

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

**Request for Proposal – Negotiation
Professional Services**

To:

Date: June 29, 2016

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RFP No. 050-2016 (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, July 29, 2016 @ 4:00 o'clock p.m. Atlantic Standard Time.**

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

Qualified firm or individual (s) to provide Professional Development on Establishing and Implementing Content Based Professional Learning Communities in the USVI Territory

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 **Mr. Anthony D. Thomas, Chief of Staff- Department of Education**

B. STATEMENT OF PURPOSE

Qualified service provider with the Knowledge, experience, and expertise to establish and implement effective grade level or content based Professional Learning Communities in the Territory

C. PROPOSE SCOPE OF WORK

See Attached Scope of Work

D. TIMETABLE

1. Last day for requests for written clarification will be
Wednesday, July 13, 2016 @ 4:00 p.m.
2. Last day for responses from Department of Education will be
Tuesday, July 19, 2016 @ 4:00 p.m.
3. Proposals will be accepted at Department of Property & Procurement, no later than **Friday, July 29, 2016 @ 4:00 p. m.**

E. SUBMISSION OF PROPOSAL

All interested parties shall submit *seven (7)* sets of proposals, One (1) original and Six (6) copies which are to be delivered to the Department of Property and Procurement during normal business hours, no later than **Friday, July 29, 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-050-2016 (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, fax 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 (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 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 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.



THE VIRGIN ISLANDS DEPARTMENT OF **EDUCATION**

1834 Kongens Gade
St. Thomas, U.S. Virgin Islands

**REQUEST FOR PROPOSALS (RFP)
FOR
Establishing Professional Learning Communities**

PM 112 PROP & PROBIT, JUNE 2014

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 on establishing and implementing effective grade-level and/or content-based Professional Learning Communities. To supplement the core school improvement process and establish effective routine learning teams, there will be 3 days x 2 districts = 6 days) of professional development and support for members of the School Improvement Professional Learning Communities (SIPLCs) on establishing and implementing effective grade-level and/or content-based Professional Learning Communities (PLCs) with 27 days of onsite job-embedded coaching support.

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 establishing and implementing effective grade-level and/or content-based Professional Learning Communities.

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	4
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	28
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 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 inquires 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 professional development will be provided by top education consultants in establishing and maintaining Professional Learning Communities (PLCs). The selected Contractor shall provide support for members of the School Improvement Professional Learning Communities (SIPLCs). The SIPLCs are the school-based school improvement team which is comprised of principal, assistant principal, chairperson and teacher leaders. The PLC is the forum by which we bring school teams to the table for technical assistance on their school improvement plans.

The work will focus on professional development to support the core school improvement

process and establish effective routine learning teams, for a period of 3 days for each district to spread over October, February and May. Work will focus on establishing and implementing effective grade-level and/or content-based (PLCs).

Specifically, Professional development will be provided to school improvement team members for up to 110 participants in the St. Thomas/St. John district and up to 100 participants in the St. Croix district. These participants will serve as the satellites for their schools hence the strategies obtained through the professional development will be shared with the non-participating staff members at each school site during monthly school-based PLCs as scheduled by each district.

The selected Contractor shall also facilitate 27 days of job-embedded onsite-job embedded support for schools in each district (one day for each school) working alongside school teams in their Professional Learning Communities on how to sustain the PLCs within each building. The purpose and focus of onsite coaching is to increase the instructional effectiveness of teachers in implementing the Common Core State Standards through support of their PLC teams. Emphasis will be on using data from (Day 1) to drive implementation of the PLCs to improve instructional practices with a focus on the classroom. Specifically, teacher teams will be guided in their school-based PLCs to use classroom data to drive classroom instruction around the standards. Moreover, the coaching will also support district and school-based leadership to build their capacity to sustain the work. The 27 days of on-site coaching will be spread throughout the 2016-2017 school year and be delivered in 5-day blocks and 2 days.

