

**GOVERNMENT OF
THE VIRGIN ISLANDS OF THE UNITED STATES**

**Request for Proposal – Negotiation
Professional Services**

To:

Date: April 12, 2016

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RFP No. 010-2016 (P)

Pursuant to 31 V.I.C. 239 (a) (4) and Rules and Regulations thereunder issued, the Government of the Virgin Islands, Department of Property and Procurement will receive proposals for the work described below. Proposals will be received until **Wednesday, May 11, 2016 @ 4:00 o'clock p.m.**

SCOPE OF SERVICES: ATTACHED

NEGOTIATED PROCEDURES:

The Commissioner of the Department of Property and Procurement will appoint Selection Committee to assist in the evaluation and selection of the Contractor. Accordingly current data on qualifications and performance should be submitted with proposals. After reviewing the qualifications and proposals the Committee will select for discussions from the firm/s or person/s considered not less than three (3), in order of preference, **deemed to be most highly qualified to provide the services herein required.** Discussions will be conducted successively and severally with the firms or persons so selected the anticipated concepts and the relative utility alternative methods of approach for furnishing the services hereunder.

FACTORS FOR DISCUSSIONS

Selection criteria will include (i) Professional qualification, registration and general reputation of the principals of the firm or person; (ii) the extent to which the firm or person specializes in or has designed projects of a type and scope similar to the hereunder; (iii) familiarity with the area in which the project is to be located; (iv) capability of meeting design schedules; and (v) quality of performance on other projects.

NEGOTIATION:

The Selection Committee shall recommend to the Commissioner **the highest qualified firm or person with whom a contract shall be negotiated.** The Commissioner, with the assistance of the Selection Committee, shall attempt to negotiate a contract with such firm or person.

Should the Commissioner be unable to negotiate a satisfactory contract with the firm considered to be the most qualified, at a price he determines to be fair and reasonable to the Government, negotiations with that firm will be formally terminated. Negotiations will then be commenced with the second most qualified, the third most qualified or additional firms, in order of preference and their competence and qualification, and shall continue until an agreement is reached.

Randolph N. Bennett
Commissioner of Property and Procurement

INSTRUCTION TO PROPOSALS

A. NOTICE

RFP-010-2016 (P) to provide K-3 reading and Literacy Consulting and Professional Development in the Territory's Public Elementary Schools.

Information provided in the scope of work is to be used only for purposes of preparing a proposal. It is further expected that each bidder will read the scope of work with care, for failure to meet certain specified conditions may invalidate the proposal.

The Government of the Virgin Islands, herein after referred to as GVI, reserves the right to reject any or all proposals or any portion thereof and to accept the proposal deemed most advantageous to GVI. Price shall not be the sole criterion of awarding this project. Scope and quality of work proposed and the ability of the bidder to complete this type of project shall also be considered.

Applicants are requested to submit proposals on the basis of the scope of work. Alternative proposals recommending new features and technology other than that requested in the scope of work will receive consideration providing such new features and/or technology is clearly explained. Any exceptions to the requirements requested herein must be clearly noted in writing and be included as part of the proposal.

The information contained herein is believed to be accurate, but is not be to consider in any way as a warranty. Request for additional information clarifying the Scope of Work should be directed in writing to **Deputy Commissioner of Procurement, Ms. Latisha Blyden** at latisha.blyden@dpp.vi.gov. All request will be forwarded to **Honorable Sharon A. McCollum, PH. D, Commissioner, Department of Education.**

B. STATEMENT OF PURPOSE

RFP-010-2016 (P) to provide K-3 reading and Literacy Consulting and Professional Development in the Territory's Public Elementary Schools.

