

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

**Request for Proposal – Negotiation
Professional Services**

To:

Date: May 12, 2016

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RFP No. 014-2016 (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 **Friday, June 10, 2016 @ 4:00 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 to 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-014-2016 (P) proposals to provide professional development on Common Core State Standards (“CCSS”) and Next Generation Science Standards (“NGSS”) to district staff and administrators in the territory’s public 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 VI Department of Education**.

B. STATEMENT OF PURPOSE

RFP-014-2016 (P) proposals to provide professional development on Common Core State Standards (“CCSS”) and Next Generation Science Standards (“NGSS”) to district staff and administrators in the territory’s public schools.

C. PROPOSE SCOPE OF WORK

See Attached Scope of Work

D. TIMETABLE

1. Last day for requests for written clarification will be
Wednesday May 25, 2016 @4:00 p.m.
2. Proposals will be accepted at Department of Property & Procurement, no later than **Friday, June 10, 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 **Friday, June 10, 2016 @ 4:00 P.M**

They shall be addressed to:

Randolph N. Bennett
Commissioner
Department of Property & Procurement
8201 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 -014-2016 (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 **Deputy Commissioner of Procurement, Ms. Latisha Blyden** at latisha.blyden@dpp.vi.gov. 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 Finn.
 - 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(ies) 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 certification 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 awarding 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.



Virgin Islands Department of
EDUCATION

1834 KONGENS GADE
ST. THOMAS, V. I. 00802

**REQUEST FOR PROPOSALS (RFP)
FOR
Professional Development on the Common Core State Standards and
Next Generation Science Standards**

I. GENERAL INFORMATION

A. PURPOSE / OVERVIEW

The purpose of this Request for Proposals (RFP) is to solicit proposals from provider(s) qualified in delivering professional development to deepen teacher knowledge on Common Core State Standards (“CCSS”) and Next Generation Science Standards (“NGSS”); and improve the quality of instruction relating to teaching the concepts and skills of the standards to district staff and build the capacity of instructional leadership teams in providing coaching and support to principals and teachers

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 on the transitional shifts in English Language Arts, math and science, data informed decision making, systemic approach to improving instruction, effective teacher practices related to CCSS and NGSS (including bell to bell instruction and lesson planning), monitoring student progress, and effective implementation, as well as monitoring interventions for effectiveness.

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	7,899
ST. CROIX SCHOOL DISTRICT	
Schools	13
Elementary Schools	8
High Schools	2

Junior High	3
Programs	4
Adult Ed	1
Alternative Ed	1
Youth Rehabilitation Center	1
Career and Technical Ed	1
Total Schools and Programs	17
Number of Students	7,054
BOTH DISTRICTS	
TOTAL NUMBER OF VIDE REGULAR K-12 SCHOOLS	28
TOTAL NUMBER OF PROGRAMS	7
TOTAL NUMBER OF STUDENTS	14,953
TOTAL NUMBER OF TEACHERS/ADMINISTRATORS	1,319

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 State Office of Curriculum and Instruction has been designated and will serve as DOE's liaison on this project.

C. ADMINISTRATIVE STRUCTURE

Honorable Sharon Ann McCollum, Ph.D., 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

Honorable Randolph N. Bennet, 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. All inquiries regarding this RFP must be directed in writing to the Commissioner of the Department of Property and Procurement.

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 One (1) year, 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) Demonstrate the ability to perform services on-site in DOE's facilities.

H. INCURRED COSTS

DOE 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

DOE'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 license, 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. Cost is inclusive of all travel and expenses.

II. SCOPE OF SERVICES

Overview

The selected Contractor shall provide consultancy and professional development training to twenty-six (26) district staff and forty (40) administrators as they work with teachers to improve instruction around the Common Core State Standards and the Next Generation Science Standards. The consultancy will commence with a meeting with District Director for Curriculum and Instruction as well as district coordinators and school-based administrators to develop a customized CCSS and NGSS implementation plan for each district based upon the efforts the districts have already undertaken in shifting to these standards. The consultancy shall include discussions on classroom walk through to determine the method and instrument to be used to gather data during walk through.

