



East Providence School Department  
RFP# EPSD.DISTRICT.2023.003  
Special Education Program Review

## **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 thirteen facilities including multiple K-5, middle and high school campuses.

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

EPSD is seeking proposals from well qualified vendors to provide a review of the district special education programs and services.

### **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 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



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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	February 15, 2023
Deadline for questions	February 22, 2023 at 10:00am
Q&A Addenda Issued	February 22, 2023
Proposal Submission Deadline	March 6, 2023 at 10:00am
Project awarded	March 14, 2023

**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 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:**



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2.3.1.1 Section 1: Executive Summary. The one 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 in Section 3.

2.3.1.4 Section 4: Pricing. Proposers must attach a formal company quote to the last page. 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**

Three (3) printed copies of the proposal must be submitted in an envelope clearly marked: Request for Proposals, "Special Education Program Review". Mail or deliver sealed bid proposals to the following address by the date and time identified in the schedule in Section 2.1. The EPSD Finance Department will receive all bids and include a timestamped form to record arrival date/time.

Craig Enos  
Director of Finance  
RFP# EPSD.DISTRICT.2023.003  
1998 Pawtucket Avenue  
East Providence, RI 02914

**2.3.3 Bid Evaluation**



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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 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**



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### **3.1 Background**

With the recent increase in the special education population within the district, it is an appropriate time to examine the efficiencies of service and staffing and program needs.

### **3.2 Scope of Services**

3.2.1 School Site Visits - Specific classes and programs will be selected for visits. This will be determined between the vendor and the school department.

3.2.2 Individual Interviews – Individual and small group interviews to be conducted with district and school site administrators; as well as brief interviews with teachers and related service personnel after school site visits.

3.2.3 IEP reviews – A random sample of IEPs will be selected for review in order to determine the degree to which they are configured for educational benefit and to examine the effectiveness and efficiency of services listed to meet IEP goals.

3.2.4 Online surveys – Principals, special education teachers, special education paraprofessionals, related service personnel and parents to be surveyed to gather stakeholder input in order to gain a broader district perspective and determine consistency of practice.

3.2.5 Focus Group Interviews – Groups with the following job-alike personnel: paraprofessionals; related service providers (including school psychologists, speech therapists, occupational therapists, physical therapists, and nurses); general and special education teachers; site administrators; district administrators; and parents.

3.2.6 Document Review – a general overview of policies and procedures, since the department was recently monitored by the RI Department of Education.

3.2.7 Other services – After award, the district reserves the right to add/delete to the scope of services outlined above.



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### **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 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:



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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.

### **3.3.4 Minority/Women Business Enterprise**

In accordance with RI Gen. Law § 37-14.1-1, it is the policy of the State of Rhode Island to support the fullest possible participation of firms owned and controlled by minorities (MBEs) and women (WBEs). Pursuant to §§ 37-14.1-2 and 37-14.1-6, MBEs and WBEs shall be included in all state purchasing, including, but not limited to, the procurement of goods, services, construction projects, or contracts funded in whole or in part with state funds, or funds which, in accordance with a federal grant or otherwise, the state expends or administers. MBEs and WBEs shall be awarded a minimum of ten percent (10%) of the dollar value of the entire procurement or project. MBE participation credit shall only be granted for firms duly certified as MBEs or WBEs by the State of Rhode Island, Department of Administration, Office of Diversity, Equity and Opportunity, MBE Compliance Office (MBECO). The current directory of firms certified as MBEs or WBEs may be accessed at <http://odeo.ri.gov/offices/mbeco/mbe-wbe.php> or by contacting MBECO at (401) 574-8670



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#### **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; 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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***Attach vendor quote(s) to last page***