C. PROPOSE SCOPE OF WORK

See Attached Scope of Work

D. TIMETABLE

1. Last day for requests for written clarification will be
Tuesday, April 26, 2016 @ 4:00 p.m.
2. Proposals will be accepted at Department of Property & Procurement, no later than **Wednesday, May 11, 2016 @ 4:00 p. m.**

E. SUBMISSION OF PROPOSAL

All interested parties shall submit *seven (7)* sets of proposals, which are to be delivered to the Department of Property and Procurement during normal business hours, no later than **Wednesday, May 11, 2016 @ 4:00 p. m.**

They shall be addressed to:

Randolph N. Bennett
Commissioner
Department of Property & Procurement
Building #1 Subbase, 3rd Floor
St. Thomas, Virgin Islands 00802

The sealed envelope containing the proposal **must** have the following information written on the outside of the envelope:

SEALED PROPOSALS-DO NOT OPEN

RFP-010-2016 (P)

(Name of Bidder)

(Mailing Address of Bidder)

(Telephone Number of Bidder)

(Fax Number of Bidder)

Where proposals are sent by mail, the bidder shall be responsible for their delivery to DOT before the date and time set for the closing of acceptance of proposals.

F. WITHDRAWALS OF PROPOSAL

A proposal may be withdrawn at any time prior to the time specified as the closing time for acceptance of proposals. However, no proposal shall be withdrawn or canceled for a period of thirty (30) days after said closing time for acceptance of proposals nor shall the successful provider withdraw or cancel or modify his proposal, except at the request of GVI after having been notified that said proposal has been accepted by GVI.

G. INTERPRETATION OF SPECIFICATIONS

If any person contemplating submitting a proposal requires clarification of any part of the scope of work, he/she may submit to the GVI a written request for an interpretation thereof to the **Commissioner of Department of Property and Procurement Randolph N. Bennett**. GVI will not respond to questions received after the above established date. The person submitting the request will be responsible for its prompt delivery. Any interpretation of the scope of work will be made in writing to all prospective providers. Oral explanations will not be binding.

H. CONSIDERATION OF PROPOSAL

The Commissioner of Property and Procurement shall represent and act for GVI in all matters pertaining to the scope of work and contract in conjunction therewith. **This RFP does not commit GVI to the award of a contract, nor pay any cost incurred in the preparation and submission of proposals in anticipation of a contract. GVI reserves the right to reject any or all proposals and to disregard any informality and/or irregularity in the proposal when, in its opinion, the best interest of GVI will be served by such action.** Proposals failing to provide some of the items in the scope of work shall not be rejected per se but any deviations from the scope must be clearly noted.

I. ACCEPTANCE OF PROPOSALS

GVI will notify in writing acceptance of one of the proposals. Failure to provide any supplementary documentation to comply with the vendor's proposal may be grounds for disqualification.

J. CONTENTS OF PROPOSAL

The following is a list of information to be included in the written proposal. Failure to comply with all the requirements as outlined, will disqualify the applicant.

1. Introductory letter about the applicant:
 - a. Name, address, email, and telephone numbers.
 - b. Type of service for which individual/firm is qualified.
2. Organization:
 - a. Names/addresses of Principals of Firm.
 - b. Names of key personnel with experience of each and length of time in organization.
 - c. Number of staff available for assignment. (Local & Off-Territory)
 - d. Copy of Articles of Incorporation
 - e. Copy of Certificate of Resolution
 - f. Copy of valid Business License
3. Outside consultants that will be retained for this project and percentage of work to be sub-contracted.
4. Project experience:
 - a. List of completed projects and estimated cost of each.
 - b. Current projects underway; scope; percentage completed to date and estimated cost of each.
5. Project References: (including a notarized written consent from the authorized representative which must include: name; telephone number; email address and facsimile number).
6. Project Approach:
 - a. Describe how you will approach this project and availability to perform the services requested.
7. Cost: The Cost Proposal must be submitted in a separate sealed envelope.

K. CONFLICT OF INTEREST

A proposer filing a proposal hereby certifies that no officer, agent or employee of GVI has a pecuniary interest in this proposal or has participated in contract negotiations on behalf of GVI; that the proposal is made in good faith without fraud, collusion, or connection of any kind with any other Bidder for the same request for proposals; the Bidder is competing solely in its own behalf without connection with, or obligation to, any undisclosed person or firm.

L. LICENSE REQUIREMENT

An award will not be made to any firm or individual doing business in the Virgin Islands to perform work with the Government of the Virgin Islands until evidence is submitted that the said firm or individual has a valid V.I. Business License to do business in the Virgin Islands. Bidders must submit hard copy of a valid V.I. business license within ten (10) working days after award.