The selected Contractor shall conduct and provide an analysis of the current instructional effectiveness of classroom instruction aligned to the Common Core State Standards and the Next Generation Science Standards. The analysis, shall be generated from the initial walk throughs and will be used to develop an improvement plan customized for each district.

The selected Contractor shall provide an implementation plan with strategies developed through collaboration with consultants, coordinators, and teacher teams. Contractor shall develop standards-based lessons that will improve classroom instruction aligned to the standards. Electronic, shareable Lessons will also be developed collaboratively between consultants, coordinators, and teacher teams in an effort to build best practices in the district and use these lessons as models for others to follow. Included also are job embedded support to teachers, the effective use of data, mentoring, coaching, and reflecting.

The selected Contractor shall facilitate job-embedded professional development working alongside coordinators, administrators and teachers in the classrooms to improve instructional practices with a focus on the standards. Additionally, teacher teams will be guided to use classroom data to drive classroom instruction. The purpose and focus of the job-embedded professional development is to increase the instructional effectiveness of teachers. The consultancy will end with the development of an instructional improvement plan for coordinators to work with administrators and teachers to help them address any instructional issues that surface during classroom walk throughs going forward.

The plan shall include leadership strategies for administrators and will also provide strategies for coaching and mentoring for coordinators and administrators. Interim reports are to be provided to show progress toward accomplishing the objectives outlined in the improvement plan.

Tasks:

The selected Contractor shall provide a team of at least four (4) experts that will provide a minimum of fifteen (15) days of job-embedded training per district. The selected Contractor shall deliver sixty (60) consultancy days per district, for a total of one hundred twenty (120) consultancy days. The selected Contractor shall provide professional development to District Directors and their coordinators, school based administrators, and teacher teams. The selected contractor shall perform the following tasks to deliver the consultancy and professional development services:

- Meet with District Director for Curriculum and Instruction as well as district coordinators and school-based administrators to determine a starting point based on efforts previously made in implementing CCSS and NGSS in each school district.
- Conduct classroom observations in a sampling of classrooms selected randomly to get a better perspective of possible instructional problems around the standards

- Develop a written action plan that will delineate the customized professional development to be carried out in each district
- Provide an analysis of the current instructional effectiveness as observed in the classroom walk throughs.
- Implement agreed upon strategies that will improve classroom instruction around the Common Core State Standards and the Next Generation Science Standards.
- Design, develop, and demonstrate standards-based lessons
- Coach coordinators, administrators and teacher teams on the delivery of standards-based lessons.
- Provide interim reports for as determined with successful bidder.
- Meet with directors, coordinators, principals and teacher teams to debrief and reflect on instruction throughout the consultancy
- Engage administrators in the instructional process to ensure that they can support teachers
- Facilitate job-embedded professional development
- Provide ongoing mentoring and coaching to ensure teachers
- Demonstrate effective use of data in the instructional process.
- Develop an instructional improvement plan for coordinators to work with administrators and teachers after the consultancy has ended.
- Develop a final instructional improvement plan with leadership strategies for administrators and strategies for coaching and mentoring for coordinators

Deliverables

The selected Contractor must deliver to DOE ...

1. An analysis of the current instructional effectiveness as observed in the classroom walk throughs with the successful bidder.
2. An electronic copy of a strategic improvement plan with timelines, activities, and recommendations, expected outcomes, persons responsible etc. for each district. This plan will be one document separated by district and delivered at the end of the 1st 5 day block.
3. A set of CCSS and NGSS standards-based lesson plans developed collaboratively with coordinators, and teacher teams at the end of the 15 days.
4. Interim reports aligned to payment schedule to demonstrate progress on the recommendations and activities presented in the improvement plan. Progress should be determined by evidence of recommendations being addressed and activities completed according to the recommendations.
5. An instructional improvement plan for coordinators to continue to work with administrators and teachers due no later than one month after the services end
6. A final comprehensive report with recommendations for coaching due no later than one month after the services end.

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 Hundred Thousand Dollars and Zero Cents (\$100,000.00)] 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