain endorsements or policy conditions which reduce coverage provided to the East Providence School District. Vendor and any subcontractors shall furnish East Providence School District Project Coordinator with certification of insurance evidencing such coverage and endorsements at least ten (10) working days prior to commencement of services under this contract.

**4. EVALUATION PROCESS**

The district contemplates award to the lowest priced, technically acceptable vendor proposal. To determine whether proposals are technically acceptable, the district will determine whether each proposal is complete; whether it is responsive to all requirements established herein;



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whether the proposing vendor maintains and has submitted documentation of applicable certifications from Manufacturer(s) selected; and whether references related to past performance are favorable. With regard to references, vendors are free to submit references they wish the East Providence School District to consider. However, the East Providence School District reserves the right to investigate references for any and all projects on which the vendor has worked in the last three (3) years. Proposals not deemed technically acceptable may be eliminated from consideration

The East Providence School District may choose to seek clarifications from vendors with regard to their proposals. All responses will be provided in writing, and incomplete or unclear responses may result in a proposal being deemed technically unacceptable. However, the East Providence School District reserves the right to make a selection without requesting clarification. Additionally, the East Providence School District may not necessarily seek clarifications from all vendors submitting proposals.

Any contract awarded under this RFP is subject to funding, and approval by the East Providence School Committee. The East Providence School District reserves the right to make no awards under this RFP.

Each vendor proposal will be reviewed and scored using the following criteria and maximum point values per topic:

<b>Criteria</b>	<b>Available Points</b>	<b>Points Awarded</b>
Meets technical requirements	30	
Pricing	35	
Past project experiences	25	
References	10	





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***Please attach vendor quote and designs with submission***

**Appendix A**

***See separate attachment***