All Bidders bidding as Joint Ventures must be licensed as a Joint Venture in the Virgin Islands.

M. REQUIRED DOCUMENTS

1. **PUBLIC LIABILITY:** The successful bidder will be required to obtain and have in place public liability insurance and other insurance necessary as requested in this proposal package. Insurance policy(s) shall name the Government of the Virgin Islands as "**Additional Insured**". The public liability insurance shall have a minimum limit of not less than **one hundred thousand (\$100,000.00) dollars** for anyone occurrence for death or personal injury and **one hundred thousand (\$100,000.00) dollars** for anyone occurrence for property damage. Bidder must provide public liability insurance within ten (10) working days after award.
2. **WORKERS' COMPENSATION:** Within ten (10) working days after award of project the successful bidder must submit a copy of their certificate providing that his firm and his agents are covered by Workers' Compensation Employee's Liability.
3. **FAILURE TO PROVIDE THE CERTIFICATED WITHIN THE STATED TIME PERIOD MAY RESULT IN THE PROPOSAL DEEMED NON-RESPONSIVE AND MAY BE IMMEDIATELY**

**DISQUALIFIED WITH NO FURTHER CONSIDERATION GIVEN
FOR POTENTIAL AWARDDING OF THE CONTRACT.**

N. REQUIREMENTS FOR CORPORATION

1. ARTICLES OF INCORPORATION
2. CERTIFICATE OF CORPORATE RESOLUTION
3. CERTIFICATE OF GOOD STANDING

THESE WILL BE REQUIRED PRIOR TO AWARD OF CONTRACT.

I. GENERAL INFORMATION

A. PURPOSE / OVERVIEW

The purpose of this Request for Proposals (RFP) is to solicit proposals from provider(s) qualified in K-3 reading intervention services and job-embedded support to the schools throughout the territory.

The Virgin Islands Department of Education (DOE) seeks qualified service provider(s)/person(s) with the knowledge, experience, and expertise to provide all things necessary including but not limited to: increasing reading achievement among kindergarteners to third graders, provide professional development and consultation services to K-3 faculty, coordinators and administrators, collect and analyze data to monitor program's success, identify funding sources and provide grant writing services and instruction, and provide materials and supplies to support program's initiatives.

B. BACKGROUND

Virgin Islands Department of Education

The Commissioner of Education heads the Virgin Islands Department of Education, including the Virgin Islands Public School System. The Territory of the United States Virgin Islands is divided into two (2) school districts – the St. Thomas-St. John school district and the St. Croix school district. The two (2) school districts are managed and directed by Insular Superintendents with the day-to-day operations of each school district being managed with district offices on St. Thomas and St. Croix. The following contains additional information concerning the two (2) school districts:

ST. THOMAS/ST. JOHN SCHOOL DISTRICT	Number
Schools	15
Elementary Schools	10
Middle Schools	2

Junior High School	1
High Schools	2
Programs	3
Day Adult Program	1
Skill Center	1
Alternative Ed Program	1
Total Schools and Programs	18
Number of Students	7,069
ST. CROIX SCHOOL DISTRICT	
Schools	13
Elementary Schools	8
High Schools	2
Junior High	3
Programs	3
Adult Ed	1
Alternative Ed	1
Career and Technical Ed	1
Total Schools and Programs	16
Number of Students	6,453
<u>BOTH DISTRICTS</u>	
TOTAL NUMBER OF VIDE REGULAR K-12 SCHOOLS	34
TOTAL NUMBER OF PROGRAMS	6
TOTAL NUMBER OF STUDENTS	13,522
TOTAL NUMBER OF TEACHERS/ADMINISTRATORS	1,203

On the island of St. John, one (1) school serve the elementary and middle school student population. The senior high school students from the island of St. John are served by schools on the island of St. Thomas.

The priority of the Governor of the US Virgin Islands is to have all children reading on or above grade level by grade three. In order to do this, the VIDE must provide a strong foundation for our children by providing evidence based intervention programs and practices for teachers and students in grades K through 3 to improve students' reading achievement. To this end, the VIDE is committed to producing globally competitive students through providing a rich and rigorous curriculum that focuses on building reading comprehension and math readiness.