To determine the starting point for the work, the consultancy will commence with a meeting between planning team members representing the State Office of Curriculum and Instruction as well as representatives of district leadership from curriculum, instruction, and assessment. Before the first day in October with school teams, the selected Contractor shall conduct a survey and provide an analysis of the current PLC efforts carried out by each district. Using the survey results and discussions during the planning meeting, the Contractor shall provide an action plan that outlines strategies discussed and agreed to with the planning team.

The consultancy will include a Day 1 scheduled for October in each district when the (SIPLCs), school teams of up to 110 participants in the St. Thomas district, and up to 100 participants in the St. Croix district will focus on the basics of PLCs, specifically, why establish a PLC, how to start a PLC, and what to look for in a PLC. Strategies for establishing grade level or content specific PLCs will be provided to the school teams specifically on how to use and own data within their PLCs.

After the first professional development day for the SIPLC with school teams in October, the Contractor will develop a schedule with the planning team to work with each school team for the 27 days of onsite coaching utilizing 5 blocks of 5 and two days. Schools will submit their plan to demonstrate how their entire school will engage in PLCs and whether the school will focus its school-based PLCs on grade levels or content-specific PLCs.

The second professional development day with the (SIPLCs) to be scheduled within each district will focus on how the PLCs are being sustained within each building and how

school teams are using the school-based PLCs and their school data to drive the implementation of the CCSS within the grade-level or content-specific PLCs. The Contractor will work with the planning team to develop the agenda and activities in preparation for this SIPLC.

The third professional development day with the (SIPLCs) will be scheduled for (May) within each district and will focus on the progress made in each school and how to sustain the PLC process once the Contractor is no longer providing support. Again the Contractor will work with the planning team to develop the agenda and activities in preparation for this SIPLC.

The Contractor will provide coaching logs for each school for the 27 coaching days and will also provide interim reports at the end of each SIPLC and each 5 day block and will provide a final report focused on the scope of work and offers recommendations for sustaining the school-based PLCs.

Tasks:

The selected Contractor shall provide 6 days of professional development and 27 days of on-site coaching support. 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 planning team members to determine a starting point based on work previously done around school-based PLCs in each school district.
- Administer and analyze survey on school-based efforts around PLCs.
- Facilitate three one day SIPLCs focused on using school-based PLCs to increase instructional effectiveness of teachers.
- Work with planning team to develop agendas, and activities for the three one day SIPLCs in each district.
- Develop a written action plan based on survey results and planning meeting discussion that will delineate the customized on-site coaching to be carried out in each district during the 27 days of onsite coaching.
- Provide professional development for up to 110 participants in the St. Thomas district and up to 100 participants in the St. Croix district on establishing and implementing school-based PLCs
- Facilitate 27 days of on-site coaching for schools in each district.
- Implement PLC strategies that will improve classroom instruction around the Common Core State Standards through school-based PLCs.
- Demonstrate effective use of data in the instructional process through the PLC structure.
- Provide interim reports at the end of each SIPLC and each 5 day block
- Provide a final report highlighting the goals of the action plan and offer recommendations for sustaining the school-based PLCs.

Deliverables

The selected Contractor must deliver to DOE:

1. An electronic copy of an implementation plan with timelines, activities, and recommendations, and expected outcomes for each district. This plan will be one document separated by district and delivered no more than one month after the first SIPLC in October.
2. Analysis of survey conducted to determine school-based efforts around PLCs delivered one week after the end of the survey administration period.
3. Copy of the coaching schedule developed with planning team delivered one week after meeting with the planning team.
4. Coaching logs for 27 on-site coaching days delivered at the end of each 5 day block.
5. Agenda and activities for 3 face to face SIPLCs delivered before the scheduled date for the SIPLC.
6. Interim reports submitted at the end of each SIPLC and each 5 day block highlighting progress of consultancy.
7. A final comprehensive report of the consultancy with recommendations delivered two weeks after the consultancy ends.

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