C. ADMINISTRATIVE STRUCTURE

Honorable Sharon Ann McCollum, Commissioner of Education, heads the Virgin Islands Department of Education. The Department has two (2) school districts, the St. Thomas-St. John School District, and the St. Croix School District that are managed and directed by Insular Superintendents. The official physical and mailing to be used for any correspondence or delivery of paper reports address for the DOE is as follows:

Virgin Islands Department of Education
1834 Kongens Gade
St. Thomas, US Virgin Islands 00802-6742

Randolph N. Bennett, Commissioner of the Department of Property and Procurement (DPP), and other personnel at DPP, will manage the bidding, negotiation, and contractual processes. DOE's Office of the Commissioner will serve as the liaison between the selected contractor and agencies of the Virgin Islands Government in contract preparation.

D. CONTRACT TYPE

The contract awarded under this RFP will be for professional services and cost reimbursement. No payments in advance or in anticipation of services or supplies to be provided under the contract shall be made by the Government.

E. CONTRACT TERMS

Unless otherwise agreed pursuant to negotiations, the term of the contract awarded under this RFP shall be for a period of three (3) years, with up to two (2) one (1) year options to renew, upon mutual agreement between the Government and the selected contractor.

F. SELECTION OF CONTRACTOR

A contract shall be negotiated with a proposer deemed to be the most qualified and responsive to this solicitation. Such a proposer is one which has financial, technical, and other resources that indicate an ability to perform the services required by this solicitation. A number of factors may influence the Government's decision in selecting the provider. These factors include, but are not limited to, proposer's ability to deliver requested services in a timely manner; reputation, qualifications, experience, familiarity, and specialty in providing similar services; quality of supporting resources; and responsibility status.

The proposer shall also meet the following minimum requirements:

- (1) Provide description of the proposer's organization.
- (2) Provide history and background of organization.
- (3) Provide previous experience including years of experience describing the type of experience required for the project.
- (4) Demonstrate ability and capability to deliver on all aspects as described in Section II.
 - Proposers should present their vision of how they propose meeting DOE's needs and identify the overall approach to the project, define the scope of their offered services, and how they propose to meet the *Scope of Services and Deliverables* as defined in this RFP.
- (5) Provide at least three (3) professional references (project references).
- (6) Provide a documented account of a similar initiative and its success.
- (7) Demonstrate the ability to perform services on-site in DOE's facilities.

H. INCURRED COSTS

The Government of the Virgin Islands is not liable for any cost incurred by the proposer prior to the signing of a contract by all Parties.

I. LATE PROPOSALS

Any Proposal received after the exact time specified for receipt will not be considered.

J. GIFTS FROM CONSULTANT

The Government's officers, employees, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or potential contractors. To the extent permissible under local laws, rules, or regulations, such standards shall provide for appropriate penalties, sanctions, or other disciplinary actions to be applied for violations of such standards.

K. LICENSES, FEES & TAXES

1. The selected contractor shall be responsible for paying all applicable taxes and fees, including but not limited to, excise tax, local income tax, and payroll and withholding taxes for its employees. The contractor shall hold Government harmless for all claims arising from payment of such taxes and fees.
2. The selected contractor shall obtain and post as required, all licenses, insurances, permits, and certificates as required by federal and local laws, rules and regulations, and policies.

L. PROPOSAL FORMAT

Each proposal must also meet the following minimum requirements:

Part I: Narrative

1) Table of Contents

This section must contain a table of contents. All major parts of the proposal must be identified by page numbers.

2) Executive Summary/Proposal Overview

This section must describe the salient features of the proposal. It must contain an overview of the proposer's company background and qualifications, and must condense and highlight the contents of the proposal to provide a broad understanding of the entire proposal. The Executive Summary should include conclusions and generalized recommendations. Pricing information must not be included in the Executive Summary.

3) Required Parts and Documents

The proposal must include components of Section I. F.

4) Technical Response

Demonstrate ability and capacity to provide services described in Section II. In this section, proposers should present their vision of how they propose meeting the Government's needs and identify the overall approach to the project, define the scope of their offered services, and how they propose to meet the *Scope of Services* as defined in this RFP.

Part II: Cost Proposal

The proposal shall provide the proposed compensation for the services to be provided as described in Section II. Costs must be delineated by [the total payment detail of the proposed contract].

II. SCOPE OF SERVICES

Overview

Recent data suggests that approximately 13% of 3rd grade USVI students are meeting reading proficiency standards on the Smarter Balanced reading assessment, which is the assessment used in numerous states nationally to measure student proficiency in the Common Core State Standards. Although this data represents the first year of testing with this assessment tool, historically third grade student performance demonstrates a need for continuous and rigorous intervention.

In keeping with the goal set by the Governor of the US Virgin Islands to have all children reading on or above grade level by grade three, the Department of Education is particularly targeting the need to provide a strong foundation for our children. Therefore, as a prescriptive, they are seeking a formal partnership with an outside contractor to provide evidence based intervention programs and practices for students in grades K thru 3 to address the deficiencies in students' reading levels.

The VIDE plans that this reading initiative will kick off in spring of 2016 with a series of workshops and in-classroom coaching support. In addition, researchers will partner with the VI Department of Education to secure additional funds to support the rigorous evaluation of the scale up of the reading initiative.

Tasks – Description of Services

The selected contractor will provide whole-group, small-group and job-embedded professional development for all K-3 teachers, coordinators and administrators to ensure that these VIDE educators in the territory/are grounded in the essential components of reading instruction including oral language, phonological awareness, phonics, vocabulary, comprehension, and fluency. Providers of professional development must base training in reading instruction on evidence-based reading research. Professional development options must be provided to address the following:

- A. Consistent and efficient implementation of all instructional materials, all reading programs, and strategies based on evidence-based reading research, including early intervention, classroom reading materials, and accelerated programs. Intensive intervention should also be addressed.
- B. Training on the use of screening, diagnostic, and classroom-based progress monitoring assessments, as well as other procedures that effectively identify students who may be at risk of reading failure or who are experiencing reading difficulties.
- C. Practices, strategies and interventions developed from evidence-based reading research must be in alignment with the Common Core State Standards. Professional development must be also individualized based on student performance data – rather than a “one size fits all” model.
- D. Instruction on how to use existing reading resources to improve overall reading skills and performance.
- E. Training on the collection, analysis and use of data to drive decision making and instruction. Administrators will receive additional consultation on the monitoring process required to sustain the skills learned through and beyond the life of the contract.
- F. Acquisition of additional funding through grant writing measures to support reading initiatives throughout the territory.
- G. Provision of professional development using the “train the trainers” model to ensure sustainability beyond the life of the contract.

In order to ensure that each individual teacher has the level of intensity needed for professional growth based on student achievement data, professional development must be individualized. All teachers, paraprofessionals and substitutes, and even mentors can benefit from differentiated professional development – providing more information for less experienced teachers and advanced activities for those who are at a mentor level. In addition, to ensure that the necessary monitoring and support for the teachers occurs, ongoing consultation with school administrators is critical and necessary.

The consultant will provide all printed materials, teacher training and program monitoring to ensure fidelity in application.

Deliverables

The selected contractor must deliver the following to DOE:

1. Monthly reports detailing all program activities to include, but not limited to professional development and consultations conducted, challenges, accomplishments, findings, prescriptions, recommendations and data analyses.
2. Completed and submitted grant applications for the acquisition of additional funding sources for the continuance of reading initiatives.
3. Provision of materials and training on the effective use of the assessment tool used for pre-, mid-, post-testing and progress monitoring.
4. Timely delivery of services and ongoing support

B. SPECIFICATION DETAILS

Core Component	Objectives	Performance Measures/Data Collection	Responsible Key Personnel
Increase literacy performance for Kindergarten through third grade.	<p>Improve classroom instruction through strategies and intervention techniques to increase student achievement</p> <p>Provide professional development and technical assistance to administrators, teachers, and coordinators on using existing resources to improve literacy.</p> <p>Provide consultation on the monitoring process for sustainability of the program</p> <p>Utilize the “train the trainers” model for</p>	<p>-Pre, mid and post testing</p> <p>-SBAC for grade 3 only</p> <p>-Survey and workshop evaluations</p> <p>-Survey and workshop evaluations</p> <p>-Lesson plans and formative assessments</p> <p>-SBAC and report cards</p> <p>-Professional Learning</p> <p>-Communities by VIDE trainers</p>	<p>State Office of Curriculum & Instruction</p> <p>School Administrators</p> <p>Insular Superintendents</p> <p>Teachers</p> <p>School Improvement Teams</p> <p>Contractor</p>

Core Component	Objectives	Performance Measures/Data Collection	Responsible Key Personnel
	sustainability and growth of the program. Provide additional evidence based materials and resources to support best practices	-Scheduled use of provided materials -Lesson planning -Transformation via Observation and Data Documents (TODD)	
Utilize data to drive reading instruction	Collect, interpret and utilize data on student performance as a prescriptive intervention Conduct data talks with all stakeholders, including students. Utilize the “train the trainers” model for sustainability and growth of the program.	-Pre, mid and post testing -Formative assessments -SBAC for grade 3 only -Teacher logs -Professional Learning Communities by VIDE trainers	State Office of Curriculum & Instruction School Administrators Insular Superintendents Teachers School Improvement Teams Contractor
Identify additional funding sources for on-going reading initiatives and provide grant writing services and instruction.	Secure funding through grant writing initiatives Train personnel on effective grant writing techniques for sustainability.	-Approved grant(s) -Surveys and evaluations	State Office of Curriculum & Instruction Contractor

Budget should cover the following:

- All printed materials for students grades K-3
- Training of all teachers K-3
- Management/ Consultation Services
- Grant Writing Services

- Collection of Data
- Professional Services/Consultants
- Travel
- Evaluation of Program Initiative

III. NON-PERFORMANCE BY SELECTED CONTRACTOR

In the event of the selected contractor's non-performance under the subsequent contract and/or the violation or breach of the contract terms, the Government shall have the right to pursue all administrative, contractual, and legal remedies against the contractor and shall have the right to seek all sanctions and penalties as may be appropriate. Further, either party shall have the right to terminate the contract with or without cause upon the agreed upon written notice to the other party specifying the date of termination.

IV. CONTRACTUAL REQUIREMENTS

All bid proposals and subsequent contract and supporting documents (if selected) must reflect the legal name of entity. Supporting documents that must be submitted prior to contract execution and within the time established by the Government shall include, but not be limited to, the following:

- (1) *Certificate of Resolution*, as to the authorized negotiator and signer of a contract.
- (2) *Current Virgin Islands Business License* issued to the legal name of record of the entity by the Government of the Virgin Islands, Department of Licensing and Consumer Affairs; and if applicable, copy of current business license issued by state, city or county in which the foreign corporation is operating.
- (3) Three (3) current original *Certificate(s) of Good Standing/Existence*, in legal name of the Contractor by the Virgin Islands Office of the Lt. Governor, Division of Corporations and Trademarks; and if company is not locally formed, an original *Certificate of Good Standing, Certificate of Existence, or Certificate of Status* from the state of registration.
- (4) Certificate of Issuance or Renewal of Trade Name issued by the Virgin Islands Office of the Lt. Governor, Division of Corporations and Trademarks, if applicable.
- (5) *Articles of Incorporation or Organization*, as applicable; or documents governing operation.
- (6) *Certificate of Liability Insurance* indicating proof of coverage of *Professional Liability Insurance* and *General Liability/Public Liability Insurance* - each of no less than [One Million Dollars and Zero Cents (\$1,000,000.00)] for any one occurrence. The Contractor must provide a *Certificate of Liability Insurance* and

Declaration/Endorsement pages that indicating that the Government of the Virgin Islands, Department of Education, is as “**certificate holder**” and an “**additional insured**” on the **General Liability/Public Liability Insurance**. The Professional Liability Insurance must cover the services to be provided under the contract.

- (7) Certificate of Government Insurance/Copy of Certificate providing firm/agents are covered by Workers’ Compensation Employee’s Liability.

Please note the above-referenced documents are subject to modification at the Government’s discretion.

Any silence, absence, or omission from the contract specifications concerning any point shall be regarded as meaning that only the best commercial practices are to prevail.

All contractual documents including insurance certificates/policies must be kept updated and maintained throughout the term of the contract